

REQUEST FOR STATE AWARDS

INSTRUCTIONS

1. From: Unit preparing award
2. Thru: Each higher administrative headquarters (only to level authorized to approve award) [see MDR 600-08-22-1 (State Decorations, Awards, and Honors), Table 2-1 (Designation and/or Delegation of Award Approval Authority)]
3. To: Awards Issuing Authority (Preprinted)
4. Date Prepared: The date the request was prepared
5. Award Requested: SC Active State Service Medal, Palmetto Service Ribbon, Safety Service Ribbon, SC Mobilization Ribbon, Counterdrug Service Ribbon, Recruiting & Retention Achievement Ribbon
6. Years: Number of years determining award (e.g., 10, 15, 20, etc.) if applicable
7. Personnel Information:
 - Full Name: Last Name, First Name, Middle Initial
 - SSN (Last 4)
 - Rank
 - Qualifying Period - List applicable periods of service for specific type awards. Show breaks in service (e.g., 10 Jun 52 - 9 Jun 58 / 14 Oct 72 - 13 Oct 76).
8. Approval Authority
9. Signature of Approval Authority (use of electronic signature is authorized)

*** NOTE: Provide supporting documentation as attachments to this document.