

**14 JULY 2003**



*Personnel*

**AWARDS AND DECORATIONS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

OPR: HQ TNANG/DP (2d Lt Sobieski)

Certified by: HQ TNANG/ESSO (Col Thomas)

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This instruction establishes the eligibility requirements and award authorities for decorations and for achievement, service, and unit awards authorized by the Tennessee Air National Guard (TNANG). It describes how to prepare, submit, process and record the various decorations and awards. Refer to Department of Defense (DoD) Manual 1348.33-M, *Manual of Military Decorations and Awards*, September 1996, for the basis and description of federal decorations and awards. Refer to Air Force Instruction (AFI) 36-2803, *The Air Force Awards and Decoration Program*, June 2001, for guidance on how to prepare, submit, process and record federal decorations and awards. HQ TNANG/DP must review all supplements to this instruction.

***SUMMARY OF REVISIONS***

This revision incorporates an index. Paragraph 1.1 changes from United States Military Decorations (can be found in AFI 36-2803) to Functional Responsibilities. Specifies Tennessee National Guard (TNG) Professional Development Ribbon subsequent award criteria. The approval authority for the Tennessee National Guard War Service Ribbon changes to the Headquarters Tennessee Air National Guard Commander. Criteria for the Tennessee National Guard Volunteer Ribbon is clarified. Requirement to show improvement in conditions for subsequent awards of the Tennessee National Guard Distinguished Unit Commendation and Volunteer Recruiting and Retention Unit Citation is removed. Criteria for award of the Tennessee National Guard Volunteer Recruiting and Retention Unit Citation is changed from six to twelve months. Implements use of TNANG Forms 104, 170, and 172.

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## Chapter 1

### FUNCTIONAL RESPONSIBILITIES

#### 1.1. The Adjutants General (TAG):

1.1.1. Provides guidelines to manage the Tennessee National Guard (TNG) Awards and Decorations Program.

1.1.2. Determines award authority (see Table 1.1.).

#### 1.2. Headquarters Tennessee Air National Guard (HQ TNANG/DP):

1.2.1. Develops instructions and provides guidelines for the TNANG Awards and Decorations Program and implements guidance received from TAG.

1.2.2. Reviews and forwards all recommendations for decorations and awards requiring TAG approval and prepares and distributes the award elements.

1.2.3. Develops Awards and Decorations Management Plan and tells subordinate award authorities how to implement the plans.

1.2.3.1. Establishes standards, administrative requirements, award processing procedures, and justification formats consistent with the TNG Awards and Decorations Program.

#### 1.3. Award Approval Authorities:

1.3.1. Establishes procedure to approve awards; approves lower award or recommends lower awards to the subordinate award authority (downgrade); disapproves the award, or approves a higher award, or recommends a higher award to the appropriate award authority. Prepares, replaces, and distributes award elements.

1.3.2. Revokes decorations and tells subordinate units how to revoke decorations.

#### 1.4. Military Personnel Flight (MPF) Career Enhancement Section:

1.4.1. Develops instructions and guidelines for the base awards and decorations programs.

1.4.2. Reviews each recommendation.

1.4.3. Establishes procedures for processing each recommendation to the appropriate award authority. NOTE: It is left to the discretion of the approval authority whether or not to have formal approval/disapproval boards for recommendations.

1.4.4. Maintains an adequate supply of decorations, service medals, and related devices to provide initial issue of these items to the recipient.

1.4.5. Verifies and processes inquiries concerning entitlement to prior awards. Determines, verifies, and records an individual's eligibility for all individual and unit awards.

1.4.6. Updates the decoration or related device into the Personnel Data System (PDS) and distributes elements upon receipt of decoration elements.

1.4.7. Ensures decoration data for each individual's records is accurate.

1.4.8. Forwards duplicate award element request to the award authority.

1.4.9. Helps individuals determine status of decorations.

1.4.10. Documents non-acceptance of a refused decoration.

**1.5. Recommending Official:**

1.5.1. Initiates, prepares, and signs recommendations for decorations and determines inclusive periods utilizing a TNANG Form 0172.

1.5.2. Arranges presentation ceremonies.

**Table 1.1. Award Authority.**

	<b>Decoration</b>				
	TNGDSM	TAGRFV	TAGDPM	TNGCR	TNGIAR
Governor	X				
TAG	X	X	X	X	X
HQ TNANG/CC				X	X
WING/CC				X	X
GROUP/CC				X	X

## Chapter 2

### WHEN TO RECOMMEND AN INDIVIDUAL FOR AN AWARD

**2.1. Eligibility.** All military and civilian personnel are eligible for consideration for a Tennessee National Guard decoration within the provisions of Table 2.1.

**2.2. Submitting Recommendations:**

2.2.1. Do not submit recommendations in a token effort to "do something for your people."

2.2.2. Restrict recommendations to recognizing meritorious service, outstanding achievement, or acts of heroism that clearly place individuals above his or her peers.

2.2.3. Base recommendations on specific projects, plans, programs, or actions which are or will be beneficial to the Tennessee National Guard.

2.2.4. Superior duty performance, attainment of honors based solely on academic achievement (such as graduating with honors from a noncommissioned officer academy or other courses of instruction), or receipt of other forms of recognition (for example, selection as airman of the month or year or identification as a superior performer by the Inspector General) do not in themselves justify a recommendation for a decoration.

2.2.5. Each decoration prescribes standards which define the degree and magnitude of an act, achievement, or service considered worthy for awarding that particular decoration. (See table 2.1.) Do not base award of a specific decoration upon an individual's grade, but on the level of responsibility and manner of performance.

2.2.6. No individual is automatically entitled to an award upon completion of an operational TDY or departure for an assignment. Do not establish preconditions for an award. Do not use military decorations for incentives or as prizes in contests.

2.2.7. Evaluate all related facts regarding the service of any person before recommending or awarding a decoration.

2.2.8. The reassignment or retirement of a commander or supervisor is not a basis for recommending decorations to subordinates.

2.2.9. Award only one decoration for the same act, achievement, or period of service.

2.2.10. Do not award or present a decoration to any person whose entire service for the period covered by the decoration has not been honorable.

**2.3. Recommendations Based on Meritorious Service.** Recommendations are based upon a completed period of service.

2.3.1. Permanent Change of Station (PCS). A move from one geographical area to another. If the recommendation is based on a single assignment, the closeout date will not be before the member's final MPF out-processing date.

2.3.2. Permanent Change of Assignment (PCA). Reassignment from one unit to another on the same base or from one office or duty section to another located at the same organization. The new assignment must be markedly different from the previous duty to meet the intent of the completed period of service requirement.

2.3.3. Extended Tour (EXT TOUR). Not a PCS or PCA, but clearly outstanding and unmistakably exceptional service for an extended period of at least 3 years.

2.3.4. Retirement. Review records and consider the individual's entire career to determine the appropriate level of decoration for retirement. Prepare the recommendation using the most recent period of service. Process recommendations for retirement in time for a presentation ceremony and to permit processing and appropriate entries on retirement documents.

2.3.5. Separation. Release or discharge from the selected reserve. Prepare the recommendation using the most recent period of service. Process recommendations for separation in time for a presentation ceremony and to permit processing and appropriate entries on separation documents.

**2.4. Recommendations Based on Outstanding Achievement.** Recognize a single, specific act or accomplishment separate and distinct from regularly assigned duties, such as successfully completing important projects or on reaching major milestones of a long-term project or negotiations or accomplishments in a temporary duty (TDY) status. (A significant project accomplished within regularly assigned duties may meet the criteria.):

2.4.1. An outstanding achievement award covers a short period of time with definite beginning and ending dates. Submit at any time within the prescribed time limits.

2.4.3. You may recommend an award for meritorious service at the end of assignment even if the individual received an award for outstanding achievement during the time included in the recommendation; however, do not include previously recognized acts or achievements in the justification for the later award.

**2.5. Recommendations Based on Heroism.** Clearly state the act characterizes courage, intrepidity, or gallantry. When the act involved voluntary risk of life, you must clearly show that the individual would not have been censured had he or she not voluntarily accomplished the act.

**2.6. Posthumous Recommendations.** Base posthumous awards using the same criteria you use for a living person.

**Table 2.1. Tennessee National Guard Decorations.**

Decoration	Awarded For			Awarded To	
				US	
	Heroism	Service	Achievement	Military	Civilian
Distinguished Service Medal (TNGDSM) (See note 1.)	No	Yes	Yes	Yes	No
Ribbon for Valor (SOTAGRFB) (See note 2.)	Yes	No	No	Yes	No
Distinguished Patriot Medal (TAGDPM) (See note 3.)	No	No	Yes	Yes	Yes
Commendation Ribbon (TNGCR) (See note 4.)	Yes	Yes	Yes	Yes	No
Individual Achievement Ribbon (TNGIAR) (See note 5.)	No	Yes	Yes	Yes	No

**NOTES:**

1. Awarded for exceptionally meritorious conduct in the performance of extremely difficult service or actions. The performance must be clearly superb and of the outstanding character necessary to merit the highest military decoration of the State of Tennessee. Upon retirement, this decoration may be awarded on a one-time service career basis for long and faithful distinguished service. For purposes of award, "Long and faithful service" shall be defined as any period of service of greater length than twenty (20) consecutive years. The period of service shall reflect the entrance date into and the retirement date from the Tennessee Air National Guard. A letter of justification shall be required for award of the TNGDSM, and shall accompany the TNANG Form 0172 and citation when transmitted to HQ TNANG/DP.

2. Awarded for an act of heroism, saving or attempting to save another person's life, whether or not serving on duty in active training status: the act nevertheless bestowing great credit upon the individual and upon the Tennessee Air National Guard of which the designee is associated or a member. The performance should be clearly an act of bravery and unselfish reaction to the emergency.

3. Awarded for significant patriotic contribution to State or Nation, or by significant act of achievement in the promotion of patriotism and preservation of either our State or National heritage. Subsequent awards of the TAGDPM are not authorized.

4. Awarded for heroism (no threat to life), meritorious service, or outstanding achievement. This achievement or service is less than that required by the TNGDSM, but must, nevertheless, be exemplary performance.

5. Awarded for outstanding achievement or meritorious service. The TNGIAR shall be awarded for exemplary performance, although less than that required for the Tennessee National Guard Commendation Ribbon.

## Chapter 3

### GENERAL ADMINISTRATIVE PRACTICES

**3.1. Initiating a Recommendation.** Submit recommendations as soon as possible following the act, achievement, or service. Enter each recommendation into official channels within 2 years and award within 3 years of the act, achievement, or service performed. **NOTE:** A recommendation is placed in official channels when the recommending official signs the recommendation and a higher official in the chain of command endorses it.

3.1.1. You may resubmit recommendations that were placed into official channels within the prescribed time limits, but no award was made because the recommendation was lost or was not processed or acted on due to administrative error. Reconsideration is contingent on the presentation of credible evidence that the recommendation was officially placed in channels or was submitted, but not acted on through loss or inadvertence. Process the recommendation following the original channels. **NOTE:** When organizations no longer exist, process the recommendation through the replacement organizations.

**3.2. Preparing a Recommendation.** Submit a TNANG Form 0172 and proposed certificate (citation for TNGDSM) for an individual recommendation. Submit a descriptive justification and certificate/citation for each person when more than one person is recommended for the same decoration and for the same act, achievement, or service.

3.2.1. Content. Classify recommendations according to content. Consider a recommendation "for official use only" until the awarding authority announces its final decision.

3.2.2. Classified. Do not include any classified, highly sensitive, or special category information requiring special handling procedures in regular recommendations for decorations.

3.2.3. Descriptive Justification. Fully justify all award recommendations to avoid the perception that decorations are automatic. Avoid generalities, broad or vague terminology, superlative adjectives or a recapitulation of duties performed. The justification must provide concrete examples of exactly what the person did, how well he or she did it, what the impact or benefits were, and how that person significantly exceeded duty performance.

3.2.4. Additional Attachments. A recommendation may include: supporting documentation, if the person initiating the recommendation does not have firsthand knowledge of the act or service performed or official supporting records. Attach a copy of the citation for outstanding achievement to the recommendation when a decoration based on outstanding achievement was awarded during the period of service being recognized by a meritorious service recommendation.

**3.3. Processing a Recommendation.** Forward all recommendations through the normal chain of command of the person being recommended. The commander or vice commander at each headquarters designated to review recommendations must personally review and sign the forwarding endorsement for each. Each intermediate commander must recommend approval or disapproval of the recommendation or recommend award of a higher or lesser decoration:

3.3.1. Forward recommendations placed in official channels to the designated approval or disapproval authority for final action regardless of whether intermediate endorsing officials or commanders determine the award does not meet the criteria.

3.3.2. Process recommendations submitted on individuals or on a group of individuals from various organizations to recognize a single act or outstanding achievement through the project or operation commander's chain of command. Obtain concurrence from the recommendee's commander prior to submitting the recommendation.

3.3.3. Forward recommendations requiring the governor or TAG's approval through command channels to HQ TNANG/DP. Send original TNANG Form 0172, narrative, endorsement correspondence.

3.3.4. Reviewing officials at any level may return recommendations for administrative correction or for more supporting data. Do not consider these recommendations as having been removed from official channels, but return them without delay to the reviewing or awarding authority.

3.3.7. Recommending officials who wish to withdraw recommendations already in official channels must send a memorandum or letter through command channels to the awarding authority requesting disapproval, with reasons. Intermediate endorsing officials or commanders must forward these recommendations. Their endorsement must recommend either approval or disapproval to the awarding authority.

3.3.8. Forward requests for reconsidering disapproved or downgraded recommendations through the same official channels as the original recommendation. The justification for reconsideration must be in memorandum or letter format, not to exceed one page. Attach a copy of the original recommendation with all endorsements and new certificate. Submit request into official channels within one year of the date of the awarding authority's decision. A one-time reconsideration by the award authority is final.

**3.4. Completing a Recommendation.** Once an award has been approved and the certificate signed, the personnel function will certify the TNANG Form 172 and affix a special order number. See table 3.1 for distribution of the elements. See table 3.2 for actions on disapproved decorations:

**3.5. Refused Decorations.** A member may refuse to accept an approved decoration and may elect not to wear that decoration. File documents which prove the individual did not accept the award along with a copy of the citation and special order in his or her UPRG. Update the decoration as an approved award. Do not revoke the special order.

**3.6. Presenting Decorations.** Timely presentation is essential. Hold the presentation ceremony at the earliest possible date after the award was approved:

3.6.1. Give the next of kin decorations that were not presented because of the recipient's death. The next of kin listed in order of precedence are: spouse, child/children, parents, brother, or sister. When presenting decorations to the primary next of kin, give, at no cost, duplicate elements of the decoration to the parents of the deceased. Present the duplicate elements during the ceremony held for the spouse, if everyone agrees, or deliver or mail them. Do not hold a separate ceremony for presenting duplicate elements. Present all decorations earned but not presented before the recipient's death at one ceremony. Hold presentation ceremonies according to the wishes of the next of kin.

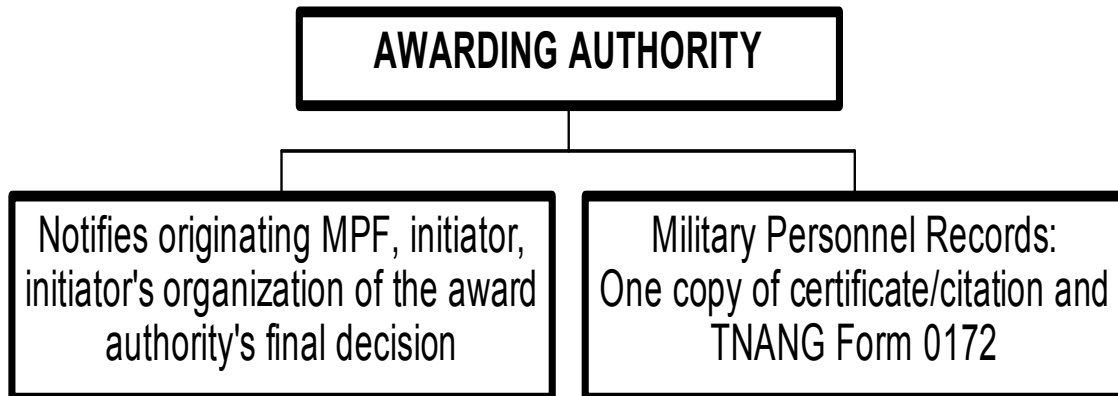
**3.7. Revoking Decorations.** Revoke an award if facts, later determined, would have prevented original approval of the award. Award authorities must seek legal advice from their base judge advocate whenever there is doubt as to the propriety of an award action:

3.7.1. The awarding authority revokes an award, and has personnel publish a special order, when the basis for the award no longer exists, for example cancellation of retirement or PCS.

**Table 3.1. Distribution Chart For Approved Decorations.**

Activity	Responsibilities
Awarding Authority	Notifies originating MPF or Unit, initiator, and initiator's organization of final decision.
	Forwards the following award elements to the member's servicing MPF (if not already presented): Original and two copies of the certificate and four copies of the special order and a transmittal letter.
Member's Servicing MPF	Forwards the following to the HQ TNANG/DP for filing in the member's master personnel record: <u>one copy of the special order and a copy of the certificate.</u>
	Forwards the following to the MPF Records Section for filing in the member's UPRG: <u>one copy of the special order and a copy of the certificate.</u>
	Updates the PDS IAW AFMAN 36-2611, Volume 1, if applicable.
	Forwards original award elements to the member's commander.
Commander or Designated Official	Presents the following award elements to the member, if not already presented: Original certificate, four copies of special order, and medal, ribbon, or appropriate device.

**Table 3.2. Distribution Chart for Disapproved Decorations. See note 1.**



**NOTE:** The decorations clerk signs and stamps "Disapproved" on the certificate. Include SSN.

## Chapter 4

### UNIT AWARDS

**4.1. Granting and Restricting Unit Awards.** Grant unit awards to military units that distinguish themselves during peacetime or in action against hostile forces or an armed enemy of the US. Restrict awards to recognizing acts or services that place the unit's performance significantly above that of other units of similar composition and mission responsibility. See Table 4.1. for a list of awards.

**4.2. Individual Entitlement.** All assigned or attached people who served with a unit during any period for which a unit award was awarded are authorized the appropriate ribbon if they directly contributed to the mission and accomplishments of the unit.

**4.3. Units Sharing in the Award:**

4.3.1. Subordinate activities do not automatically share in an award with the parent unit. Units can share their award only with their numbered subordinate units.

4.3.2. Identify each sharing subordinate unit in the parent unit's nomination.

**4.4. Preparing and Processing Recommendations:**

4.6.1. TNANG Form 172 accompanied by a letter of recommendation, which includes the name of the unit being recommended, name of award being recommended, type of service and summary of unit's specific accomplishments, and inclusive dates of the award. List all previous awards to nominated unit. List all assigned and attached subordinate units that will share in the award and the inclusive dates if they differ from the parent unit. The recommending official signs the letter of recommendation and forwards to HQ TNANG/DP.

4.6.2. Upon approval, HQ TNANG/DP will certify the TNANG Form 172, and distribute award elements appropriate award elements. If disapproved, HQ TNANG/DP will notify unit commander.

**4.5. Supporting Military Personnel Flight (MPF).** The supporting MPF for the unit will accomplish a TNANG Form 104 for personnel meeting the criteria in paragraph 4.2., update the personnel data system, and file the TNANG Form 104 in the member's unit personnel record group (UPRG).

**Table 4.1. Specific Unit Awards:**

State of Tennessee Governor's Meritorious Unit Citation (SOTGMUC)	Established to reward units of the Tennessee Air National Guard for exceptionally meritorious conduct in performance of unusually difficult services while on State Active Duty with the subject unit having been called to State Active Duty by the Governor in time of urgent or extreme need, emergency, or crisis. Any unit considered for the award must have displayed outstanding devotion and superior performance of duty beyond that normally required for a unit's proficiency.
Tennessee National Guard Distinguished Unit Commendation (TNGDUC)	<p>Awarded for any of the following three reasons:</p> <ol style="list-style-type: none"> <li>1. Awarded by The Adjutant General to recognize units of the Tennessee Air National Guard for distinguished performance of highly difficult duties while serving on State or Federal active duty or while in voluntary status.</li> <li>2. Awarded for superior performance and unusually high proficiency during a period of training, however, unusually distinguished achievement must be shown. The following minimum criteria must be met within the latest training year: <ul style="list-style-type: none"> <li>– Operational Readiness Inspection (ORI) rating of Outstanding or Management Effectiveness Inspection (MEI) rating of Excellent or higher if an ORI is not administered</li> <li>– At least 95% auth. strength and at least 85% of personnel AFSC qualified</li> <li>– Attendance of at least 90% of assigned personnel at annual training and at least 85% in attendance at all Inactive Duty Training Assemblies</li> </ul> </li> <li>3. Awarded for exceptional service performed during a period of emergency in the State. This service must be remarkable, but of a lesser degree than that required for award of the SOTNGMUC.</li> </ol>
Tennessee National Guard Outstanding Unit Performance Commendation (TNGOUPC)	Awarded by The Adjutants General to recognize units or sections of the Tennessee Air National Guard for distinguished performance while deployed in a Federal or State status. Such service must consist of superior achievements, which uniquely separate the unit from the norm. This award may be made for singular, superior performances, actions, or series of acts, but not for proficiency over long periods of time or service.
Tennessee National Guard Volunteer Recruiting and Retention Unit Citation (TNGVRRUC)	Awarded by The Adjutants General to recognize units who distinguish themselves with outstanding recruiting and retention by having maintained at least 100% authorized strength for a twelve-month period.

**Chapter 5**

**ACHIEVEMENT AWARDS**

**5.1. Achievement Awards.** See Table 5.1. for a list of awards, specific eligibility requirements and criteria:

5.1.1. Make only one award of a specific Air Force achievement award to the same person. Award devices to denote additional awards if applicable.

**Table 5.1. Tennessee National Guard Achievement Awards.**

Award	Award Requirements
Tennessee National Guard Recruiting Merit Ribbon (TNGRMR)	Awarded to recognize any member who recruits or initiates recruitment of three persons as members of the Tennessee Air National Guard. (See note 1.) Award an OLC for each additional three recruits. (See note 2.)
Tennessee National Guard Professional Development Ribbon (TNGPDR)	Awarded to any member who distinguishes himself/herself by outstanding achievement in military technical training schools and career development courses (CDC), both military and civilian. The criteria for the award must meet one of the following: <ul style="list-style-type: none"> <li>– Recognized as an Honor Graduate from a military technical training school</li> <li>– Complete any career related CDC with a passing score of 90% or above on the end of course examination</li> <li>– Earn 75 or more Extension Course Institute (EIC) points within a 12 month period resulting in the completion of any EIC/CDC courses</li> <li>– Complete a college program resulting in the award of a certificate or degree</li> </ul> Award an OLC for each additional attainment of the criteria. (See note 3.)
National Emergency Service Medal of the State of Tennessee (NESMSOT)	Awarded to any member in recognition of honorable and faithful active Federal Service for thirty days or more during the Berlin Crisis National Emergency. (See note 4.)
Tennessee National Guard War Service Ribbon (TNGWSR)	Awarded to anyone who entered federal service with a unit during a declared national emergency, provided such emergency has been called for the purpose of conducting war against a real or potential aggressor. (See note 5.)
Tennessee National Guard Counter-Drug Service Ribbon (TNGCDSR)	Awarded to any member who performs at least fifteen days of duty in support of Tennessee National Guard Counter-Drug Operations. Duty must have been performed in an exemplary manner in one or more of the following categories: Eradication and Interdiction, Drug Demand Reduction, or Internal Prevention and Control. (See note 6.)

Tennessee National Guard Service Ribbon (TNGSR)	Awarded to any member based on an aggregate of five years of satisfactory service with the Tennessee National Guard. Award an OLC for each additional five years of creditable service. (See note 7.)
Tennessee National Guard Volunteer Ribbon (TNGVR)	Awarded to any member who has completed eight years of honorable military service with any branch of the US armed forces or Guard/Reserve components. (See note 8.)

**NOTES:**

1. If a Tennessee Air National Guard member introduces a prospect to a Tennessee Air National Guard recruiter resulting in accession of the person into a unit of the Tennessee Air National Guard, the credit shall be assigned to the Guard member who initially introduced the prospect, regardless of the fact that the recruiter later made further contacts, testing and other pre-swearing-in duties. The recruiter may not receive credit for this type of recruitment. The recruiter may receive credit if he or she is the initial contact of a prospect that later joins the Tennessee Air National Guard. No more than one Guard member may receive credit for the introduction of any one accession. A guard member may receive equal credit for recruiting either officer or enlisted personnel.
2. The unit commander is responsible for the assignment of proper credit to each Guard member under his command. To award credit for an accession, an entry will be made on the introducing Guard member's unit records section on TNANG Form 170. Upon attainment of the three entries, the form shall be authenticated by signature of the unit commander, and then certified by the MPF. Upon approval the servicing MPF will authenticate the TNANG Form 0170 by assigning an order number and distributing the award elements in accordance with Table 3.1.
3. An MPF representative will verify eligibility and certify a TNANG Form 104 for award of the TNGPDR, prepare a TNGPDR certificate for signature by the applicable group commander or equivalent, and forward the completed certificate for presentation. The TNGPDR is retroactive to 1 March 1982.
4. A bronze service clasp, with the words "BERLIN CRISIS" inscribed, will be attached to the ribbon of this award. Additional awards are not authorized.
5. The HQ TNANG/CC will determine and announce Operations meeting the criteria for this award. Servicing MPFs will certify a TNANG Form 104 for members mobilized in support of approved Operations.
6. A letter or order signed by the awarding officer identifying the person or personnel awarded shall be the authorization for MPF certification of TNANG Form 104. This award may be made retroactively to reflect service from 1 January 1989. Additional awards are not authorized.
7. A bronze service star will be affixed to ribbons presented to personnel who were members of the active military forces of the United States during any period of active hostilities and who received honorable discharge from such service. Only one bronze star is authorized regardless of the number of armed conflicts in which a person participated. If authorized, the single bronze star will lead from the left of any oak leaf cluster awarded as seen by the viewer. MPFs will document entitlement(s) to award and service star, if applicable, on a TNANG Form 104.
8. MPFs will document entitlement to award on a TNANG Form 104. Additional awards are not authorized.

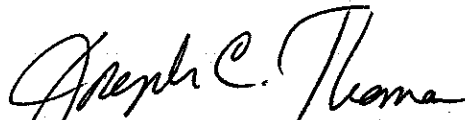
**Chapter 6**  
**FORMS PRESCRIBED**

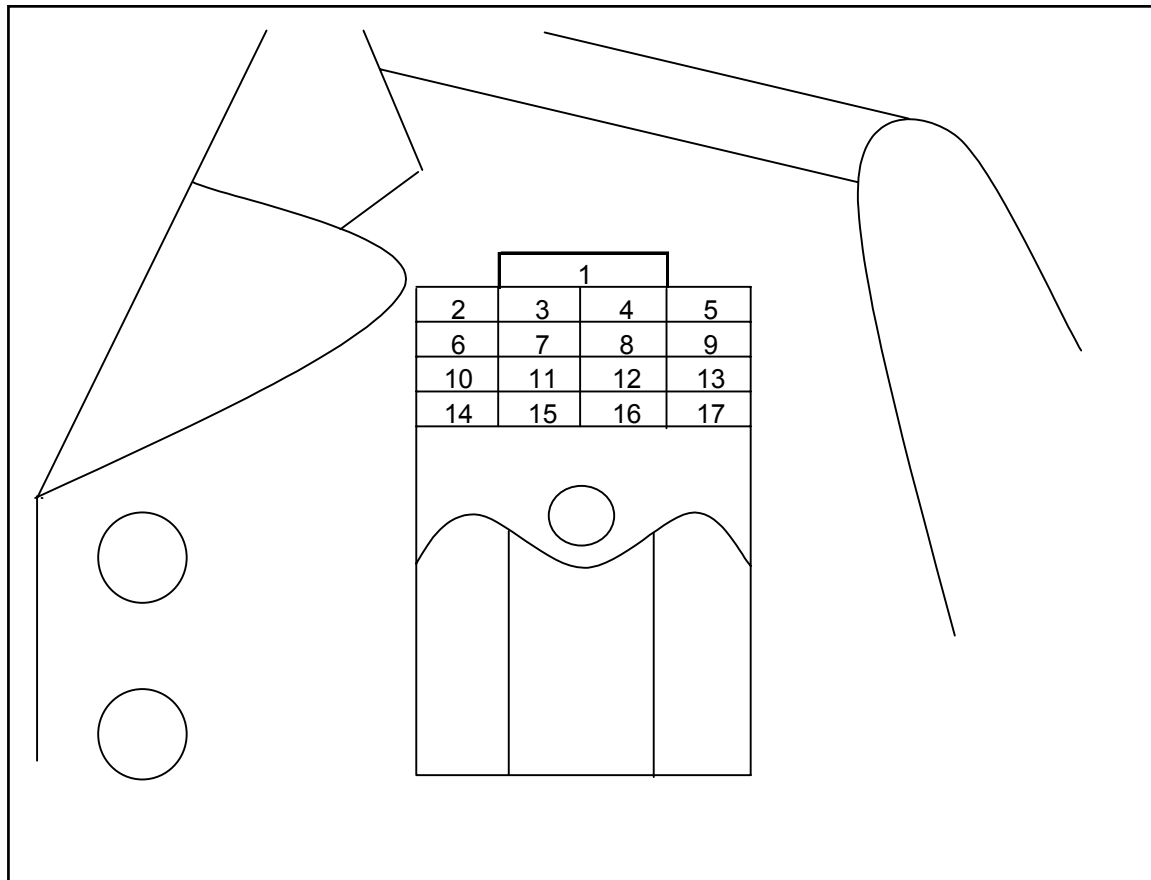
**6.1. Forms Prescribed.**

TNANG Form 0104, Tennessee National Guard Achievement Award Verification

TNANG Form 0170, Request for Award of the Tennessee National Guard Recruiting Merit Ribbon

TNANG Form 0172, Recommendation for Decoration

  
JOSEPH C. THOMAS, Col, TNANG  
Executive Support Staff Officer

**ATTACHMENT 1****RIBBON PLACEMENT DIAGRAM****ORDER OF PRECEDENCE**

1. Federal Ribbons (in accordance with AFI 36-2903)
2. Tennessee National Guard Distinguished Service Medal
3. State of Tennessee Adjutant General's Ribbon for Valor
4. Tennessee Adjutant General's Distinguished Patriot Medal
5. Tennessee National Guard Commendation Ribbon
6. Tennessee National Guard Individual Achievement Ribbon
7. Tennessee National Guard Recruiting Merit Ribbon
8. Tennessee National Guard Professional Development Ribbon
9. National Emergency Service Medal of the State of Tennessee (Berlin Crisis)
10. Tennessee National Guard War Service Ribbon
11. Tennessee National Guard Counter-Drug Service Ribbon
12. Tennessee National Guard Service Ribbon
13. Tennessee National Guard Volunteer Ribbon
14. State of Tennessee Governor's Meritorious Unit Citation
15. Tennessee National Guard Distinguished Unit Commendation
16. Tennessee National Guard Outstanding Unit Performance Commendation
17. Tennessee National Guard Volunteer Recruiting and Retention Unit Citation

## ATTACHMENT 2

## TNG DISTINGUISHED SERVICE MEDAL CITATION EXAMPLE



## CITATION TO ACCOMPANY THE AWARD

OF

## THE TENNESSEE NATIONAL GUARD DISTINGUISHED SERVICE MEDAL

TO

## CHIEF MASTER SERGEANT JOANNA A. DOE

Chief Master Sergeant Joanna A. Doe distinguished herself in the performance of long and faithful distinguished service to the Tennessee National Guard while assigned as a Traffic Management Superintendent, 118th Airlift Wing, Berry Field Air National Guard Base, Tennessee, from 1 November 1975 to 1 May 2003. During this period, the strong leadership and tireless dedicated efforts of Chief Doe enhanced the professional and personal development of hundreds of Tennessee Air National Guard members and helped solidify the Wing's reputation as a premier Air National Guard Base. Chief Doe's solid reputation as the ultimate team player helped foster an environment and culture of cooperation that partnered not only with other local units but also with all the Tennessee Air National Guard units and several Department of Defense agencies. Chief Doe is the epitome of a guardswoman who has made and will continue to make a difference. The distinctive accomplishments of Chief Doe represent the highest ideals of military tradition and reflect great credit upon herself, the Air National Guard, and the State of Tennessee.

ATTACHMENT 3

TNG DECORATION CERTIFICATE EXAMPLE



**HEADQUARTERS TENNESSEE NATIONAL GUARD**

THIS IS TO CERTIFY THAT THE ADJUTANT GENERAL OF TENNESSEE HAS AWARDED

**THE TENNESSEE NATIONAL GUARD  
INDIVIDUAL ACHIEVEMENT RIBBON**



**TO** SENIOR AIRMAN JOHN A. DOE, 123-45-6789, TENNESSEE AIR NATIONAL GUARD  
119TH COMMAND AND CONTROL SQUADRON, ALCOA AIR GUARD STATION, TENNESSEE

**FOR** outstanding achievement during the period of 12 March, 2003, to 1 May, 2003. Airman Doe went above and beyond his normal duties to ensure unit personnel deployed in support of Operation IRAQI FREEDOM received prompt administrative support. His quick preparation of deployment orders for personnel requested to support critical operational needs ensured an efficient and effective deployment. The distinctive accomplishments of Airman Doe reflect credit upon himself and the Air National Guard.

GIVEN UNDER MY HAND THIS 10TH DAY OF JUNE, 2003

GUSL. HARGETT, JR.  
Major General, TNARNG  
The Adjutant General