

DMNA Regulation Number 672-1

Decorations, Awards, and Honors

State Military Awards



**Division of Military and Naval Affairs
330 Old Niskayuna Road
Latham, New York 12110-3514**

**1 September 2025
UNCLASSIFIED**

Summary of Revisions

DMNA Regulation Number 672-1, 01 September 2025. Decorations, Awards, and Honors State Military Awards.

This publication is revised, and supersedes DMNA Regulation Number 672-1, 20 October 2017, and all changes.

Summary: The purpose of this regulation is to provide State of New York Awards Program recognition to individuals for acts of valor and exceptional accomplishments.

Applicability: New York Army National Guard (NYARNG) New York Air National Guard (NYANG), New York Naval Militia (NYNM), and New York Guard (NYG).

**STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
330 Old Niskayuna Road Latham, New York 12110-3514**

DMNA Reg 672-1

1 September 2025

DECORATIONS, AWARDS, AND HONORS

STATE MILITARY AWARDS

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CHAPTER 1

GENERAL

1-1. PURPOSE. The purpose of the State of New York Awards Program is to provide recognition to individuals for acts of valor and exceptional accomplishments, as well as long and faithful service. Those awards for which civilians are eligible are so identified in the “to whom award” portion of the award procedure, if applicable. This regulation has been devised for use by the membership of the New York State Organized Militia which is comprised of the New York Army and Air National Guard, New York Naval Militia and New York Guard.

1-2. AWARDS BOARDS. Awards may be requested in accordance with the procedures outlined in Chapter 2 of this regulation. Individual military awards can be processed at the appropriate major component level by appointed awards boards as outlined below. Selected award requests will be forwarded through appropriate command channels to respective component’s awards area of responsibility, prior to forwarding to MNP-AWD for consideration as outlined below.

a. New York Army National Guard (NYARNG). The “Army” board will review all NYARNG federal award recommendations.

b. New York Air National Guard (NYANG). The “Air” board will review all NYANG federal award recommendations.

c. The Adjutant General Military Awards Board. The Adjutant General Military Awards Board will review the following state military awards, as well as any criteria or procedural changes requested affecting any state award, providing a recommendation to The Adjutant General for decision. This includes those awards for which civilians are eligible:

- (1) Medal for Valor
- (2) Conspicuous Service Medal
- (3) Medal for Meritorious Service
- (4) President Franklin D. Roosevelt Field Grade Officer Leadership Award
- (5) President Theodore Roosevelt Company Grade/Warrant Officer Leadership Award

(6) Military Commendation Medal

(7) Colonel Gouverneur Morris Citizen/Soldier Award

(8) The Adjutant General's Award

1-3. MEDAL REPLACEMENT. A person issued any medal by the State of New York in accordance with this regulation may be issued a replacement for a lost or stolen medal. Applications for a replacement medal shall be made in writing through command channels to the appropriate major component area of responsibility for awards with a copy of the supporting award order, if applicable. Applications for replacement of the Division of Military and Naval Affairs (DMNA) award certificates shall be made in writing to MNP-AWD. Civilians and veterans shall request a replacement in writing with a copy of the supporting order or documentation to MNP-AWD.

1-4. MEDAL DESIGN. The state decorations, service ribbons and devices authorized by this regulation shall be of the design approved and in use on the effective date of this regulation.

1-5. DECORATIONS AND SERVICE AWARDS.

a. Army. Members of the NYARNG, while participating in authorized periods of training or while in an inactive status, may be considered for all military decorations providing the act, achievement, or service was in furtherance of an Army mission or function, and meets the established criteria.

b. Air. Members of the NYANG, while participating in authorized periods of training or while in an inactive status, may be considered for all military decorations providing the act, achievement, or service was in furtherance of an Air Force mission or function, and meets the established criteria. Acts, achievements, or service performed by the member as a private citizen when they are of principal benefit to private citizens, are not the basis for military decorations.

c. Navy. Members of the New York Naval Militia, while participating in authorized United States Navy Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve, periods of training, or while serving in an active status in the United States Navy, United States Marine Corps, or the United States Coast Guard, may be considered for decorations and service awards authorized by their federal service component in SECNAVINST Instructions 1650.1 F., the Navy and Marine Corps Awards Manual or United States Coast Guard COMDT INST. 1650.25B.

d. New York Guard. Members of the New York Guard (NYG) may be considered for decorations and service awards as authorized for any member of the New York State Organized Militia in the “to whom awarded” portion of the award procedure. See Chapter 4 of this regulation for state awards order of precedence.

e. In peacetime, military decorations recognize achievements which have significantly contributed to the readiness or effectiveness of a unit or organization or have made notable contribution to the morale or esprit de corps of units or organizations. Exceptional command or leadership of a crew, team, section, squad, or similar unit may be considered meritorious achievement or service. Recommendations for awards must be based on specific achievements.

f. The decision to award an individual a decoration, and the decision as to which award is appropriate, are both subjective decisions made by the commander having award approval authority. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient except in those cases where specified grades are among the criteria for a particular award. Rather, the award will reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of their organization will be the predominant factor for consideration.

g. No individual is automatically entitled to an award upon departure from an assignment. Awards presented in conjunction with a permanent change of station will be limited to exceptional cases. Certificates of Achievement, Commendation or Appreciation are appropriate means to recognize departing personnel.

h. No preconditions for an award may be established. For example, individuals should not be informed in advance that attainment of specific goals will result in the automatic award of a given decoration. Military decorations will not be used as prizes in contests.

i. Commanders and DMNA directors are encouraged to make maximum use of the New York State Awards Program for military and civilian personnel.

j. Once an award is received by the requesting official, it must be issued in a timely fashion to ensure that the recognition for an outstanding accomplishment is not made less significant.

k. Special Awards. Major component commanders are authorized to issue awards in recognition of service performed within their respective commands. Approval of The Adjutant General is required for the establishment of any award not authorized as of the date of this regulation.

1-6. ISSUANCE.

a. Recommendations for all awards outlined in Chapter 1 of this regulation will be submitted through appropriate major component command channels to respective component's awards area of responsibility prior to forwarding to MNP-AWD, in accordance with Chapters 2 and 3 of this regulation. Please note: All highlighted portions in the sample memorandum and citation templates throughout this regulation are portions that are intended to be edited by the recommender of the award(s).

b. Commanders will recognize that sufficient lead time (a minimum of six weeks) must be provided to allow for the conduct of board action and approval process. This is especially critical when making recommendations for the Medal for Valor and the Colonel Gouverneur Morris Citizen Soldier Award, both of which can take six or more weeks to process.

c. Components may provide support certificates for awards which do not have a formal certificate, as deemed appropriate.

1-7. ANNUAL FORECAST OF STATE AWARD SUPPLIES. Annually, on 31 August, each major component's awards section will be responsible for ensuring MNP-AWD is provided with an annual forecast of State award supplies needed for the State fiscal year (1 April – 31 March). The forecast will include number of medal sets, certificates (where applicable), ribbons, and devices (shields), for each state award. MNP-AWD will provide to MNBF, no later than 15 September each state fiscal year, an existing inventory roster and a request for funds with justification for additional awards.

CHAPTER 2

NEW YORK STATE AWARDS

PROCEDURES

2-1. GENERAL. The following awards will be issued based on the application instructions and examples furnished in Procedures 2-1 through 2-32. Once received, all requests will be considered by the appropriate major component or The Adjutant General Military Awards Board. Upon receipt of the recommendation, the approving authority will render final approval or disapproval for awards. The approved request for an award will direct the issuance of the award and announcement in permanent orders, if applicable. As applicable, a certificate of award and service ribbon will accompany each initial decoration with the appropriate device utilized for subsequent awards. Components may utilize support certificates for any award not formally authorized a certificate to provide proof of award.

2-2. AWARD REQUEST PROCEDURES. A series of procedures addressing the request for individual state awards is provided. Each procedure is designed to show who is eligible for each award, the standards, and how each award request is processed. Each procedure is followed by a sample memorandum of request or applicable request form and a sample citation where applicable. Each major component awards area of responsibility is identified as follows:

- a. New York Army National Guard - MNP-AWD
- b. New York Air National Guard – MNAF
- c. New York Naval Militia – MNNM
- d. New York Guard – MNSG

The address for all components is New York State Division of Military and Naval Affairs, 330 Old Niskayuna Road, Latham, New York 12110-3514. This address will also be used for all major component commanders.

2-3. TIME LIMITATION. Any recommendation for a state military award must be entered administratively into command channels within two years of the act, achievement, or service to be honored. The only exceptions are recommendations made on behalf of current or former members of the New York State Organized Militia for the awards of the New York State Conspicuous Service Cross, New York State Medal for Merit, New York State Conspicuous Service Star, or the New York State Medal for Valor, which have no time limitation.

2-4. LOST AWARD RECOMMENDATIONS.

a. In accordance with the procedures outlined in paragraphs 2-1 and 2-2, conclusive evidence must be submitted through command channels within two years after the report of the act or achievement or that the service award recommendation was either lost or inadvertently was not acted upon.

b. Conclusive evidence will consist of a copy of the original recommendation, or at a minimum, the recommendation will be accompanied by statements or affidavits corroborating the events reported. The person signing a reconstructed award recommendation must be identified clearly in terms of his or her official relationship to the intended recipient at the time of the act or during the period of service to be recognized.

2-5. PRIVACY ACT INFORMATION.

a. Certain forms ask for information of a personal nature that is protected by the Privacy Act of 1974 and the New York State Personal Privacy Protection Law of 1984. Specifically, an individual's Social Security Number and Home of Record are information that the agency must protect from release to third parties, including members of the government who do not have a need to know.

b. The purpose for asking for this information is to index or separate personal information from others, and to enable this agency to forward the award to the recipient.

c. Providing this information is optional. The impact on not providing this information will be to slow or even prevent the agency from processing the award request.

NEW YORK STATE MEDAL FOR VALOR

a. To whom awarded. The Medal for Valor may be awarded to any member of the New York State Organized Militia who displayed a conspicuous act of valor, heroism, courage, or gallantry either in a military or civilian capacity.

b. Standards. Proof of the performance of the act will accompany each recommendation. The act performed must have been one displaying personal bravery or self-sacrifice above and beyond the call of duty, so conspicuous as to clearly distinguish the individual for gallantry and intrepidity above all comrades. Additionally, it must have involved personal risk of life or a performance of more than ordinarily hazardous service, the omission of which would not justly subject the person to censure for shortcoming or failure in the performance of duty.

c. How requested. Recommendations for the award of the Medal for Valor will be submitted using **DMNA Form Letter 48-R, Figure 2.1** and accompanied by a citation in accordance with the sample and guidelines outlined in **Figure 2.2**. Requests will be forwarded through command channels to the respective component's awards area of responsibility. Each intermediate commander will provide appropriate recommendation in forwarding endorsement. Upon review of the application, it will be forwarded to MNP-AWD. Evidence to support the award will be attached, such as signed witness statements, letters and/or newspaper clippings.

d. How awarded. MNP-AWD will refer the recommendation to The Adjutant General Military Awards Board for review, recommendation, and approval, prior to subsequent submission to the governor's office.

e. Succeeding awards. For each succeeding award a metal device (shield) will be attached to the suspension ribbon and the service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Approving authority. The approving authority for this award is the governor.

APPROPRIATE LETTERHEAD

MNSG-1/15-CDR

DATE

MEMORANDUM FOR

The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Award of the New York State Medal for Valor

1. The New York State New York State Medal for Valor is awarded to:

NAME: Joe S. Soldier GRADE: O-4
ORGANIZATION: New York Guard

2. The following narrative describes the details supporting this award:

On 15 January 2006, **SERGEANT FIRST CLASS IVAN JONES** distinguished himself during a robbery and shooting. Without any thought for his own safety, he used himself to assist wounded New York City police officers during a robbery and shooting. The robber was pointing his weapon at the wounded police officers. **SERGEANT FIRST CLASS IVAN JONES** struggled with the robber, who had drawn his weapon, and two shots were fired. One of the shots struck the robber as **SERGEANT JONES** ended the struggle. **SERGEANT FIRST CLASS IVAN JONES'** utter disregard for his own safety, his extraordinary gallantry, courage, and valor are in keeping with the highest traditions of the military service and reflect great credit upon himself, the New York Guard and the Military Forces of the State of New York.

3. A citation to support the issuance of this award is enclosed.
4. Request the award be provided for a presentation date of 30 June 2020. POC for this action is the undersigned, (phone number).

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Recommender)

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Company Commander)

CITATION

In the name of the people of the State of New York, by direction of the Governor, under the provisions of the Division of Military and Naval Affairs Regulation 672-1, the **NEW YORK STATE MEDAL FOR VALOR** for conspicuous gallantry and courage at the risk of life, above and beyond the call of duty, is awarded by the Division of Military and Naval Affairs to:

SERGEANT FIRST CLASS IVAN JONES

NEW YORK GUARD

who distinguished himself by exceptional heroism.

On 15 January 2006, **SERGEANT FIRST CLASS IVAN JONES** distinguished himself during a robbery and shooting. Without any thought for his own safety, he used himself to assist wounded New York City police officers during a robbery and shooting. The robber was pointing his weapon at the wounded police officers.

SERGEANT FIRST CLASS IVAN JONES struggled with the robber, who had drawn his weapon, and two shots were fired. One of the shots struck the robber as **SERGEANT JONES** ended the struggle.

SERGEANT FIRST CLASS IVAN JONES' utter disregard for his own safety, his extraordinary gallantry, courage, and valor are in keeping with the highest traditions of the military service and reflect great credit upon himself, the New York Guard and the Military Forces of the State of New York.

Figure 2.2 Sample Citation, Medal for Valor

NEW YORK STATE CONSPICUOUS SERVICE MEDAL

a. To whom awarded. The Conspicuous Service Medal may be awarded to any individual who shall have performed exceptionally meritorious service in a capacity of great responsibility. The service can be performed while in an active status by a member of the New York State Organized Militia, by a civilian in support of the New York State Organized Militia, or to other individuals who have provided support to the New York State Organized Militia and who are deemed appropriate for recognition by The Adjutant General.

b. Standards. The term "duty of great responsibility" will be interpreted to mean duty of such character that the exceptionally meritorious service performed has contributed in a high degree to the success of a command, installation, or project. Superior performance of normal duty will not in itself constitute justification for the award of the Conspicuous Service Medal.

c. How requested. Recommendations for the award of the **Conspicuous Service Medal** will be submitted using **DMNA Form Letter 48-R, Figure 2.3** and accompanied by a citation in accordance with sample **Figure 2.4**.

(1) New York State Organized Militia member requests will be forwarded through command channels to the respective component's awards area of responsibility. Each intermediate commander will provide an appropriate recommendation in forwarding endorsement. Upon review of the application, it will be forwarded to MNP-AWD.

(2) Civilian and other individual recommendations for this award will be submitted to The Adjutant General, ATTN: MNP using **DMNA Form Letter 48-R** and accompanied by a citation in accordance with sample **Figure 2.4**.

(3) MNP will refer all applications to The Adjutant General Military Awards Board for review and recommendation, prior to forwarding to The Adjutant General for subsequent approval/disapproval.

d. How awarded. A sample award issuance memorandum and award citation are enclosed. See **Figure 2.3 and Figure 2.4**. MNP will prepare the certificate, citation and the medal set and/or device as appropriate.

(1) New York State Organized Militia member approved and completed award packets will be forwarded through respective component's awards area of responsibility prior to being forwarded to requesting command, as applicable for presentation.

(2) Civilian and other individual approved and completed award packets will be forwarded to the requestor for appropriate presentation.

e. Succeeding awards. For each succeeding award a metal device (shield) will be attached to the suspension ribbon and the service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Approving authority. The approving authority for this award is The Adjutant General.

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR

The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Award of the New York State Conspicuous Service Medal

The New York State New York State Conspicuous Service Medal is awarded to:

NAME: Joe S. Soldier GRADE: O-4
ORGANIZATION: New York Guard

5. The following narrative describes the details supporting this award:

STAFF SERGEANT HENRY A. SEYMOUR distinguished himself while assigned to Bravo Battery, 156th Field Artillery, New York Army National Guard. For outstanding achievement during the FORSCOM Mobilization Deployment Exercise conducted on 4-5 November 2007 in Battery B, 1st Battalion, 156th Field Artillery in Newburgh, New York. **STAFF SERGEANT HENRY A. SEYMOUR** performed superbly during the maintenance and logistics accountability portions of the exercise with no major deficiencies noted. The REMOBE team took special notice of **STAFF SERGEANT SEYMOUR** and his supply section's high attention to detail and operational readiness. The success of the battery is a direct result of **STAFF SERGEANT HENRY A. SEYMOUR'S** efforts, which reflect great credit upon himself, the 1st Battalion, 156th Field Artillery, the New York Army National Guard, and the Military Forces of the State of New York.

6. A citation to support the issuance of this award is enclosed.

7. Request the award be provided for a presentation date of 30 June 2020. POC for this action is the undersigned, (phone number).

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Recommender)

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Company Commander)

DMNA Form Letter 48-R (2September 2008)

Figure 2.3 Sample Memorandum, Conspicuous Service Medal

C I T A T I O N

For meritorious service during the period 4 November 2007 to 5 November 2007 the **NEW YORK STATE CONSPICUOUS SERVICE MEDAL** is awarded to:

STAFF SERGEANT HENRY A. SEYMOUR

NEW YORK ARMY NATIONAL GUARD

STAFF SERGEANT HENRY A. SEYMOUR distinguished himself while assigned to Bravo Battery, 156th Field Artillery, New York Army National Guard.

For outstanding achievement during the FORSCOM Mobilization Deployment Exercise conducted on 4-5 November 2007 in Battery B, 1st Battalion, 156th Field Artillery in Newburgh, New York. **STAFF SERGEANT HENRY A. SEYMOUR** performed superbly during the maintenance and logistics accountability portions of the exercise with no major deficiencies noted. The REMOBE team took special notice of **STAFF SERGEANT SEYMOUR** and his supply section's high attention to detail and operational readiness.

The success of the battery is a direct result of **STAFF SERGEANT HENRY A. SEYMOUR'S** efforts which reflect great credit upon himself, the 1st Battalion, 156th Field Artillery, the New York Army National Guard, and the Military Forces of the State of New York.

Figure 2.4 Sample Citation, Conspicuous Service Medal

**NEW YORK STATE
MEDAL FOR MERITORIOUS SERVICE**

a. To whom awarded. The Medal for Meritorious Service shall be awarded to any member of the New York State Organized Militia who, while serving in any capacity in the Organized Militia during or after April 1979, distinguished themselves by heroism, exceptionally meritorious achievement, or exceptionally meritorious service. Awards may be made to persons who are members of the Armed Forces of the United States, but only under exceptional circumstances and with the approval of The Adjutant General. This award is not authorized for civilian personnel.

b. Standards.

(1) Heroism. Awards may be made for acts of heroism which were performed under circumstances which are of a lesser degree than that required for award of the Medal for Valor. The act of heroism must have involved personal hazard or danger and the voluntary risk of potential injury. Awards will not be made solely based on having saved a life.

(2) Exceptionally meritorious achievement or exceptionally meritorious service. Awards may be made to recognize single acts of merit or meritorious service. The required achievement or service, while of a lesser degree than that required for the award of the Conspicuous Service Medal must nevertheless have been meritorious and accomplished with distinction beyond that normally expected while serving in a position of responsibility. An award for meritorious service will not normally be made for periods of service less than six months.

c. How requested. Recommendations for the award of the Medal for Meritorious Service will be submitted using **DMNA Form Letter 48-R, Figure 2.5** and accompanied by a citation in accordance with sample **Figure 2.6**. Requests will be forwarded through command channels to the respective component's awards area of responsibility. Each intermediate commander will provide an appropriate recommendation in forwarding endorsement. Upon review of the application, it will be forwarded to MNP-AWD. MNP will refer all applications to The Adjutant General Military Awards Board for review and recommendation, prior to forwarding to The Adjutant General for subsequent approval/disapproval.

d. How awarded. A sample award issuance memorandum and an award citation are enclosed. See **Figure 2.5** and **Figure 2.6**. MNP will prepare the certificate, citation and the medal set and/or device as appropriate. Approved completed award packets will be forwarded through respective components awards area of responsibility prior to being forwarded to requesting command, as applicable for presentation.

e. Succeeding awards. For each succeeding award a metal device (shield) will be attached to the suspension ribbon and the service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Approving authority. The approving authority for this award is The Adjutant General.

APPROPRIATE LETTERHEAD

TFTS-CD (672)

Date

MEMORANDUM FOR

The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Award of the New York State Medal for Meritorious Service

8. The New York State Medal for Meritorious Service is awarded to:

NAME: Joe S. Soldier GRADE: O-4
ORGANIZATION: New York Guard

9. The following narrative describes the details supporting this award:

MAJ Soldier demonstrated exemplary performance of his duties from 23 April 2020 to 15 June 2020 as a Behavioral Health Officer on the teams providing behavioral health support and care to over 200 Service Members on the OCME- decedent recovery and swab testing missions in Westchester and Orange Counties during Operation COVID-19. MAJ Soldier quickly integrated into the teams establishing trust and rapport with all Service Members as he worked beside them on the front lines each day. He demonstrated initiative as he took time to talk to team members and truly get to know them. All totaled, MAJ Soldier provided behavioral health support to over 200 Service Members on decedent recovery teams resulting in the recovery of over 12,000 decedents in the New York City area. MAJ Soldier facilitated collaboration of the joint force as well as across multiple task forces to focus on mental health well-being for all Service Members and especially those on decedent recovery.

10. A citation to support the issuance of this award is enclosed.

11. Request the award be provided for a presentation date of 30 June 2020. POC for this action is the undersigned, (phone number).

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Recommender)

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Company Commander)

DMNA Form Letter 48-R (2 September 2008)

Figure 2.5 Sample Memorandum, Medal for Meritorious Service

CITATION

For outstanding meritorious service during the period 1 September 2007 to 1 October 2007, the **NEW YORK STATE MEDAL FOR MERITORIOUS SERVICE** is awarded to:

MASTER SERGEANT GERALD C. PERRY

NEW YORK ARMY NATIONAL GUARD

MASTER SERGEANT GERALD C. PERRY distinguished himself while assigned to Headquarters and Headquarters Detachment, 342 Forward Support Battalion, New York Army National Guard.

Through his devotion to duty, interest in the unit, and tireless efforts, **MASTER SERGEANT GERALD C. PERRY** contributed materially to his unit's capability to complete assigned missions. He contributed to a successful improvement program for plans and operations documents during the period. He was the co-author of an upgraded Battalion TACSOP.

MASTER SERGEANT PERRY was a member of the battalion team that contributed to a highly successful REMOBE in October 2007. He spent personal time ensuring that the Detachment Load Plans were improved. He was the main battalion assistant to the S2/S3 officer in preparation for the battalion "Lanes Training" Program for FY 06 and 07. Throughout the period, he authored portions of the NCO Development Programs for his unit and served as an instructor. **MASTER SERGEANT PERRY** is a fine example of the NCO Corps.

MASTER SERGEANT GERALD C. PERRY'S commendable achievements, loyalty, and devotion to duty are in keeping with the highest traditions of the NCO Corps and reflect great credit upon himself, the New York Army National Guard, and the Military Forces of the State of New York.

Figure 2.6 Sample Citation, Medal for Meritorious Service

NEW YORK STATE MILITARY COMMENDATION MEDAL

a. To whom awarded. The Military Commendation Medal may be awarded to any member of the New York State Organized Militia who, while serving in any capacity, distinguished themselves by heroism, meritorious achievement, or meritorious service. Awards may be made to individuals who are members of the Armed Forces of the United States, but only under exceptional circumstances and with the approval of The Adjutant General.

b. Standards. The Military Commendation Medal criteria, while of a lesser degree than that required for the award of the Medal for Meritorious Service, must nevertheless have been accomplished with distinction. To qualify for this medal, the achievements of the individual should have been such that it clearly places the individual above his/her peers. This medal may be awarded for acts of outstanding courage or humane service which do not meet the requirements for the award of the Medal for Meritorious Service.

c. How requested. Recommendations for the award of the Military Commendation Medal will be submitted using **DMNA Form Letter 48-R, Figure 2.7** and accompanied by a citation in accordance with sample **Figure 2.8**. Requests will be forwarded through command channels to the respective component's awards area of responsibility. Each intermediate commander will provide appropriate recommendation in forwarding endorsement. Upon review of the application, it will be forwarded to MNP-AWD. MNP will refer all applications to The Adjutant General Military Awards Board for review and recommendation, prior to forwarding to The Adjutant General for subsequent approval/disapproval.

d. How awarded. A sample award issuance memorandum and award citation are enclosed. See **Figure 2.7** and **Figure 2.8**. MNP will prepare the certificate, citation and the medal set and/or device as appropriate. Approved completed award packets will be forwarded through respective component's awards area of responsibility prior to being forwarded to requesting command, as applicable for presentation.

e. Succeeding awards. For each succeeding award a metal device (shield) will be attached to the suspension ribbon and the service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Approving authority. The approving authority for this award is The Adjutant General.

APPROPRIATE LETTERHEAD

HHD STARC (-)

DATE

MEMORANDUM FOR

The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Award of the New York State Military Commendation Medal

The New York State New York State Military Commendation Medal is awarded to:

NAME: Joe S. Soldier GRADE: O-4
ORGANIZATION: New York Guard

12. The following narrative describes the details supporting this award:

LIEUTENANT COLONEL ROBERT G. SHAFFER distinguished himself while assigned to Headquarters State Area Command, New York Army National Guard. **LIEUTENANT COLONEL SHAFFER** has contributed significantly to the future development and enhancement of automation in the New York National Guard. **LIEUTENANT COLONEL SHAFFER** played a major role in the development of Division and Military Naval Affairs automation architecture plans. This plan sets the stage for the automation of the New York National Guard in a logical, systematic, and all-encompassing manner. This plan will serve as the basis for the automation architecture that will support the National Guard into the 21st century. **LIEUTENANT COLONEL ROBERT G. SHAFFER'S** outstanding achievements and exceptional performance of duty are in keeping with the finest traditions of military service and reflect great credit upon himself, the New York Army National Guard and the military forces of the State of New York.

13. A citation to support the issuance of this award is enclosed.

14. Request the award be provided for a presentation date of 30 June 2020. POC for this action is the undersigned, (phone number).

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Recommender)

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Company Commander)

DMNA Form Letter 48-R
(2 September 2008)

Figure 2.7 Sample Memorandum, Military Commendation Medal

C I T A T I O N

For meritorious service during the period 1 March 2007 to 31 December 2007 the **NEW YORK STATE MILITARY COMMENDATION MEDAL** is awarded to:

**LIEUTENANT COLONEL ROBERT G. SHAFFER
NEW YORK ARMY NATIONAL GUARD**

LIEUTENANT COLONEL ROBERT G. SHAFFER distinguished himself while assigned to Headquarters State Area Command, New York Army National Guard.

LIEUTENANT COLONEL SHAFFER has contributed significantly to the future development and enhancement of automation in the New York National Guard.

LIEUTENANT COLONEL SHAFFER played a major role in the development of Division and Military Naval Affairs automation architecture plans for the future. This plan sets the stage for the automation future of the New York National Guard in a logical, systematic, and all-encompassing manner. This plan will serve as the basis for the automation architecture that will support the National Guard into the 21st century.

LIEUTENANT COLONEL ROBERT G. SHAFFER'S outstanding achievements and exceptional performance of duty are in keeping with the finest traditions of military service and reflect great credit upon himself, the New York Army National Guard and the military forces of the State of New York.

Figure 2.8 Sample Citation, Military Commendation Medal.

**NEW YORK STATE
LONG AND FAITHFUL SERVICE AWARD AND DECORATIONS**

a. To whom awarded. Certificates and decorations for Long and Faithful Service will be awarded to all military personnel who have completed specified periods of honorable, satisfactory active service in the NYARNG, NYNG, NYNM and NYG. Long and Faithful Service awards will be issued only if the award was part of the State Awards Program at the time eligibility criteria were met.

b. Standards. An individual must have attended an average of at least 90% of scheduled training assemblies. Each conviction by courts-martial or receipt of non-judicial punishment shall cause deduction of one year from the individual's total satisfactory service for which the award is considered. Time spent in a reserve, retired or inactive status shall not be considered in the computation of service, except for such periods when the applicant may have been detailed to active duty by The Adjutant General. Active federal service will not be computed in determining eligibility for Long and Faithful Service awards, unless the applicant was a member of the New York State Organized Militia at the time of entry into such service and subsequently returned directly to a military status in the Organized Militia of the State. An individual's long and faithful service may be recognized in cumulative years when transferring from one component of the New York State Organized Militia to another component of the New York State Organized Militia.

c. How requested. The revised program was initiated with an administrative issue in 1995, and subsequent issuing of this individual award will be administratively managed by each major component's awards area of responsibility. When requesting recognition for cumulative long and faithful service years, an individual must provide the component, where transferred, with a copy of the last award certificate issued by the previous component or a copy of his/her military service record which reflects years of service as a member of the New York State Organized Militia. These requests and requests for replacement awards will be submitted on **DMNA Form 106D-R**, See **Appendix A**, to the respective major component's awards area of responsibility.

d. How awarded. MNP will prepare the certificate, the medal set, and /or device as appropriate.

e. Succeeding awards. The format of the award will be as follows:

(1) Five Years Service. A certificate and medal set will be issued.

(2) Ten Years Service. A certificate and one silver shield will be issued. A ribbon with one silver shield will be worn.

(3) Fifteen Years Service. A certificate and silver shield will be issued. A ribbon with two silver shields will be worn.

(4) Twenty Years Service. A certificate and silver shield will be issued. A ribbon with three silver shields will be worn.

(5) Twenty Five Years Service. A certificate and gold shield and ribbon will be issued. A ribbon with a gold shield will be worn.

(6) Thirty Years Service. A certificate and silver shield will be issued. A ribbon with one gold and one silver shield will be worn.

(7) Thirty Five Years Service. A certificate and silver shield is issued. A ribbon with one gold shield and two silver shields will be worn.

(8) Forty Years Service. A certificate, ribbon, and two gold shields will be issued. A ribbon with two gold shields will be worn.

f. Approving authority. The approving authority is the Adjutant General.

**NEW YORK STATE
DESERT STORM SERVICE MEDAL**

a. To whom awarded. Awarded to members of the New York State Organized Militia who served on federal active duty in the Persian Gulf, in support of Operation Desert Shield/Storm, from August 1990 through June 1991. Eligible members would have received the Kuwait Liberation Medal given by the government of Kuwait.

b. How awarded. Medal is administratively issued by this agency MNP-AWD. Documentation, such as a copy of orders or a copy of DA Form 2-1 (Personnel Qualification Record), is required to support the request.

**NEW YORK STATE
DEFENSE OF LIBERTY MEDAL**

a. To whom awarded. The Defense of Liberty (DOL) is a campaign medal created in 2002 to recognize members of the New York State Organized Militia who performed homeland defense duty in any status in response to an order by the Governor. This medal may be awarded to civilians who worked in direct support of the New York State Organized Militia in a manner which is deemed appropriate by The Adjutant General for recognition.

b. Standards. The DOL will be awarded for homeland defense missions during the period of 11 September 2001 through a future date to be determined (TBD). This includes duty at Ground Zero and in any other location in New York State where homeland defense missions are performed on the order of the Governor.

(1) Issued from 11 September 2001 to 28 June 2002. Militia members or civilians must have performed a minimum of seven (7) days in the borough of Manhattan, New York, to receive the DOL with the World Trade Center (WTC) device. Those who performed the minimum of seven days in a homeland defense mission, not in the borough of Manhattan, but within the borders of New York State, will receive the DOL without a WTC device.

(2) Issue from 29 June 2002 to a date TBD. Militia members or civilians must perform a minimum of seven days of homeland defense duty in any status, within the borders of New York State, to receive the DOL without a WTC device.

c. How requested.

(1) Militia Members. Applications will be submitted using **DMNA Form 106D-R**, See **Appendix A**, certified by the major component commander or representative. Individual requests and/or rosters will be forwarded through command channels to each respective major component's awards section. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

(2) Civilians. Recommendations for civilian and/or volunteer personnel will also be forwarded to The Adjutant General, ATTN: MNP-AWD for approval and issue.

(3) Each request must contain a copy of the order(s) to duty by the Governor, and a comprehensive narrative description of the duties performed.

d. How awarded. MNP will prepare the memo, the medal set and /or device as appropriate.

e. Succeeding awards. This medal is a **one-time award**. Subsequent awards are not authorized.

f. Approving Authority. The approval authority is the Commander of each respective major component of the New York State Organized Militia. The Adjutant General will be the approving authority for civilian personnel.

**NEW YORK STATE
CONSPICUOUS SERVICE CROSS**

a. To whom awarded.

- (1) Current New York State citizen, or,
- (2) New York State citizen while serving on federal active duty; and,
- (3) Current or former full-time military person serving in the Armed Forces of the United States or allied forces for purposes other than annual training since 6 April 1917, Active Guard/Reserve (AGR) excepted, and
- (4) Who is currently serving under honorable conditions or has been honorably discharged from active duty.

b. Criteria. The Conspicuous Service Cross may be awarded to any current New York State citizen or person who was a New York State citizen while serving on federal active duty whose entire service was honorable since the time of receipt of the federal citation while serving in the U.S. Army, Air Force, Navy, Marine Corps, or Coast Guard, and who has received one or more of the decorations listed below. The Conspicuous Service Cross may also be awarded to any citizen of New York State, who while serving with the allied forces, received a citation or decoration published in an order issued by a brigade or equivalent higher headquarters.

- (1) Medal of Honor
- (2) Distinguished Service Cross
- (3) Navy Cross
- (4) Air Force Cross
- (5) Defense Distinguished Service Medal
- (6) Distinguished Service Medal (Army)
- (7) Distinguished Service Medal (Navy-Marine Corps)
- (8) Distinguished Service Medal (Air Force)
- (9) Distinguished Service Medal (Coast Guard)

- (10) Silver Star
- (11) Defense Superior Service Medal
- (12) Legion of Merit
- (13) Distinguished Flying Cross
- (14) Soldier's Medal
- (15) Navy and Marine Corps Medal
- (16) Airman's Medal
- (17) Coast Guard Medal
- (18) Bronze Star Medal
- (19) Purple Heart
- (20) Defense Meritorious Service Medal
- (21) Meritorious Service Medal
- (22) Air Medal

or,

as prescribed by New York State Military Law, individual was a prisoner of war; served at Pearl Harbor on 7 December 1941; directly participated in the D-day Invasion of Normandy on 6 June 1944, or has been declared by the Department of Defense as killed or missing in action.

c. Standards. This medal shall be awarded only to those persons whose entire service, prior to the time of receipt of the federal citation, shall have been honorable. The Conspicuous Service Cross may be awarded posthumously to a designated survivor of the deceased. New York State Organized Militia members requesting this award for a retirement or separation ceremony, should request this award not earlier than 120 days prior to separation or retirement. Not more than one Conspicuous Service Cross shall be awarded to any one person. For each succeeding award, a metal device (cross) will be attached to the suspension ribbon and/or ribbon bar. These devices shall be silver to represent one additional award and gold to represent five additional awards

d. How requested. Applications for the **New York State Conspicuous Service Cross** will be made by using **DMNA Form 106B-R**, See **Appendix A**, or by letter request to this agency, ATTN: MNP-AWD. All requests must be submitted with appropriate documentation. Documentation will include a copy of applicant's Report of Active Duty, (NGB-22, DD Form 214, etc.). Documentation must include Honorable Discharge, list of awards/certificates/permanent orders for awards and indicate current New York State citizenship or New York State citizenship while serving on federal active duty. Acceptable documentation for veterans who served at Pearl Harbor on 7 December 1941, is a certified copy of an application form for the Pearl Harbor Commemorative Medal or a copy of the Pearl Harbor Survivors Associations, Inc., membership card. If applicant does not have in his/her possession the required documentation necessary for eligibility or require confirmation of his/her federal award entitlements, the applicant should write to: National Personnel Records Center, 1 Archives Drive, St. Louis, Missouri 63138 or via the website at <https://www.archives.gov/veterans>.

e. How awarded. MNP will prepare the certificate, the medal set, and /or device as appropriate.

f. Succeeding awards. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

g. Approving authority. The approving authority for this award is The Adjutant General.

**NEW YORK STATE
MEDAL FOR MERIT**

a. To whom awarded.

- (1) Current New York State citizen, or,
- (2) New York State citizen while serving on federal active duty; and,
- (3) A current or former full-time military person serving in the Armed Forces of the United States or Allied Forces for purposes other than training since
- (4) 6 April 1917, Active Guard/Reserve (AGR) excepted, and
- (5) Who is currently serving under honorable conditions or who has been honorably discharged from active duty.
- (6) A non-New York State citizen, who is an active member in the New York State Organized Militia, and as an active member in the New York State Organized Militia, served with units of the New York State Organized Militia while on federal duty for purposes other than training and/or annual training.

b. Criteria. The New York State Medal for Merit may be awarded to any current New York State citizen or person who was a New York State citizen while serving on federal active duty; or, a non-New York citizen who is an active member in the New York State Organized Militia and served with units of the New York State Organized Militia while on federal active duty for purposes other than training and/or annual training; whose entire service, prior to the receipt of the citation, was honorable and who was the recipient of a valor, achievement, commendation, or meritorious service decoration of a lesser degree than required for the award of the Conspicuous Service Cross, or whose service was in direct support of combat operations while serving in the United States Army, Air Force, Navy, Marine Corps, or Coast Guard. The award of the New York State Medal for Merit is based on a prior federal award of at least one of the following federal decorations:

- (1) Joint Service Commendation Medal
- (2) Army Commendation Medal
- (3) Navy-Marine Corps Achievement Medal

- (4)** Air Force Commendation Medal
- (5)** Coast Guard Commendation Medal
- (6)** Aerial Achievement Medal
- (7)** Joint Service Achievement Medal
- (8)** Army Achievement Medal
- (9)** Navy-Marine Corps Achievement Medal
- (10)** Air Force Achievement Medal
- (11)** Coast Guard Achievement Medal
- (12)** Gold Lifesaving Medal
- (13)** Silver Lifesaving Medal
- (14)** American Campaign Medal
- (15)** Asiatic-Pacific Campaign Medal
- (16)** European-African-Middle-Eastern Campaign Medal
- (17)** Korean Service Medal
- (18)** Vietnam Service Medal
- (19)** Southwest Asia Service Medal
- (20)** Combat Action Ribbon
- (21)** Armed Forces Expeditionary Medal
- (22)** Armed Forces Service Medal
- (23)** Combat Infantryman Badge
- (24)** Combat Medical Badge

- (25) Navy Submarine Combat Patrol Insignia
- (26) Mariner's Medal (Merchant Marine-World War II)
- (27) Merchant Marine Combat Bar (World War II)
- (28) Kosovo Service Medal
- (29) Global War on Terrorism Expeditionary Medal
- (30) Marine Corps Expeditionary Medal
- (31) Navy Expeditionary Medal
- (32) Iraq Campaign Medal
- (33) Afghanistan Campaign Medal
- (34) Combat Action Badge
- (35) Army of Occupation Medal
- (36) Navy Occupation Service Medal
- (37) Korean Defense Service Medal

c. Standard. This medal shall be awarded only to those persons whose entire service, prior to the time of receipt of the citation, shall have been honorable. All the aforementioned qualifying awards must have been earned while serving on federal active duty in the Armed Forces of the United States. The New York State Medal for Merit may be awarded posthumously to a designated survivor of the deceased. New York State Organized Militia members, requesting this award for a retirement or separation ceremony, should request this award not earlier than 120 days prior to separation or retirement. Not more than one New York State Medal For Merit shall be awarded to any one person. For each succeeding award a metal device (will be attached to the suspension ribbon and/or ribbon bar. These devices shall be silver to represent one additional award and gold to represent five additional awards.

d. How requested. Applications for the **New York State Medal for Merit** will be made by using **DMNA Form 106B-R**, See **Appendix A**, or by letter request to this agency: DMNA, ATTN: MNP-AWD. All requests will be forwarded with substantiating documentation (e.g., DD Form 214, NGB-22). Documentation must include Honorable Discharge, list of awards/certificates permanent orders and indicate current New York State residency or New York

State citizen while serving on federal active duty. If the applicant does not have in his/her possession the required documentation necessary for eligibility or require confirmation of your federal award entitlements, the applicant should write to: National Personnel Records Center, 1 Archives Drive, St. Louis, Missouri 63138 or via the website at <https://www.archives.gov/veterans>.

e. How awarded. MNP will prepare the certificate, the medal set and/or device as appropriate.

f. Succeeding awards. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

g. Approving authority. The approving authority for this award is The Adjutant General.

**NEW YORK STATE
CONSPICUOUS SERVICE STAR**

a. To whom awarded.

- (1) Current New York State citizen, or,
- (2) New York State citizen while serving on federal active duty; and,
- (3) A current or former full-time military person serving in the Armed Forces of the United States or allied forces for purposes other than training since 6 April 1917, Active Guard/Reserve (AGR) excepted, and
- (4) Who is currently serving under honorable conditions or who has been honorably discharged from active duty.

b. Criteria. The Conspicuous Service Star may be awarded to any current New York State citizen or person who was a New York State citizen while serving on federal active duty, whose entire service prior to the receipt of the citation, was honorable and who were recipients of unit commendations arising from combat while serving in the United States Army, Air Force, Navy, Marine Corps, or Coast Guard. The award of the New York State Conspicuous Service Star is based on prior federal award of at least one of the following unit commendations:

- (1) Distinguished Unit Citation/Presidential Unit Citation (Army/Navy/Air Force)
- (2) Joint Meritorious Unit Award
- (3) Valorous Unit Award
- (4) Meritorious Unit Commendation (Army)
- (5) Navy Unit Commendation
- (6) Meritorious Unit Commendation (Navy-Marine Corps)
- (7) Coast Guard Unit Commendation
- (8) Air Force Outstanding Unit Award
- (9) Air Force Organizational Excellence Award

(10) Coast Guard Meritorious Unit Commendation

(11) Air Force Gallant Unit Citation

(12) Air Force Meritorious Unit Award

NOTE: All awards listed above with the exception of the Presidential Unit Citation and Valorous Unit Award requires additional evidence that award was made for combat participation.

(13) French Fourragere

(14) French Croix de Guerre (World War I and World War II)

(15) French Medal Militaire

(16) Belgian Fourragere

(17) Belgian Croix de Guerre

(18) Luxembourg Croix de Guerre

(19) Netherlands Orange Lanyard

(20) Military Order of William (Netherlands)

(21) Croce al Merito di Guerra (Italy)

(22) Orden de Torre E Espada (Portugal)

(23) Philippine Republic Presidential Unit Citation (awarded prior to 1945)

(24) Republic of Korea Presidential Unit Citation

(25) Chyssoun Aristion Andrias (Greece)

(26) Republic of Vietnam Gallantry Cross Unit Citation

NOTE: Specifically excluded are the Army Superior Unit Award, Navy "E" Ribbon, and the United States Merchant Marine Gallant Ship Citation Ribbon.

c. Standard. This medal shall be awarded only to those persons whose entire service prior to the receipt of the citation, was honorable and who were recipients of a unit commendation arising from combat. The New York State Conspicuous Service Star may be awarded posthumously to a designated survivor of the deceased. Not more than one Conspicuous Service Star shall be awarded to any one person. New York State Organized Militia members requesting this award for a retirement or separation ceremony, should request this award not earlier than 120 days prior to separation or retirement. Not more than one Conspicuous Service Star shall be awarded to any one person. For each succeeding award, a metal device (New York State Shield) will be attached to the suspension ribbon and/or ribbon bar. These devices shall be silver to represent one additional award and gold to represent five additional awards.

d. How requested. Applications for the **New York State Conspicuous Service Star** will be made by using **DMNA Form 106B-R**, See **Appendix A**, or by letter request to DMNA, ATTN: MNP-AWD. All requests will be forwarded with substantiating documentation (that is, Report of Separation from Active Duty NGB-22, DD Form 214, etc.). Documentation must include Honorable Discharge, list of awards and indicate current New York State citizenship or New York State citizenship while serving on federal active duty. If the applicant does not have in his/her possession the required documentation necessary for eligibility or require confirmation of his/ her federal award entitlements, it is suggested the applicant should write to: National Personnel Records Center, 1 Archives Drive, St. Louis, Missouri 63138 or via the website at <https://www.archives.gov/veterans>.

e. How awarded. MNP will prepare the certificate, the medal set, and /or device as appropriate.

f. Succeeding awards. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

g. Approving authority. The approving authority for this award is The Adjutant General.

NEW YORK GUARD HELP RIBBON

a. To whom awarded. The Guard Help Ribbon was awarded to individuals of the New York State Organized Militia who performed duty in any status in support of local or state governments, communities, and organizations identified by The Adjutant General's Office as authorized "GuardHelp" programs, between 1 October 1999 and 31 December 2009. The Guard Help Ribbon may not be awarded in conjunction with missions for whom the New York State Aid to Civil Authority Medal or the Medal for Humane Service to New York State is authorized.

b. How awarded. Ribbon is administratively issued by this agency, MNP-AWD. Documentation, such as a copy of orders or a copy of DA Form 2-1 (**Personnel Qualification Record**) is required to support the request.

NEW YORK STATE OUTSTANDING ENLISTED LEADER OF THE YEAR RIBBON

a. To whom awarded. The New York State Outstanding Enlisted Leader of the Year Ribbon was created 1 July 2004 (retroactive to 1 January 1994) and may be awarded to current members of the NYARNG or NYANG who meet the standards as defined in paragraph c, below.

b. Standards. Members of the NYARNG and NYANG are eligible. NYARNG Soldiers who are selected as the New York State Outstanding Soldier, Non-Commissioned Officer (NCO), or First Sergeant of the Year are eligible. NYANG Airmen who are selected as the New York State Outstanding Airman, First Sergeant, NCO, or Senior NCO are eligible.

c. How requested. Recommendations for the Outstanding Enlisted Leader of the Year Ribbon will be submitted using **DMNA Form 106D-R**, See **Appendix A**, through command channels to the respective component's awards area of responsibility. Upon review of the application, it will be forwarded to The Adjutant General for approval/disapproval.

d. How awarded. Once approved, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable, for presentation. Each component will provide the appropriate certificate.

e. Succeeding awards. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Approving authority. The approving authority for this award is The Adjutant General.

NEW YORK STATE RECRUITING MEDAL

a. To whom awarded. The Recruiting Medal may be awarded to a member of the New York State Organized Militia who refers one new member for any unit of the Organized Militia. Members of the full-time Recruiting and Retention Force who have an assigned recruiting mission are not eligible for award of the Recruiting Medal. Currently serving NYARNG members who have qualified for the Army Recruiting Ribbon (Federal), are no longer eligible for the NYS Recruiting Medal.

b. Standards. New members are defined as initial appointments for officers/warrant officers and initial enlistments for enlisted personnel into the New York State Organized Militia. Individuals appointed from enlisted status (graduates of Officer Candidate School) in the Organized Militia are not considered new members. If an individual separates from the New York State Organized Militia and later returns to the New York State Organized Militia, the member referring this individual may be credited with a new member for award consideration purposes.

c. How requested. All information will be given to MNP via Recruiting and Retention. Requests must include Name, grade, SSN, and unit of assignment of recipient, as well as a proposed date of award.

d. How awarded. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

e. Succeeding awards. When the holder of a Recruiting Medal recruits additional new members, a device for attachment to the service ribbon will be awarded. An additional bar will be awarded for each five additional new members obtained until twenty-five new members have been recruited. Each device will bear the respective totals of "10," "15," "20," and "25 RECRUITS."

f. Approving authority. The approving authority for this award is The Adjutant General.

**NEW YORK STATE
PANDEMIC RESPONSE SERVICE RIBBON**

a. To whom awarded.

(1) Military Personnel. The New York State Pandemic Response Service Ribbon and certificate will be awarded to members of the New York State Organized Militia who faithfully perform duty in any status in response to an order by the Governor to participate in a pandemic response operation. In addition, organized militia personnel of other states and United States Military forces who participate in a New York State pandemic response, in support of the New York State organized militia, may also be awarded this ribbon. This ribbon will not be awarded for participation in any operation in addition to the Medal for Humane Service to New York State or Duty in Aid to Civil Authority Medal. **Only one state service award is authorized for each civil support operation.**

(2) Civilian Personnel. Civilian personnel will be issued the Pandemic Response Service Certificate. This certificate and lapel pin may be awarded to civilians who worked in direct support of the New York State Organized Militia in a manner that is deemed appropriate by The Adjutant General for recognition.

b. How requested.

(1) Military Personnel. The initial award of the ribbon will be for the COVID-19 missions by command certified organization rosters. Applications for future awards will be accompanied by a copy of the Division of Military and Naval Affairs orders directing the individual to the duty concerned or a certified roster of personnel for NYARNG, NYANG, NYNM, and NYG who participated. Upon review, MNP-AWD will issue the necessary inventory to the respective major component's awards section for forwarding to the requesting command, as applicable, for presentation.

(2) Civilian Personnel. Certificate recommendations for civilian personnel along with requests for the lapel pin will be forwarded to MNP-AWD by memorandum with a description of the duty performed in support of the pandemic response.

c. How awarded.

(1) Military Personnel.

(a) Documentation. A certificate is authorized to accompany this ribbon. Personnel officers will ensure each individual Organized Militia member receives proper credit for this ribbon within his/her individual military personnel record, IPERMS, and/or HR database.

(b) Succeeding Awards for Military Personnel. A ribbon will be provided with the initial issue. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent each additional award and a gold shield utilized to represent five additional awards.

(2) **Civilian Personnel.** MNP-AWD will maintain rosters of those civilian employees who were awarded the certificate and lapel pin.

d. **Approving authority:** The approving authority for the certificate and ribbon/lapel pin is The Adjutant General.

**NEW YORK STATE
DUTY IN AID TO CORRECTIONS
SERVICE RIBBON**

a. To whom awarded.

(1) Military Personnel. The New York State Duty in Aid to Corrections Service Ribbon and certificate will be awarded to members of the New York State Organized Militia who faithfully perform duty in any status in response to an order by the Governor to participate in a corrections response mission. In addition, organized militia personnel of other states and United States Military forces who participate in a New York State corrections response, in support of the New York State organized militia, may also be awarded this ribbon. This ribbon will not be awarded for participation in any operation in addition to the Medal for Humane Service to New York State or Duty in Aid to Civil Authority Medal. **Only one state service award is authorized for each civil support operation.**

(2) Civilian Personnel. Civilian personnel will be issued the Duty in Aid to Corrections Service Ribbon lapel pin with accompanying Certificate. This certificate and lapel pin may be awarded to civilians who worked in direct support of the New York State Organized Militia in a manner that is deemed appropriate by The Adjutant General for recognition.

b. Standards.

(1) Ribbon. Militia members assigned to the Corrections mission will receive the ribbon with no device, along with accompanying certificate.

2) Lapel pin. Civilians assigned to the Corrections mission in support will receive a lapel pin, along with accompanying certificate.

c. How requested.

(1) Military Personnel. The initial award of the ribbon will be for the Corrections missions by command certified organization rosters. Applications for future awards will be verified by a certified roster of personnel for NYARNG, NYANG, NYNM, and NYG who participated. Upon review, MNP-AWD will issue the necessary inventory to the respective major component's awards section for forwarding to the requesting command, as applicable, for presentation.

(2) Civilian Personnel. Certificate and lapel pin requests for civilian personnel will be forwarded to MNP-AWD by memorandum with a description of the duty performed in support of the pandemic response.

d. How awarded.

(1) Military Personnel.

(a) Documentation. A certificate is authorized to accompany this ribbon. Personnel officers will ensure each individual Organized Militia member receives proper credit for this ribbon within their individual military personnel record, IPERMS, and/or HR database.

(b) Succeeding Awards for Military Personnel. A ribbon will be provided with the initial issue. For each succeeding award, a silver (shield) device will be attached to the ribbon. These devices shall be silver to represent each additional award, and a gold shield utilized to represent five additional awards.

(2) Civilian Personnel. MNP-AWD will maintain rosters of those civilian employees who were awarded the certificate and lapel pin.

e. Approving authority: The approving authority for the certificate and ribbon/lapel pin is The Adjutant General.

**NEW YORK STATE
DUTY IN AID TO CIVIL AUTHORITY MEDAL**

a. To whom awarded. The **Duty in Aid to Civil Authority Medal** may be awarded to individuals in the New York State Organized Militia who perform duty in any status in response to an order by the Governor to assist civil authorities. In addition, Organized Militia personnel of other states who participate in a New York State domestic emergency in support of the New York State Organized Militia, may also be awarded this medal. The Duty in Aid to Civil Authority Medal will be awarded for participation in support of a law enforcement agency or other government authorities. This award encompasses searches for missing persons, responding to civil disturbances or emergencies, and protection of property. This medal will not be issued in addition to the Medal for Humane Service to New York State, or the Guard Help Ribbon for participation in an operation. **Only one state service award is authorized for each civil support operation.**

b. How awarded. Applications will be submitted using **DMNA Form 106D-R**, See **Appendix A**, through command channels to each respective component's awards area of responsibility. Applications will be accompanied by a copy of the DMNA orders directing the individual to State active related to the aid of civilian authority or a certified roster of personnel for NYARNG, NYANG, NYNM and NYG who participated. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable, for presentation.

c. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the suspension ribbon and service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

**NEW YORK STATE
COUNTERDRUG SERVICE RIBBON**

a. Ribbon established. 1 March 1994 (retroactive to 1 January 1989).

b. To whom awarded.

(1) The **New York State Counterdrug Service Ribbon** may be awarded to any member of the New York State Organized Militia who is ordered to duty in support of a New York National Guard Counterdrug (CD) mission for 30 cumulative days in one fiscal year.

(2) Any military member serving less than 30 days but who has significantly impacted the CD program by providing administrative, technical, or other noteworthy support that furthers the program's mission. Service must be in direct support of the New York National Guard CD program and deemed an authorized counterdrug mission by the CD Directorate J3-DO (CD).

c. Standard. The entire period of service must be satisfactory.

d. How awarded. A copy of the individual's orders indicating the CD mission will accompany the Counterdrug Service Ribbon Certificate of Eligibility (**DMNA Form 107-R**). See **Figure 2.9**. If submitting an individual for an impact award, the commander, normally the region commander/CD supervisor, will annotate on **DMNA Form 107-R** outlining any significant contributions to the CD program and forward to J3-DO (CD). The CD coordinator will forward to the respective component's awards section for processing of award. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

e. Succeeding awards. This is now a onetime award. Personnel previously issued devices as subsequent awards are authorized to continue their wear.

COUNTERDRUG SERVICE RIBBON CERTIFICATE OF ELIGIBILITY (FOR USE OF THIS FORM SEE DMNA REG 672-1) [Proponent is J3-DO (CD)]	
1. Name	2. Rank
3. Counterdrug Duty Position/Title/Mission Number	
4. Current Unit of Assignment and Address	
5. Periods of Duty (Attach Copy of Orders)	
6. () Service (Period of Duty) or	
() Impact Award (Narrative)	
7. Recommender Signature Date	
8. Approving Authority Signature Date	
9. Issuing Headquarters	10. Distribution
DMNA Form 107-R (1 February 2006)	

Note: This form is used exclusively by Counterdrug–OIC

Figure 2.9 Sample Certificate of Eligibility, New York State Counterdrug Service Ribbon.

Instructions for completing DMNA Form 107-R

1. Name of individual being recommended for Counterdrug Service Ribbon.
2. Current rank.
3. Position to which individual is assigned Mission Number in accordance with current Counterdrug Personnel/Mission Support Plan.
4. Counterdrug unit to which Soldier or Airman is assigned and unit address.
5. Inclusive dates of Counterdrug duty.
6. Check appropriate block if award is for service (duty over 30 days) or impact (if individual's contributions positively impacted the Counterdrug Program). If impact award, provide a brief narrative describing individual's contributions.
7. Recommender (normally the region commander or Counterdrug supervisor).
8. Approving authority (Counterdrug coordinator).
9. Respective Component's Awards Branch.
10. Distribution: Soldier's/Airman's record; Soldier's unit; Airman's MPF; Counterdrug (MNCD).

NEW YORK STATE EXERCISE SUPPORT RIBBON

a. To whom awarded. Awarded to individuals who performed service as members of the New York Army National Guard, New York Air National Guard, New York Naval Militia and New York Guard after 1 January 1979, in the field for not less than three (3) consecutive days while participating in an exercise directed by the Joint Chiefs of Staff, either as a member of a participating Army or Air National Guard or Naval Militia unit or as an individual volunteer or augmented to an active force unit.

b. How awarded. Recommendations for award of the **New York State Exercise Support Ribbon** will be submitted using **DMNA Form 106D-R**, See **Appendix A**, through command channels to each respective major component awards area of responsibility. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

c. Authority. The awarding authorities for the New York State Exercise Support Ribbon are each respective major component commander. A certified copy of orders attesting performance for not less than three (3) days will be attached to the **DMNA Form 106D-R**, See **Appendix A**, and, if possible, a copy of the Joint Chiefs of Staff directive.

d. Succeeding awards. For each succeeding award, a metal device (E) will be attached to the service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

MEDAL FOR HUMANE SERVICE TO NEW YORK STATE

a. Medal established. 19 April 1979.

b. To whom awarded. The **Medal for Humane Service to New York State** may be awarded to individuals in the New York State Organized Militia who faithfully perform duty in any status in response to an order by the Governor to participate in a humanitarian operation. In addition, Organized Militia personnel of other states who participate in a New York State domestic emergency in support of the New York State Organized Militia, may also be awarded this medal. The Medal for Humane Service will be awarded to individuals in the New York State Organized Militia who distinguished themselves by sustained meritorious service in a humane operation because of a natural disaster, for example, floods, snowstorms, hurricanes, and tornadoes. The Medal for Humane Service to New York State will not be awarded for participation in an operation in addition to the Duty in Aid to Civil Authority Medal or the Guard Help Ribbon. **Only one state service award is authorized for each civil support operation.**

c. How awarded. Applications will be submitted using **DMNA Form 106D-R**, See **Appendix A**, through command channels to each respective major component's awards area of responsibility who will be the awarding authorities. Applications will be accompanied by a copy of the DMNA orders directing the individual to the duty concerned or a certified roster of personnel for NYARNG, NYANG, NYNM and NYG who participated. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

d. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the suspension ribbon and service ribbon. These devices shall be silver to represent one additional award and gold to represent five additional awards.

**NEW YORK STATE FIRST
SERGEANT SERVICE RIBBON**

- a. Ribbon established.** 1 July 2004 (retroactive to 1 January 1994).
- b. To whom awarded.** The New York State First Sergeant Service Ribbon may be awarded to current members of the NYARNG or NYANG who meet the standards as defined in paragraph c, below.
- c. Standards.** Members of the NYARNG or NYANG must be graduates of their respective component First Sergeant Course and have served successfully for a period not less than 24 continuous months as first sergeant. The award of this ribbon is only retroactive provided the First Sergeant is a current and active member of the New York State Organized Militia.
- d. How awarded.** Recommendations for the **New York State First Sergeant Ribbon** will be submitted using **DMNA Form 106D-R**, See **Appendix A**, and forwarded to each respective component's awards area of responsibility, prior to forwarding to The Adjutant General for subsequent approval/disapproval. A copy of the Appointment Order to First Sergeant and a First Sergeant Course completion certificate must be enclosed. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.
- e. Succeeding awards.** This is a one-time issued award.
- f. Approving authority.** The approval authority for this award is The Adjutant General.

**MEDAL FOR MILITARY SUPPORT OF THE
1980 WINTER OLYMPICS**

a. To whom awarded. Awarded to individuals of the New York State Organized Militia who performed service during the period 1 December 1979 – 3 June 1980, while performing duty in support of the 1980 Winter Olympics.

b. How awarded. Medal was administratively issued by this agency.

NEW YORK STATE PHYSICAL FITNESS RIBBON AND CERTIFICATE

a. To whom awarded. Awarded to any member of the NYARNG who scores 450 or above, with 90 in each event (5 events) on or after 1 June 2025, while taking the Army Fitness Test (AFT); a 540 or above, with 90 in each event (6 events) on or after 1 October 2022 through 31 May 2025, while taking the Army Combat Fitness Test (ACFT); or, 290 or above on or after 1 October 1992 through 30 September 2022 while taking the NYARNG Physical Fitness Assessment. Members will not be authorized this award if they are “exempt” on any portion of the assessment. Awarded also to members of the NYANG, who score 96 on the Physical Fitness Test.

b. How awarded. Recommendations for this award will be submitted using **DMNA Form 106D-R**, See **Appendix A**, with a copy of the score card certified by the unit commander. For NYANG personnel, submit one copy of the ANGfitness.com Fitness Assessment Results sheet signed by the unit commander. Requests will be forwarded through command channels to each respective component’s awards area of responsibility. One physical fitness award will be issued per training year (1 October – 30 September).

c. Responsibility. All eligible members will follow the test standards established for the NYARNG and NYANG, as applicable. The unit commander will be responsible for identifying the award due on requested memorandum; i.e., 1st, 2nd, 3rd award etc. NYANG members will, after receiving the certificate, provide a copy to their servicing Military Personnel Flight with request to update their personnel records.

d. Authority. The award authorities for the **New York State Physical Fitness Ribbon** are the NYARNG commander and the NYANG commander.

e. Initial award. A ribbon and certificate will be issued.

f. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the service ribbon. These devices shall be silver to represent one additional award and a gold shield to represent five additional awards.

NEW YORK GUARD ACHIEVEMENT MEDAL

a. To whom awarded. The New York Guard Achievement Medal will be awarded to members of the NYG. Awards may be made to individuals who are members of the NYARNG, NYANG, NYNM or Armed Forces of the United States, with approval of the Commander, NYG.

b. Standards. The NYG-ACH may be awarded to those members of the NYG whose performance of duty sets them apart from their peers.

c. How awarded. For recommendation, use memorandum format (**Figure 2.10**) with citation (**Figure 2.11**). Do not submit more than one recommendation for award for a specific action or actions in a simple memorandum; however, the recommendation may be written for more than one person. Requests will be forwarded to the NYSG-J1 (AD), at the NYG Headquarters, Latham, NY 12110-3514.

d. Initial Award. The award consists of a medal set with ribbon and companion certificate.

e. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the service ribbon. These devices shall be silver to represent one additional award and a gold shield to represent five additional awards.

f. Order of Precedence. Both new and old NYG Army Achievement ribbons may be worn at the same time side by side with the new taking precedence over the old.

g. Approving authority. Award authority is the NYG commander.

(APPROPRIATE LETTERHEAD)

(Office Symbol)

Date

MEMORANDUM FOR Commander, New York Guard, ATTN: NYSG-J1 (AD), 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Recommendation for the New York Guard Achievement Medal

1. I hereby recommend the New York Guard Achievement Medal to: Name, B5678, Chief Warrant Officer, CW2, NYG, HHC NYG, 330 Old Niskayuna Road, Latham, NY 12110-3514
2. Name of individual, first award of this medal, or has # previous award(s) of this medal.
3. See enclosed proposed Citation (**Figure 2.11**).

Encls

Signature Block

Figure 2.10 Sample Memorandum, New York Guard Achievement Medal.

CITATION

For extraordinary performance of duty on 10 October 2007, the New York Guard Achievement Medal is awarded to:

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

of the 106th Rescue Wing, New York Air National Guard, 150 River Head Road, Francis S. Gabreski Airport [ANG], Westhampton Beach, NY 11978-1201

The Rescue Team has made a significant contribution to the New York Guard annual training for 2002.

Through their unique expertise and in an outstanding display of professionalism, the team gave an eye-popping helo-rescue demonstration which materially contributed to an exceptionally exciting search and rescue training program at the NYG Army Division's AT-02. As a result, the success of the overall AT-02 program was enhanced.

The team's willingness to assist this component of the New York State Military Force Structure, clearly indicates the outstanding leadership of their parent organization, the 106th Rescue Wing, New York Air National Guard.

The team's actions are in keeping with the finest traditions of the military service and reflect great credit upon itself, the New York Guard and the military forces of the State of New York.

Figure 2.11 Sample Citation, New York Guard Achievement Medal

NEW YORK GUARD GOOD CONDUCT MEDAL

a. To whom awarded. The New York Guard Good Conduct Medal (NYG-GCM) can be awarded to members of the NYG. The member must have performed creditably at three (3) consecutive annual trainings during the period; must have participated in at least 75% of regular drill as shown by unit 1379 reports; have demonstrated proper military bearing and attitude; have worn the uniform correctly; have a knowledge of and use the chain of command; be within NYG weight limits; have a current Physical on file with HQ NYG; and have the unit commander's written recommendation.

b. Standards. The NYG-GCM is awarded for exemplary behavior, efficiency, and fidelity in active NYG enlisted service. It is awarded on a selective basis to members who distinguish themselves from among their peers by the above criteria throughout a period of continuous active NYG service of not less than three years.

(1) Specified service is limited to enlisted service in the NYG. Prior Federal military service, military service in other New York State components, military service in other states of the U.S., or service in the military of a foreign country, do not qualify.

(2) The effective date from which a three-year period may start is 1 January 1994. No NYG-GCM will be awarded for earlier service.

c. How awarded. For recommendation, use memorandum format without a citation (See Figure 2.12) and a written recommendation from the unit commander. No right or entitlement to the NYG-GCM exists until after the award has been announced in HQ NYG permanent orders. Requests will be forwarded to the NYSG-J1 (AD), at the New York Guard Headquarters, Latham, NY 12110-3514.

d. Initial award. The award consists of a medal set with ribbon and companion certificate.

e. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the service ribbon. These devices shall be silver to represent one additional award and a gold shield to represent five additional awards.

f. Approving authority. The award approval is delegated to the unit commander subject to verification and review by Headquarters, New York Guard.

APPRORRIATE LETTERHEAD

(Office Symbol)

Date

MEMORANDUM FOR Commander, New York Guard, ATTN: NYSG-J1 (AD), 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Recommendation for the New York Guard Good Conduct Medal

1. I hereby recommend the New York Guard Good Conduct Medal to: Name, B5678, Chief Warrant Officer, CW2, NYG, HHC NYG, 330 Old Niskayuna Road, Latham, NY 12110-3514

2. Name of individual, first award of this medal, or has numeral ____# previous award(s) of this medal.

3. See enclosed written recommendation from the unit commander.

Encls

Signature Block

Figure 2.12 Sample Memorandum, NYG Good Conduct Medal

NEW YORK GUARD COMMANDER'S CITATION RIBBON

a. To whom awarded. The **New York Guard Commander's Citation Ribbon (NYG-CIT)** can be awarded to members of the NYG.

b. Standards. The NYG-CIT serves to recognize outstanding meritorious performance by groups of two or more members of a difficult and challenging mission under extra ordinary circumstances. Circumstances will be deemed to be extraordinary when they do not represent the typical day-to-day circumstances under which this group normally performs or may be reasonably expected to perform. The award may be made in the areas of service, achievement, or bravery.

c. How awarded. For recommendation, use memorandum format (**Figure 2.13**) with citation (**Figure 2.14**). Do not submit more than one recommendation for award for a specific action or actions in a simple memorandum; however, the recommendation may be written for more than one person. Requests will be forwarded to the NYSG-J1 (AD), at the New York Guard Headquarters, Division of Military and Naval Affairs, 330 Old Niskayuna Road (MNSG) Latham, NY 12110-3514.

d. Initial Award. The award consists of a medal set with ribbon and companion certificate.

e. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the service ribbon. These devices shall be silver to represent one additional award and a gold shield to represent five additional awards.

f. Approving authority. Award authority is the NYG commander.

APPRORRIATE LETTERHEAD

(Office Symbol)

Date

MEMORANDUM FOR Commander, New York Guard, ATTN: NYSG-J1 (AD), 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Recommendation for the New York Guard Commander's Citation Ribbon

1. I hereby recommend the New York Guard Commander's Citation Ribbon to: Name, Chief Warrant Officer, CW2, NYG, HHC NYG, 330 Old Niskayuna Road (MNSG), Latham, NY 12110-3514.

2. Name of individual, first award of this medal, or has # previous award(s) of this medal.

3. See enclosed proposed Citation (Figure 2-17).

Encls

Signature Block

Figure 2.13 Sample Memorandum, NYG Commander's Citation Ribbon

C I T A T I O N

For extraordinary performance of duty on 10 October 2007, the New York Guard Commander's Citation Ribbon is awarded to:

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

RANK NAME, BRANCH

of the 106th Rescue Wing, New York Air National Guard, 150 River Head Road, Francis S. Gabreski Airport, Westhampton Beach, NY 11978-1201.

The Rescue Team has made a significant contribution to the New York Guard annual training for 2002.

The team, through their unique expertise and in an outstanding display of professionalism, during a helo-rescue demonstration, which materially contributed to an exceptionally exciting Search and Rescue training program at the NYG Army Division's AT-02. As a result, the success of the overall AT-02 program was enhanced.

The team's willingness to assist this component of the New York State Military Force Structure, clearly indicates the outstanding leadership of their parent organization, the 106th Rescue Wing, New York Air National Guard.

The team's actions are in keeping with the finest traditions of the military service and reflect great credit upon itself, the New York Guard and the military forces of the State of New York.

Figure 2.14 Sample Citation, NYG Commander's Citation Ribbon

NEW YORK GUARD SERVICE RIBBON

a. To whom awarded. The New York Guard Service Ribbon will be awarded to members of the NYG.

b. Standards. Awarded to members with six months consecutive creditable service with 90% attendance at scheduled drills during this period in their first year of service as a member of the NYG.

c. How awarded. The commander of the NYG will establish and maintain, a written policy on the process and procedures to issue the award using **DMNA Form 106D-GR**. See **Appendix A**.

d. Award. This award consists of a ribbon only, with certificate, and is awarded once.

e. Approving authority. As delegated by the NYG commander, in accordance with published policy.

NEW YORK GUARD DISTINGUISHED GRADUATE RIBBON

a. To whom awarded. The New York Guard Distinguished Graduate Ribbon can be awarded to members of the NYG.

b. Standards. Will be awarded in the name of the Commander, NYG, to the single individual, who is at the top of his/her class and is so designated the distinguished graduate. Classes eligible to be recommended for a Distinguished Graduate Ribbon is limited to certain classes or schools given at annual training selected by the G-3, HQ NYG.

c. How awarded. For recommendation, use memorandum Format (**Figure 2.15**) by the instructor, or supervising instructor, endorsed by the school commander and sent to the appropriate unit commander, to be endorsed and submitted to the Commander New York Guard, ATTN: NYSG-G3 for consideration. Upon approval, the recommendation will be forwarded to the NYSG-G1 (AD), at the NYG Headquarters, Latham, NY 12110-3514.

d. Initial Award. The award consists of a ribbon and companion certificate.

e. Succeeding awards. For each succeeding award, a metal device (shield) will be attached to the service ribbon. These devices shall be silver to represent one additional award and a gold shield to represent five additional awards.

f. Approving authority. Award authority is the NYG commander.

APPROPRIATE LETTERHEAD

(Office Symbol)

Date

MEMORANDUM FOR Commander, New York Guard, ATTN: NYSG-J1 (AD), 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Recommendation for the New York Guard Distinguished Graduate Ribbon

1. I hereby recommend the New York Guard Distinguished Graduate Ribbon to:

Name, B5678, Chief Warrant Officer, WOC, NYG, HHC NYG, 330 Old Niskayuna Road, Latham, NY 12110-3514.

2. Name of individual, first award of this medal, or has # previous award(s) of this medal.

3. Written recommendation, from instructor/supervising instructor, and endorsed by the school and unit commander. Enclose any supporting documentation.

Encls

Signature Block

Figure 2.15 Sample Memorandum, New York Guard Distinguished Graduate Ribbon

THE ADJUTANT GENERAL'S AWARD

a. To whom awarded. Awarded to individuals, both military and civilian, who have distinguished themselves while serving in any capacity and have made a significant contribution in support of and/or has favorably enhanced the New York State Organized Militia or the DMNA.

b. How Requested. Recommendations for The Adjutant General's Award will be submitted through the appropriate major component's awards area of responsibility, if applicable, to The Adjutant General, ATTN: MNP-AWD using **DMNA Form Letter 50-R (Figure 2.16)** and will be accompanied by a citation in accordance with the sample and guidelines outlined in **Figure 2.17**. Recommendations will be forwarded to The Adjutant General Military Awards Board for review, recommendation, and subsequent approval/disapproval by The Adjutant General.

c. How Awarded. Upon approval, MNP-AWD will prepare the certificate, citation and pin. Approved completed packets will be forwarded through respective component's awards area of responsibility prior to forwarding to requesting command, as applicable for presentation. Civilian awards will be forwarded to requesting directorate or requestor.

APPROPRIATE LETTERHEAD

(109AG)

DATE

MEMORANDUM FOR

The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514

SUBJECT: Recommendation for The Adjutant General's Award

1. Recommend The Adjutant General's Award to:

NAME: Joseph C. Snuffy GRADE: E-5
ORGANIZATION: Joint Force Headquarters, New York Army National Guard
330 d Niskayuna Road, Latham, NY 12110-

2. The following narrative describes the details supporting this award:

Sergeant Joseph Snuffy distinguished himself in an exemplary manner during the Joint Force Headquarters March inactive duty training weekend. He was a member of the team that went outside in the morning to the Doghouse (cold storage) after a snowstorm to re-arrange extremely heavy shelving units. Sergeant Snuffy lifted over a thousand medals in two days. This effort included removing over 20 boxes of various sizes from a storage closet onto the drill floor for sorting. As part of a two-member team, he lifted additional boxes onto the Gator utility vehicle to be transported across the compound to a separate storage facility. Sergeant Snuffy then lifted the medal boxes weighing from 20 pounds to 30 pounds onto storage shelving units.

3. A citation to support the issuance of this award is enclosed.

4. Request the award be provided for a presentation date of 2 April 2023.

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Recommender)

John T. Soldier
LTC, MS
Deputy Joint Surgeon
(Company Commander)

DMNA Form Letter 50-R
(2 September 2008)

Figure 2.16 Sample Request, The Adjutant General's Award.

CITATION

For significant contribution to the military forces of the state of New York, **The Adjutant General's Award** is awarded to:

MR. FREDERICK SMITH

MR. FREDERICK SMITH, while assigned as Maintenance Engineer, 109th Airlift Wing, New York Air National Guard, 1 Air National Guard Road, Scotia, New York, has been providing outstanding services to the unit and all the military and civilian members of the unit by voluntarily enhancing the beauty and cleanliness of the base grounds and landscaping. **MR. SMITH** volunteers his own time and very often purchases landscape items at his own expense and on his own initiative to help beautify the base. Each summer he purchases bedding flowers for both the front entry of the base and the flight line visitor sign area. He prepares the planting areas, plants the flowers and maintains them throughout the summer, completely on his own initiative. His efforts have for years added to the morale of all who work here at the 109th Airlift Group while also creating a positive, professional image to those who visit. During the summers of 2005 and 2006 he also volunteered to help develop the 109th Community Youth Program. This program brings economically disadvantaged youth to the base where they work under the direct supervision of unit employees. **MR. SMITH** has volunteered each summer to be a critical part of the program, both as a youth supervisor and overall role model and friend to all the participants.

MR. FREDERICK SMITH is truly an individual who would rather give of himself than receive from others. Whether it is planting and beautifying our base grounds or ensuring that the young people in our summer youth program have a friend and mentor they can rely on, **MR. SMITH** finds ways to make the lives of those he comes in contact with richer and more meaningful. He is an inspiration to us all.

Figure 2.17 Sample Citation, The Adjutant General's Award

COLONEL GOUVERNEUR MORRIS CITIZEN/SOLDIER AWARD

a. To whom awarded. Awarded to a member of the New York State Organized Militia who has distinguished himself/herself through outstanding support to the Organized Militia and his/her local community or the state of New York.

b. Eligibility. All members of the New York State Organized Militia are eligible to be nominated for this award.

c. Minimum standards:

(1) Must have been an active member of an Organized Militia unit during the year of consideration (1 January - 31 December).

(2) Must have attended all scheduled IDT assemblies and annual training days.

(3) Must meet the height and weight standards of each major component's prescribed directive.

(4) Must have made a significant contribution to the New York State Organized Militia.

d. Additional factors:

(1) Must have made a significant contribution to the community or the state of New York, or

(2) Must be involved with a continuing community contribution as an active member of a fraternal organization, e.g., Lions Club, Benevolent and Protective Order of Elks, Chamber of Commerce, etc., or

(3) Be an elected or appointed member of the local community, e.g., City Council, School Board.

e. Nominations. Nominations will be accomplished at unit level and will be forwarded through command channels to each respective component's awards area of responsibility. Following review, it will be forwarded to MNP-AWD, refer to Nomination Form, Colonel Gouverneur Morris Citizen/Soldier Award **DMNA Form 106C-R** to reach this agency NLT 31 October of the year the award is to be presented. Nominations will include individual's name and scope of military assignment to include duties, tasks, and responsibilities, and a statement indicating that individual meets the minimum standards for the award. Additional factors will be addressed and supporting documentation will be attached, e.g., newspaper clippings, photocopies of community or state awards.

f. Selection board. A selection board consisting of at least three members of The Adjutant General Military Awards Board will convene prior to 30 November each year for the purpose of recommending the award recipient. The board will make recommendations based on the nominations submitted. The board will consider only those individuals who meet the minimum standards and have met the additional criteria listed in paragraph d. above.

g. Approving authority. The approving authority for this award is The Adjutant General.

h. Award. This award will be a plaque outline of New York State with a full engraving plate and will contain appropriate wording and the year of recognition. This award will be presented at an appropriate ceremony determined by The Adjutant General.

OPERATION ENDURING FREEDOM SERVICE RIBBON

a. To whom awarded. The Operation Enduring Freedom (OEF) Service Ribbon will be awarded to members of the New York State Organized Militia who perform Title 10, federal active duty, while deployed in direct support of OEF, on or after 11 September 2001 to a date to be determined or the cessation of OEF.

b. Standard. This award is authorized for service in support of OEF as indicated on the member's DD Form 214.

c. How awarded. Major component personnel officers of the New York State Organized Militia will administratively issue this ribbon through their major commands to qualifying organized Militia members. It will be accomplished upon the receipt of **DMNA Form 106D-R**, see **Appendix A**, individual DD Form 214s, Certificate of Release or Discharge from Active Duty, verifying Title 10 service. The request will be forwarded through command channels to the respective major component's awards area of responsibility. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

d. Administration. No certificate is authorized or required to accompany this ribbon. Personnel officers will ensure each individual organized Militia member receives proper credit for this ribbon within his/her individual military personnel record, IPERMS, and/or database.

e. Succeeding awards. A ribbon will be provided on initial issue. For each succeeding award, a metal device (New York State shield) will be provided to be attached to the ribbon bar. These devices shall be silver to represent one additional award and gold to represent five additional awards.

f. Precedence. Precedence for the OEF Service Ribbon will be below the Desert Storm Service Medal and above the Operation Iraqi Freedom Service Ribbon.

OPERATION IRAQI FREEDOM SERVICE RIBBON

a. To whom awarded. The Operation Iraqi Freedom (OIF) Service Ribbon will be awarded to members of the New York State Organized Militia who perform Title 10, federal active duty while deployed in direct support of OIF on or after 19 March 2003 through 31 August 2010.

b. Standard. This award is authorized for service in support of OIF as indicated on the member's DD Form 214.

c. How awarded. Major component personnel officers of the New York State Organized Militia will administratively issue this ribbon through their major commands to qualifying organized Militia members. It will be accomplished upon the receipt of **DMNA Form 106D-R**, see **Appendix A**, individual DD Form 214s, Certificate of Release or Discharge from Active Duty, verifying Title 10 service. The request will be forwarded through command channels to the respective major component's awards area of responsibility. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

d. Administration. No certificate is authorized or required to accompany this ribbon. Personnel officers will ensure each individual organized Militia member receives proper credit for this ribbon within his/her individual military personnel record, IPERMS and/or database.

e. Succeeding awards. A ribbon will be provided on initial issue. This is a one-time award; therefore, no device is authorized.

f. Precedence. Precedence for the OIF Service Ribbon will be below the OEF Service Ribbon and above the Operation New Dawn Service Ribbon.

OPERATION NEW DAWN SERVICE RIBBON

a. To whom awarded. The Operation New Dawn Service Ribbon will be awarded to members of the New York State Organized Militia who perform Title 10, federal active duty, while deployed in direct support of Operation New Dawn in Iraq, on or after 1 September 2010 to 15 December 2011.

b. Standard. This award is authorized for service in support of Operation New Dawn in Iraq as indicated on the member's DD Form 214.

c. How awarded. Major component personnel officers of the New York State Organized Militia will administratively issue this ribbon through their major commands to qualifying Organized Militia members. It will be accomplished upon the receipt of **DMNA Form 106D-R**, see **Appendix A**, individual DD Form 214s, Certificate of Release or Discharge from Active Duty, verifying Title 10 service. The request will be forwarded through command channels to the respective major component's awards area of responsibility. Upon review, MNP-AWD will issue the inventory to the respective major component's awards section for forwarding to requesting command, as applicable for presentation.

d. Administration. No certificate is authorized or required to accompany this ribbon. Personnel officers will ensure each individual organized Militia member receives proper credit for this ribbon within his/her individual military personnel record, IPERMS and/or database.

e. Succeeding awards. A ribbon will be provided on initial issue. For each succeeding award, a metal device (New York State shield) will be attached to the ribbon bar. These devices shall be silver to represent one additional award and gold to represent five additional awards

**PRESIDENT FRANKLIN D. ROOSEVELT
FIELD GRADE OFFICER LEADERSHIP AWARD**

a. To whom awarded. Awarded to field grade officers (O4/O5) and field grade warrant officers (CW3/CW4) of the NYARNG and NYANG. Acknowledges the one Army and Air National Guard field grade officer or warrant officer who best exemplifies the leadership traits of former President of the United States and Governor of New York, Franklin D. Roosevelt and as a result have had a positive effect on their service component and the military forces of New York.

b. Background for the Award. President Roosevelt graduated from Harvard, was elected to the New York State Senate in 1910 resigning in 1913 to accept appointment as Assistant Secretary of the Navy by President Wilson. He served in that capacity until 1920 when he resigned to run as Vice President in a losing effort. In 1921, after vacationing, he contracted polio resulting in permanent paralysis from the waist down. Despite this diagnosis he maintained contacts with the Democratic Party and eventually was asked to run for Governor of New York in 1928, winning the election as a reform candidate. He later won a second term and in 1932 became candidate for President and winning as the “New Deal” candidate. He led the country through its worst depression in history, using a program of “relief, recovery and reform.” He cut government spending, restored confidence in banks, and created the Works Progress Administration (WPA) putting two million back to work. He later established Social Security and easily won a second term election as President in 1936. He was next drafted to run for an unprecedented third term in 1940, winning the election once again. His third term was dominated by re-armament and World War II assisting allies only, until after the attack on Pearl Harbor. President Roosevelt became an active military leader, implementing an overall war strategy on two fronts that ended in the defeat of the Axis Powers. He won an unprecedented fourth term in 1944 but did not live to see the final victory. Throughout his career, he met extreme challenges from his physical disability and the Depression to World War II, always exhibiting unparalleled insight, leadership, perseverance, and a deep understanding of the needs of his fellow citizens, with an attitude summed up by his statement in 1933 in the middle of a bank panic, that “the only thing to fear is fear itself.”

c. Eligibility. All field grade officers (O4/O5) and field grade warrant officers (CW3/CW4) that are members of the NYARNG and NYANG are eligible to be nominated for this award. Awards will be given once per training year.

d. Minimum standards.

(1) Must have been an active member of an organized Militia unit during the year of consideration (1 January through 31 December).

(2) Must have attended all scheduled IDT assemblies and annual training periods.

(3) Must meet the physical fitness and height and weight standards of each service component's prescribed directive.

(4) Must have demonstrated leadership and improved readiness which made a significant contribution to the unit, service component and/or New York State Organized Militia.

(5) Must be technically and tactically competent.

e. Specific Selection criteria.

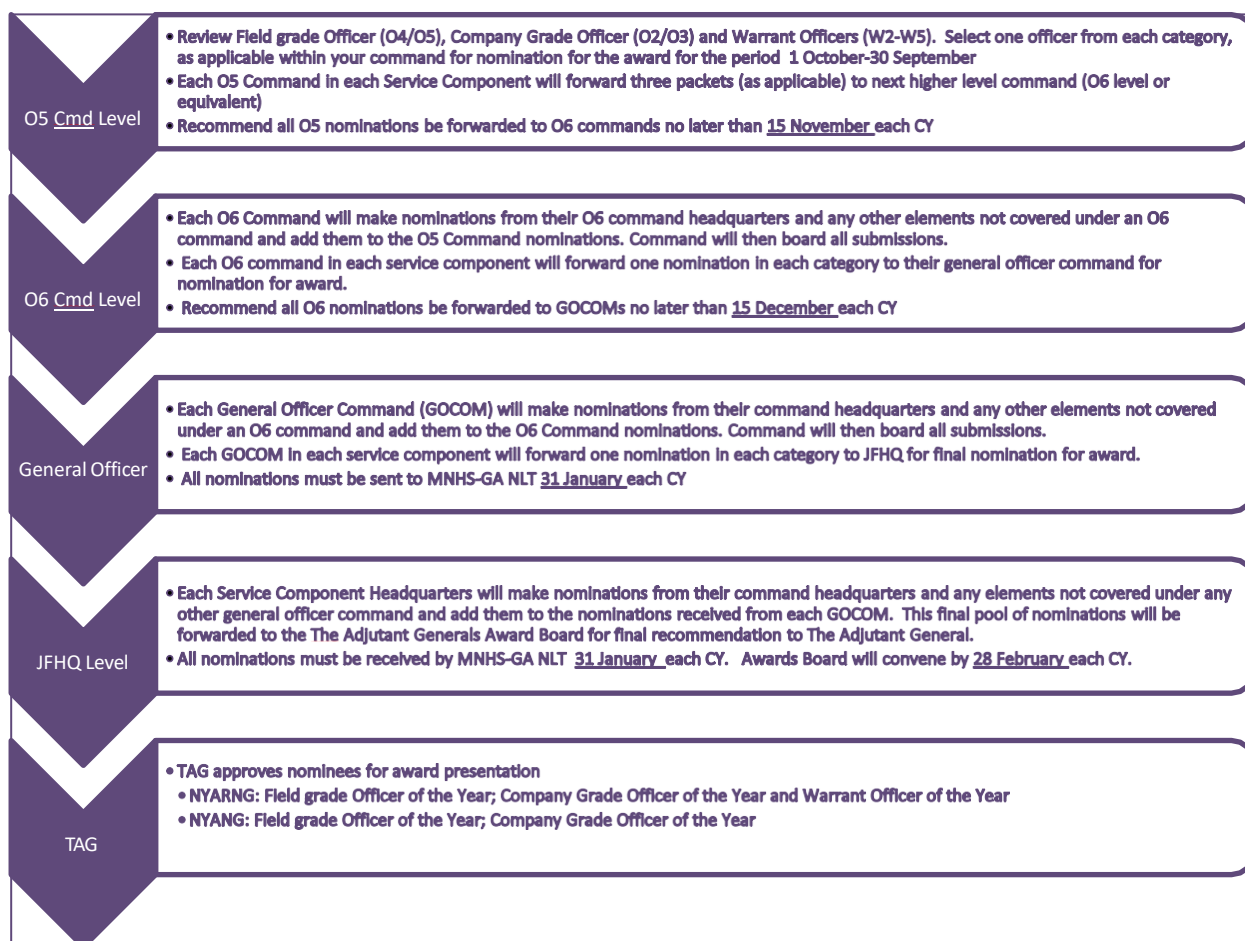
(1) Leadership. The nominee must have displayed exemplary leadership beyond that expected of the position and grade to which assigned. Must have always set the example, concerning the ideals of duty, honor, and country, without exception.

(2) Values. The nominee must be committed to the values of loyalty, duty, respect, selfless service, integrity, and personal courage.

(3) Citizenship. The nominee must set the example, by exemplifying the rights, privileges, duties and character of an individual viewed as a member of society.

(4) Perseverance. The member must have exhibited the character trait of always being focused on and pushing forward toward individual and command mission success despite discouraging or daunting challenges. The nominee must set the example that the principal "that the only thing to fear is fear itself," always supporting and leading subordinates forward.

f. Nominations. Nominations will be submitted through command channels to the respective component's awards area of responsibility prior to forwarding to Division of Military and Naval Affairs, ATTN: MNP-AWD, utilizing the President Franklin D. Roosevelt Field Grade Officer Leadership Award, nomination sheet, **DMNA Form 106E-F**, See **Appendix A**, to reach the office not later than 31 January, for the previous training year. See process map below for sequence of events for submission. Nominations must include the nominee's name and scope of military assignment to include duties, tasks, and responsibilities, and a statement indicating that the individual meets the minimum standards for the award. Additional factors will be addressed and supporting documentation will be attached, e.g. newspaper clippings, photocopies of community or state awards.



g. Selection board. A selection board consisting of the Assistant Adjutant General - Air, Assistant Adjutant General – Army, and the Director, Joint Staff, will review and forward nominations. The Adjutant General Military Awards Board will convene prior to 28 February each year for the purpose of recommending the award recipients. The board will make recommendations based on the nominations submitted. The board will consider only those nominated who meet the minimum standards and have met the additional criteria in paragraph e, above.

h. Award. The award will be a plaque or statue containing the appropriate wording and the year of recognition. The award will be presented at an appropriate ceremony as determined by The Adjutant General. Army and Air Award recipients will also be submitted for federal equivalent awards within their service component.

**PRESIDENT THEODORE ROOSEVELT COMPANY
GRADE/WARRANT OFFICER LEADERSHIP AWARD**

a. To whom awarded. Awarded to members, as indicated below, of the NYARNG and NYANG, who exemplify the leadership traits exhibited by former President of the United States and Governor of New York, Theodore Roosevelt.

(1) Company grade officers (O1/O3). Acknowledges the one Army and Air company grade officer who best exemplifies the leadership traits of President Theodore Roosevelt and as a result have had a positive effect on the overall readiness of their organizations and their service component.

(2) Warrant Officers (WO1-CW2). Acknowledges the one Army warrant officer who best exemplifies the leadership traits of President Theodore Roosevelt and as a result of their leadership and technical skills have had a positive effect on the overall readiness of their organizations and their service components.

b. Background for the award. President Roosevelt graduated from Harvard, was elected to the New York State Assembly as a reformer, headed the Civil Service Commission, and then served as Chief, New York City Police Department. President McKinley next appointed him Assistant Secretary of the Navy where he prepared for the Cuban War. When war was declared, he went to Cuba as a Lieutenant Colonel of a regiment of volunteer cavalry where he gained fame as the leader of the 'Rough Riders.' After he returned, he was elected governor of the State of New York. Within two years he was chosen as candidate for Vice President. He held the vice-presidency for less than a year, succeeding to the presidency after the assassination of President McKinley. In 1904, he was then elected to full term as President. Throughout his career, he exhibited leadership, citizenship, and values above his fellow citizens and always believed that although it is hard to fail, it is worse to have never tried to succeed. This "can-do" spirit is the key element in applicants qualifying for this award.

c. Eligibility. All company grade warrant officers that are members of the NYARNG and NYANG, in the grades indicated above, are eligible to be nominated for this award. Awards will be given once per year.

d. Minimum standards.

(1) Must have been an active member of an organized militia unit during the training year of consideration (1 October through 30 September).

(2) Must have attended all scheduled IDT assemblies and annual training periods.

(3) Must meet physical fitness and height and weight standards of each major component's prescribed directive.

(4) Must have demonstrated leadership and improved readiness which made a significant contribution to the unit, service component, and/or New York State Organized Militia.

(5) Must be technically and tactically competent.

e. Specific Selection criteria.

(1) Leadership. The nominee must have displayed exemplary leadership beyond that expected of the position and grade to which assigned. Must have always set the example concerning the ideals of duty, honor, and country.

(2) Values. The nominee must be committed to the values of loyalty, duty, respect, selfless service, integrity, and personal courage.

(3) Citizenship. The nominee must set the example, by exemplifying the rights, privileges, duties and character of an individual viewed as a member of society.

(4) Perseverance. The Militia member must have exhibited the character traits of always being focused on and pushing forward toward individual and command mission success. The nominee must meet the principal that, "it is hard to fail, but it is worse to have never tried to succeed "as the foundation for this award.

f. Nominations. Nominations will be accomplished and forwarded through command channels to the respective component's awards area of responsibility prior to Division of Military and Naval Affairs, ATTN: MNP-AWD, utilizing the President Theodore Roosevelt Company/Grade/Warrant Officer Leadership Award, nomination sheet, **DMNA Form 106 E-C**, See **Appendix A**, to reach the office NLT 31 January, for the previous training year. See process map for sequence of events for submission. Nominations must include the nominee's name and scope of military assignment to include duties, tasks, and responsibilities, and a statement indicating that the individual meets the minimum standards for this award. Additional factors will be addressed and supporting documentation will be attached, e.g., newspaper clippings, photocopies of community or state award.

CHAPTER 3

DMNA CERTIFICATES OF COMMENDATION/ ACHIEVEMENT/APPRECIATION

3-1. CERTIFICATE OF COMMENDATION.

a. To whom awarded. Awarded to individuals, both military and civilian, who have made a praiseworthy contribution to the overall operation of the DMNA.

b. How awarded. The Certificate of Commendation can be requested by a commander of the NYARNG, NYANG, NYNM, NYG or director within the DMNA. Requests for military personnel will be forwarded through appropriate command channels to the respective component's awards area of responsibility prior to forwarding to MNP-AWD. The award certificate will be requested from The Adjutant General, ATTN: MNP-AWD, utilizing **DMNA Form Letter 51-R (Figure 3.1)** and accompanied by a citation in accordance with the sample, **Figure 3.2**.

c. Approving Authority. The approving authority for this award is The Adjutant General.

3-2. CERTIFICATE OF ACHIEVEMENT.

a. General. The Certificate of Achievement may be awarded to individuals, both military and civilian for periods of faithful service and significant acts or achievements exceeding normal operating standards, which do not meet the standards required for other awards.

b. How awarded. The Certificate of Achievement can be requested by a commander of the NYARNG, NYANG, NYNM, NYG, or director within the DMNA. Requests for military personnel will be forwarded through appropriate command channels to the respective component's awards area of responsibility prior to forwarding to MNP-AWD. The Award certificate will be requested from The Adjutant General, ATTN: MNP-AWD, utilizing **DMNA Form 49-R (Figure 3.3)** and accompanied by a citation IAW sample **Figure 3.4**.

a. Approving Authority. The approving authority for this award is The Adjutant General.

3-3. CERTIFICATE OF APPRECIATION.

a. General. The Certificate of Appreciation may be awarded to individuals, both military and civilian, for periods of faithful service or noteworthy acts deserving of special recognition, which do not meet the standards required for other awards and are of a lesser degree than that required for issue of a Certificate of Achievement.

b. How Awarded. The Certificate of Appreciation can be requested by a commander of the NYARNG, NYANG, NYNM, NYG, or director within the DMNA. Requests for military personnel will be forwarded through appropriate command channels to the respective component's awards area of responsibility prior to forwarding to MNP-AWD. The award certificate will be requested from The Adjutant General, ATTN: MNP-AWD, utilizing **DMNA Form 49-R (Figure 3.5)** and accompanied by a citation IAW sample and guidelines in **Figure 3.6**.

c. Approving Authority. The approving authority for this award is The Adjutant General.

APPROPRIATE LETTERHEAD

OIC&C

DATE

MEMORANDUM THRU

(Chain of Command, if applicable)

(Respective Component's Awards Area of Responsibility, if applicable)

FOR The Adjutant General, DMNA, ATTN: MNP-AWD, 330 Old Niskayuna Road Latham, NY 12110-3514

SUBJECT: Award of the Division of Military and Naval Affairs Certificate of Commendation

1. The Division of Military and Naval Affairs Certificate of Commendation is awarded to:

NAME: Kenneth Lerner

2. The following is a brief narrative describing the details supporting this award:

During the period of February-July 2006, Mr. Kenneth Lerner volunteered to be the acting superintendent of the Latham Complex. His extra efforts kept the complex in an outstanding operational condition and emergency repairs were accomplished in a timely fashion. He did this willingly while asking for no extra compensation. During the many snowstorms of 2006, he put in the extra time and effort ensuring accessibility to the complex during the peak use periods.

3. A citation is enclosed to accompany this award. Point of contact for this action is the undersigned, 518-786-4000.

Encl
as

Signature Block

**DMNA Form Letter 51-R
(2 September 2008)**

Figure 3.1 Sample Request, DMNA Certificate of Commendation

C I T A T I O N

For significant contribution to the military forces of the state of New York, the Division of Military and Naval Affairs **Certificate of Commendation** is awarded to:

MR. KENNETH LERNER

MR. KENNETH LERNER'S timely reaction to the many snowstorms of 2006 resulted in continuous access to the Latham Complex so that employees could work to support any emergencies that might have arisen and allowed maximum employee attendance for ongoing operations. This was accomplished while he was acting complex superintendent from February-July 2006. He willingly volunteered to take charge of the complex and supervision of the maintenance and security staff to ensure continuity of operations. Potential facility problems were corrected in a timely fashion before they could escalate into major facility shutdown problems.

MR. KENNETH LERNER'S dedication to ensure the continuous operation and upkeep of the complex in support of the employees and the many mission support activities of the organization reflect his personal dedication and commitment to the Division's Total Quality Management efforts.

Figure 3.2 Sample Citation, DMNA Certificate of Commendation

APPROPRIATE LETTERHEAD

MNAR

DATE

MEMORANDUM THRU

(Chain of Command, if applicable)
(Respective Component's Awards Area of Responsibility, if applicable)

FOR The Adjutant General, DMNA, ATTN: MNP-AWD, 330 Old Niskayuna Road
Latham, NY 12110-3514

SUBJECT: Award of the Division of Military and Naval Affairs Certificate of Achievement

1. Recommend the award of the Division of Military and Naval Affairs
Certificate of Achievement to:

NAME: KATI HANOVER GRADE: CPT
ORGANIZATION: PSB, HHD STARC (-) NYARNG, Latham, NY 12110-3514

2. The following narrative describes the details of this award:

CPT KATI HANOVER, during the 2006 Soldier Readiness Workshop, was responsible for serving as an instructor in several critical areas. This workshop was conducted for one hundred and ninety full-time personnel and administrative support assets in seven different locations throughout the state. Her instruction provided invaluable information to full-time support personnel, enhancing their ability to manage New York Army National Guard Soldiers, thereby improving overall personnel management.

3. Documents in support of this citation are enclosed.

4. Point of contact for this request is the undersigned, (518) 555-5555.

Signature Block

Encls

DMNA Form Letter 49-R
(September 2008)

Figure 3.3 Sample Request, DMNA Certificate of Achievement

For outstanding achievement during the period 3 October 2006 through 15 December 2006, the Division of Military and Naval Affairs **Certificate of Achievement** is awarded to:

**CAPTAIN KATI HANOVER
NEW YORK ARMY NATIONAL GUARD**

CAPTAIN KATI HANOVER distinguished herself while assigned to the Personnel Service Branch, New York Army National Guard.

CAPTAIN HANOVER, during the 2005 Soldier Readiness Workshop, was responsible for serving as an instructor in several critical areas. This workshop was conducted for 190 full-time personnel and administrative support assets in several different locations throughout the state. Her instruction provided invaluable information to full-time support personnel, enhancing their ability to manage New York Army National Guard Soldiers, thereby improving overall personnel management.

CAPTAIN KATI HANOVER'S efforts, attention to detail, and "can do" attitude are in keeping with the finest traditions of the military service and reflect great credit upon herself, the New York Army National Guard, and the State of New York.

Figure 3.4 Sample Citation, DMNA Certificate of Achievement

APPROPRIATE LETTERHEAD

MNP

DATE

MEMORANDUM THRU

(Chain of Command, if applicable)

(Respective Component's Awards Area of Responsibility, if applicable)

FOR The Adjutant General, DMNA, ATTN: MNP-AWD, 330 Old Niskayuna Road
Latham, NY 12110-3514

SUBJECT: Award of the Division of Military and Naval Affairs Certificate of Appreciation

1. The Division of Military and Naval Affairs Certificate of Appreciation is awarded to: NAME:
GERTRUDE A. MALONEY GRADE: SGT
ORGANIZATION: HHD STARC (-)

2. The following narrative describes the details supporting this award.

On 5 December 2006, **SGT Maloney** volunteered to participate in a memorial ceremony for President Martin VanBuren. The ceremony was conducted in a professional manner and was successful, in large part, because of **SGT Maloney's** participation. The willingness to sacrifice personal time in order to support community-based activities is in keeping with our desire to enhance the New York Army National Guard's image and should be recognized.

3. A citation is enclosed. Point of contact for this award to the undersigned, 518-786-4100.

Encl

Signature Block

DMNA Form Letter 49-R
(2 September 2008)

Figure 3.5 Sample Request, DMNA Certificate of Appreciation

C I T A T I O N

For significant contribution to the military forces of the state of New York, the Division of Military and Naval Affairs **Certificate of Appreciation** is awarded to:

SERGEANT GERTRUDE A. MALONEY
NEW YORK ARMY NATIONAL GUARD

On 5 December 2006, **SERGEANT GERTRUDE A. MALONEY** volunteered her time to participate in a memorial ceremony for President Martin van Buren. **SERGEANT MALONEY'S** willingness to devote extra time to support community activities reflects the degree of personal and professional dedication that enhances the image of the New York Army National Guard and supports its role as a community-based organization.

Figure 3.6 Sample Citation, DMNA Certificate of Appreciation

CHAPTER 4

WEARING OF DECORATIONS, SERVICE MEDALS, AND BADGES

4-1. GENERAL.

a. United States and foreign decorations, service medals and badges will be worn as prescribed in regulations for appropriate branch of service of the Armed Forces of the United States.

b. State decorations, medals, and badges authorized for wear while not in the service of the United States will follow all decorations awarded by the United States or by a foreign government but will precede unit medals or badges.

c. National Guard personnel are authorized to wear state/territory awards under applicable state/territory law and regulation when assigned under the command and control of the governor under provisions of Title 32, USC, and state/territory code. This includes the following personnel statuses authorized under Title 32, USC: Active Guard Reserve (AGR), Active-Duty Special Work (ADSW), attached to active/USAR unit for training, annual training, and inactive duty training (weekend drill). These awards will be worn in state order of precedence after federal and foreign awards. Members on active federal service under provision of Title 10, USC, are authorized to accept but not wear state/territory awards.

d. The unauthorized wearing of insignias, decorations, badges, ribbons, devices, or lapel buttons is a violation of Military Law, Section 130.115, subjecting the Member to prosecution under the New York State Code of Military Justice.

4-2. PRECEDENCE.

a. **State Awards.** New York State decorations are to be worn in the following order:

- (1) New York State Medal for Valor
- (2) New York State Conspicuous Service Medal
- (3) New York State Medal for Meritorious Service
- (4) New York State Military Commendation Medal
- (5) New York State Long and Faithful Service Award and Decorations

- (6)** New York State Desert Storm Service Medal
- (7)** New York State Operation Enduring Freedom Service Ribbon
- (8)** New York State Operation Iraqi Freedom Service Ribbon
- (9)** New York State Operation New Dawn Service Ribbon
- (10)** New York State Defense of Liberty
- (11)** New York State Conspicuous Service Cross
- (12)** New York State Medal for Merit
- (13)** New York State Conspicuous Service Star
- (14)** New York Guard Help Ribbon
- (15)** New York State Outstanding Enlisted Leader of the Year Ribbon
- (16)** New York State Recruiting Medal
- (17)** New York State Pandemic Response Ribbon
- (18)** New York State Duty In Aid To Civil Authority Medal
- (19)** New York State Counterdrug Service Ribbon
- (20)** New York State Exercise Support Ribbon
- (21)** Medal for Humane Service to New York State
- (22)** New York State First Sergeant Service Ribbon
- (23)** New York State Medal for Military Support of the 1980 Winter Olympics
- (24)** New York State Physical Fitness Ribbon and Certificate
- (25)** New York Guard Achievement Medal
- (26)** New York Guard Good Conduct Medal

(27) New York Guard Commander's Citation Ribbon

(28) New York Guard Service Ribbon

(29) New York Guard Distinguished Graduate Ribbon

b. New York Guard awards follow New York State awards.

c. NYARNG Circular 672-1, Soldier Awards and Decorations Ribbon and Device Guide, is available through the DMNA Publications activity. This guide is intended to be used as a reference for wear of military ribbons for NYARNG Soldiers. It will be used in conjunction with AR 670-1, Wear and Appearance of Army Uniforms and Insignia; AR 600-8-22, Military Awards; DMNA Reg 672-1, Decorations, Awards, and Honors, State Military Awards.

d. State awards issued by other states. New York State awards will be first, state awards from other states, in which a member was a previous member, will follow in order of that state's order of precedence. State awards from other states awarded to a New York State military member, will follow in order of the date of issue of the award.

4-3. WHEN WORN. Occasions when it is proper to wear decorations, medals, badges, and corresponding service ribbons are prescribed in the appropriate regulations of the Armed Forces of the United States. The order and precedence of the wear of state awards/decorations is at the discretion of the respective State's Adjutant General. Each TAG will determine the wear of previous awards/decorations from other states.

4-4. HOW TO WEAR CERTAIN MEDALS.

a. The New York State Medal for Valor is worn at the neck. A decoration worn at the neck is so placed that the ribbon will be inside the collar of the coat and will fall so as to just cover the point of the opening of the coat. The New York State Long and Faithful Service Medal worn at the neck is obsolete and no longer authorized for wear.

b. When the full-size version of the New York State Medal for Valor is worn around the neck, neither the miniature version nor ribbon bar will be worn.

CHAPTER 5

NEW YORK STATE RECOGNITION CERTIFICATES

5-1. NEW YORK STATE COLD WAR RECOGNITION CERTIFICATE.

a. To whom awarded:

- (1) Current New York State citizen or
- (2) New York State citizen while serving in the Armed Forces of the United States (active or reserve components of the Army, Navy, Marine Corps, Air Force, National Guard, or the U.S. Coast Guard); and,
- (3) Served at least one day of service during the Cold War period, 2 September 1945 to 26 December 1991; and,
- (4) Who was discharged under honorable conditions from the Armed Forces of the United States.

b. Criteria. The New York State Cold War Certificate may be awarded to any current New York State citizen or a person who was a New York State citizen while serving in the Armed Forces of the United States during the Cold War period whose entire service was honorable.

c. Standards. This certificate may be awarded only to those persons whose entire service shall have been under honorable conditions. This certificate may be awarded posthumously to a designated survivor of the deceased. Not more than one certificate shall be awarded to anyone person. This is a one-time issue.

d. How Awarded. Applications for the New York State Cold War Certificate will be made using **DMNA Form 105**, See **Appendix A**, and mailed to the Division of Military and Naval Affairs, ATTN: MNP-AWD, or submitted electronically via DMNA website: <http://dmna.ny.gov/awards>. Posthumous applications will be submitted using the same mechanisms on **DMNA Form 105-1**, see **Appendix A**. If you are unable to print the application, you may submit a signed and dated letter containing the same information as the application [Recipient's full name, Recipient's last four digits of the Social Security Number, applicant's full name if different from recipient's, applicant's current mailing address, contact phone number and Email address (if applicable)]. Request must include the following statement: "I confirm my (or insert recipient's name) faithful and honorable service to the State of New York and the nation during the Cold War Era." All requests will be sent to DMNA with supporting documents to validate service during the Cold War period. Documentation will include a copy of the recipient's Report

of Separation (i.e., DD Form 214, or NGB Form 22, etc.). Documentation must include a discharge certificate indicating the character of service as “honorable” (Honorable Discharge) or “under honorable conditions” (General Discharge under Honorable Conditions). Ensure documentation submitted clearly indicates state residency while on duty in the Armed Forces during the applicable dates. **Do not send original documents.** If you do not have in your possession the required documentation necessary for eligibility or require confirmation of your federal service, you may request a copy of your service record by writing to: National Personnel Records Center, 1 Archives Drive, St. Louis, Missouri 63138 or via the website at <https://www.archives.gov/veterans>.

e. Approving Authority. The approving authority for this award is The Adjutant General

5-2. NEW YORK STATE SILVER ROSE CERTIFICATE

a. To whom awarded:

- (1) Current New York State citizen or
- (2) New York State citizen while serving in the Armed Forces of the United States (active or reserve components of the Army, Navy, Marine Corps, Air Force, National Guard or the U.S. Coast Guard); and,
- (3) Who, while serving in the uniformed services of the United States, or the organized militia on active duty, was exposed to dioxin or phenoxy herbicides, as evinced by a medical diagnosis of a disease associated with dioxin or phenoxy herbicides, and any other proof determined by The Adjutant General to be necessary; or
- (4) Who was discharged under honorable conditions from the Armed Forces of the United States.

b. Criteria. The New York State Silver Rose Certificate may be awarded to any current New York State citizen or a person who was a New York State citizen while serving in the Armed Forces of the United States while on Active Duty and was exposed to dioxin or phenoxy herbicides, as evinced by a medical diagnosis of a disease associated with dioxin or phenoxy herbicides, and any other proof determined by The Adjutant General to be necessary.

c. Standards. This certificate may be awarded only to those persons whose entire service shall have been under honorable conditions. This certificate may be awarded posthumously to a designated survivor of the deceased. Not more than one certificate shall be awarded to anyone person. This is a one-time issue.

d. How Awarded. Applications for the New York State Silver Rose Certificate will be made electronically via DMNA website: <http://dmna.ny.gov/awards>. Documentation will include a copy of the recipient's Report of Separation (i.e., DD Form 214, or NGB Form 22) and medical documentation showing illness related to the toxic effects of Dioxin or Phenoxy herbicides (Agent Orange). Documentation must include a discharge certificate indicating the character of service as "honorable" (Honorable Discharge) or "under honorable conditions" (General Discharge under Honorable Conditions).

Do not send original documents. If you do not have in your possession the required documentation necessary for eligibility or require confirmation of your federal service, you may request a copy of your service record by writing to: National Personnel Records Center, 1 Archives Drive, St. Louis, Missouri 63138 or via the website at <https://www.archives.gov/veterans>.

e. Approving Authority. The approving authority for this award is The Adjutant General.

CHAPTER 6

NEW YORK STATE COMMEMORATIVE MEDALS

6-1. NEW YORK STATE KOREAN WAR COMMEMORATIVE MEDAL.

a. To whom awarded.

(1) Current New York State citizen, or,

(2) New York State citizen who served in federal active duty in the armed forces. Armed forces defined: Army, Air Force, Navy, Marine Corps, Coast Guard, or any Organized Militia. Organized Militias are defined as the following: Army National Guard, Air National Guard, the New York Naval Militia, or the New York Guard.

(3) Who discharged under any of the following categories: Honorable, other than bad conduct, or dishonorable or is a discharged LGBT veteran, as defined in section one of the veterans' services law, and received a discharge other than bad conduct or dishonorable discharge.

b. Criteria. The **New York State Korean War Commemorative Medal** is awarded to Service Members that served in one of the following locations: Korean peninsula, its contiguous waters, or its airspace. The Korean War is defined as the period from 27 June 1950 through 31 January 1955.

c. Standards. This medal shall be awarded only to those persons meeting the above requirements. The **New York State Korean War Commemorative Medal** may be awarded posthumously to a next of kin of the deceased. Not more than one **New York State Korean War Commemorative Medal** shall be awarded to any one person.

d. How awarded. Applications for the **New York State Korean War Commemorative Medal** will be made using the **DMNA Form 106A-R**, See **Appendix A**, or by letter request to this agency, ATTN: MNP-AWD. Documentation will include a copy of applicant's Report of Active Duty, (NGB-22 or DD Form 214). If applicant does not have in his/her possession, the required documentation necessary for eligibility or require confirmation of his/her federal award entitlements, the applicant should write to or visit the website below: National Personnel Records Center 1 Archives Drive St. Louis, Missouri 63138 <https://www.archives.gov/veterans>.

e. Approving authority: The approving authority for this award is The Adjutant General.

6.2. NEW YORK STATE VIETNAM WAR COMMEMORATIVE MEDAL.

a. To whom awarded.

(1) Current New York State citizen, or,

(2) New York State citizen who served in federal active duty in the armed forces. Armed forces defined: Army, Air Force, Navy, Marine Corps, Coast Guard, or any Organized Militia. Organized Militias are defined as the following: Army National Guard, Air National Guard, the New York Naval Militia, or the New York Guard.

(3) Who discharged under any of the following categories: Honorable, other than bad conduct, or dishonorable or is a discharged LGBT veteran, as defined in section one of the veterans' services law, and received a discharge other than bad conduct or dishonorable discharge.

b. Criteria. The **New York State Vietnam War Commemorative Medal** is awarded to Service Members that have served in one of the following locations: Vietnam, Thailand, Laos, Cambodia, its contiguous waters, or its airspace. The Vietnam War is defined as the period from 1 November 1955 through 17 May 1975.

c. Standards. This medal shall be awarded only to those persons meeting the above requirements. The **New York State Vietnam War Commemorative Medal** may be awarded posthumously to a next of kin of the deceased. Not more than one **New York State Vietnam War Commemorative Medal** shall be awarded to any one person.

d. How awarded. Applications for the **New York State Vietnam War Commemorative Medal** will be made using the **DMNA Form 106A-R**, See **Appendix A**, or by letter request to this agency, ATTN: MNP-AWD. Documentation will include a copy of applicant's Report of Active Duty, (NGB-22 or DD Form 214). If the applicant does not have in his/her possession the required documentation necessary for eligibility or requires confirmation of his/her federal award entitlements, the applicant should write to or visit the website below: National Personnel Records Center 1 Archives Drive St. Louis, Missouri 63138 <https://www.archives.gov/veterans>.

e. Approving authority: The approving authority for this award is The Adjutant General.

6.3. NEW YORK STATE IRAQ WAR COMMEMORATIVE MEDAL

a. To whom awarded.

(1) Current New York State citizen, or

(2) New York State citizen who served in federal active duty in the armed forces. Armed forces defined: Army, Air Force, Navy, Marine Corps, Coast Guard, or any Organized Militia. Organized Militias are defined as the following: Army National Guard, Air National Guard, the New York Naval Militia, or the New York Guard.

(3) Who discharged under any of the following categories: Honorable, other than bad conduct, or dishonorable or is a discharged LGBT veteran, as defined in section one of the veterans' services law, and received a discharge other than bad conduct or dishonorable discharge.

b. Criteria. The **New York State Iraq War Commendation Medal** is awarded to Service Member that served on active duty in Iraq at any time during the period 20 March 2003 through 31 December 2021.

c. Standards. This medal shall be awarded only to those persons meeting the above requirements. The **New York State Iraq War Commendation Medal** may be awarded posthumously to a next of kin of the deceased. Not more than one **New York State Iraq War Commendation Medal** shall be awarded to any one person.

d. How awarded. Applications for the **New York State Iraq War Commendation Medal** will be made using the **DMNA Form 106A-R**, application for New York State Iraq War Commendation Medal or by letter request to this agency, ATTN: MNGA-AWD. Documentation will include a copy of the applicant's Report of Active Duty, (NGB-22 or DD Form 214). If applicant does not have in his/her possession the required documentation necessary for eligibility or require confirmation of his/her federal award entitlements, the applicant should write to or visit the website below: National Personnel Records Center, 1 Archives Drive St. Louis, Missouri 63138
<https://www.archives.gov/veterans>

e. Approving authority: The approving authority for the medal and memo is The Adjutant General.

6.4. NEW YORK STATE AFGHANISTAN WAR COMMEMORATIVE MEDAL

a. To whom awarded.

(1) Current New York State citizen, or

(2) New York State citizen who served in federal active duty in the armed forces. Armed forces defined: Army, Air Force, Navy, Marine Corps, Coast Guard, or any Organized Militia. Organized Militias are defined as the following: Army National Guard, Air National Guard, the New York Naval Militia, or the New York Guard.

(3) Who discharged under any of the following categories: Honorable, other than bad conduct, or dishonorable or is a discharged LGBT veteran, as defined in section one of the veterans' services law, and received a discharge other than bad conduct or dishonorable discharge.

b. Criteria. The **New York State Afghanistan War Commendation Medal** is awarded to Service Members that served on active duty in Afghanistan any time during the period from 07 October 2001 through 31 August 2021.

c. Standards. This medal shall be awarded only to those persons meeting the above requirements. The **New York State Afghanistan War Commendation Medal** may be awarded posthumously to a next of kin of the deceased. Not more than one **New York State Afghanistan War Commendation Medal** shall be awarded to any one person.

d. How awarded. Applications for the **New York State Afghanistan War Commendation Medal** will be made using the **DMNA Form 106A-R**, application for New York State Afghanistan War Commendation Medal or by letter request to this agency, ATTN: MNGA-AWD. Documentation will include a copy of applicant's Report of Active Duty, (NGB-22 or DD Form 214). If applicant does not have in his/her possession the required documentation necessary for eligibility or require confirmation of his/her federal award entitlements, the applicant should write to or visit the website below: National Personnel Records Center, 1 Archives Drive St. Louis, Missouri 63138 <https://www.archives.gov/veterans>

e. Approving authority: The approving authority for the medal and memo is The Adjutant General.

APPENDIX A FORMS

DMNA Forms which can be reproduced locally or requested from the Publication Section of Administrative Support Directorate.

The awards area of responsibility in each major component of the New York State Organized Militia is responsible for the following items for initial issuance and/or replacement awards.

DMNA Form 106A-R War (1 Feb 24)	Application for NYS Korean, Vietnam, Iraq and Afghanistan Commemorative Medals
DMNA Form 106B-R (1 Feb 24)	Application for NYS Conspicuous Service Cross/Conspicuous Service Star/ Medal for Merit
DMNA Form 106C-R (23 Aug 07)	Nomination for Colonel Governor Morris Citizen/ Soldier Award
DMNA Form 106D-R (24 Jun 24)	Application for NYS Awards
DMNA Form 106E-C (1 Jun 24)	Nomination Form President Theodore Roosevelt Field Grade Officer Leadership Award
DMNA Form 106E-F (1 Jun 24)	Nomination Form President Franklin D. Roosevelt Company Grade/Warrant Officer Leadership Award
DMNA Form 106D-GR (1 Jun 24)	Request for NYG Service Ribbon
DMNA Form 105 (29 May 24)	Application for New York State Cold War Recognition Certificate
DMNA Form 105-1 (29 May 24)	Application for New York State Cold War Recognition Certificate, Next of Kin

The proponent of this regulation is the Military Personnel Directorate. Users are invited to send comments and suggested improvements and Changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to The Adjutant General, Division of Military and Naval Affairs, ATTN: MNP-AWD, 330 Old Niskayuna Road, Latham, New York 12110-3514.

OFFICIAL:

RAYMOND F. SHIELDS, JR.
Major General, NYARNG
The Adjutant General

DARREN J. KETCHUM
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