



# Award Recommendation Procedures



# Agenda

- References
- IPPS-A Award  
Submission Process
- Common Errors
- Resources
- Final Comments /  
Questions



# References

- AR 600-8-22 Military Awards
- <https://www.hrc.army.mil/content/Awards%20and%20Decorations%20Branch>



## Award Types:

Achievement Award – An achievement award and a service award should not be the same, as an achievement award is a specific accomplishment. It is not a service award because it is not about the entirety of the Soldier's contribution to the Unit while occupying a position.

Service Award – is a more position focused award that could contain multiple contributions to the organization. It can't overlap other service award time-frames, but can overlap an achievement award if it does not duplicate. This is often end of tour awards.

Retirement Award – the culminating assignment of that Soldier, it will contain contributions throughout their career and current assignment. However, it can't include information outside of the time frame (10 years). This is different from a service award because it can include information from old assignments. Be careful about dates with this one. Soldier only gets one...etc.



## Downgrading Awards:



- If an MSM has been recommended to be downgraded to an ARCOM it must still go through the ORIGINAL approval authorities of that award. An ARCOM that has been recommended to be downgraded to an AAM will not be approved by a LTC/O-5 because they can't be an approval authority to an ARCOM.
- An LTC/O-5 or COL/O-6 Commander will never be the approval authority for a downgraded MSM. It will continue with the ORIGINAL authorities because it has only been recommended for a downgrade. The final say on a downgrade for any award stays with the ORIGINAL approval authority of the original recommended award level.

**Table 3–3**  
**Delegation of award approval authority peacetime criteria**

<b>Commanders and principal officials of HQDA agencies</b>	<b>May award</b>	<b>To</b>
CSA (delegated to Vice CSA)	DSM and all lesser decorations <sup>4</sup>	All U.S. Army personnel and personnel of other Services <sup>1</sup>
General or civilian equivalent	LM <sup>1, 2</sup> MSM, AM, ARCOM, AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency 2. Servicemembers of the other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency <sup>1</sup>
LTG or civilian equivalent	LM <sup>1, 2</sup> MSM, AM, ARCOM, AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency in ranks of COL/O–6 and below 2. Servicemembers of other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency <sup>1</sup>
Major general (MG/O–8) or civilian equivalent	LM <sup>1, 2, 3</sup> MSM, AM, ARCOM, AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency in ranks of COL/O–6 and below 2. Servicemembers of other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency <sup>1</sup>
BG/O–7	MSM, AM, ARCOM, AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency in ranks of COL/O–6 and below 2. Servicemembers of other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency <sup>1</sup>
COL/O–6	ARCOM, AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency in ranks of COL/O–6 and below
		2. Servicemembers of other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency <sup>1</sup>
LTC/O–5	AAM <sup>5</sup>	1. U.S. Army personnel assigned or attached for duty to their command or agency in ranks of COL/O–6 and below 2. Servicemembers of other U.S. Services in the rank of COL/O–6 and below who are assigned or attached to their command or agency

## Filling out achievement blocks / common issues

### **Duplicate awards:**

- Only one decoration will be awarded to an individual or unit for the same act, achievement, or period of meritorious service. (Cannot mention previous achievements from an award already awarded to a Soldier)

### **Period of award:**

- For meritorious service awards, the cited period is limited to the period of service during which the individual served under the recommending command. Meritorious service is characterized by distinguished service and performance above that normally expected, over a sustained period.
- 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. In addition, the speed of accomplishment of a time sensitive task could be an important factor in determining the value of the achievement or act.



## Filling out achievement blocks / common issues



- Spell out number one through nine, above that (>10) use the number
- Avoid repetition of words, use synonyms.
  - \*Example: the word meritorious is already used in the first sentence. Consider  
other words instead such as: exemplary, commendable, impeccable, etc.\*
- Proof-read and fix grammar, spelling, and punctuation errors. Once the PAR is initiated only the S-1 Pool are allowed to make any changes. If it gets to an approver and the approver notices an error, the PAR is pushed back to the initial S-1 Pool. This can impact the timeliness of an award being approved by the proposed presentation date. Especially if the award must go through multiple command levels (i.e., Unit, BN, BDE, State HQ).



## Filling out citation block / common issues



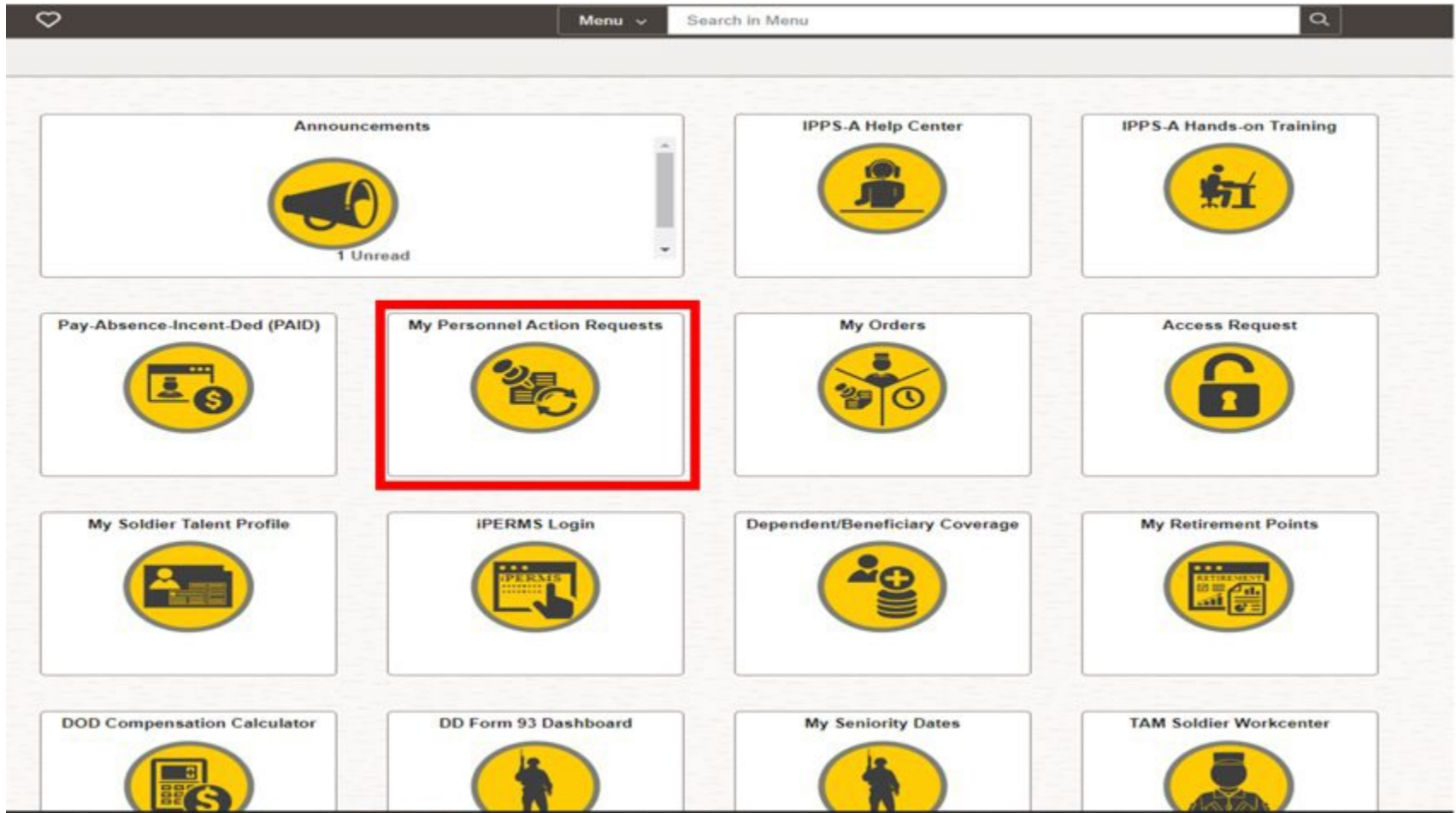
- In the citation, spell out SM's rank, first and last name only for the first time used. After that, spell out rank then last name only
  - \*Example; Major John Doe (used first time), Major Doe (after that)\*
- Abbreviations are allowed within the citation block. However, the abbreviation and/or acronym should be spelled out the first time and followed by the abbreviation and/or acronym in parenthesis
- The recommended Soldier needs to be recognized in the third person throughout the citation (i.e., Him, Her, His, Hers) (NOT-You, Your)



# IPPSA Awards Submission Process

[IPPS-A Landing Page \(army.mil\)](http://army.mil)

# Select MY Personnel Action Request



← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🔄

### My Personnel Action Requests

Employee Name   
Employee ID

**Personnel Action Requests** Create Personnel Action **My Buddy PARs**

Effective Date/Date Created	Action	Action Reason	Status	Progress	Approval Chain	Action	Print	Delete	Continue
06/25/2024 06/26/2024	Promotion	Off/Entl Promo one grade	Processed		<a href="#">Approval Chain</a>	Action 📄			
08/15/2023 08/16/2023	Service Dates	Service Dates (No MRD)	Processed		<a href="#">Approval Chain</a>				

- Select MY BUDDY PARs

### My Buddy Personnel Action Requests

Employee Name  
Employee ID



[Create Personnel Action](#) [My PARs](#)

### Personnel Action Requests

There are no personnel actions. Click the button to create a new one.

- Select CREATE PERSONNEL ACTION

### My Buddy Personnel Action Requests

Employee Name   
Employee ID

### Personnel Actions Summary

There are no personnel actions. Click the button to create a new one.

Create Personnel Action

My PARs

**Select a Buddy**

Empl ID

Name

Last Name


UIC  🔍



[← Search Results](#)Employee Name  
Employee ID[Create Personnel Action](#)**Personnel Actions Summary**

There are no personnel actions. Click the button above to create a new one.

[Cancel](#) **Request Details** [Continue](#)

\*Effective Date  

\*Action

- Admin Records Corrections
- Amend/Revoke Roster/Auto Award
- Award Recommendation**
- Demotion
- Disciplinary
- Lateral
- Personal Information
- Profile Management
- Promotion
- Qualifications and Skills
- SFPA Flag
- Service Dates
- Soldier Status
- Waiver

- Adjust effective date as necessary (this is not the period of award start date)
- Select the “Award Recommendation” item in the list

Employee Name  
Employee ID


Create Personnel Action

## Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Request Details

Cancel Continue

\*Effective Date 05/08/2023 

\*Action Award Recommendation ▼

\*Reason ▼

- Achievement
- Expiration of Term of Service
- Heroism
- Permanent Change of Station
- Retirement
- Service

- Select the appropriate “Reason” from the dropdown list

Keep in mind:

- “Expiration of Term of Service”, “Permanent Change of Station”, “Retirement” and “Service” are all considered a Service award.
- “Achievement” is for an Achievement award.
- “Heroism” is for Heroism and Valor awards. (rare)



Request Details

Selected Soldier SGT [REDACTED]

\*Effective Date 09/06/2024

\*Action Award Recommendation

\*Reason Achievement

\*Award Name AAM USA.ACHIEVMNT MDL

[No Title]

Cancel Continue

- Select the appropriate award (In this case we are using AAM), click the “Continue” button

Soldier  
Employee ID [Redacted]  
PAR ID/Sequence [Redacted]

Next >

Save

- 1 Request Data Visited
- 2 Attachments Not Started
- 3 Validate Request Not Started
- 4 Transaction Summary Not Started

### Step 1 of 4: Request Data

Effective Date 09/06/2024  
PAR Action Award Recommendation  
Award Type Military Decorations  
Eligibility Status Not Checked

[No Title]  
PAR Status Draft  
PAR Reason Achievement  
Award Name AAM USAACHIEVMNT MDL

Check Eligibility View Details

#### Soldier Data

UIC WPBBC0  
Component Guard  
Rank SGT  
Primary MOS E11B - 11B-INFANTRYMAN

UIC Description 0143 IN BN 01 CO C RIFLE COMP  
Category Train in Units-Drill Unit Res  
Grade E5

#### PAR Data

\*Period of Award From    
\*Proposed Presentation Date 09/06/2024

\*Period of Award To    
Approved Award

\*Achievement #1 (Max Words: 84)

- Fill out the period of award From and To dates. Do not overlap previous award dates
- Fill out the Proposed Presentation Date, State Approved awards require a 45 day out presentation date (MSM and below)

**Award Recommendation**

Soldier  
Employee ID  
PAR ID/Sequence

Next >

1 Request Data  
Visited

2 Attachments  
Not Started

3 Validate Request  
Not Started

4 Transaction Summary  
Not Started

\*Achievement #1 (Max Words: 84)

Achievement #2 (Max Words: 84)

Achievement #3 (Max Words: 84)

Achievement #4 (Max Words: 84)

- AAM – 2 Achievements
- ARCOM – 3 Achievements
- MSM – 4 Achievements
- LOM – Separate Narrative and Citation

# Award Recommendation

Soldier  
Employee ID  
PAR ID/Sequence



Next >

- 1 Request Data  
Visited
- 2 Attachments  
Not Started
- 3 Validate Request  
Not Started
- 4 Transaction Summary  
Not Started



(If necessary)



[Empty text box]

\*Citation (Max Words: 252)



[Empty text box]

Narrative (Max Words: 878)



[Empty text box]

Previous Awards

Award ↑↓	Number of Awards ↑↓
AAM USA ACHIEVMNT MDL	2
ARCOM USA COMMENDTN MEDAL	2

- Add Citation, then add Narrative (if applicable)

- 1 Request Data  
Visited
- 2 Attachments  
Not Started
- 3 Validate Request  
Not Started
- 4 Transaction Summary  
Not Started

[Empty text box]

\*Citation (Max Words: 252)

TES

Previous Awards

Award	Number of Awards
AAM USAACHIEVMNT MDL	3
AIR & SPC ACHV MED	2
ARCOM USA COMMENDTN MEDAL	6
MOVSM MIL OUTSTDG VOL SVC MDL	1
MSM MERITORIOUS SVC MDL	1

- Previous awards are displayed at the bottom of the PAR recommendation. Ensure these are correct prior to Award PAR submission.
- If incorrect, work with Unit Readiness/BN S-1 to have the Soldiers IPPSA awards updated to reflect what is in iPERMS.

Soldier  
Employee ID  
PAR ID/Sequence

Save

- 1 Request Data Visited
- 2 Attachments Visited
- 3 Validate Request Not Started
- 4 Transaction Summary Not Started

### Step 2 of 4: Attachments

Effective Date 09/06/2024      PAR Status Draft  
PAR Action Award Recommendation      PAR Reason Achievement  
Award Type Military Decorations      Award Name AAM USAACHIEVMNT MDL  
Eligibility Status Not Checked

[Check Eligibility](#)   [View Details](#)

#### Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type ↑↓	Optional/Required ↑↓	Number Required ↑↓	Maximum Allowed ↑↓	
Supporting Document	Optional	0	0	<a href="#">Add Attachment</a>



#### Uploaded Attachments

There is no attachment uploaded. Please click the *Add Attachment* button above to upload an attachment.

- Add any necessary supporting documents

# Award Recommendation

Soldier  
Employee ID  
PAR ID/Sequence

< Previous

- 1 Request Data Visited
- 2 Attachments Visited
- 3 **Validate Request** In Progress
- 4 Transaction Summary Not Started

## Step 3 of 4: Validate Request

Effective Date 09/06/2024  
PAR Action Award Recommendation  
Award Type Military Decorations  
Eligibility Status Not Checked

PAR Status Draft  
PAR Reason Achievement  
Award Name AAM USAACHIEVMNT MDL

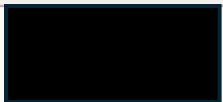
[Check Eligibility](#) [View Details](#)

Validate

The personnel action request is ready for validation.

- Select CHECK ELIGIBILITY
- Next select VALIDATE

Soldier  
Employee ID  
PAR ID/Sequence



< Previous

Next >



- 1 Request Data Visited
- 2 Attachments Visited
- 3 **Validate Request Complete**
- 4 Transaction Summary Not Started

### Step 3 of 4: Validate Request

Effective Date 09/06/2024

PAR Action Award Recommendation

Award Type Military Decorations

Eligibility Status Not Checked

PAR Status Draft

PAR Reason Achievement

Award Name AAM USAACHIEVMNT MDL

Check Eligibility

[View Details](#)

- ✔ The personnel action request has passed validation. You may now submit this PAR for approval.
- ✔ All required fields are completed.

- Click the NEXT BUTTON



# Award Recommendation

Soldier  
Employee ID  
PAR ID/Sequence

< Previous Submit

- 1 Request Data Visited
- 2 Attachments Visited
- 3 Validate Request Complete
- 4 Transaction Summary Visited

Rank SGT Grade E5  
Primary MOS E11B - 11B-INFANTRYMAN

### Summary of Changes

Details	Proposed Information	Current Information
Period of Award From	09/01/2024	N/A
Period of Award To	09/05/2024	N/A
Proposed Presentation Date	09/06/2024	N/A
Achievement #1	test	N/A
Achievement #2	test	N/A
Achievement #3	test	N/A
Achievement #4	test	N/A
Citation	outstanding test	N/A
Narrative		N/A

Changes Made ●

- Preview Approval Chain >
- Display Errors / Warnings >



• Always preview the approval chain for correctness

**Award Recommendation**

Soldier [REDACTED]  
Employee ID [REDACTED]  
PAR ID/Sequence [REDACTED]

Rank SGT Grade E5  
Primary MOS E11B - 11B-INFANTRYMAN

Summary of Changes

1 Request Data Visited  
2 Attachments Visited  
3 Validate Request Complete  
4 Transaction Summary Visited

**Preview Approval Chain** [Cancel] [Continue]

Home: WPBBC0 - 0143 IN BN 01 CO C RIFLE COMP  
 Host: WPBBC0 - 0143 IN BN 01 CO C RIFLE COMP

\*S1 Pool  [Search]  
WPBBC0 0143 IN BN 01 CO C RIFLE COMP

**Pool Members**

SSG [REDACTED]
CW4 [REDACTED]
MSG [REDACTED]

Narrative N/A

Changes Made ●

Preview Approval Chain >  
Display Errors / Warnings >

- Approval Chain selected, then press CONTINUE to submit

## RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

**For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.**

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. Chapters 57 and 357, Decorations and Awards; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 600-8-22, Military Awards; and E.O. 9397 (DODID), as amended.

**PURPOSE(S):** To consider individual nominations for awards and/or decorations; record final action; maintain individual award case files.

**ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

**DISCLOSURE:** Disclosure of personally identifiable information is voluntary. However, failure to provide identifying information may delay processing of this application.

1. TO NGRI-LCC	2. FROM NGRI-HHD	3. DATE (YYYYMMDD)
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### PART I - SOLDIER DATA

4. NAME (Last, First, Middle Initial) HHD, JOINT FORCE HEADQUARTERS 2841 S COUNTY TRL, EAST GREENWICH RI 02818	Set Name	5. RANK [Dropdown]	6. DODID/SSN [Text]
7. ORGANIZATION	8. PREVIOUS AWARDS [Text] <span style="float: right; border: 1px solid black; padding: 2px;">Previous Awards</span>		
9. BRANCH OF SERVICE [Dropdown]	10. RECOMMENDED AWARD [Dropdown]	11. PERIOD OF AWARD	
		a. FROM [Text]	b. TO [Text]
12. REASON FOR AWARD			
12a. INDICATE REASON [Dropdown]	12b. INTERIM AWARD <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, STATE AWARD GIVEN	12c. POSTHUMOUS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	13. PROPOSED PRESENTATION DATE (YYYYMMDD) [Text]

### PART II - RECOMMENDER DATA

14. NAME (Last, First, Middle Initial) [Text]	15. ADDRESS [Text]		
16. TITLE/POSITION [Text]	17. RANK [Dropdown]		
18. RELATIONSHIP TO AWARDEE [Text]	19. SIGNATURE <span style="color: red; font-size: small;">[Signature Line]</span> [Text]		

**PART III - JUSTIFICATION AND CITATION DATA** *(Use specific bullet examples of meritorious acts or service)*

**20. ACHIEVEMENTS**

ACHIEVEMENT #1

ACHIEVEMENT #2

ACHIEVEMENT #3

ACHIEVEMENT #4

**21. PROPOSED CITATION**

- AAM – 2 achievements
- ARCOM – 3 achievements
- MSM – All achievements      LOM- seperate

# LOM DA FORM 638 EXAMPLE

PRINT

ENCLOSURES

## RECOMMENDATION FOR AWARD

For use of this form, see AR 600-8-22; the proponent agency is DCS, G-1.

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Information may be disclosed to public and private organizations including news media, which grant or publicize awards or honors.

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<b>1. TO</b> Director, Army National Guard, Attn: ARNG-HRH-A 111 S. George Mason Dr., Arlington, VA 22204-1373	<b>2. FROM</b> The Adjutant General, JFHQ, RIARNG, 2841 South County Trail, East Greenwich, RI	<b>3. DATE (YYYYMMDD)</b> [ ]
--	--	----------------------------------

### PART I - SOLDIER DATA

<b>4. NAME (Last, First, Middle Initial)</b> Last, First M.	<input type="button" value="Set Name"/>	<b>5. RANK</b> [ ]	<b>6. DODID/SSN</b> 1234567890
<b>7. ORGANIZATION</b> UNIT NAME Unit Address	<b>8. PREVIOUS AWARDS</b> AAM-4, ARCOM-4, JSCM-1, MSM-2		
<b>9. BRANCH OF SERVICE</b> [ ]	<b>10. RECOMMENDED AWARD</b> LM [ ]	<b>11. PERIOD OF AWARD</b> a. FROM 20140508      b. TO 20240507	
<b>12. REASON FOR AWARD</b>			
<b>12a. INDICATE REASON</b> RET [ ]	<b>12b. INTERIM AWARD</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES, STATE AWARD GIVEN	<b>12c. POSTHUMOUS</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b>13. PROPOSED PRESENTATION DATE (YYYYMMDD)</b> [ ]

<b>PART II - RECOMMENDER DATA</b>	
14. NAME <i>(Last, First, Middle Initial)</i> Last, First M.	
15. ADDRESS Unit Address	
16. TITLE/POSITION	17. RANK <input type="text"/>
18. RELATIONSHIP TO AWARDEE	
19. SIGNATURE 	
<b>PART III - JUSTIFICATION AND CITATION DATA</b> <i>(Use specific bullet examples of meritorious acts or service)</i>	
20. ACHIEVEMENTS	
ACHIEVEMENT #1 SEE ENCLOSURE: NARRATIVE	
ACHIEVEMENT #2 SEE ENCLOSURE: NARRATIVE	
ACHIEVEMENT #3 SEE ENCLOSURE: NARRATIVE	
ACHIEVEMENT #4 SEE ENCLOSURE: NARRATIVE	
21. PROPOSED CITATION SEE ENCLOSURE: CITATION PAGE	

24. INTERMEDIATE AUTHORITY	a. TO NGRI-TAG	b. FROM NGRI-LCC	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) CHEVALIER, ANDREW J.		f. RANK BG	
g. TITLE/POSITION LAND COMPONENT COMMANDER		h. SIGNATURE	
i. COMMENTS			
25. INTERMEDIATE AUTHORITY	a. TO Director, Army National Guard, ARNG-Z	b. FROM NGRI-TAG	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) CALLAHAN, CHRISTOPHER P.		f. RANK MG	
g. TITLE/POSITION THE ADJUTANT GENERAL - RHODE ISLAND		h. SIGNATURE	
i. COMMENTS			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM Director, Army National Guard, ARNG-Z	c. DATE (YYYYMMDD)
d. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) JENSEN, JON A.		f. RANK LTG	
g. TITLE/POSITION DIRECTOR, ARMY NATIONAL GUARD		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ ARNG-HRH-A 111 S. George Mason Dr., Arlington, VA 22204-1382	27b. PERMANENT ORDER NO.	31. DISTRIBUTION 1-File 1-OMPF 1-Unit 3-Individual	
28a. NAME OF ORDERS APPROVAL AUTHORITY CRUZAVARIZ, OSVALDO JR.	28b. RANK MSG		
28c. TITLE/POSITION CHIEF, AWARDS SECTION	29. APPROVED AWARD LM		

## ENCLOSURES

Attach External File(s)

Select the appropriate enclosure by clicking "Select". The enclosure will be added to the Award as an additional page.

		In Use
Narrative Page	Select	<input checked="" type="checkbox"/>
Citation Page	Select	<input checked="" type="checkbox"/>
Letter of Lateness	Select	<input type="checkbox"/>
Amendment of Orders	Select	<input type="checkbox"/>
Revocation of Orders	Select	<input type="checkbox"/>
Eyewitness statement for valor/heroism	Select	<input type="checkbox"/>

&lt;&lt; Previous



PRINT

« PREVIOUS

## Citation Page

For outstanding meritorious service from DD Month YYYY to DD Month YYYY as the Position of the Rhode Island Army National Guard. RANK LAST NAME distinguished herself/himself with her/his superior knowledge and understanding of Position Duties and... Her/His amazing attribute, exemplary leadership, and professional expertise/etc. were instrumental in the overall success of the organization in support of the Commanders intent in order to promote the (position related duties) of the soldiers in the Rhode Island Army National Guard.

Final Comments

Questions/Comments

