

Military Department Regulation
600-8-22-1

Personnel - State Awards

State Decorations, Awards, and Honors

South Carolina Military Department
Columbia, SC
01 October 2024

UNCLASSIFIED

SUMMARY OF CHANGE

MDR 600-8-22-1

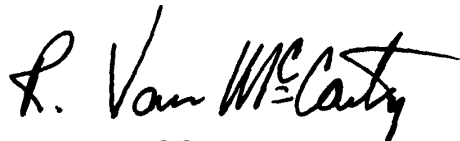
State Decorations, Awards, and Honors

This revision, dated 01 October 2024

- Establishes the Palmetto Military Academy Hall of Valor and establishes the criteria and process for selection to the Hall of Valor
- Revises and updates criteria and process for selection for the Palmetto Military Academy Hall of Fame
- Establishes the Palmetto Military Academy Colonel Harvey Shackelford Distinguished Alumni Award, and establishes the criteria and process for selection to receive the Distinguished Alumni Award
- Updates Appendix C (Criteria and Instructions for Submission of Recommendations and Awarding of the Recruiting and Retention Achievement Ribbon)
- Revises Attachment 1 to Appendix C (APPLE MD Form)
- Revises Appendix D (Example Administrative Data Form for Nomination to the Palmetto Military Academy Hall of Valor, Hall of Fame, and COL Harvey Shackelford Distinguished Alumni Award)

Personnel - State Awards

State Decorations, Awards, and Honors



R. VAN MCCARTY
Major General, SCARNG
The Adjutant General

their own internal awards program and policies.

Proponent and Exception Authority.

The proponent of this regulation is The Adjutant General of South Carolina. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with law and regulations.

History. This publication is a minor revision.

Summary. This publication replaces Military Department Regulation 600-8-22-1 dated 01 July 2022 and all previous editions of that regulation. It prescribes revised policy, updates procedures, and includes all departments and organizations of the SC Military Department that do not have an existing internal awards program.

Applicability. This regulation applies to all organizations, activities, and members of the South Carolina Military Department with the exception of the SC State Guard and the Joint Services Detachment which have

Suggested Improvements. Users are invited to send comments and suggested improvements directly to The South Carolina Military Department, ATTN: Chief of Staff for State Operations (NGSC-SO) Mail Stop #3, 1 National Guard Road, Columbia, South Carolina 29201-4752.

Distribution. This publication is available in electronic media, and can be downloaded and printed. This publication is intended for all offices and organizations within the SC Military Department.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose · 1-1, page 1

References · 1-2, page 1

Explanation of abbreviations and terms · 1-3, page 1

Responsibilities · 1-4, page 1

Chapter 2

Policies and Procedures, page 2

Approval Authority · 2-1, page 2

Who May Recommend · 2-2, page 3

Time Limitations · 2-3, page 3

Character of Service · 2-4, page 4

Period of Award · 2-5, page 4

Succeeding Awards · 2-6, page 4

Duplication of Awards · 2-7, page 4

Submission of Awards · 2-8, page 4

Publishing and Issuing of Awards · 2-9, page 8

Announcement, Presentation and Posting of Awards · 2-10, page 8

Posthumous Awards · 2-11, page 8

Awards to Military and Civilian Personnel of Other States and Territories · 2-12, page 9

Awards to Foreign Military Personnel and Non-Military Department Civilians · 2-13, page 9

Order of Precedence · 2-14, page 10

Wear of State Awards and Decorations · 2-15, page 10

Chapter 3

Awards, page 11

Overview · 3-1, page 11

Individual Awards and Decorations · 3-2, page 11

Service Awards and Decorations · 3-3, page 16

Unit Awards and Decorations · 3-4, page 18

Other States Awards and Badges · 3-5, page 18

Civilian Awards · 3-6, page 19

Chapter 4

Hall of Fame, page 21

Palmetto Military Academy · 4-1 page 21

Palmetto Military Academy Hall of Valor · 4-1.a, page 21

Palmetto Military Academy Hall of Fame · 4-1.b, page 23

Palmetto Military Academy Colonel Harvey Shackelford Distinguished Alumni Award · 4-1.c, page 24

South Carolina Warrant Officer Hall of Fame · 4-2, page 26

South Carolina Enlisted Hall of Fame · 4-3, page 28

Appendixes

A. References · page 30

B. Instructions for Completion and Processing of DA Form 638 · page 31

C. Criteria and Instructions for Submission of Recommendations and Awarding of the Recruiting and Retention Achievement Ribbon · page 34

D. Example Administrative Data Form for Nomination to the Palmetto Military Academy Hall of Valor, Hall of Fame, and COL Harvey Shackelford Distinguished Alumni Award. · page 38

- E. Example Biographical Summary for Palmetto Military Academy and Warrant Officer Hall of Fame · *page 40*
- F. Format for Enlisted Hall Of Fame Nomination · *page 42*

Glossary

Table List

- Table 2-1: Designation and/or Delegation of Award Approval Authority · *page 2*
- Table 2-2: Administrative Requirements for Individual Awards · *page 5*
- Table 2-3: Administrative Requirements for Service Awards · *page 6*
- Table 2-4: Administrative Requirements for Unit Awards · *page 7*
- Table 2-5: Administrative Requirements for Civilian Awards · *page 7*
- Table 3-1: Military Department Individual Awards and Decorations · *page 11*

Chapter 1

Purpose

1-1. Purpose

This regulation prescribes and explains the State Awards Program for the South Carolina Military Department, and establishes the criteria for determining recipients of such awards. The awards program is designed to recognize acts, achievements, and services of individual members, organizations, and units of the South Carolina Military Department, as well as those citizens of South Carolina or the United States rendering meritorious service to the South Carolina Military Department, the State of South Carolina, or the Nation.

1-2. References

Required and related publications and referenced forms are listed in Appendix A or at <https://scmd.sc.gov/state-operations/forms>.

1-3. Explanation of Abbreviations and Terms

Explanation of abbreviations and terms are listed in the Glossary.

1-4. Responsibilities

a. The Adjutant General

(1) Serve as the proponent of the South Carolina Military Department decorations, awards, and honors program, and as the senior official on matters concerning South Carolina Military Department awards.

(2) Establish policies, procedures, and standards for matters concerning South Carolina Military Department decorations, awards and honors, and may make exceptions to this regulation and further delegate authority to make exceptions.

b. Chief of Staff for State Operations

(1) Under the oversight of The Adjutant General, establish, implement, and oversee the South Carolina Military Department policy regarding South Carolina Military Department military and civilian awards.

(2) As necessary, provide interpretations and answer questions regarding established policy, procedures, and standards for matters concerning South Carolina Military Department decorations, awards, and honors.

(3) Designated as the Orders Issuing Authority for all South Carolina Military Department (non-Federal) awards and decorations.

c. A-1, SC Air National Guard / G-1, SC Army National Guard

(1) Conduct and supervise all military awards functions within their respective organizations related to South Carolina Military Department decorations, awards, and honors as prescribed in this regulation and in accordance with TAG policies.

(2) Ensure military awards boards are properly conducted and executed in accordance with TAG policies.

**Chapter 2
Policies and Procedures**

2-1. Approval Authority

a. The Adjutant General has delegated approval authority for specified awards and decorations as shown in table 2–1. The Adjutant General has retained approval authority for all other State awards not delegated or listed.

**Table 2-1
Designation and/or Delegation of Award Approval Authority**

Commander/Director	May Award
Deputy/Assistant Adjutant General for State Operations	SC Honor Guard Ribbon Governor's Twenty Tab Honor Guard Tab State Merit Ribbon State Commendation Ribbon State Achievement Ribbon State Honorable Service Ribbon State Senior Service Ribbon State Service Ribbon State Revenue Initiative Ribbon
Commanding General / O-6 Commander / Department Director	SC Commendation Ribbon
Commanding General / O-6 or O-5 Commander / Department Director	SC Achievement Ribbon
Any Unit Commander	SC Active State Service Ribbon Palmetto Service Ribbon Safety Service Ribbon SC Mobilization Ribbon
R&R Battalion Commander / Force Support Squadron Commander	Recruiting and Retention Achievement Ribbon
Counter-Drug Commander	SC Counterdrug Ribbon

b. Approval Authorities must be in command or serving as head of a principal department (as designated by The Adjutant General – see papa. 2-1e) of the South Carolina Military Department. Authority is extended to include those individuals occupying vacant command or director positions of Approval Authorities listed in Table 2–1, regardless of grade. For example, a MAJ/O-4 assigned on orders as a Battalion Commander (an authorized LTC/O-5 position) is authorized to act on recommendations for award of the South Carolina Achievement Ribbon. Commanders/heads of a principal department may not delegate this authority to subordinate officials not in a designated command or department head position (i.e., Executive Officer, Chief Of Staff, Deputy Commander, Deputy Director and so forth).

(1) In instances where the incumbent Commander or Director is not available to act on recommendations (for example, hospitalization, extended TDY, or leave), the Acting Commander or Director, regardless of rank, may take final action provided their Assumption of Command or Authority is officially documented. In such cases, the Acting Commander or Director will sign documents using the title "Acting Commander/Director." The Unit/Department will attach and forward a copy of the Assumption of Command/Authority with the DA Form 638 (Recommendation for Award), MDSC Form 58 (Request for State Awards) or State Employee Awards Nomination Form (see <https://scmd.sc.gov/state-operations/forms>).

(2) Rear Detachment Commanders are not authorized awards approval authority if the command is deployed forward. In this situation, the Rear Detachment Commander will forward the award recommendations to the next higher command awards approval authority.

c. The Adjutant General/Commanding Generals (CG) may delegate (must be in writing) awards approval authority to their Deputy Adjutant General(s)(DAG)/Assistant Adjutant General (AAG)/Deputy CG(s) (DCG) commensurate with the DAG/AAG/DCG's rank. DAG/AAG/DCGs are further defined as an Officer in the grade of BG/O-7 (including COL/O-6 Promotable (P) in a General Officer billet) and above.

d. Unit Commanders are the approval/disapproval authority for all awards authorized by Table 2-1 for their command, and will recommend approval/upgrade/ downgrade/disapproval on all other award recommendations from their organization and subordinate units before forwarding request(s) to their next higher headquarters.

e. The Directors of the South Carolina Emergency Management Division, South Carolina Youth ChalleNGe/Job Challenge, South Carolina National Guard Museum, and STARBASE are designated as heads of a principal department of the South Carolina Military Department and are delegated State Awards approval authority in accordance with Table 2-1 (Designation and/or Delegation of Award Approval Authority). Additionally, they will recommend approval/upgrade/downgrade/disapproval on all other award recommendations from their organization before forwarding request(s) to The Adjutant General or Deputy Adjutant General.

f. South Carolina National Guard Commanders having the authority to approve an award may delegate disapproval authority (to include downgrade) to their immediate subordinate commanders, provided those subordinate commanders have authority to approve the next lower award. This delegation must be in writing and will be accomplished with each change of command. This disapproval authority includes South Carolina Military Department awards for civilians.

2-2. Who May Recommend

Any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration, may submit a formal recommendation into command channels.

2-3. Time Limitations

a. Each recommendation for an award of an individual or unit decoration must be entered administratively into command channels within two (2) years of the act, achievement, or service to be honored.

b. Eligibility for service awards is not governed by time limit requirements because eligibility for these awards is a matter of service record verification.

2-4. Character of Service

Neither the South Carolina Military Department nor any unit or organizations within the Department will award or present an award to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service was not "honorable". The determination of "honorable" service will be based on such honest and faithful service as in accordance with standards of conduct, courage, and duty required by law and customs of service, of a member of the grade to whom the standard is applied.

2-5. Period of Award

a. For meritorious service awards, the cited period is limited to the period of service during which the individual served under the recommending command. The exception is for retirement awards or end of service (i.e., resignation, transfer or departure) awards covering the entire period of service. Meritorious service is characterized by distinguished service and performance over a sustained period above that normally expected.

b. For meritorious achievement awards, the length of time is not a primary consideration; however, the act or achievement should have a clearly discernible beginning and ending date.

2-6. Succeeding Awards

Not more than one of the same decoration will be awarded to any one person. For each succeeding act or period of service that justifies the award of such decoration, an Oak Leaf Cluster, Palmetto Tree or Star attachment is awarded to indicate the subsequent award.

2-7. Duplication of Awards

a. Only one decoration (State or Federal) will be awarded to an individual or unit for the same act, achievement, or period of service. This includes awards from other states or territories as well as State Guard and Joint Services Detachment awards.

b. Individual or unit awards and decorations received from a foreign nation or government are not considered a duplication of awards.

c. The award of a decoration in recognition of an act of heroism or meritorious service does not preclude an award for meritorious service at the termination of an assignment (i.e., transfer or end-of-service).

d. Recommendations for award of a decoration for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by decorations.

2-8. Submission of Awards

a. Individual Awards

(1) Individual Awards are recommended and awarded by use of the DA Form 638 (Recommendation for Award) (see <https://scmd.sc.gov/state-operations/forms> and Appendix B - Instructions for Completion and Processing of DA Form 638) unless otherwise noted and in accordance with the specific requirements noted in Table 2-2 (Administrative Requirements for Individual Awards).

(2) Awards recommendations for the SC Meritorious Service Medal, SC Commendation Ribbon and SC Achievement Ribbon require a narrative description of meritorious service or achievement in bullet format in the space allowed on the DA Form 638.

(3) Awards recommendations for the Palmetto Cross, SC Guardsman Medal of Valor, SC Extraordinary Achievement Medal, and SC Exceptional Service Medal require a narrative justification (not to exceed one page). The narrative will be added as an addendum (at Enclosures tab) to the DA Form 638.

(4) For valor awards, attach statements of eyewitnesses, preferably in the form of certificates, affidavits or sworn statements, extracts from official records, sketches, maps, diagrams, photographs, etc., to support and amplify stated facts.

(5) The awarding of individual awards by use of a roster or attached list of names is not authorized unless otherwise noted in Table 2-2 (Individual Awards).

Table 2-2
Administrative Requirements for Individual Awards

Decorations	Form Required	Narrative Required	Proposed Citation Required	Orders Required
The Palmetto Cross	DA Form 638 ¹	Yes	Yes	Yes
SC Guardsman Medal Of Valor	DA Form 638 ¹	Yes	Yes	Yes
SC Extraordinary Achievement Medal	DA Form 638 ¹	Yes	Yes	Yes
SC Exceptional Service Medal	DA Form 638 ¹	Yes	Yes	Yes
SC Meritorious Service Medal	DA Form 638 ¹	Bullet format in the space allowed on the DA Form 638	Yes	Yes
SC Commendation Ribbon	DA Form 638 ¹	Bullet format in the space allowed on the DA Form 638	No	Yes
SC Achievement Ribbon	DA Form 638 ¹	Bullet format in the space allowed on the DA Form 638	No	Yes
Governor's Twenty Tab	Memorandum from State Marksmanship Team (w/Roster)	No	Yes	No
Citadel Cadet Medal Of Merit	Recommendation from Citadel Commandant of Cadets	Yes	Yes	Yes

¹ See <https://scmd.sc.gov/state-operations/forms>

b. Service Awards

(1) Service awards are recommended and awarded by use of the MDSC Form 58 (Request for State Awards and Medals) (see <https://scmd.sc.gov/state-operations/forms>) unless otherwise noted and in accordance with the specific requirements noted in Table 2-3 (Administrative Requirements for Service Awards).

(2) The awarding of service awards by use of a roster or attached list of names to the MDSC Form 58 (Request for State Awards and Medals) is authorized.

Table 2-3

Administrative Requirements for Service Awards

Decorations	Form Required	Proposed Citation Required	Narrative Required	Orders Required
SC Active State Service Medal	MDSC Form 58 w/Roster ¹	No	No	No
SC Guardsman Retirement Medal	TAG Permanent Orders	No	No	No
Palmetto Service Ribbon	MDSC Form 58 w/Roster ¹	No	No	No
Safety Service Ribbon	MDSC Form 58 w/Roster ¹	No	No	No
Recruiting & Retention Achievement Ribbon ²	MDSC Form 58 w/Roster ¹	No	No	No
SC Mobilization Ribbon	MDSC Form 58 w/Roster ¹	No	No	No
Counterdrug Service Ribbon	MDSC Form 58 w/Roster ¹	No	No	No
SC Honor Guard Ribbon	MDSC Form 58 w/Roster ¹	No	No	No
Honor Guard Tab	Memorandum from the SCNG Funeral Honors Program Manager (w/Roster)	No	No	No

¹ See <https://scmd.sc.gov/state-operations/forms>

² See Appendix C (Criteria and Instructions for Submission of Recommendations for the Recruiting and Retention Achievement Ribbon) for specific instructions

c. Unit Awards

(1) Unit awards are recommended and awarded by use of the DA Form 638 (Recommendation for Award) (see <https://scmd.sc.gov/state-operations/forms> and Appendix B - Instructions for Completion and Processing of DA Form 638) in accordance with the specific requirements as noted in Table 2-4 (Administrative Requirements for Unit Awards).

(2) The awarding of unit awards to individual members (members of the unit at the time of award service) by use of a roster or attached list of names to the DA Form 638 (Recommendation for Award) is authorized.

Table 2-4

Administrative Requirements for Unit Awards

Decorations (Narrative Order Of Precedence)	Support Info Required	Proposed Citation Required	Narrative Required	Orders Required
Governor's Unit Citation	DA Form 638 w/Roster ¹	Yes	Yes	Yes

¹ See <https://scmd.sc.gov/state-operations/forms>

d. Civilian Awards

(1) Civilian awards are recommended and awarded by use of the State Employee Awards Nomination Form (see <https://scmd.sc.gov/state-operations/forms>) in accordance with the specific requirements as noted in Table 2-5 (Administrative Requirements for Civilian Awards).

(2) The awarding of civilian awards by use of a roster or attached list of names to the State Employee Awards Nomination Form is not authorized.

Table 2-5

Administrative Requirements for Civilian Awards

Decorations	Form Required	Narrative Required	Proposed Citation Required	Orders Required
State Merit Ribbon	State Employee Awards Nomination Form ¹	Yes	Yes	No
State Commendation- Ribbon	State Employee Awards Nomination Form ¹	Yes	Yes	No
State Achievement Ribbon	State Employee Awards Nomination Form ¹	Yes	Yes	No
State Honorable Service Ribbon	State Employee Awards Nomination Form ¹	No	No	No
State Senior Service Ribbon	State Employee Awards Nomination Form ¹	No	No	No
State Service Ribbon	State Employee Awards Nomination Form ¹	No	No	No
State Revenue Initiative Ribbon	State Employee Awards Nomination Form ¹	Yes	Yes	No

¹ See <https://scmd.sc.gov/state-operations/forms>

2-9. Publishing and Issuing of Awards

a. The Orders Issuing Authority will publish Permanent Orders for the Individual (see Table 2-2 – Administrative Requirements for Individual Awards) and Unit Awards (see Table 2-4 – Administrative Requirements for Unit Awards) by use of a DA Form 638 (Recommendation for Award) (see <https://scmd.sc.gov/state-operations/forms>) or per the exceptions noted in Tables 2-2 & 2-4. The Orders Issuing Authority will forward individual and unit awards to the appropriate commanders upon receipt of an approved awards form from the Approving Authority.

b. Units may administratively award Service Awards (see Table 2-3 – Administrative Requirements for Service Awards) without the requirement for orders by use of an MDSC Form 58 (Request for State Awards and Medals) (see <https://scmd.sc.gov/state-operations/forms>). The Orders Issuing Authority will forward Service Awards to the appropriate commanders upon receipt of an approved MDSC Form 58 (Request for State Awards and Medals).

c. The Orders Issuing Authority will award South Carolina Military Department Civilian Awards to civilian employees of the Military Department (see Table 2-5 – Administrative Requirements for Civilian Awards) by use of a State Employee Awards Nomination Form (see <https://scmd.sc.gov/state-operations/forms>). The Orders Issuing Authority will forward awards to the appropriate Department Director or organization upon receipt of an approved award form from the Approving Authority.

2-10. Announcement, Presentation and Posting of Awards

a. The Awardee's unit or directorate will present the awards to the awardee during an appropriate ceremony as soon as possible. Awardee's unit or directorate will make the announcement as soon as possible after the Orders Issuing Authority has issued the award.

b. Units and directorates will avoid premature disclosure of information to an individual being recommended for an award. This is a potential source of embarrassment to the recommending official, unit, and organization in the event of disapproval.

c. The Orders Issuing Authority will forward a copy of all orders to the appropriate A-1/G-1 (Military personnel) and to the owing units or directorates for posting to the individual's personnel records as applicable.

2-11. Posthumous Awards

a. *Award Recommendations.* When considering an award recommendation, the characterization of the proposed awardee's death will not be used as the sole purpose for determining approval or disapproval of an award.

b. *Preparation of Award Elements.* Orders for awards to individuals who are deceased at the time the award is approved will indicate the award is being made posthumously. The engraved medal and/or certificate will not include the word "posthumous". In cases where an individual is posthumously promoted to a higher grade, both the certificate and orders should reflect the grade to which promoted.

c. *Presentation of Awards to Primary Next of Kin.* The appropriate commander or department head will make presentation of the award(s) to the primary Next-Of-Kin (see para. 2-11d for order of precedence for Next-Of-Kin). When the commander or department head

cannot make presentation to the primary Next-Of-Kin, the commander or department head will prepare a report listing the reasons the presentation could not be made. The commander or department head will immediately forward the report with the award orders, certificate, and citation to The Office of the Adjutant General, ATTN: Chief of Staff for State Operations, 1 National Guard Road, Columbia, SC 29201-4752, where appropriate action will be taken to accomplish the presentation. Under no circumstances will commanders or department heads forward award elements (medal, certificate, and citation) directly to the primary Next-Of-Kin.

d. Eligible Classes of Primary Next-of-Kin. Primary Next-Of-Kin are in descending order of precedence: surviving spouse; eldest surviving child (natural or adoptive); father or mother, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; eldest surviving brother or sister; eldest surviving grandparent; and eldest surviving grandchild.

e. Replacement and Duplicate Issue of Medals or Ribbons. Duplicate issue will not be made to a primary Next-Of-Kin when the records indicate previous issue was made to the living Awardee or previous primary Next-Of-Kin.

f. Posthumous Presentation of a Subsequent Awards. When an appurtenance is presented posthumously, it will be attached to the appropriate medal or ribbon, and the complete decoration consisting of the medal or ribbon and appurtenances will be presented to the primary Next-Of-Kin, rather than the appurtenance alone.

g. Posthumous Presentation of a Tab. When an individual who has qualified for a tab dies before the award is made, the tab may be presented to the primary Next-Of-Kin.

2-12. Awards to Military and Civilian Personnel of Other States and Territories

a. Commanders or Directors are authorized to award State awards to military and civilian personnel of other states and territories as outlined in table 2-1. The Adjutant General has retained approval authority for all other State awards not delegated or listed.

b. A State decoration will not be awarded to military or civilian personnel of another state or territory for any act or period of meritorious service recognized by award of a decoration by another state or states' Military Department.

c. Units or Departments will process the awards request in accordance with para. 2-8 (Submission of Awards).

2-13. Awards to Foreign Military Personnel and Non-Military Department Civilians

a. Approval authority for all State awards to foreign military personnel or Non-Military Department civilians is the Adjutant General.

b. State service medals will not be awarded to foreign military personnel or Non-Military Department civilians.

c. Units or Departments will process the awards request in accordance with para. 2-8 (Submission of Awards).

2-14. Order of Precedence

a. Individual Awards and Service Awards

- The Palmetto Cross
- South Carolina Guardsman Medal of Valor
- South Carolina Exceptional Service Medal
- South Carolina Extraordinary Achievement Medal
- South Carolina Meritorious Service Medal
- South Carolina Commendation Ribbon
- South Carolina Achievement Ribbon
- South Carolina Active State Service Ribbon
- Palmetto Service Ribbon *
- South Carolina Guardsman's Retirement Medal
- Safety Service Ribbon
- Recruiting and Retention Achievement Ribbon
- South Carolina Mobilization Ribbon
- South Carolina Counterdrug Ribbon
- South Carolina Honor Guard Ribbon
- All other state awards other than South Carolina awards

** Note: The Palmetto Service Ribbon will not be worn when the Active State Service Medal is awarded*

b. Unit Awards

- Governor's Unit Citation

c. Civilian Awards

- State Merit Ribbon
- State Commendation-Ribbon
- State Achievement Ribbon
- State Honorable Service Ribbon
- State Senior Service Ribbon
- State Service Ribbon*
- State Revenue Initiative Ribbon

** Note: The State Service Ribbon will not be worn when the State Senior Service Ribbon is awarded*

2-15. Wear of State Awards and Decorations

a. State award medals are authorized for wear on the Air Force Service Dress Uniform, Army Green Service Uniform or Army Blue Service Uniform (full-size medals), and Air Force or Army Mess Dress Uniforms (miniature medals).

b. State award ribbons and State unit awards are authorized for wear on the Air Force Service Dress Uniform, Army Green Service Uniform or Army Blue Service Uniform.

c. State Civilian Awards are not authorized for wear on military uniforms.

d. State award medals, ribbons and unit awards will be worn in accordance with AFI 36-2903 or AR 670-1, and placed immediately following those Federal medals authorized by AFI 36-2803 or AR 600-8-22 in order of precedence as shown in paragraph 2-14 (Order of Precedence).

Chapter 3 Awards

3-1. Overview

a. 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 or director having award approval authority. Awards for meritorious achievement or service will not be based upon the grade of the intended recipient. Rather, the award should 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 his or her organization will be the leading factor.

b. Commanders, directors, units and organizations may not establish preconditions for an award, such as, for example, when Service Members or individuals are informed in advance that attainment of specific goals will result in the automatic award of a given decoration. Award and decorations will not be used as prizes in contests.

c. Limiting awards to a specific number per unit or organization is not authorized.

3-2. Individual Awards and Decorations

Table 3–1

Military Department Individual Awards and Decoration

Decorations in order of Precedence	Equivalent Federal Award	Awarded for Heroism	Awarded for Achievement or Service	Awarded to National Guard or Military	Awarded to Non-Military/ Civilian	Awarded to Foreign Military
Palmetto Cross	Distinguished Service Cross / Distinguished Service Medal	Yes	Both	Yes – Active or Retired	Yes	No
South Carolina Guardsman Medal of Valor	Silver Star	Yes	Achievement	Yes – SCNG Active or Retired	No	No
South Carolina Exceptional Service Medal	Legion of Merit	No	Service	Yes – SCNG Active	Yes - Military Department Only	No
South Carolina Extraordinary Achievement Medal	Legion of Merit	No	Achievement	Yes – SCNG Active	Yes - Military Department Only	No
South Carolina Meritorious Service Medal	Meritorious Service Medal	No	Both	Yes – Active or Retired	Yes - Military Department Only	Yes
South Carolina Commendation Ribbon	Commendation Medal	Yes	Both	Yes – NG Active	No	Yes

Decorations in order of Precedence	Equivalent Federal Award	Awarded for Heroism	Awarded for Achievement or Service	Awarded to National Guard or Military	Awarded to Non-Military/Civilian	Awarded to Foreign Military
South Carolina Achievement Ribbon	Achievement Medal	No	Both	Yes – NG Active	No	Yes
Governor's Twenty Tab	President's One Hundred Tab	N/A	N/A	Yes – SCNG Active	No	No
Citadel Cadet Medal of Merit	N/A	No	Yes	N/A	Member of The Citadel's Corps of Cadets	N/A

a. The Palmetto Cross (PC)

(1) The Palmetto Cross is presented by The Adjutant General in the name of the Governor to any citizen of the State or member of the military, active or retired, who has distinguished themselves conspicuously by extraordinary heroism at the risk of their own life under justifiable circumstances, or who has performed exceptionally outstanding service to the State of South Carolina in a duty of great responsibility. The act or acts of heroism must have been so notable and have involved risk of life so extraordinary as to set the individual apart from their comrades. The performance of service must be such as to merit recognition for service that is clearly exceptional. Exceptional performance of normal duty will not alone justify an award of this decoration.

(2) The medal is a 1-1/8" circular medallion superimposed on a 2 1/4" X 2-1/8" cross within a border reading "Distinguished Service" above [and "Palmetto Cross" below] a palmetto tree as depicted in the South Carolina Seal between two crossed flags of the United States and South Carolina, over all at base a scroll reading "Valero". The palmetto tree has long been closely associated with the history of South Carolina being representative on the State Flag adopted in 1777, as well as on the State Seal where it symbolized the defeat of the British Fleet on Sullivan's Island, the fort having been built of palmetto logs. The medal is suspended by a metal loop from a 1-3/8" wide blue ribbon.

(3) The ribbon bar is 1-3/8" X 3/8" in the same design and colors as the medal ribbon. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

b. South Carolina Guardsman Medal of Valor (MOV)

(1) The MOV is awarded to any member of the South Carolina National Guard, active or retired, who distinguished themselves by heroism not involving actual wartime conflict with an enemy.

(2) The extraordinary act must have resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from their comrades or from other persons in similar circumstances. The heroism must have involved a clearly recognizable personal hazard or danger and the voluntary risk of life under conditions not involving wartime conflict with an armed enemy. Awards will not be made solely on the basis of saving a life, assisting emergency personnel, or acting as a "good Samaritan".

(3) The medal is a round 1-1/8" medallion superimposed on a six pointed star with v-shaped extremities between stylized sunbursts, depicting one of the battle scenes of Sullivan's Island (which later became Fort Moultrie) at which the first flag of South Carolina was raised, all surmounted by an eagle above a plaque reading "VALOR", all bronze. The battle on Sullivan's Island where Colonel William Moultrie's heroic defense of the island against the attack of the British Fleet took place on 28 June 1776 symbolizes the ultimate in valorous achievement. In the beginning of the action, a flag designed and ordered by Colonel Moultrie was flying over the then unfinished and unnamed fort on Sullivan's Island. When a shell from a British warship shot away the flagstaff, Sergeant Jasper of the Grenadiers immediately jumped on the beach, took up the flag, fastened it onto a sponge staff, replaced it on the parapet, and, though the British ships were directing their incessant broadsides at the spot, held it under fire until a new staff was installed. At that time, the flag, which was blue with a silver crescent, was raised above the fort and served as a symbol of victory over the British Fleet. The flag, with palmetto tree added to commemorate the victory (the famous fort was made of palmetto logs), was adopted officially in 1777 as the State Flag of South Carolina. On the reverse is the inscription: Guardsman Medal of Valor; Presented To: (Name) (Date). The medal is suspended by a metal loop from a 1-3/8 " wide red ribbon with 1/8" wide blue bands on each end.

(4) The ribbon bar is 1-3/8" X 3/8" in the same design and colors as the medal ribbon. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

c. South Carolina Exceptional Service Medal (SCESM)

(1) The SCESM is awarded to any member of the South Carolina Military Department who has distinguished themselves by exceptionally meritorious conduct in the performance of outstanding service(s) affecting the State of South Carolina or the Nation.

(2) The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Performance of duties normal to the grade, branch, specialty, assignment, or experience of an individual is not an adequate basis for this award. Service should be in the nature of a special requirement or of an extremely difficult duty performed in an unprecedented and clearly exceptional manner. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

(3) The medal is a 1-3/8" hexagonal gold medallion featuring in the center a raised replica of the "Minuteman" with the State Seal of the State of South Carolina on each side, the front of the seal being on the right and the reverse being on the left, each being super-imposed on a palmetto branch, and all of the figures being surrounded by a circular border on which are emblazoned the words, "Exceptional Service Medal-In Peace or War". The medal is suspended by a metal loop from a 1-3/8 " ribbon. The ribbon is a balanced arrangement of bright red, dark blue, and pure white consisting of blue bands 1/8" wide on each end, red bands 1/2" wide on each side, and a center of pure white dissected by three small bands of blue.

(4) The ribbon bar is 1-3/8" X 3/8" with the same design and colors as the medal ribbon. An appropriate clasp identifying a specific period of service or national emergency is authorized to be worn with the ribbon bar. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

d. South Carolina Extraordinary Achievement Medal (SCEAM)

(1) The SCEAM is awarded to any member of the South Carolina Military Department who has distinguished themselves by extraordinary and exceptional achievement, exceeding normal military and civilian standards of performance, affecting the State of South Carolina or the Nation. The accomplishment must have been in connection with an act with an easily discernible beginning and carried through to completion.

(2) The medal is a 1-3/8" circular medallion, edge raised, between borders reading "South Carolina National Guard" above, and "Extraordinary Achievement" below, a torch emitting light rays surrounded by a wreath consisting of jessamine and laurel, all bronze. The torch rays symbolize enlightened knowledge, and the laurel heroic achievement. The State Flower, the Jessamine, represents the State of South Carolina. The medal is suspended by a metal loop from a 1-3/8" blue ribbon with a 1/2" white band in the center.

(3) The ribbon bar is 1-3/8" X 3/8" in the same design and colors as the medal ribbon. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

e. South Carolina Meritorious Service Medal (SCMSM)

(1) The SCMSM is awarded to any member of the South Carolina Military Department, any military (active or retired), any member of the National Guards of other states, or any member of the armed forces of a friendly foreign nation who have rendered meritorious achievement or service to the South Carolina Military Department, State of South Carolina or the Nation.

(2) The medal is a 1-1/4" X 1-3/8" shield with 1/16" beveled edge, the Sword of the State [point upward] superimposed on an outline of the State of South Carolina beneath two ovals, the Dexter containing a representation of the Minuteman, the sinister that of the State Capitol dome, all above the inscription "Meritorious Service", all bronze, the Sword of the State fashioned by master craftsmen of London, England and has a pointed straight blade which is stoned with a design containing the State Flower, the Yellow Jessamine. It has a golden curved guard and a handle wrapped with gold braid. The Minuteman represents the National Guard. The Capitol dome and the map of South Carolina represent the State. The lettering at the base indicates the purpose for which the award is made. On the reverse of the medal is the inscription: PRESENTED BY THE SOUTH CAROLINA NATIONAL GUARD TO: (Name) (Date). The medal is suspended by a metal loop from a 1-3/8" ribbon which has five (5) 1/4" vertical stripes (red, white, blue, white, red), the two red end stripes edged in white.

(3) The ribbon bar is 1-3/8" X 3/8" in the same design and colors as the medal ribbon. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

f. South Carolina Commendation Ribbon (SCCM)

(1) The SCCM is awarded to any member of the South Carolina National Guard who distinguishes themselves by heroism, meritorious achievement, or meritorious service.

(2) The SCCM may be awarded to any member of the National Guards of other states for an act of heroism, extraordinary achievement, or meritorious service, which has been of benefit to the South Carolina Military Department or the State of South Carolina.

(3) The SCCM may be awarded to any member of the armed forces of a friendly foreign nation for an act of heroism, extraordinary achievement, or meritorious service, which has been of mutual benefit to a friendly nation and the South Carolina Military Department or the State of South Carolina.

(4) The ribbon bar is a 1-3 8"X3/8" in grey ribbon bar which has a 1" center of pure white dissected by six small bands of blue. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

g. South Carolina Achievement Ribbon (SCAR)

(1) The SCAR is awarded to any member of the South Carolina National Guard, any member of the National Guards of other states, and any member of the armed forces of a friendly foreign nation who has distinguished themselves by meritorious service or achievement of a lesser degree than required for award of the South Carolina Commendation Ribbon.

(2) The South Carolina Achievement Ribbon will not be awarded to general officers.

(3) The ribbon bar is a 1-3 8"X3/8" in green ribbon bar which has two 3/8" yellow vertical stripes separated at the center by a 3/8" wide stripe of green. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

h. Governor's Twenty Tab.

(1) The Governor's Twenty Tab is awarded by The Adjutant General, based on the recommendation from the South Carolina Marksmanship Team, to recognize any member of the South Carolina National Guard who places in the top twenty percent (20%), but not to exceed a total of 20, of the competitors in the annual Adjutant General's Rifle and Pistol Match.

(2) The Tab is a permanent award; however, the Governor's Twenty Tab is not authorized for wear while on Title 10 orders.

i. Citadel Cadet Medal of Merit (CCMM)

(1) The CCMM is presented annually by The Adjutant General to recognize a member of The South Carolina Corps of Cadets who is considered by the President of The Citadel to have contributed significantly to the Corps and The Citadel. The Citadel's Commandant of Cadets will provide the recommendation and the information on Cadet to be awarded.

(2) The medal is a 1-1/4" circular medallion with sunburst edge between borders reading "State of South Carolina" above and "Adjutant General's Award" below, an oval seal extracted from the State Seal surmounting draped flags of South Carolina and the United States, above a scroll reading "Military Excellence", all argent. The oval seal is the formal symbol of the State of South Carolina and is symbolic not only of the State, but also of the early history of military excellence with the particular reference to that displayed by Colonel William Moultrie in his heroic defense of the palmetto log fort at Sullivan's Island against the attack of the British Fleet on 28 June 1776. In the fall of 1775, the Revolutionary Council of Safety requested that Colonel Moultrie design a flag for the South Carolina troops. The flag was originally blue with a silver crescent. The palmetto tree was later added to commemorate the Battle of Sullivan's Island. The medal is suspended by a metal loop from a 1-3/8" ribbon with 1/8" alternating blue (6) and white (5) stripes.

(3) The ribbon bar is 1-3/8" X 3/8" with the same design and colors as the medal ribbon.

3-3. Service Awards and Decorations

a. South Carolina Active State Service Medal (SCSSM)

(1) The SCSSM is awarded to any member of the South Carolina National Guard to recognize service in the South Carolina National Guard beginning with ten (10) years of service (must have at least 10 years of service within a 15-year time frame).

(2) The medal is a 1-1/4" round medallion, forty-eight stars making a border, with the words "for Faithful Service South Carolina National Guard" inscribed inside the stars. In the center is a palmetto tree growing on the seashore, erect, and at its base is a torn up oak tree with its branches lopped off prostrate, a crescent on the trunk of the palmetto tree and a single five-pointed star beside the tree representing South Carolina as being the first state to secede from the Union. The medal is suspended by a metal loop from a 1-3/8" blue ribbon with 1/4" wide white stripes, each 1/8" in from the edges.

(3) The ribbon bar is 1-3/8" X 3/8" with the same design and colors as the medal ribbon. The ribbon device is a bronze palmetto tree. The ribbon devices representing subsequent awards are: a silver palmetto tree for 15 years, a gold palmetto tree for 20 years, a silver star for 25 years, two (2) silver stars for 30 years, three (3) silver stars for 35 years, and four (4) silver stars for 40 years.

b. Palmetto Service Ribbon (PSR)

(1) The PSR is awarded to any member of the South Carolina National Guard to recognize the completion of one (1) year of honorable active service in the South Carolina National Guard. The PSR will not be worn upon receipt of the SCSSM and the posting of the PSR will be deleted from ORB/ERB and other official documents in the Service Members file.

(2) The ribbon bar is a 1-3/8" X 3/8" blue ribbon bar in the same shade as the South Carolina State Flag, with a white palmetto tree centered on the ribbon.

c. South Carolina Guardsman Retirement Medal (GRM)

(1) This GRM is awarded to any former member of the South Carolina National Guard who has met the eligibility requirements and thereby has been officially retired from the South Carolina National Guard, provided that the last five (5) years of service or qualifying service was with the South Carolina National Guard.

(2) The medal is on a 1-1/4" circular medallion surrounded by a laurel wreath between two border scrolls above and below reading "National Guard" and "Retirement", the Seals of the State of South Carolina with supporters beneath a scroll reading "Dum Spiro Spero" ["While I breathe, I hope"]-one of the mottos of the State of South Carolina. In this medal the State is represented by the Seals; service is denoted by the laurels symbolizing achievement, and the upper and lower scrolls with "National Guard" and "Retirement" spell out the organization and type of award. The medal is suspended by a metal loop from a 1-3/8" wide blue ribbon with a 1/8" red stipe in the center and a 1/4" white strip on either side of the red stripe.

(3) The ribbon bar is 1-3/8" X 3/8" with the same design and colors as the medal ribbon.

d. Safety Service Ribbon (SSR)

(1) The SSR is awarded to any member of the South Carolina National Guard who has completed one (1) year of service as a Company/Battery or higher level Safety Officer or Non-Commissioned Officer (NCO), or as a member of a Battalion or higher Safety Council. Only one award of this ribbon is authorized.

(2) The ribbon bar is a 1-3/8" X 3/8" solid white ribbon bar with two vertical green stripes, "widely separated" in the center by the white background.

e. Recruiting and Retention Achievement Ribbon (RRAR)

(1) The RRAR is awarded to any member of the South Carolina National Guard who distinguishes themselves in support of the recruiting and retention program.

(2) The ribbon bar is 1-3/8" X 3/8" red ribbon with two 1/8" wide vertical blue stripes on each side and edged in blue. The ribbon devices representing subsequent awards are numerals 2 through 4 for the 2nd through 4th award; a silver star for the 5th award; two (2) silver stars for the 6th award, three (3) silver stars for the 7th award; four (4) silver stars for the 8th award, five (5) silver stars for the 9th award; and a gold star for the 10th award.

f. South Carolina Mobilization Ribbon (SCMR)

(1) The SCMR is awarded to any member of the South Carolina National Guard who was federally mobilized for a period of sixty (60) days or longer since 11 September 2001 with an ending date to be determined.

(2) The ribbon bar is a 1-3/8" X 3/8" ribbon bar with three vertical stripes of (left to right) red, white and blue. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

g. South Carolina Counterdrug Ribbon (SCCR)

(1) The SCCR is awarded to any member of the South Carolina National Guard or civilian for exceptional achievement/service to the Counterdrug Task Force for a period of one (1) year, or as determined by the Counterdrug Coordinator and the SCARNG Chief of Staff.

(2) The ribbon bar is a 1-3/8" X 3/8" red ribbon bar split by a 7/8" white background. The ribbon is divided into six (6) equal blocks by three (3) vertical blue lines. The red background represents the purity of a drug-free state; the three (3) vertical lines represent the three (3) missions of the task force (interdiction, education, and prevention). The blue color of the lines represents the State of South Carolina.

h. South Carolina Honor Guard Ribbon (SCHGR)

(1) The SCHGR is awarded, based on the recommendation from the SC Honors Program Manager, to any member of the South Carolina National Guard who has completed formal funeral honors training and has provided exceptional service to our fallen service members and veterans by rendering military honors at a minimum of 50 funerals.

(2) Only one award of this ribbon is authorized.

(3) Authorization for award of the SCHGR may be retroactive to 01 January 2007 based on meeting the above criteria and as verified by the current Program Manager of the SCNG Funeral Honors Program.

(4) The ribbon bar is a 1-3/8" X 3/8" red ribbon bar, with two 3/16" wide white stripes each 1/16" in from the edges and two 1/16" blue stripes, one on the inside side of each white stripe.

i. Honor Guard Tab.

(1) The Military Honor Guard Tab is awarded by The Adjutant General, based on the recommendation from the Program Manager of the South Carolina Honor Guard. The Tab is a temporary award and may only be worn while the Service Member is an active member of the SC Funeral Honors Program.

(2) In order to receive and retain the Tab, the Service Member must complete the initial Military Funeral Honors Training Program and perform at least three (3) military funerals quarterly. Service Members on Active Duty for Operational Support (ADOS) for the Military Funeral Honors Program must perform at least twenty (20) funeral per month. In addition, in order to retain the Tab, the Service Member must attend a minimum of one (1) training workshops annually.

3-4. Unit Awards and Decorations

Governor's Unit Citation (GUC)

(1) The GUC is awarded to units and organizations of the South Carolina National Guard for exceptionally meritorious performance while serving in any military capacity. The unit must display such outstanding devotion and superior performance of exceptionally difficult tasks as to set it apart and above other units with similar missions and under similar circumstances. The Governor's Unit Citation certificate will contain a written description of the unit's action which merited the award.

(2) The Unit Citation is worn to represent award of the GUC. Each member of the unit is authorized to wear the citation during their period of service with the unit. Only those Service Members who were members of the unit during the period for when the award was awarded are authorized to retain the emblem as a part of their permanent records, and may continue to wear the citation upon transfer to other units.

(3) The Citation is 1 7/16" X 9/16" and consists of a 1/16" wide gold frame with laurel leaves which encloses a white ribbon with three diagonal blue stripes. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

3-5. Other States Awards and Badges

a. South Carolina National Guard members are authorized to wear other-than-South Carolina state awards and badges when assigned to the South Carolina National Guard, under the provisions of Title 32, United States Code. The term "State" includes the 50 states, U.S. territories (which include Guam and the U.S. Virgin Islands), Puerto Rico, and the District of Columbia. The Service Member must have a copy of the supporting documentation in their personnel files.

b. Personnel may wear other-than-South Carolina state awards and badges in the state order of precedence beginning with the last state assigned to a unit, after South Carolina state awards and badges.

3-6. Civilian Awards

a. The South Carolina Military Department has developed and published policies and procedures for awarding of Civilian Awards to Military Department state employees, or members of state uniformed services or organizations that support the South Carolina Military Department. These policies and procedures are outlined in State Human Resources Policy #E24-111.01 (State Operations Awards Program).

b. Recommenders must submit their recommendation through the appropriate Command or Directorate to the State Human Resource Office (see Table 2-5 - Administrative Requirements for Civilian Awards).

c. South Carolina Military Department civilian awards are not authorized for award to members of the South Carolina National Guard, South Carolina State Guard or Joint Services Detachment.

d. Awards

(1) State Merit Ribbon (SMR)

(a) The SMR is awarded to any individual who distinguishes themselves by exceptional meritorious service to the State through senior level leadership or completion of Command tour, or any person who, by unselfish and tireless activities in connection with the South Carolina Military Department, has rendered a distinct service in furthering the interest of and in promoting the security and welfare of the State.

(b) The ribbon bar is a 1-3/8" X 3/8" blue ribbon bar with a 1/8" wide green stripe in the center and two (2) 1/4" wide tan stripes, one (1) on each side of the green stripe. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

(2) State Commendation Ribbon (SCR)

(a) The SCR is awarded to any individual who has distinguished themselves by outstanding achievement or superior service to the Military Department, the State, or in the interests of the State on a regional or national level. It is awarded for notably superior behavior, efficiency, and devotion to community or civic betterment.

(b) The ribbon bar is a 1-3/8" X 3/8" white ribbon bar with two 3/8" wide red stripes, one (1) on each end of the ribbon and one 1/4" red stripe in the center. On each side are two (2) 1/16" blue stripes (total of 4 stripes) centered 1/8" apart on each white area. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

(3) State Achievement Ribbon (SAR)

(a) The SAR is awarded to any individual who has distinguished themselves for notably superior job performance, efficiency, and devotion to duty while serving the State and/or the Military Department.

(b) The ribbon bar is a 1-3/8" X 3/8" yellow ribbon bar with two 1/8' wide green stripes, one (1) on each end of the ribbon and six (6) 1/16" wide tan stripes spaced with three strips on either side of a 1/4 " wide yellow center space. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

(4) *State Honorable Service Ribbon (SHSR)*

(a) The SHSR is awarded to any South Carolina Military Department employee upon retirement or honorable termination of service. This ribbon may not be worn if the individual returns to any active service status with the South Carolina Military Department.

(b) The ribbon bar is a 1-3/8" X 3/8" light blue ribbon bar with two 1/4" wide blue stripes, one (1) on each end of the ribbon and two (2) 1/8" wide white stripes spaced to the inside of the blue stripes with a 1/16" red stripe centered on each white stripe.

(5) *State Senior Service Ribbon (SSSR)*

(a) The SSSR is awarded to any South Carolina Military Department employee who has completed five (5) full years of service within the South Carolina Military Department.

(b) The ribbon bar is a 1-3/8" X 3/8" blue ribbon bar with two 1/8' wide red stripes, each 1/8" inch from the end of the ribbon and two 1/8' wide white stripes, one to the inside of each of the red stripe. Subsequent awards are represented by service stars worn centered on the ribbon with the point of the star at the top (1 bronze star for 10 years, 2 bronze stars for 15 years, 3 bronze stars for 20 years, 1 silver star for 25 years, etc.).

(6) *State Service Ribbon (STSR)*

(a) The STSR is awarded to any South Carolina Military Department employee who has completed one (1) full year of service within the South Carolina Military Department. The ribbon is authorized for wear until the SSSR is awarded.

(b) The ribbon bar is a 1-3/8" X 3/8" red ribbon bar with two 1/8' wide blue stripes on each end of the ribbon and two 1/8' wide white stripes, each 1/4" from the end of the ribbon.

(7) *State Revenue Initiative Ribbon (SRIR)*

(a) The SRIR is awarded to any South Carolina Military Department employee who, through enterprise or efficiency, produces or recognizes monetary savings opportunities.

(b) The ribbon bar is a 1-3/8" X 3/8" ribbon bar with a 3/8" red stripe in the center, two 1/8' wide green stripes on each end of the ribbon, and two 5/16' wide yellow stripes, each 1/8" from the end of the ribbon. Bronze oak leaf clusters are worn to indicate successive awards with a silver oak leaf cluster worn in lieu of five (5) bronze oak leaf clusters.

Chapter 4 Hall of Fame

4-1. Palmetto Military Academy

a. Palmetto Military Academy Hall of Valor

(1) To be nominated and selected for the Palmetto Military Academy Hall of Valor, the individual must be a traditional (not accelerated) Palmetto Military Academy (PMA) graduate who served in the Active Component (AC) or Reserve Component (RC) who meets at least one of the following criteria during their service as a commissioned officer:

- Recipient of the Congressional Medal of Honor
- Loss of one's life while in or under hostile conditions while displaying exceptional valor above and beyond the call of duty, but less than the sacrifice required of the Medal of Honor
- Loss of one's life while rescuing or attempting to rescue another human being, thereby displaying an exceptional act of heroism, performed when in federal, state, or civilian status
- Recipient of Purple Heart
- Acts of heroism above or beyond what would normally be expected of an individual facing a similar situation, performed when in federal, state, or civilian status

(2) The PMA Awards Committee will review nominations of PMA graduates for inclusion into the Hall of Valor. Procedural requirements pertaining to these nominations will apply:

(3) *Period of Eligibility.* The period of eligibility is from 1 January to 31 December.

(4) *Nomination Instructions*

(a) Nomination packets will include:

- Administrative Data Form (see Appendix D)
- 8x10 – Colored Military Photo, in Army Service Uniform without headgear. Photo should be a photo taken by a military photo lab.
- Biographical sketch (see Appendix E)
- Justification narrative of nominee (One typed double-spaced page)
- Endorsement through command channels
- Other supporting documents

(b) Units should submit the nomination packet information in a document folder with a cover. The document cover must contain a telephone number and a Point of Contact.

(c) The nomination packet must be endorsed through channels to the OCS/PMA Commandant.

(a) Units will forward the nomination packets to OCS (PMA) Commandant, HQ 218th Regiment (Ldr) NLT 15 January of each year. When received, the OCS (PMA) Administrative NCO will affix a time-date stamp to reflect when the packet(s) were received. The OCS (PMA) Commandant will return, with a memorandum through channels, any packet(s) received after the suspense date to the originating unit.

(b) The OCS (PMA) Commandant will consolidate and forward the completed nomination packets to the Palmetto Military Academy Association (PMAA) NLT 15 March of each year. Incomplete packets will be returned to the unit of origination for completion and may be re-submitted by the originating unit the following year.

(c) The PMA Association will convene a Selection Committee as prescribed in paragraph (5) (Selection Process).

(d) There is no limit to the number of packets that may be considered.

(e) Once submitted, the Point of Contact for packets is the OCS (PMA) Commandant.

(5) *Selection Process*

(a) The PMA Association will convene a selection committee comprised of four (4) members as follows:

- Chairperson - President of the PMAA
- OCS (PMA) Commandant
- Actively serving/drilling SCNG commissioned officer who graduated from the traditional (not accelerated) PMA program (to be selected by the Chairperson).
- Retired SCNG commissioned officer who graduated from the traditional (not accelerated) PMA program (to be selected by the PMAA Board)

(b) The Selection Committee will convene for the purpose of reviewing nominee packets NLT 15 Apr to recommend approval or disapproval for induction in the PMA Hall of Valor.

(c) The Selection Committee will return nomination packet with recommendations to the OCS (PMA) Commandant NLT 20 April for the purpose of organizing, planning and executing the ceremony.

(d) Justification for disapproval must be provided in writing to the OCS (PMA) Commandant.

(e) The OCS (PMA) Commandant will notify the nominees in writing through the SCARNG G-1. In addition, the SCARNG G-1 will notify the current unit, or last unit if retired or deceased, of the selection.

b. Palmetto Military Academy Hall of Fame

(1) To be nominated and selected for the Palmetto Military Academy Hall of Fame, the individual must be a traditional (not accelerated) Palmetto Military Academy (PMA) graduate who served in the Active Component (AC) or Reserve Component (RC) who meets the following criteria during their service as a commissioned officer:

- Attained the federally recognized rank of Colonel/O6 in the AC or RC and hold the rank for a minimum of one (1) year while actively serving in the National Guard, Reserves, or Active Duty prior to nomination into the PMA Hall of Fame.
- Must have demonstrated excellence in performance as a leader and exemplify the ideals of the Officer Corps.
- Must have demonstrated the ability to influence others to accomplish the mission by providing purpose, direction, and motivation.

(2) The PMA Awards Committee will review nominations of PMA graduates for inclusion into the Hall of Fame. Procedural requirements pertaining to these nominations will apply:

(3) *Period of Eligibility.* The period of eligibility is from 1 January to 31 December.

(4) *Nomination Instructions*

(a) Nomination packets will include:

- Administrative Data Form (see Appendix D)
- 8x10 – Colored Military Photo, in Army Service Uniform without headgear. Photo should be a photo taken by a military photo lab.
- Biographical sketch (see Appendix E)
- Justification narrative of nominee (One typed double-spaced page)
- Endorsement through command channels
- Other supporting documents

(b) Units should submit the nomination packet information in a document folder with a cover. The document cover must contain a telephone number and a Point of Contact.

(c) The nomination packet must be endorsed through channels to the OCS/PMA Commandant.

(a) Units will forward the nomination packets to OCS (PMA) Commandant, HQ 218th Regiment (Ldr) NLT 15 January of each year. When received, the OCS (PMA) Administrative NCO will affix a time-date stamp to reflect when the packet(s) were received. The OCS (PMA) Commandant will return, with a memorandum through channels, any packet(s) received after this suspense date to the originating unit.

(b) The OCS (PMA) Commandant will consolidate and forward the completed nomination packets to the Palmetto Military Academy Association (PMAA) NLT 15 March of each year. Incomplete packets will be returned to the unit of origination for completion and may be re-submitted by the originating unit the following year.

(c) The PMA Association will convene a Selection Committee as prescribed in paragraph (5) (Selection Process).

(d) There is no limit to the number of packets that may be considered.

(e) Once submitted, the Point of Contact for packets is the OCS (PMA) Commandant.

(5) *Selection Process*

(a) The PMA Association will convene a selection committee comprised of four (4) members as follows:

- Chairperson - President of the PMAA
- OCS (PMA) Commandant
- Actively serving/drilling Hall of Fame inductee (to be selected by the Chairperson)
- Retired Hall of Fame inductee (to be selected by the PMAA Board)

(b) The Selection Committee will convene for the purpose of reviewing nominee packets NLT 15 Apr to recommend approval or disapproval for induction in the PMA Hall of Fame.

(c) The Selection Committee will return nomination packet with recommendations to the OCS (PMA) Commandant NLT 20 April for the purpose of organizing, planning and executing the ceremony.

(d) Justification for disapproval must be provided in writing to the OCS (PMA) Commandant.

(e) The OCS (PMA) Commandant will notify the nominees in writing through the SCARNG G-1. In addition, the SCARNG G-1 will notify the current unit, or last unit if retired or deceased, of the selection.

c. Palmetto Military Academy Colonel Harvey Shackelford Distinguished Alumni Award

(1) To be nominated and selected for the Palmetto Military Academy COL Harvey Shackelford Distinguished Alumni Award the individual must be a traditional (not accelerated) Palmetto Military Academy (PMA) graduate who served in the Active Component (AC) or Reserve Component (RC) who meets the following criteria:

(a) Achieved at least 20 years of Honorable commissioned service, 10 of which must be while actively serving in the South Carolina Army National Guard.

(b) Demonstrated personal and professional service that exemplifies both the Army Values and the qualities of an Army Officer who meets at least one of the following:

- Distinguished military service, achievements, and accomplishments above that normally expected, during peacetime, war, man-made or

natural disasters, and/or support to civilian authorities during civil disturbances.

- Extraordinary service, achievements, and contributions to the South Carolina Army National Guard deemed to be of lasting value that significantly brought credit and distinction to the organization.
- Exemplary service or contributions to the Palmetto Military Academy that significantly contributed to the institution's excellence, reputation, and distinction as an Officer Candidate School.
- Extraordinary service, achievements, and contributions to the community, state, and nation in the spirit of the Citizen-Soldier of the Army National Guard.

(2) The PMA Awards Committee will review nominations for the PMA COL Harvey Shackelford Distinguished Alumni Award. Procedural requirements pertaining to these nominations will apply:

(3) *Period of Eligibility.* The period of eligibility is from 1 January to 31 December.

(4) *Nomination Instructions*

(a) Nomination packets will include:

- Administrative Data Form (see Appendix D)
- 8x10 – Colored Military Photo, in Army Service Uniform without headgear. Photo should be a photo taken by a military photo lab.
- Biographical sketch (see Appendix E)
- Justification narrative of nominee (One typed double-spaced page)
- Endorsement through command channels
- Other supporting documents

(b) Units should submit the nomination packet information in a document folder with a cover. The document cover must contain a telephone number and a Point of Contact.

(c) The nomination packet must be endorsed through channels to the OCS/PMA Commandant.

(a) Units will forward the nomination packets to OCS (PMA) Commandant, HQ 218th Regiment (Ldr) NLT 15 January of each year. When received, the OCS (PMA) Administrative NCO will affix a time-date stamp to reflect when the packet(s) were received. The OCS (PMA) Commandant will return, with a memorandum through channels, any packet(s) received after this suspense date to the originating unit.

(b) The OCS (PMA) Commandant will consolidate and forward the completed nomination packets to the Palmetto Military Academy Association (PMAA) NLT 15 March of each year. Incomplete packets will be returned to the unit of origination for completion and may be re-submitted by the originating unit the following year.

(c) The PMA Association will convene a Selection Committee as prescribed in paragraph (5) (Selection Process).

(d) There is no limit to the number of packets that may be considered.

(e) Once submitted, the Point of Contact for packets is the OCS (PMA) Commandant.

(5) *Selection Process*

(a) The PMA Association will convene a selection committee comprised of four (4) members as follows:

- Chairperson - President of the PMAA
- OCS (PMA) Commandant
- Actively serving/drilling SCNG commissioned officer who graduated from the traditional (not accelerated) PMA program (to be selected by the Chairperson).
- Retired SCNG commissioned officer who graduated from the traditional (not accelerated) PMA program (to be selected by the PMAA Board)

(b) The Selection Committee will convene for the purpose of reviewing nominee packets NLT 15 Apr to recommend approval or disapproval of the COL Harvey Shackelford Distinguished Alumni Award.

(c) The Selection Committee will return nomination packet with recommendations to the OCS (PMA) Commandant NLT 20 April for the purpose of organizing, planning and executing the ceremony.

(d) Justification for disapproval must be provided in writing to the OCS (PMA) Commandant.

(e) The OCS (PMA) Commandant will notify the nominees in writing through the SCARNG G-1. In addition, the SCARNG G-1 will notify the current unit, or last unit if retired, of the selection.

4-2. South Carolina Warrant Officer Hall of Fame

a. Reference: TAG Memorandum dated 17 July 2003, Subject: Recognition of Warrant Officers.

b. To be inducted in to the South Carolina Warrant Hall of Fame, the individual must be an discharged, retired, or deceased Warrant Officer of the South Carolina Army National Guard, regardless of Warrant Officer rank/grade (WOC thru CW5) and meet at least one of the following criteria during their service as a Warrant Officer:

- Distinguished military achievements/accomplishments/service and performance above that normally expected, over a sustained period of time during peacetime, war, man-made or natural disasters, and support to civilian authorities during civil disturbances.

- Acts of heroism above or beyond what would normally be expected of an individual facing a similar situation, performed when in federal, state, or civilian status.
- Extraordinary contributions/achievements/accomplishments to their fellow Warrant Officers deemed to be of lasting value that significantly brought credit and distinction to the individual and the SCARNG Warrant Officer Corps.
- Extraordinary contributions/achievements to the community, State, and nation in the spirit of the Citizen-Soldier of the National Guard.

c. Units will submit nomination instructions and packet to the State Command Chief Warrant Officer. These packets will include:

- Administrative Information:
 - Name
 - SSN
 - Rank
 - Home address
 - Home telephone number
 - Spouse's name
 - Name of children
 - Name and address of hometown newspaper where Nominee resides
- 8X10 Photo (3/4 length, Army Service Uniform)
- Biographical Summary (see Appendix E – Example Biographical Summary for Palmetto Military Academy and Warrant Officer Hall of Fame)
- A justification narrative of nominee. Must be typed and double-spaced
- Other supporting documents. Examples of supporting documentation OERS, awards, training certificates (1059), ORB and other documentation.
- In the event other supporting documentation is not available or does not paint a true picture of the individual's career, the Board will accept three (3) signed Letters of Recommendation from individuals who have first-hand knowledge of the nominee's accomplishments.

b. All attempts should be made by the individual or group submitting the nomination packet to retrieve official supporting documentation. In cases where documentation is not available via iPerms or other contemporary sources, requests for archived data from the State Records Office (managed by the State G1) or meetings with the potential inductee are recommended sources for compilation of justifiable data.

d. The State Command Chief Warrant Officer (CCWO) will convene a board consisting of a Field Grade Warrant as Chairperson and 3-4 other Warrant Officer members (preferably including one Warrant Officer retiree).

(1) The Board will review submitted packets against criteria for induction.

(2) The President of the Board will provide those packets to the State CCWO of those individuals who received a unanimous vote as meeting the induction requirements.

(3) Nominees selected for induction will be notified by the Adjutant General and the State CCWO vis sighed letter.

e. Removal from the South Carolina Warrant Officer Hall of Fame

(1) In the event an inducted member of the South Carolina Warrant Officer Hall of Fame is determined to have committed conduct unbecoming of an Officer, the State CCWO will convene a board to review the individual's membership in the Warrant Officer Hall of Fame.

(2) The Board will vote to either retain or remove the individual's membership. A vote to remove must be unanimous.

4-3. South Carolina Enlisted Hall of Fame

a. The Enlisted Hall of Fame honors those enlisted Service Members who have made significant contributions to the South Carolina National Guard or to the United States of America. Nominees do not have to be members of the South Carolina National Guard when nominated but must have served as an enlisted Service Member in the South Carolina National Guard.

b. Nominees must meet one of the following criteria for eligibility:

- Congressional Medal of Honor Recipient
- Loss of life while rescuing or attempting to rescue another human being, thereby displaying an act of heroism
- Loss of life while in or under hostile conditions, while displaying exceptional valor above and beyond the call of duty, but less than required to obtain Medal of Honor
- Held the position of Command Sergeant Major (CSM) at brigade or higher level, or Command Chief Master Sergeant (CCM) at the wing or higher level (must be a graduate of the U.S. Army Sergeants Major Academy or U.S. Air Force Senior Noncommissioned Officer Academy).
- Have provided significant and exceptional contributions to the South Carolina National Guard

c. Anyone may make a nomination. The person making the nomination should be familiar with the nominee's history/biography.

(1) Nominations must include as a minimum:

- Name, address and telephone number of nominator.
- Completed Enlisted Hall of Fame Nomination Form (see Appendix F – Enlisted Hall of Fame Nomination)
- Supplemental documentation which will assist the selection board in documenting and verifying contributions.

(2) Nominators will submit nominations for Service Members still in an active status through their Battalion CSM or Wing CCM for board action.

(3) Nominators will submit nominations for non-active Service Members to the State Senior Enlisted Advisor, ATTN: South Carolina Army National Guard Enlisted Hall of Fame, 1 National Guard Road, Stop# 10, Columbia, SC 29201-4752.

(4) All nominations must be forwarded to the State Senior Enlisted Advisor (President of the Board), ATTN: South Carolina Army National Guard Enlisted Hall of Fame, 1 National Guard Road, Stop# 10, Columbia, SC 29201-4752 NLT 30 November of each year to be considered for that year's boards.

(5) Nominators will be notified as soon as possible if their nomination was submitted without the proper documentation or if more detail is required. If corrective action is not taken after notification, the nomination packet will be returned to the nominator without action.

d. Battalion, Brigade/Wing, and State units will hold boards as follows:

(1) The Battalion Board will act upon any application forwarded from within the Battalion, and will justify and will ensure applications are worthy of consideration for the Enlisted Hall of Fame. The Board will consist of the Battalion CSM and four (4) senior NCOs from that Battalion.

(2) The Brigade/Wing Board will act upon any application forwarded from within the Brigade/Wing, and will ensure applications are worthy of consideration for the Enlisted Hall of Fame. The Brigade Board will consist of the Brigade CSM (acting as the Board President) and the Battalion CSMs or a senior NCO representing each Battalion. The Wing Board will consist of the Wing Command Chief Master Sergeant (CCM) (acting as the Board President) and the Group Superintendents or Senior NCOs (SNCO) representing each Group.

(3) The State Board will make final considerations as to the nominee's eligibility for induction into the Enlisted Hall of Fame. The State Board will consist of the State Senior Enlisted Advisor (serving as Board President), State CSM, State CCM, Wing CCM, all Major Subordinate Command CSMs, and one (1) MSC/Wing or above retired CSM/CCM.

Appendix A

References

Section I

Required Publications

AFI 36-2903

Dress and Personal Appearance of Air Force Personnel

AFI 36-2803

The Air Force Military Awards and Decorations Program

AR 600-8-22

Military Awards

AR 670-1

Wear and Appearance of Army Uniforms and Insignia

DA Pam 670-1

Guide to the Wear and Appearance of Army Uniforms and Insignia

NGR 672-1

Trophies and Awards program for the Army National Guard

Section II

Forms

DA Form 638

Recommendation for Award

MDSC Form 58

Request for State Awards and Medals

State Employee Awards Nomination Form

Appendix B

Instructions for Completion and Processing of DA Form 638

Step	Who	Required Action
1	Recommender	Complete parts I, II, and III of electronic DA Form 638 (APD LC v3.04ES).
2	Recommender	Enter the Title/Address of the final Approval Authority in Block 1. For awards to be approved by TAG, enter the following in Block 1: The Adjutant General of South Carolina, 1 National Guard Road, Columbia, SC 29201-4752
3	Recommender	Enter the address of the Individual's immediate commander/director in Block 2.
4	Recommender	Enter date in Block 3. This field is automatically completed once the user signs Block 19.
5	Recommender	Click the "SET NAME" button in Block 4 and enter individual's complete name, then clicks "SAVE NAME."
6	Recommender	Enter individual's rank in Block 5 or click the drop down menu and select a rank – unless for a civilian, then put CIV.
7	Recommender	Enter individual's Social Security Number in Blocks 6, and unit in Block 7.
8	Recommender	List all previous individual decorations to include oak leaf clusters or numerals in Block 8 (for example - SCAR-2OLC). If no award, state "NO AWDS." The user will click on the "PREVIOUS AWARDS" button to complete.
9	Recommender	Use Block 9 for recommendations for award to members of other U.S. Armed Forces and foreign military personnel. For Service Members of the other U.S. Armed Forces, enters the Service (for example, USAF). For foreign military personnel enters the country (for example, Federal Republic of Germany).
10	Recommender	Enter recommended award, to include oak leaf cluster or number of award, in Block 10.
11	Recommender	Enter the period covered by proposed award in Block 11. The date format is YYYYMMDD. In addition, the user will click on "SET DATE" button to complete the field.
12	Recommender	Enter reasons for the recommended award in Block 12. Specify if the award is for valor, heroism, meritorious achievement, or meritorious service. If interim award was made, state award given. See glossary for definitions of valor, heroism, meritorious achievement, and meritorious service.
13	Recommender	Check yes or no in Block 12c for posthumous award.
14	Recommender	Enter the proposed presentation date in Block 13. The date format is YYYYMMDD. In addition, the user will click on "SET DATE" button to complete the field.
15	Recommender	Complete Blocks 14 through 19. (Block 18 serves to clarify the status of the recommender, particularly in cases where someone outside the Chain of Command is making a recommendation). For historical purposes, it is imperative the Recommender sign the original DA Form 638 in Block 19. The user cannot digitally sign this field until the first page is completed (includes Block 20).

Step	Who	Required Action
16	Recommender	<p>Block 20: For award of the SCMSM, SCCM and SCAR uses bullet statements to list the individual's meritorious achievements or service. This Block allows up to four separate achievements to be listed. A maximum of four lines may be completed. The Awards Boards will closely evaluate the comments to determine if award is fully justified; therefore, the description of the individual's performance must be factual as well as concise. Use short, simple, direct, accurate facts in straight-forward language.</p> <p>Awards recommendations for the Palmetto Cross, SC Guardsman Medal of Valor, SC Extraordinary Achievement Medal, and SC Exceptional Service Medal require a narrative justification (not to exceed one page). The narrative will be added as an addendum (at Enclosures tab) to the DA Form 638.</p> <p>For valor awards, attach statements of eyewitnesses, preferably in the form of certificates, affidavits or sworn statements, extracts from official records, sketches, maps, diagrams, photographs, etc., to support and amplify stated facts.</p>
17	Recommender	<p>Block 21: Complete the proposed citation. Citations for awards of the SCMSM and SCAR are limited to six lines and are restricted to the space allowed on the DA Form 638. Do not use abbreviations.</p> <p>Citations for awards for valor, the Palmetto Cross, SCMOV, SCEAM, and SCESM are limited to nine lines and may be submitted on 8½" by 11" bond paper.</p> <p>Military Only - Check to see if Soldier/Airman is flagged or not eligible to receive an award. If eligible, certify by signature in Block 22a and return to Commander or Department Director. Signature certifies the individual is eligible and that the information contained in Part 1 is correct. If ineligible, return the DA Form 638 through Commander or Department Director to Recommender.</p>
18	Recommender	<p>Complete the following areas in Blocks 27, 28 and 29: 27a – Office of The Adjutant General of South Carolina 28a – Kenneth C. Braddock 28b – CIV 28c – Chief of Staff for State Operations</p>
19	Recommender	<p>Complete Block 31 as follows: 1 – File 1 – Personnel File 1 – Unit 1 – Individual</p>
20	Intermediate Authority	<p>If intermediate authority required, complete Block 23 to recommend approval, disapproval, upgrade, or downgrade the award recommendation (one block must be checked). If recommending downgrade or upgrade, ensure to indicate which award in the appropriate block.</p> <p>Also, complete Blocks 24 and 25, as applicable. If the chain is such that more blocks are required, the addendum page to DA Form 638 must be completed.</p>
21	Award Approval Authority	<p>Final award approval authority will complete Block 26. Once the award is approved, downgraded to a lesser award, or upgraded, forward the DA Form 638 to the Orders Issuing Authority (Chief of Staff for State Operations) for completion of Part V (Orders Data).</p>

Step	Who	Required Action
22	Orders Issuing Authority	<p>If award is disapproved (no award), makes copies of the DA Form 638 for individual's records and returns the original through the Intermediate Commander (if any), assigned headquarters or department. The Orders Issuing Authority will maintain a copy for their files.</p> <p>If award is downgraded, prepares Part V (Orders Data) to include PO number, date, and approved award. Prepares award certificate for Approval Authority to sign. The Orders Issuing Authority will maintain a copy for their files, and send a copy of the DA Form 638 to the A-1/G-1 (military personnel) or owing department (civilian personnel) for filing in the individual's personnel file.</p> <p>If award is approved, prepare Part V (Orders Data) to include PO number, date, and approved award. Prepare award certificate for approval authority to sign. The Orders Issuing Authority will maintain a copy for their files, and send a copy of the DA Form 638 to the A-1/G-1 (military personnel) or owing department (civilian personnel) for filing in the individual's personnel file.</p>

Appendix C

Criteria and Instructions for Submission of Recommendations and Awarding of the Recruiting and Retention Achievement Ribbon

Recruiting and Retention Achievement Ribbon

1 Criteria for Award of the SC National Guard Recruiting and Retention Achievement Ribbon.

a. South Carolina National Guard (SCNG) Service Members (AGR & M-Day) who refer three (3) prospective enlistees for the SC Army National Guard (SCARNG), or two (2) prospective enlistees for the SC Air National Guard (SCANG), who subsequently enlist in the SCNG during a one-year period. The one-year period can be any 12 consecutive months.

b. SCNG Production Recruiters and Area Retention NCOs who achieve 100% of assigned recruiting mission during a one-year period.

(1) The one-year period must be for 12 consecutive months beginning 1 October of each Fiscal Year (FY).

(2) The SCARNG Recruiting and Retention Battalion Commander and the SCANG Force Support Squadron Commander will establish their respective organization's recruiting missions.

c. SCNG Commanders, First Sergeants (1SG) and Readiness Non-Commissioned Officers (RNCO), Unit Retention Non-Commissioned Officers (URNCO) and Squadron Unit Career Advisors (UCA) whose assigned unit attains a goal of 80% or higher Total Reenlistments Mission (FYTD) for the SCARNG or 83% or higher for SCANG during the current FY.

(1) The one-year period must be for 12 consecutive months beginning 1 October of each FY.

(2) The formula for computation will be derived from the number of Soldiers/Airman whose ETS falls within the FY Total Reenlistment Eligible and Total Reenlistments Resolution (FYTD).

2 Approval Authority.

a. The SCARNG Recruiting & Retention Battalion Commander is the approval authority for the award of the Recruiting and Retention Achievement Ribbon to SCARNG personnel.

b. The SCANG Force Support Squadron Commander is the approval authority for the award of the Recruiting and Retention Achievement Ribbon to SCANG personnel.

3 Submission of Recommendations

a. Recommenders will use the MDSC Form 58E (<https://scmd.sc.gov/state-operations/forms>), along with supporting documentation, to submit personnel for the Recruiting and Retention Achievement Ribbon

b. SCARNG

(1) SCARNG Service Members (Non-Recruiter).

(a) The Production Recruiter of assigned unit will submit APPLE-MD Forms (see Attachment 1 – APPLE-MD Form) along with copy of Accession Report (DD Form 4/1) as supporting documentation to the MDSC Form 58E to the Recruiting Company Commander assigned to the unit's location for validation.

(b) The Recruiting Company Commander will submit the recommendations with supporting documents to the SCARNG Recruiting & Retention Battalion Commander for approval.

(c) Recommendations will include the Name, SSN, Grade, Unit, and Date of Enlistment of the three (3) enlistees.

(2) Production Recruiters Who Meet Assigned Mission. The NCOIC will submit the award recommendation, after verification of mission, through the Recruiter's Company Commander to the SCARNG Recruiting & Retention Battalion Commander. Recommendations will include the prescribed mission and the actual number of enlistments the Recruiter achieved during the one-year period.

(3) Area Retention NCO Who Meet Assigned Mission. The NCOIC will submit the award recommendation, after verification of mission, through the Recruiting & Retention Operations Officer to the SCARNG Recruiting & Retention Battalion Commander. Recommendations will include the prescribed mission and the actual number of re enlistments the Recruiter achieved during the one-year period.

c. SCANG

(1) SCANG Service Members (Non-Recruiter)

1. The Unit will submit the MDSC Form 58E, along with an accessions report and a DD Form 4/1 as supporting documentation, to the Wing Command Chief for validation.

2. The Wing Command Chief will forward the recommendations with supporting documents to the SCANG Force Support Squadron Commander.

(2) Squadron UCAs Whose Assigned Unit Attains A Goal Of "Total Reenlistments Retention Report" (FYTD) Of 83% Or Higher.

1. The Wing Retention Office Manager will submit the MDSC Form 58E, along with a Total Reenlistments Retention Report as supporting documentation, to the Squadron Commander for validation.

2. Once validated, the Squadron will forward the recommendations with supporting documents to the SCANG Force Support Squadron Commander.

d. SCNG Commanders Whose Unit Attains Attrition Rate and Enlistment Goals

(1) The next higher level Unit Commander will submit award recommendations for their subordinate commanders, through channels to their respective Recruiting & Retention Battalion Commander (SCARNG) or Force Support Squadron Commander (SCANG).

(2) Unit Commanders will submit the MDSC Form 58E along with supporting documentation that shows the unit attained its attrition and enlistment goals as set forth by the G-1 or A-1.

4 Approval and Issuing of Awards

a. Commander, SCARNG Recruiting & Retention Battalion / Commander, SCANG Force Support Squadron

(1) Consolidate and approve requests for award of the Recruiting and Retention Achievement Ribbon.

(2) Forward the approved MDSC Form 58E to the Chief of Staff for State Operations.

b. Publishing and Issuing of Awards

(1) The Orders Issuing Authority (Chief of Staff for State Operations) will forward Service Awards to the appropriate commanders upon receipt the approved MDSC Form 58E from the SCARNG Recruiting & Retention Battalion Commander/SCANG Force Support Squadron Commander.


(2) The Orders Issuing Authority will forward a copy the MDSC Form 58E to the SCARNG G-1 or the SCANG A-1.

Attachment:

Apple MD Form


Attachment 1 to Appendix C
APPLE MD Form

Front of card:

	Submission Date:	APPLE MDT
	____ / ____ / ____	PLEASE FILL OUT AS COMPLETELY AS POSSIBLE
Name: _____ M <input type="checkbox"/> F <input type="checkbox"/>		
Street: _____ City: _____ State: _____ Zip: _____		
Date of Birth: ____ / ____ / ____ Age: _____ Phone #: _____		
School: _____ Graduation Year: _____		
Email: _____		
Physical Condition: _____ Height: _____ Weight: _____		
Law Violations: Y / N If yes, please list: _____		

Back of card:

Prior Service: Y / N		Tattoos: Y / N How Many: _____ Location: _____	

Medical Issues: _____			
Marital Status: _____		Dependents (# of): _____	
Name of Member Submitting Lead: _____			
Refer A Friend:			
	Name: _____		Age: _____
	Phone #: _____		
	Comments: _____		

Appendix D

Example Administrative Data Form for Nomination to the Palmetto Military Academy Hall of Valor, Hall of Fame, and COL Harvey Shackelford Distinguished Alumni Award.

(UNIT LETTERHEAD/ADDRESS)

(OFFICE SYMBOL)

Date

MEMORANDUM THRU

Your Unit and Address (as appropriate)
Your Battalion and Address (as appropriate)
Your MSC and Address line (as appropriate)

FOR Commander, 2nd Battalion (OCS), 218th Regiment (Ldr) (Stop #27), Eastover, SC
29044-9732

SUBJECT: Nomination for Palmetto Military Academy (*Hall of Valor / Hall of Fame / COL Harvey Shackelford Distinguished Alumni Award*)

1. The following person is being recommended for the Palmetto Military Academy of (*Choose following*) Hall of Fame / Hall of Valor / COL Harvey Shackelford Distinguished Alumni Award:
 - a. Name: (Last, First, Middle)
 - b. Last Four of SSN:
 - c. Current or former Rank and Grade: (e.g., Colonel/0-6)
 - d. Home Mailing Address:
 - e. Home Telephone Number:
 - f. Business or Cell Phone Number:
 - g. Spouses Name: (Last, First, Middle or Maiden)
 - h. Name(s) of Children:
 - i. Name, Address and POC (if known) of hometown newspaper where Nominee currently resides or formerly resided if Hall of Valor nominee:

2. POC is the undersigned at (803) XXX-XXXX or john.doe.mil@mail.mil.

JOHN B. DOE
LTC, OD, SCARNG
Commanding

Appendix E

Example Biographical Summary for Palmetto Military Academy and Warrant Officer Hall of Fame

BIOGRAPHICAL SUMMARY

SMITH, JANIES ARNOLD, 000-00-0000

Spouse's Name: Brenda

CW4, Food Service Tech., SCARNG

Date and Place of Birth: 21 August 1948, Harleyville, SC

Mandatory Removal Date: 31 August 2009

Home Address: 111 Farmhill Road, Columbia, SC 29222-0123

Home Telephone: (864) 000-0000

Present Assignment: Warrant Officer Recruiter, Recruiting and Retention Command, Columbia, SC 29201-4752

Unit Telephone: (803) 000-0000\

Civilian Occupation: Retired Electrician

Business Telephone: (803) 000-0000

Enlisted Service: 24 years

Source and Date of Commission: Direct Appointment, 6 July 1987

Years of Active Commissioned Service: 16 years

Total Years of Service: Over 37 years

Attended Military Schools and Year Completed

Infantry School, Indirect Fire - 1968

Quartermaster School, Dining Facility Operations - 1975

Noncommissioned Officer School, Advance Course - 1982

Food Service Tech Senior Warrant Course - 1991

Civilian Education and Degree Received

Harleyville High School, Graduated 1966

Charleston Naval Shipyard Apprenticeship, 1971

BIOGRAPHICAL SUMMARY - CONTINUED

U.S Decorations/Badges

Army Meritorious Service Medal w/ One OLC
Army Commendation Medal w/ four OLCs
Army Achievement Medal w/ two OLCs
National Defense Service Medal
NCO Professional Development Ribbon 3rd Awd
Army Service Ribbon

State Decorations/Badges

Palmetto Cross
South Carolina Meritorious Service Medal w/ two OLCs
Governor's Unit Citation

Chronological List of Appointments

Warrant Officer 2 – ARNG - 06 Jul 1987
Warrant Officer 3 – ARNG - 07 Jul 1993
Warrant Officer 4 – ARNG - 06 Jul 1998

Chronological Record of Duty Assignments

	From:	To:
Food Service Tech, HRB 151 FA Bde, Sumter, SC	Jul 87	Nov 89
Food Service Tech, HRB 263 ADA Bde, Anderson, SC	Dec 89	Nov 92
Food Service Tech, HQ (-Det 1) STARC-SC, Columbia, SC	Nov 92	Dec 95
Warrant Officer Recruiter, HQ STARC-SC	Jan 96	May 99

Appendix F

Format for Enlisted Hall Of Fame Nomination

ENLISTED HALL OF FAME NOMINATION

Nomination Date:

- a. Name: (Last, First, Middle)
- b. Last Four Of SSN:-
- c. Current Rank And Grade: (Ex. Sergeant Major/E-9)
- d. Home Mailing Address:
- e. Home Telephone Number:
- f. Business Or Cell Phone Number:
- g. Spouses Name: (Last, First, Middle Or Maiden)
- h. Name(S) of Children:
- i. Name, Address And POC (If Known) Of hometown newspaper where Nominee currently resides:
- j. Present Duty Position/Occupation (If Applicable):
- k. Significant Citations And Awards: (Military And Civilian:
- l. Attended Schools (Military Then Civilian) And Date:

Example:

United States Army Sergeants Major Academy - 2000
Advanced Noncommissioned Officer Academy – 1997
Coker College, Bachelor of Science - 1995

- m. Narrative of Accomplishments: (No more than 1000 words describing significant accomplishments)
- n. Summary of Accomplishments: (100 words summarizing accomplishments to appear on the citation)
- o. Photograph: An 8”X10” military/DA bust/torso-up photo is preferred if available. This photo will be placed on permanent display in the Hall of Fame.

Glossary

Section I

Abbreviations and Acronyms

1SG	First Sergeant
AAG	Assistant Adjutant General
AC	Active Component
ADOS	Active Duty for Operational Support
AFI	Air Force Instructions
BDE	Brigade
BN	Battalion
CCM	Command Chief Master Sergeant
CCMM	Citadel Cadet Medal of Merit
CCWO	Command Chief Warrant Officer
CG	Commanding General
COL	Colonel
CSM	Command Sergeant Major
DAG	Deputy Adjutant General
DCG	Deputy Commanding General
GRM	South Carolina Guardsman Retirement Medal
GUC	Governor's Unit Citation
LTC	Lieutenant Colonel
MOV	South Carolina Guardsman Medal of Valor
MSC	Major Subordinate Command
NCO	Non-Commissioned Officer
NLT	No Later Than
OCS	Officer Candidate School
PC	Palmetto Cross
PMA	Palmetto Military Academy
PSR	Palmetto Service Ribbon
RC	Reserve Component
RRAR	Recruiting and Retention Achievement Ribbon
SAR	State Achievement Ribbon
SCANG	South Carolina Air National Guard
SCARNG	South Carolina Army National Guard

SCAR	South Carolina Achievement Ribbon
SCCM	South Carolina Commendation Ribbon
SCCR	South Carolina Counterdrug Ribbon
SCEAM	South Carolina Exceptional Achievement Medal
SCESM	South Carolina Exceptional Service Medal
SCHG	South Carolina Honor Guard Ribbon
SCMR	South Carolina Mobilization Ribbon
SCMSM	South Carolina Meritorious Service Medal
SCNG	South Carolina National Guard
SCR	State Commendation Ribbon
SCSSM	South Carolina Active State Service Medal
SHSR	State Honorable Service Ribbon
SMR	State Merit Ribbon
SNCO	Senior NCO
SRIR	State Revenue Initiative Ribbon
SSN	Social Security Number
SSR	Safety Service Ribbon
SSSR	State Senior Service Ribbon
STSR	State Service Ribbon
TAG	The Adjutant General
TDY	Temporary Duty
WO	Warrant Officer
WOC	Warrant Officer Candidate

Section II

Terms and Phrases

Award

Recognition given to individuals or units for certain acts or services, or badges, accolades, emblems, citations, commendations, and streamers. Also an adjectival term used to identify administrative functions relating to recognition (for example, awards boards, award recommendations, and so forth).

Biographical Sketch

Identification of an individual that includes as a minimum: Full Name, SSN or last four, Date and Place of Birth, Marital Status, Education, and Military Service.

Bravery

Quality or state showing courage; level of conduct which is expected of professional Soldiers or Airmen.

Chain of Command

The sequence of commanders or directors in an organization who have direct authority and primary responsibility for accomplishing the assigned organizational or unit mission while caring for personnel and property in their charge.

Decoration

Distinctively designed mark of honor denoting heroism or meritorious/outstanding service/achievement for individuals and units.

Distinguished Himself or Herself By

Someone who, by praiseworthy accomplishment, is set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior and accomplishment for individuals of like rank and experience for the circumstances involved.

Duty of Great Responsibility

Duty which, by virtue of the position held carries the ultimate responsibility for the successful operation of a major command, activity, agency, installation, or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests of the State of South Carolina or the United States.

Duty of Responsibility

Duty which, by virtue of the position held, carries a high degree of the responsibility for successful operation of a major command; activity, agency, installation, or project, or which requires the exercise of judgment and decision affecting plans, policies, operations, or the lives and well-being of others.

Extraordinary Heroism

Act or acts of heroism or gallantry involving the risk of life. Minimum level of valorous performance consistent with a recommendation for the Distinguished Service Cross.

Heroism

Extreme courage demonstrated in attaining a noble end. Varying levels of documented heroic actions are necessary to substantiate recommendations for awards. To perform heroic duty, or to accomplish a heroic act or achievement, the individual must have been subjected to either personal hazard as a result of direct action, or the imminence of such action, or must have had the conditions under which his or her duty or accomplishment took place complicated by the threat to life or limb or the imminence of threat to life or limb.

Justification

A document that will justify the reason or reasons of an action that warrants an award to be given.

Meritorious Achievement

An act which is well above the expected performance of duty. The act should be an exceptional accomplishment with a definite beginning and ending date. The length of time is not a primary consideration; however, speed of accomplishment of an important task can be a factor in determining the value of an act.

Meritorious Service

Distinguished by a succession of outstanding acts of achievement over a sustained period of time. Individual performance must exceed that expected by virtue of grade and experience based on accomplishments during an entire tour of duty or period of service.

Reserve Component

The National Guard of the United States and the U.S. Army, Navy and Air Force Reserve

Valor

Heroism performed under life threatening conditions