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**Decorations, Awards and Honors
 LOUISIANA NATIONAL GUARD AWARDS PROGRAM**

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CHAPTER 1

INDIVIDUAL AWARDS - GENERAL PROVISIONS

1-1. **Purpose.** To establish Louisiana State Military Department policy, criteria and administrative instructions concerning individual military awards.

1-2. **Scope.** This regulation is applicable to-all Louisiana National Guard organizations, components, and individuals.

1-3. **Objective.** The objective of the Louisiana National Guard Awards Program is to provide appropriate recognition for acts of valor, exceptional service or achievement, and special skills or qualifications.

1-4. **Implementation.** Implementation of the provisions of this regulation is a command responsibility. Commanders may publish supplements to this regulation as necessary to establish Military awards programs within their commands. If supplements are issued, copies will be furnished to Director, Human Resources.

1-5. **Categories of Individual Awards.** Individual awards are grouped into the following categories: decorations, service medals, service ribbons, badges and tabs, and certificates and letters.

1-6. **Order of Precedence Medals and Service Ribbons**

a. Decorations, service medals, and service ribbons are ranked in the following order of precedence when worn or displayed.

(1) Federal Awards. The order of precedence for wear within the various classes of medals and service ribbons is stated in AR 600-8-22, AFI 36-2903.

(2) State Decorations.

(a) The Louisiana Medal of Honor

(b) The Louisiana Distinguished Service Cross

(c) The Louisiana Distinguished Service Medal

- (d) The Louisiana Legion of Merit
- (e) The Louisiana Cross of Merit
- (f) The Louisiana Commendation Medal
- (g) The Louisiana Achievement Ribbon
- (h) The Louisiana Recruiting Ribbon
- (i) The Louisiana Retention Ribbon
- (j) The Louisiana National Guard Distinguished Civilian Service Medal

(3) State Service Ribbons

- (a) The Louisiana War Cross
- (b) The Louisiana Cold War Victory Ribbon
- (c) The Louisiana Emergency Service Ribbon
- (d) The Louisiana Counterdrug Service Ribbon
- (e) The Louisiana General Excellence Ribbon
- (f) The Louisiana Longevity Ribbon

b. Service ribbons have replaced service medals in most cases however; a service medal will be awarded if currently in stock. Service medals are also optional purchase items, if available.

1-7. **Explanation of Terms.** The following explanations are furnished for clarity and uniformity in administering the State Awards Program.

a. Above and Beyond the Call of Duty. Exercise of a voluntary course of action the omission of which would not justly subject the individual to censure for failure in the performance of duty. It usually includes the acceptance of existing danger or extraordinary responsibilities with praiseworthy fortitude and exemplary courage. In its highest degrees it involves the voluntary acceptance of additional danger and risk of life.

b. Distinguished Himself or Herself By. A person to have distinguished himself or herself must, by praiseworthy accomplishment, be 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.

C. 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 Louisiana and the Louisiana National Guard.

d. 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.

e. Heroism. Specific acts of bravery or outstanding courage, or a closely related series of heroic acts performed within a short period of time.

f. Key Individual. A person who is occupying a position that is indispensable to an organization, activity, or project.

g. 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.

h. Meritorious Service. Service that is 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.

i. Officer. Except where expressly indicated otherwise, the word "officer" means commissioned or warrant officer.

j. **Honorable Service.** While any record of nonjudicial punishment could be in conflict with recognizing the soldier's service as exemplary, such record should not be viewed as automatically disqualifying. The commander analyzes the record, giving consideration to the nature of the infraction, the circumstances under which it occurred and when. Conviction by court-martial terminates a period of qualifying service; a new period begins following the completion of sentence imposed by court-martial.

1-8. **Description of Awards.'**

a. Federal decorations, service medals, badges, tabs and appurtenances are described in AR 600-8-22 and AFI/ANGI 36 series.

b. Louisiana state military decorations, service medals and ribbons, badges and tabs, and appurtenances are described in Appendix A of this regulation.

1-9. **Awards for Special Recognition.** In addition to the provisions of this regulation which specifically provide for certain awards to persons who served honorably in the active Louisiana National Guard, The Adjutant General may grant any state award (except the Louisiana Medal of Honor) to an individual (military or civilian) when special circumstances make such an award clearly appropriate.

1-10. **Who May Recommend.** It is the responsibility of any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration, to, submit a formal recommendation into military command channels for consideration.

1-11. **Period of Award.** For meritorious service awards, the cited period is limited to the period of service which the individual served under the recommending command.

1-12. **Succeeding Awards.** Not more than one of the same decoration will be awarded to one person. For each succeeding act or period of service that justifies the, ' award of such, decoration, the Louisiana Fleur-de-Lis will be awarded, except posthumous awards presented to next-of-kin.

1-13. Duplication of Awards.

- a. Only one decoration will be awarded to an individual for the same act, achievement or period of meritorious service.
- b. The award of a decoration in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. 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.
- c. Continuation of the same or similar type service already recognized by an award for meritorious service will not be the basis for second award.

1-14. Recognition Upon Retirement. Each individual approaching retirement will be considered for an appropriate decoration based on his grade, years of service, degree of responsibility, and manner of performance.

- a. Presidential Recognition Upon Retirement from Military Service. A Letter of Appreciation signed by the President will be presented to each soldier who retires from active Federal service after at least 30 years or the ARNG with 30 or more years of service for non-regular retired pay. The 30 or more years of creditable service for retired pay is any combination of active service (active Federal service or Selected Reserve service). Soldiers who retire from active duty with 20 or more years of active Federal service plus Selected Reserve service to equal 30 years total will also receive a Presidential letter of appreciation upon retirement. Request for Presidential Letter of Appreciation will be submitted to LANG-DHR-M in format prescribed in Appendix K so as to arrive not later than 90 days prior to the soldiers actual retirement date.
- b. Requests for Minuteman Plaque and retirement certificates will be submitted to LANG-DHR-M in format prescribed in Appendix J so as to arrive not later than 45 days prior to the soldier's actual retirement date.

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1-15. **Processing of Recommendation for Award.**

a. Federal Awards and Decorations (Army National Guard).

(1) Recommendation for award of the Meritorious Service Medal, Army Commendation Medal and the Army Achievement Medal will be submitted to the appropriate approval authority using DA Form 638.

(a) When preparing recommendation for award, particular attention should be paid to the preparation of the proposed citation. It is the responsibility of the recommending and forwarding officials to insure that the proposed citation is written to standard and accurately reflects what is to be transcribed to the award certificate.

(b) The proposed -citation for the Meritorious Service Medal, Army Commendation Medal and Army Achievement Medal are limited to a maximum of four lines, except retirement awards which may be six lines in length. Abbreviations should not be used in the proposed citation.

(2) When the recommendation for award is outside the command channels of the individual being recommended, the recommendation will be submitted to the individual's battalion and/or major command commander for approval and processing. The award will be awarded by the appropriate approving authority.

(3) After review/recommendation by major command commander, recommendations for award of the Meritorious Service Medal will be forwarded to LANG-DHR-M.

(4) Recommendations which must be approved by The Adjutant General, must reach LANG-DHR-M at least 30 days prior to desired presentation date. Desired presentation date will be entered in the upper right corner of the DA Form 638.

(5) Sample DA Form 638 and sample citations can be found in Appendix E and H of this regulation.

(6) Recommendation for award of the Legion of Merit will be submitted on DA Form 638 and completed in accordance with AR 600-8-22.

b. Federal Awards and Decorations (Air National Guard). See AFI 36-2803.

C. State Awards and Decorations (Army and Air National Guard).

(1) Recommendations for award of any State award or decoration will be submitted to the appropriate approval authority using LAARNG Form 1-6R (see paragraph 2-14).

A blank LAARNG Form 1-6R, which can be locally reproduced is provided in Appendix L of this regulation.

(a) When preparing recommendation **for award**, particular attention should be paid to the preparation of the proposed citation. It is the responsibility of the recommending and forwarding officials to insure the proposed citation is written to standard and accurately reflects what is to be transcribed to the award certificate.

(b) The proposed citation is limited to a maximum of four lines, except retirement awards which may be six lines in length. No abbreviations will be used in the proposed citation.

(2) When the recommendation for award is outside the command channels of the individual being recommended, the recommendation will be submitted to the individual's battalion and/or major command commander for approval and processing.

(a) After review/recommendation by the major command commander, recommendations -for awards other than the Louisiana Commendation Medal will be forwarded to LANG-DHR-M (Army National Guard).

(b) Recommendations which must be approved by The Adjutant General must reach LANG-DHR-M at least 30 days prior to the desired presentation date (Army National Guard).

(3) All recommendations for award of the Louisiana Recruiting Ribbon and the Louisiana Retention Ribbon will be forwarded to the State Recruiting and Retention Manager for approval. The State Recruiting and Retention Manager will forward recommendations to LANG-DHR-M for processing (Army National Guard).

(4) Sample LAARNG Form 1-6R and citations can be found in Appendix F of this regulation.

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d Recommendations for federal or state awards and decorations not meeting the standards will be returned without action.

1-16. **Announcement of Awards.**

a. Decorations. Awards will be announced in Permanent Orders on DA Form 638, Part V (Army National Guard), P-Series.

b. Special Orders (Air National Guard for Louisiana Commendation Medal) or on LAARNG Form 1-6R, Part D.

c. Service medals and service ribbons are administratively awarded to individuals who qualify under the provisions of this regulation. Orders are not required.

1-17. **Presentation of Awards.** To be fully effective an award must be timely. Military decorations will be presented with an appropriate air of formality and with fitting ceremony, including the use of troops, when practical, within thirty days after approval or announcement of the award.

1-18. **Recording of Awards.**

a. Louisiana Army National Guard.

(1) Each award of a Federal medal, ribbon, or badge will be recorded as prescribed by NGR 640-2-1.

(2) Each award of a State medal, ribbon, or badge will be recorded in Item 27, DA Form 2-1. Entries will be posted in pencil.

b. Louisiana Air National Guard. Each award of a medal, ribbon, or badge will be posted as prescribed in AFI 36-2608.

c. DA Form 638 will be filed as prescribed by AR 640-10 for Army National Guard. P-Series order will be filed as prescribed by AF! 36-2608 for Air National Guard.

d. LAARNG Form 1-6R will be filed in the Military Personnel Records Jacket (Army); filed as background material to special order in documentation files (Air).

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1-19. Supply and Requisitioning of Awards.

a. Federal awards and service ribbons must be requisitioned through normal supply channels. Green (Army) or Blue (Air) award folders may be obtained from Self Service Supply Center (SSSC) .

b. Decorations will automatically be issued by this headquarters for awards made by The Adjutant General.

c. Requests for service ribbons will be submitted to this headquarters, ATTN: LANG-DHR-M. Requests must include individual's name, rank, period of award and distinction must be made as to the first award, second award, etc.

d. Louisiana Commendation Medal.

(1) Approving authority is responsible for preparation of certificate and completion of LAARNG Form 1-6R, to include Permanent Order number (Army) or Special Order number (Air)

(2) Certificate is then submitted to LANG-DHR-M for review and obtaining The Adjutant General's signature (Army National Guard).

(3) Upon completion, certificate, folder and medal will be returned to approving authority.

(4) Blank certificates may be obtained by contacting LANG-DHR-M.

e. The Louisiana Minuteman Plaque may be obtained by submitting a memorandum to this headquarters, ATTN: LANG-DHR-M. Request should include individual's name, rank, unit, and years of service to the Louisiana National Guard. Request must be submitted so as to arrive not less than thirty days from individual's retirement date.

CHAPTER 2

DECORATIONS

2-1. **Purpose.** Military decorations are awarded on a restricted individual basis in recognition of and as a reward for heroic, extraordinary, outstanding and meritorious acts, achievements, and services.

2-2. **-Decorations Authorized and Order of Precedence.**

a. Federal Decorations. See AR 600-8-22, AR 670-1, and AFI 36-2903.

b. Louisiana State Decorations.

(1) The Louisiana-Medal of Honor

(2) The Louisiana Distinguished Service Cross~;

(3) The Louisiana Distinguished Service Medal

(4) The Louisiana Legion of Merit

(5) The Louisiana Cross of Merit

(6) The Louisiana'Commenda-1--ion Medal

(7) The Louisiana Achievement Ribbon

(8) The Louisiana Recruiting Ribbon

(9) The Louisiana Retention Ribbon

(10) The Louisiana National Guard Distinguished Civilian Service Medal.

2-3. **Personnel Eligible.** Decorations are awarded primarily to military personnel assigned in an active status in a unit of the Army or Air National Guard of the State of Louisiana, or assigned thereto from the active A.-my or Air Force on advisor duty or other official capacity.

2-4. Criteria

a. The Louisiana Medal of Honor

(1) Eligibility. The Louisiana Medal of Honor will be awarded by joint resolution of the Louisiana Legislature to any person who served honorably in the active Louisiana National Guard while in State service and who during this period of honorable service distinguished himself conspicuously by gallantry at the risk of his own life, so conspicuous as to clearly distinguish himself for gallantry above his comrades, the omission of which would not subject him to censure for failing in the performance of duty.

(2) Recommendation and presentation.

(a) Recommendation must be based on the statement of a person or persons having personal knowledge, preferably his immediate commander. The act must be described in detail, with proof in the form of affidavits from civilians and military eyewitnesses. Basic recommendation will show the exact status of the person being recommended at the time of the performance and a specific statement that his entire Service in the Louisiana National Guard has been honorable. Recommendations will be submitted through command channels to the Director of Human Resources.

(b) Recipient of the Louisiana Medal of Honor will be ordered to the State Capitol and presentation will be made by the Governor, State of Louisiana, in the presence of a joint session of the legislature.

(c) No more than one Louisiana Medal of Honor shall be awarded to a member of the Louisiana National Guard.

b. The Louisiana Distinguished Service Cross. The Louisiana Distinguished Service Cross will be awarded by the Governor or the Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard and who during this period of honorable service distinguished himself by extraordinary heroism not justifying the award of the Louisiana Medal of Honor. 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 his comrades.

c. The Louisiana Distinguished Service Medal. The Louisiana Distinguished Service Medal will be awarded by The Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard and who during this period of honorable service performed exceptionally meritorious duty of great responsibility; or who by unselfish and untiring activities in connection with the Military Department rendered a distinct service in furthering the security and welfare of the state. The performance must be such as to merit recognition for service which is clearly exceptional. Exceptional performance of normal duty will not alone justify an award of this decoration.

d. The Louisiana Legion of Merit. The Louisiana Legion of Merit will be awarded by the Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard and who during this period of honorable service distinguished himself by exceptionally meritorious conduct in performance of outstanding achievement or service. The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner. Exceptional performance of duties normal to the grade, branch, specialty or assignment, and experience of an individual is not an adequate basis for this award. However, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

e. The Louisiana Cross of Merit.

(1) The Louisiana Cross of Merit will be awarded by The Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard and who during this period of honorable service distinguished himself by exceptional heroism, meritorious achievement, or meritorious service. The performance must be such as to merit recognition of the individual's service which is clearly exceptional. The required achievement or service while of lesser degree than that required for award of the Louisiana Distinguished Service Medal, must nevertheless have been meritorious and accomplished with distinction. The Louisiana Cross of Merit will not be awarded to general officers.

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(2) Recommendation and Presentation.

(a) It is particularly desirable that emphasis be placed on the award of this decoration to outstanding key individuals, company grade officers, warrant officers, and enlisted personnel whose achievement and services meet the prescribed standards.

(b) This award may be made for acts of heroism performed which are of lesser degree than that required for award of the Louisiana Medal of Honor. When awarded for heroism, a bronze letter "V" will be attached to the center of dress and service ribbons.

f. The Louisiana Commendation Medal. The Louisiana Commendation Medal may be awarded to members of the Louisiana National Guard who have distinguished themselves by meritorious service or meritorious achievement. Award may be made to individuals not members of the Louisiana National Guard who have distinguished themselves by extraordinary achievement or service which has been a benefit to the Louisiana National Guard.

g. The Louisiana Achievement Ribbon. The Louisiana Achievement Ribbon is awarded by the Battalion Commander or Major Command Commander, upon recommendation, to any enlisted member of the Louisiana National Guard in grades E1 through E7 who have distinguished themselves by meritorious achievement or meritorious service of a lesser degree than that-- required for award of the Louisiana Commendation Medal. The performance during the period of achievement or service must have been such as to merit recognition and accomplished with distinction.

h. The Louisiana Recruiting Ribbon. The Louisiana Recruiting Ribbon will be awarded by The Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard and who during this period of honorable service distinguished himself by exceptionally significant achievement in the area of strength combat readiness. The performance must have been such as to merit recognition of the individual achievement, which is clearly exceptional.

i. The Louisiana Retention Ribbon. The Louisiana Retention Ribbon will be awarded by The Adjutant General, upon recommendation, to any person who served honorably in the active Louisiana National Guard, and who during this period of honorable service distinguished himself by exceptionally significant achievement in the area of retention, management of personnel resources, or resolution of those impediments to retention of

the quality soldier. The Louisiana Retention Ribbon is also an appropriate award for those citizens who have actively supported the Louisiana National Guard in the area of the Family Assistance Program and the Employer Support of the Guard and Reserve. The performance, as stated in the recommendation, must have been such as to merit recognition of the individual achievement which is clearly of an exceptional nature.

j. The Louisiana National Guard Distinguished Civilian Service Medal. The Louisiana National Guard Distinguished Civilian Service Medal will be awarded by The Adjutant General, upon recommendation, to a-civilian who has rendered exceptionally meritorious service in furthering the security and welfare of the State of Louisiana. The performance must be such as to merit recognition for service which is clearly exceptional.

2-5. Approval for State Decorations.

a . A separate recommendation will be submitted for each proposed award and only one proposed awardee will be named in a single recommendation.

b. All State decorations except the Louisiana Commendation Medal and the Louisiana Achievement Ribbon will be approved and awarded by The Adjutant General.

C. Authority to approve and award the Louisiana Commendation Medal for personnel of their commands is delegated to commanders of Troop Command, 204th Air Traffic Services Group, 225th Engineer Group, 256th Infantry Brigade, Chief of Staff Army National Guard and Commander Louisiana Air National Guard.

d. Authority to approve and award the Louisiana Achievement Ribbon for personnel of their commands is delegated to battalion and major command commanders, Chief of Staff Army National Guard and Commander Louisiana Air National Guard.

CHAPTER 3

SERVICE RIBBONS

3-1. **Purpose.** Service ribbons denote honorable performance of military duty within specified limited time periods and circumstances.

3-2. **Authority to Award.** Authority to award Louisiana service ribbons is delegated to unit commanders by The Adjutant General and will be processed in accordance with paragraph 1-16b and 118 of this regulation.

3-3. **Federal Service Ribbons.** Federal service ribbons will be awarded and worn in accordance with AR 600-8-22, AIR 670-1, AFI 36-2803 and AFI 36-2903.

3-4. **Order of Precedence.** Louisiana service ribbons are ranked in the following order of precedence when worn or displayed.

- a. The Louisiana War Cross
- b. The Louisiana Cold War Victory Ribbon and Medal
- c. The Louisiana Emergency Service Ribbon and Medal
- d. The Louisiana Counterdrug Service Ribbon
- e. The Louisiana General Excellence Ribbon and Medal
- f. The Louisiana Longevity Ribbon and Medal

3-5. **The Louisiana War Cross.**

a. The Louisiana War Cross will be awarded to any member of the Louisiana National Guard who enters active duty and serves honorably for a period of at least ninety days during a national emergency, during a presidential call-up to protect national security interests and/or during a period beginning with the declaration of war or the first day of actual hostilities.

b. Successive award of the Louisiana War Cross will be indicated by award of a Fleur-de-Lis.

c. Individuals who have received higher than Company level UCMJ proceedings, while on active duty, are not eligible.

3-6. The Louisiana Cold War Victory Ribbon and Medal.

a. The Louisiana Cold War Victory Ribbon will be awarded to any member or former member of the Louisiana National Guard who served honorably for a period of at least eighteen months during the Cold War era, 8 May 1945.to 25 December 1991. This award was established on 1 July 1999, for those volunteers who served honorably during the Cold War era to uphold the country's freedom in the face of a large and menacing enemy. The United States during that period of time was under a constant threat from the Soviet Union, which was pledged to destroy the Western way of life, and was the largest and most foreboding enemy the United States has ever faced.

b. Time served must be consecutive.

c. Only one award of the Cold War Victory Ribbon is authorized.

3-7. The Louisiana Emergency Service Ribbon and Medal.

a. The Louisiana Emergency Service Ribbon will be awarded to any member of the Louisiana National Guard who, upon being called into state service for a tour of state emergency duty, as declared by the Governor of Louisiana, served honorably until relieved from such duty. Tours of duty justifying the award of this ribbon are listed in Appendix C of this regulation.

b. Successive award of the Louisiana Emergency Service Ribbon will be indicated by award of a Fleur-de-Lis..

3-8. The Louisiana Counterdrug Service Ribbon.

a. The Louisiana Counterdrug Service Ribbon will be awarded to any member of the Louisiana National Guard who serves a minimum of ninety consecutive calendar days, on active duty, performing counterdrug support missions. Duty must have been performed in an exemplary manner in one of the National Guard Bureau Counterdrug Mission categories.

b. This service ribbon will be awarded by the Louisiana National Guard Counterdrug Coordinator, in a signed memorandum identifying the person awarded and the period served. This memorandum shall serve as authorization for wear.

c. This is a one-time award and will not be duplicated or have appurtenances appended for multiple periods of eligibility.

d. The awarding of this ribbon may be made retroactive to reflect service from 1 January 1989.

3-9. The Louisiana General Excellence Ribbon and Medal.

a. The Louisiana General Excellence Ribbon will be awarded to any enlisted or former enlisted member of the active Louisiana National Guard who meets the following criteria:

(1) Completed four continuous years of active (enlisted) honorable service.

(2) Has willingly complied with the demands of the military environment, has been loyal and obedient to his superiors, and has faithfully supported the goals of his organization and the Louisiana National Guard.

(3) Has no record of disciplinary punishment during such period of service.

b. Successive award of the Louisiana General Excellence Ribbon will be indicated by award of a Fleur-de-Lis.

3-10. The Louisiana Longevity Ribbon and Medal.

a. The Louisiana Longevity Ribbon will be awarded to any member or former member of the active Louisiana National Guard who has served honorably and satisfactorily for a period of five years.

(1) In computing service for longevity, for service performed on or after 1 July 1949, a member must accumulate a minimum of fifty retirement points each anniversary year.

(2) Active Federal service resulting from entry as a member of the Louisiana National Guard will be counted as creditable.

b. Successive award of the Louisiana Longevity Ribbon will be indicated by award of a Fleur-de-Lis.

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c. The thirty-five and forty year Louisiana Longevity Medals will be awarded based on the same criteria used in awarding the Louisiana Longevity Ribbon.

3-11. **Minuteman Plaque.**

a. A minuteman plaque will be awarded to members of the Louisiana National Guard -upon their retirement or separation from the Louisiana National Guard.

(1) The minuteman plaque is awarded in recognition of fifteen or more years of creditable service for retirement or twenty or more years of creditable service for separation.

(2) A minimum of five of the creditable years of service must have been as a member of the Louisiana National Guard.

b. The plaque should be presented at a formal and appropriate ceremony.

c. Request for Minuteman Plaque will be submitted in accordance with Appendix J of this regulation.

CHAPTER 4

BADGES AND TABS

4-1. **Purpose.** The purpose of awarding badges is to provide for public recognition by tangible evidence of the attainment of a high degree of skill, proficiency, and excellence in tests and competition as well as in the performance of duties.

4-2. **Types of Badges and Tabs.**

a. Army National Guard.

(1) Combat and Special Skill Badges. Refer to AR 6008-22.

(2) Marksmanship Badges. A basic marksmanship badge is awarded to indicate the degree in which an individual has qualified in a prescribed record course and an appropriate bar is furnished to denote each weapon with which he/she qualified. Each bar will be attached to the basic badge which indicates the qualification last attained with the respective weapon. Basic Qualification badges are of three classes: expert, sharpshooter, and marksman.

b. Air National Guard. Refer to AFI 36-2923.

4-3. **Authority to Award.**

a. Army National Guard.

(1) Expert Infantryman Badge may be awarded by the Commander, 256th Infantry Brigade to qualified personnel in the command.

(2) Marksmanship Qualification Badges may be awarded by any commander in the grade or position of Lieutenant Colonel or higher.

(3) Driver and Mechanic Badge. Refer to AR 600-8-22.

(4) Army National Guard Recruiter Badges. Refer to NGR 672-2.

b. Air National Guard. Refer to AFI 36-2923.

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4-4. The Washington Artillery Color Guard Badge.

a. Color Guard Membership Criteria.

- (1) Must be a member of the 1st Battalion 141st Field Artillery.
- (2) Maintain qualification in MOS, Army Physical Fitness Test and weapons qualification. Maintain height and weight standards of AR 600-9.
- (3) Must be a satisfactory participant with no disciplinary actions.

b. Color Guard Badge Criteria.

- (1) Maintain color guard membership criteria.
- (2) Participate as an active member of the color guard for at least one year and participate in at least ten functions within that year.
- (3) Maintain a perfect attendance record for all functions assigned.
- (4) Complete a Drill and Ceremonies exam (written and practical) with a passing grade of at least 90%.

c. Failure to comply with any of the above mentioned criteria will result in removal from the color guard.

d. Authority to award the Washington Artillery Color Guard Badge is delegated to the Battalion Commander, 1st Battalion 141st Field Artillery.

CHAPTER 5

APPURTENANCES

5-1. **General.** Appurtenances are devices affixed to service or suspension ribbons or worn in lieu of medals or ribbons. They are worn to denote additional awards, participation in a specific event, or other distinguished characteristics of the award.

5-2. **Service Ribbons.** Service ribbons mounted on bars equipped with attaching devices are issued for wear.

5-3. **Miniature Decorations and Service Ribbons.** Miniature decorations and service ribbons are replicas of regular size medals, made to scale of one half the size of the original. Except for the Medal of Honor, of which there is no miniature, only miniature decorations and service medals are authorized for wear on the mess and evening mess uniforms. Full size medals, service and training ribbons, and U.S. and foreign unit award emblems will not be worn when miniature medals are worn. Only the dress miniature size of combat and special skill badges will be worn with miniature medals. Refer to AR 670-1 and AFI 36-2903 for wearing of miniature decorations and service medals.

5-4. **The Louisiana Fleur-de-Lis**

a. The bronze Fleur-de-Lis will be awarded in lieu of each subsequent award of a Louisiana decoration or service ribbon.

b. The silver Fleur-de-Lis will be worn in lieu of five bronze Fleur-de-Lis.

5-5. **"V" Device.** The V device is a bronze letter "V". It is presented to denote an award for heroism (valor).

CHAPTER 6

CERTIFICATES AND LETTERS

6-1. Purpose. This chapter outlines the policies and procedures governing eligibility criteria and issuance of various certificates and letters.

6-2. Prohibitions and Exceptions.

- a. Embossed or engraved certificates other than those specifically authorized by the Secretary of the Army or The Adjutant General will not be issued.
- b. Letters, which are typed, multilithed, or multigraphed on letterhead stationery and which contain no formalized printing, seals and other distinctive features which depart from normal letter form may be issued without such approval.
- c. The social security number will not be entered on certificates due to the provisions of the Privacy Act.

6-3. Certificates for Decorations. A certificate will be presented with each award of an authorized military decoration. Awards certificates will be issued without reference to numbered oak leaf cluster or Louisiana Fleur-de-Lis. The date(s) of the act, achievement or service of the recipient will be inserted on the certificate in the appropriate spaces. Certificates will be prepared in accordance with Appendix H of this regulation.

6-4. Certificates for Badges. Commanders authorized to award badges may issue, simultaneously, appropriate certificates of achievement to persons under their command who have qualified for the respective badges. The certificate also may bear a citation which will follow closely the prescribed eligibility requirements for the respective badge.

6-5. Certificate of Achievement. Commanders may recognize periods of faithful service, acts, or achievements which do not meet the standards required for decorations by issuing to individual United States Military personnel, a DD Form 2442 (Certificate of Achievement) or a Certificate of Achievement of local design. Refer to AR 600-8-22/AFI 36-2803 for specific criteria and requirements.

6-6. National Guard Bureau Certificate of Service, NGB Form 35.

A Certificate of Service is issued to individuals upon their retirement or transfer from the Army or Air National Guard in recognition of more than twenty years of honorable or faithful service in the armed forces of the United States, at least ten of which were in the Army or Air National Guard. Refer to NGR 672-5/ANGR 35-02.

6-7. Certificate of Retirement, DD Form 363A. A Certificate of Retirement is issued to individuals -upon their retirement from the Army National Guard.

6-8. Certificate of Appreciation for Service in The Armed Forces of the United States. A Certificate of Appreciation for Service in the Armed Forces of the United States is issued to individuals upon their retirement from the Army National Guard.

6-9. Certificate of Appreciation for Spouses. A Certificate of Appreciation is issued to the spouse of each, individual retiring from the Army National Guard.

6-10. Patriotic Service Award Certificate. A Patriotic Service Award Certificate may be presented to individuals/organizations in recognition of outstanding service to the Louisiana Army National Guard. Certificates may be requested by memorandum to LANG-DHR-M containing awardee's name and organization, if applicable, date to be presented and signature block of individual presenting the certificate (preferably the commander). Refer to Appendix I of this regulation for sample certificate.

6-11. State of Louisiana Army and Air National Guard Certificate of Appreciation. The State of Louisiana Army and Air National Guard Certificate of Appreciation may be presented to individuals/organizations in recognition of outstanding service or support to the Louisiana National Guard. Certificates may be requested by memorandum to LANG-DHR-M containing awardee's name and organization, if applicable, date to be presented and signature block of individual presenting the certificate (preferably the commander). Refer to Appendix G of this regulation for sample certificate.

6-12 Letters of Commendation and Appreciation. Acts or services, which do not meet the criteria for decorations or the various authorized certificates, may be recognized by written or oral expressions of commendation or appreciation. A written expression of commendation or

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appreciation will be typed on letterhead stationery and will not contain formalized printing, seals, or other distinguishing features which depart from normal letter form. Such letters may be issued to military personnel. Copies of each letter or commendation or appreciation will be distributed to the individual's Military Personnel File. Letters of commendation and appreciation may be awarded to individual civilians or to civilian groups.

6-13. **Certificate of Training.** A DA Form 87 (Certificate of Training) is authorized for use in recognition of accomplishment in training courses. The form will be completed in single copy. The length of the course in hours, days, weeks, or months will be entered underneath the name of the course. It is recommended that, when possible, certificate be presented with appropriate ceremony, particularly in instances in which the duration of the course is 40 hours or more.

CHAPTER 7

UNIT AWARDS

7-1. **Purpose.** Awards are made to organizations when the meritorious service performed is a result of group effort.

7-2. **Announcement of Awards.** All awards approved by the Chief, National Guard Bureau will be announced as outlined in NGR 672-1. Awards approved by The Adjutant General will be announced in Permanent Orders published by this headquarters. Federal awards approved for Air National Guard Units will be announced by approval authority as prescribed in AFI 36-2803 and AFI 36-2805. Awards approved by the Commander, Louisiana Air National Guard will be announced in orders prescribed by that headquarters.

7-3. **Presentation of Awards.** Awards will be presented at an appropriate formal ceremony at the earliest practicable date after the award is announced.

7-4. **Supply of Unit Awards.** Unit awards will be issued by this headquarters with appropriate announcement.

7-5. **Display.** Unit awards will be displayed in accordance with AR 600-8-22 and AFI 36-2803 and AFI 36-2805.

7-6. **Records.**

a. Appropriate documents concerning unit awards will be placed in the unit's organizational history file.

b. The commander will insure that entry is made in appropriate personnel records when an individual in his command is awarded or receives a unit decoration.

c. Units are encouraged to include a by name Memorandum for Record in each individual's Military Personnel Records Jacket (Army) or documentation file (Air) that includes type award, date of award, and reason for award.

7-7. **United States Unit Awards.** United States unit awards will be awarded in accordance with AR 600-8-22 and AFI 36-2803, AFI 36-2805 and other AFI 36 series (as appropriate).

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7-8. National Guard Bureau Awards

a. National Guard Bureau awards are presented annually to outstanding Army and Air National Guard units and individuals by the Chief, National Guard Bureau and The Adjutant General.

b. Recommendations for Army National Guard awards will be submitted through channels so as to reach this headquarters not later than 30 days subsequent to the suspense date in NGR 672-1.

c. Air National Guard units are eligible for unit and individual trophies and awards as set forth in AFI 36 series instructions and as announced by Chief, National Guard Bureau.

d. Criteria

(1) The Army National Guard Superior Unit Award. Refer to NGR 672-1.

(2) The Eisenhower Trophy. Refer to NGR 672-1.

(3) The National Guard Association Trophy, The Pershing Trophy, and the National Guard (State) Trophy. Refer to NGR 672-1.

(4) The Itschner Award. Refer to NGR 672-1.

(5) The Sturgis Medal. A National Guard Bureau selection board will convene annually. Major Commands will submit nomination packets prepared in accordance with Chapter 6, NGR 672-1. Packets will be submitted to the State Command Sergeant Major so as to arrive no later than 1 December of the calendar year preceding the year the award is to be presented, e.g. when the award is to be presented in 1999, the packet will be submitted in 1998.

(6) The Milton A Reckford Trophy. Refer to NGR 672-1.

(7) The Walter T Kerwin Readiness Award. Refer to NGR 672-1.

(8) The National Guard Bureau Award for Efficiency in Maintenance. Refer to NGR 672-1.

(9) The Erickson Trophy. Refer to-NGR 672-1.

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- (10) Association of The United States Army Award. Refer to NGR 672-11.
- (11) Chief's Strength Maintenance Awards. Refer to NGR 672-1.
- (12) Armor Leadership Award. Refer to NGR 672-1
- (13) The Francis S. Greenlief Award for Excellence in Army National Guard Aviation. Refer to NGR 672-1.
- (14) The Army National Guard Safety Award of Merit and the Army National Guard Safety Award of Honor. Refer to NGR 672-1.
- (15) The Army National Guard Distinguished Safety Awards (Aviation and Motor Vehicles). Refer to NGR 672-1.
- (16) Director's Award for Energy Conservation. Refer to NGR 672-1.
- (17) Philip A Connelly Award for Excellence in Army Food Service. Refer to NGR 672-1.
- (18) The General Douglas MacArthur Leadership Award. A National Guard Bureau selection board will convene prior to 1 February annually. Major Commands will submit one nomination packet prepared in accordance with Chapter 19, NGR 672-1. Packets will be submitted to LANG-DHR-M so as to arrive no later than 1 December of the calendar year preceding the year the award is to be presented, e.g. when the award is to be presented in 1999, the packet will be submitted in 1998.
- (19) Army National Guard Environmental Awards. Refer to NGR 672-1.
- (20) Chief of Staff, Army, Supply Excellence Award (SEA). Refer to NGR 672-1.
- (21) The Major General William L Sibert Awards. Refer to NGR 672-1.

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7-9. National Guard Unit Award/F. Edward Hebert Meritorious Unit Commendation

a. Eligibility. All units of the Louisiana National Guard are eligible. Only in rare cases will a unit larger than battalion or squadron qualify for this award.

b. Criteria. The F. Edward Hebert Meritorious Unit Commendation is awarded to units for exceptionally meritorious conduct in performance of outstanding service during the period of a tour of State emergency duty. Service in the emergency area is not required, but must be directly related to the emergency effort. The unit must display such outstanding devotion and superior performance as to set it apart and above other units with similar missions. The degree of achievement required is the same as that which would warrant award of the Louisiana Cross of Merit to an individual.

c. Components.

- (1) Meritorious Unit Emblem.
- (2) Certificate to Unit.

d. Recommendation for award. Memorandums of recommendation will be initiated by a senior headquarters to the unit recommended and will be submitted as promptly as practicable, supported by the following data, through command channels to LANG-PTO.

- (1) List of tasks performed during the period.
- (2) Any other pertinent information.
- (3) A proposed citation.

e. Authority for Wear. Authorized for wear by any individual who was assigned to and present for duty with the unit at any time during the period cited or who was attached by competent orders to and present for duty with the unit during the entire period.

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7-10. Family Day Activities.

Purpose. The purpose of Family Day is to designate one unit training assembly annually for appropriate ceremonies at which unit personnel are presented awards and decorations and unit achievements are recognized. It is designed so as to afford units an opportunity to entertain the families of its personnel, distinguished guests, and community leaders and to give them an insight into goals and accomplishments of the unit.

b. Responsibility. Unit commanders will designate one unit training assembly annually as Family Day.

c. Procedures.

(1) Family Day will be held during one inactive duty training period, preferably on Sunday.

(2) Type of ceremony to be conducted will be at the discretion of the unit commander. Guidelines for conducting ceremonies are set forth in FM 22-5 and AFR 50-14.

(3) Distinguished guests, community leaders and families of unit personnel are to be invited.

(4) A printed Family Day brochure depicting the sequence of events and unit history is appropriate for distributing to the guests.

(5) Following the ceremony, it is appropriate to invite honorees, their families and guests to a unit luncheon, refreshments, reception, etc. Expenses may be defrayed out of unit fund allocations.

d. Publicity. Unit Information Officer/NCO will release news stories on Family Day activities with invited news media representatives.

CHAPTEP, 8

LOUISIANA NATIONAL GUARD HALL OF FAME

8-1. Purpose. The Louisiana National Guard Hall of Fame is established to honor former members of the Louisiana National Guard who have distinguished themselves in their military and/or civilian endeavors.

8-2. The National Guard Hall of Fame Board.

a. A National Guard Hall of Fame Board is established to consider nominations.

b. The composition and duties of the board are as follows:

(1) Members of the board are appointed by The Adjutant General.

(2) The board consists of nine active National Guard members of which no less than three are enlisted personnel. one officer and one enlisted person will be appointed from the Louisiana Air National Guard.

(3) The senior member in rank will serve as President of the Board.

(4) The board will meet at any time deemed necessary by The Adjutant General to consider nominations.

(5) A quorum will consist of two thirds of the board members. Voting will be by secret ballot.

(6) Selection of nominees for admission into the Louisiana National Guard Hall of Fame will be by majority vote of the board⁶

8-3. Criteria.

a. To be eligible for admission into the Louisiana National, Guard Hall of Fame, a nominee must have been a member of the Louisiana National Guard and have served faithfully and honorably as an officer, warrant officer or enlisted person.

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b. The nominee must have had five years of creditable service in the Louisiana National Guard. An individual with less than five years may be nominated if he was discharged or separated due to a physical disability, or death.

c. The service requirements may be waived by the board with the concurrence of The Adjutant General.

CHAPTER 9

WEARING OF DECORATIONS, BADGES, APPURTENANCES AND UNIT AWARDS

9-1. **Purpose.** This chapter covers the decorations, medals, badges, unit awards and appurtenances that are authorized for wear. The term "award" is an all inclusive term covering any decoration, medal, badge, ribbon, or appurtenance bestowed on an individual or unit. The term "ribbon" is an all inclusive term covering that portion of the suspension ribbon of a service medal or decoration worn instead of the service medal or decoration and made in the form of a ribbon bar.

9-2. **Authorization.** AR 600-8-22 and AF1 series provide the authority and qualifying criteria for United States decorations, medals, badges, unit awards and appurtenances. Authority and qualifying criteria for Louisiana decorations and medals, is found in Chapters 2 and 3 of this regulation.

9-3. Wearing of Decorations

a. Manner of Wearing Federal Decorations. Refer to AR 6008-22, AR 670-1, AF! 36-2803 and AF! 36-2903.

b. Manner of Wearing Louisiana Decorations.

(1) Louisiana awards authorized for wear by National Guard personnel, not in service of the United States, will be worn to the left of all decorations and medals awarded by the United States.

(2) Those Louisiana medals worn as a pendant from a neckband will hang over the cravat and under the collar. Other decorations and service medals will be suspended from ribbons and worn from right to left in order of precedence.

(3) Louisiana decorations will be worn in the order of precedence indicated in Chapter 2 of this regulation.

9-4. Wearing of Service Medals and Ribbons,

a. Manner of Wearing Federal Service Medals and Ribbons. Refer to AR 600-8-22, AR 670-1, AFI 36-2803 and AFI 36-2903.

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b. Manner of Wearing Louisiana Service Medals and Ribbons. Louisiana service medals and ribbons will be worn to the left of all Louisiana decorations in the order of precedence indicated in Chapter 3 of this regulation.

9-5. Wearing of Miniature Medals, Appurtenances, Badges, and Tabs

a. Manner of Wearing Miniature Medals. Refer to AR 600-822, AR 670-1, AFI 36-2803 and AFI 36-2903.

b. Manner of Wearing Appurtenances.

(1) Federal decorations, medals and ribbons. Refer to AR 600-8-22, AR 670-1, AFI 36-2803 and AFI 36-2903.

(2) Louisiana Fleur-de-Lis.

(a) A bronze Fleur-de-Lis will be worn affixed to Louisiana decorations or service ribbons to denote each subsequent award, except the Louisiana Medal of Honor.

(b) A silver Fleur-de-Lis will be worn in lieu of -five bronze Fleur-de-Lis.

c. Manner of Wearing Badges and Tabs. Refer to AR 600-822, AR 670-1, AFI 36-2803 and AFI 36-2903.

(1) The Washington Artillery Color Guard Badge is authorized for wear on all uniforms except the Battle Dress Uniform (BDU). Placement on the uniform will be in accordance with policies established by the Battalion Commander, 1st Battalion 141st Field Artillery.

(2) The Washington Artillery Color Guard Badge is authorized for in state wear only. Soldiers scheduled for active duty or active duty for training will be required to remove the badge when in this status.

CHAPTER 10

REPORTS

10-1. **Federal Awards (Army National Guard).**

a. A quarterly report as of 31 March, 30 June, 30 September and 31 December, DA Form 4612-R (Number and Types of Decorations Approved), will be prepared by each command exercising award approval authority to reflect the total number of each award approved within the command.

b. The report will divide each award by grade of recipient and will indicate whether the award is for retirement, service, or achievement. Copy of DA Form 4612-R for reproduction purposes is located in Appendix L of this regulation.

c. Reports will be completed and faxed to LANG-DHR-M during the first week in January, April, July and October of each year.

10-2. **State Awards.** Similar information should be maintained on State awards in the event that a requirement for statistical data becomes necessary.

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The proponent of this regulation is the Director, Human Resources. Users are invited to send comments and suggested improvements on a DA Form 2-28 (Recommended. Changes to Publications and Blank Forms) to: TAG, LLA, ATTN: LANG-DHR

FOR THE COMMANDER-IN-CHIEF:

BENNETT C. LANDRENEAU
Major General, LAARNG
The Adjutant General

GLENN M. APPE
Colonel, GS, LAARNG
Director, Information Management

DISTRIBUTION:
A,G

APPENDIX A

AWARDS AND DECORATIONS

1. The Louisiana Medal of Honor.

a. Medal. The Louisiana Medal of Honor shall consist of a Greek cross, 1 1/2 x 1 1/2 inches. Each arm of the cross shall carry a shield suggesting the domination of the countries having had jurisdiction over Louisiana territory. On the top arm a device symbolic of the United States, on the left arm the shield of the Bourbon Kingdom of France, on the lower arm the tri-color of the French Directory, and on the right arm the shield of the King of Spain. At the center the Seal of Louisiana in gold, planted over the St Andrew's Cross of the Confederacy in blue enamel, the whole encircled with a conventionalized wreath of laurel in green enamel. On each of the elongated triangles in the Cross of St Andrew a star representative of the conflict between the states. The whole mounted on a gold plaque of eight acanthus leaves over a wreath of laurel in green enamel, all in high relief, and the whole 2 1/2 inches in diameter.

b. Dress Ribbon. The medal shall be suspended by a ring from a blood red neckband 1 3/8 inches wide and 28 inches long.

c. Service Ribbon. The service ribbon shall be blood red.

2. The Louisiana Distinguished Service Cross.

a. Medal. The Louisiana Distinguished Service Cross shall consist of a Greek cross in red enamel, 1 1/2 x 1 1/2 inches, the arms of the cross bearing the four significant dates: 1682-the discovery by LaSalle on the top arm; 1718 the settlement by Bienville on the left arm; 1769-the Cession of Spain-on the right arm; 1803-the Cession to the United States-on the lower arm. At the center is the Seal of Louisiana in gold, planted over the Cross of St Andrew in blue enamel, the whole encircled with the conventionalized wreath of laurel in dark blue. At the top of the Greek cross is a "V" device of gold for the medal to be pendant from a neck ribbon.

b. Dress Ribbon. The medal shall be suspended from a dark blue neckband 1 3/8 inches wide and 28 inches long, bordered by 1/8 inch of crimson with three 1/16 inch vertical stripes of white centered 1/8 inch apart.

c. Service Ribbon. The service ribbon shall be dark blue, bordered by 1/8 inch of crimson with three vertical stripes of white centered 1/8 inch apart.

3.' The Louisiana Distinguished Service Medal.

a. Medal. The Louisiana Distinguished Service Medal shall consist of a Greek cross in red enamel, 1 1/2 x 1 1/2 inches, the arms of the cross bearing the four significant dates: 1682-the discovery by LaSalle-on the top arm; 1718-the settlement by Bienville-on the left arm; 1769-the Cession to Spain-on the right arm; 1803-the Cession to the United States-on the lower arm. At the center is the Seal of Louisiana in gold, planted over the Cross of St Andrew in blue enamel, the whole encircled with the conventionalized wreath of laurel in gold. At the top of the Greek cross is a Fleur-de-Lis clasp of gold for the medal to be pendant from a neck ribbon.

b.. Dress Ribbon. The medal shall be suspended from a navy blue neckband 1 3/8 inches wide and 28 inches long, bordered by 1/8 inch of white.

c. Service Ribbon., The service ribbon shall be navy blue, bordered by 1/8 inch of white.

4. The Louisiana Legion of Merit.

a. Medal. The Louisiana Legion of Merit shall consist of a Greek cross in red enamel and the wreath of laurel in red enamel. The medal will have the same distinctive features as the Louisiana Distinguished Service Medal with the exception of a green enamel wreath clasp in place of the Fleur-de-Lis at the top of the Greek cross.

b. Dress Ribbon. The medal shall be suspended from a scarlet ribbon bordered by 1/8 inch of dark, .blue with three 1/8 inch vertical stripes of dark blue centered 1/16 inch apart.

C. Service Ribbon. The service ribbon shall be scarlet, bordered by 1/8 inch dark blue with three 1/8 inch vertical stripes of dark blue centered 1/16 inch apart.

5. The Louisiana Cross of Merit.

a. Medal. The Louisiana Cross of Merit has the same distinctive features as the Louisiana Distinguished Service Medal, with the exception that the wreath of laurel is in green enamel and the Fleur-de-Lis at the top of the Greek cross is omitted.

b. Dress Ribbon. The medal shall be suspended from a white ribbon bordered by 1/8 inch of blue.

C. Service Ribbon. The service ribbon shall be white, bordered by 1/8 inch of blue.

6. The Louisiana Commendation Medal.

a. Medal. The Louisiana Commendation Medal shall be six sided, of bronze, 1 1/4 inches in diameter. The obverse will bear the Seal of the Louisiana National Guard, together with the inscription "Louisiana National Guard Commendation Medal". The reverse will bear the out-line of the State of Louisiana superimposed thereon with the State Capital shown inside the outline, bearing 18 stars, the whole surrounded by a wreath.

b. Dress Ribbon. The medal shall be suspended from a ribbon 1 3/8 inches wide of 1/2 blue and 1/2 gold with three 1/8 inch vertical stripes of red, white, and blue centered thereon.

c. Service Ribbon. The service ribbon will be the same color combination as the dress ribbon, measuring 1 3/8 inches by 3/8 inches.

7. The Louisiana Achievement Ribbon. The service ribbon will be royal-blue bordered by 3/8 inch of white and 1/8 inch of yellow ending in 5/8 inch scarlet.

8. The Louisiana Recruiting Ribbon. The service ribbon shall be forest green bordered by 1/8 inch of black, with a 3/8 inch vertical red stripe flanked by two 1/8 inch red stripes.

9. The Louisiana Retention Ribbon. The service ribbon shall be scarlet, bordered by alternating 1/8 'Inch vertical stripes of royal blue and white.

10. The Louisiana National Guard Distinguished Civilian Service Medal.

a. Medal. The Louisiana National Guard Distinguished Civilian Service Medal shall be bronze, 1 1/2 inches in diameter. The obverse will bear the Seal of the Louisiana National Guard, together with the inscription "Louisiana National Guard Distinguished Civilian Service". The reverse will bear the minuteman, a missile emblematic of the Army National Guard and an aircraft emblematic of the Air National Guard, surrounded by a wreath.

b. Dress Ribbon. The medal shall be suspended from a forest green ribbon, 1 3/8 inches wide bearing three 1/8 inch gold vertical stripes.

c. Service Ribbon. The service ribbon shall be of the same color combination as the dress ribbon measuring 1 3/8 inches by 3/8 inches.

11. The Louisiana War Cross.

a. Medal. The Louisiana War Cross shall consist of a bronze medal 1 1/4 inches in diameter, bearing the Seal of Louisiana superimposed on a Greek cross of red enamel.

b. Dress Ribbon. The medal shall be suspended from a red ribbon bordered by 1/8 inch of white.

c. Service Ribbon. The service ribbon shall be red, bordered by 1/8 inch of white.

12. The Louisiana Cold War Victory Ribbon and Medal.

a. Medal. The allegorical figure of Freedom sits upon a vantage point overlooking a landscape suggestive of the Fulda Gap, the anticipated point of attack by communist forces in Europe during the Cold War. The Fulda Gap thus represents all territory subject to the threat of invasion or war. The sitting figure also alludes to a long-term and watchful military presence. She holds a sheathed Roman sword in her hand, point down. The sword represents military strength, and its being sheathed is symbolic of defensive military action. Her foot rests on a book, representing both history and law. To her right is an American bald eagle grasping a bundle of arrows and an olive branch. The eagle, symbolic of the United States, represents the principles of freedom. The arrows stand for the willingness to use force in support of freedom, and the olive branch alludes to the goal

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of peace. Behind the figure of Freedom, and on the horizon of the landscape in front of her, a sun rising in the east symbolizes the birth of a new era of peace and stability arising from the end of the Cold War. Superimposed over the geographic scene, and below the rising sun, is the inscription, "Promoting Peace and Stability", which is taken from the wording on the Congressional certificate and which identifies the efforts recognized by the medal. The reverse will have in the center of the medal, the inscription, "In Recognition of Your Service", is enclosed within a stylized wreath of laurel, which represents honor. The wreath is tied at its base by a ribbon, the ends of which rise above a shield taken from the coat of arms of the United States. The dates 2 September 1945-26 December 1991, which are taken from the Congressional certificate, appear beneath the inscription.

b. Ribbon. In the center of the ribbon there is a narrow stripe of red, representing courage and the willingness to sacrifice life for freedom. This red stripe is bordered by a narrow stripe of gold, which alludes to honor and achievement. The gold is bordered by black, which stands for the threat of war, and the black is bordered by green, which represents growth, hope, and life. The green is edged in gold, which is bordered by white, the predominant color of the ribbon, and which represents integrity and purity of purpose. The ribbon is edged in gold.

13. The Louisiana Emergency Service Ribbon and Medal.

a. Medal. The Louisiana Emergency Service Medal shall consist of a bronze medal 1 1/4 inches in diameter bearing the Seal of Louisiana with elongated triangles of blue enamel on its diagonals. The star appearing in each triangle recalls the great disaster of the War Between the States. On the reverse is the inscription "Honorable Service to Louisiana".

b. Dress Ribbon. The medal shall be suspended from a yellow ribbon bordered by 1/8 inch of red.

c. Service Ribbon. The service ribbon shall be yellow bordered by 1/8 inch of red.

14. The Louisiana Counterdrug Service Ribbon. The service ribbon shall consist of a 3/16 inch white center bordered on each side by a 1/16 inch blue stripe. The blue stripes shall be bordered by 1/8 inch gray stripes. Gray stripes are bordered by 1/16 inch red stripes, red stripes bordered by 1/16 inch white stripes, white stripes bordered by 1/16 inch red stripes. Red stripes bordered by 1/8 inch gray stripes, gray stripes bordered by 1/8 inch orange stripes on each end.

15. The Louisiana General Excellence Ribbon. The service ribbon shall be gray, bordered by 1/8 inch of blue.

16. The Louisiana Longevity Ribbon. The service ribbon is white, bordered with blue on the right edge and red on the left edge.

APPF.NDIX B

REFEPENCES

1.	AR 600-8-22	Military Awards
2.	AR 670-1	Wearing and Appearance of Army Uniforms and insignia
3.	AR 672-5-2	Illustrations of Awards
4.	AFR 35-7	Service Retirements
5.	AFI 36-2803	Dress and Personal Appearance of Air Force Personnel
6.	AFR 50-14	Drill and Ceremonies
7.	ANGR 900-2	Special Trophies and Awards
8.	AFI 36-2805	Special Trophies and Awards
9.	AFI 36-2903	Individual and Unit Awards and Decorations
10.	FM 22-5	Drill and Ceremonies
11.	NGR 640-2-1	Personnel Records and Identification of Individuals
12.	NGR 672-1	Trophies and Awards
13.	NGR 672-2	Army National Guard Recruiter Badge
14.	NGR 672-5/	
15.	ANGR 35-02	Service Recognition
16.	AFI 36 Series	Federal Decorations and awards for United States Air Force Personnel

1 February 2000

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APPENDIX C

LISTING OF STATE EMERGENCY DUTY TOURS

The following tours of State emergency duty have been so designated by Permanent orders in this headquarters.

Flood Duty	1922
Flood Duty	1927
Flood Duty	1932
Hurricane Disaster, Webster and Bienville Parishes	1933
Riots, Caddo Parish Jail	1934
Custody Registrar of Voters Office, New Orleans	1934
Stabilize/Unsettle Conditions During Election Period	1934
State Capitol Duty, Baton Rouge	1934
Red River Basin Floods	1935
Martial Law, Baton Rouge	1935
Levee Patrols, High Water, Concordia Parish	1937
Cyclone Disaster, Rodessa	1938
Cyclone Disaster, Haynesville	1939
Hurricane Duty, Shreveport	1940
Texas City Catastrophe	1947
Hurricane Disaster, New Orleans and Vicinity	1947
Cotton Valley Tornado	1947-1948
Hurricane Disaster, New Orleans and Vicinity	1948
Port Allen Levee Break	1949
Flood Disaster, Concordia, Catahoula, Caldwell, Avoyelles and Rapides Parishes	1950
Tornado, Jeanerette	1952
Flood Disaster, Statewide	1953
Hurricane Disaster (Flossie), New Orleans and Vicinity	1956
Hurricane Disaster (Audrey), New Orleans and Vicinity	1957
Ingram Oil Refinery Fire, St Bernard Parish	1957
Flood Disaster, Natchitoches and Red River Parishes	1957
Flood Water, Monroe Area	1958
Hurricane Disaster (Hilda), Statewide	1964
Hurricane Disaster (Betsy), Statewide	1965
Civil Rights Marches, Baton Rouge	1967
Civil Disturbance, Grambling College, Ruston	1967
Civil Disorder, Southern University, New Orleans	1969
Civil Disorder, Southern University, Baton Rouge	1969
Civil Disorder, Baton Rouge	1969
Hurricane Disturbance (Camille), Statewide	1969
Disorder Condition, Gas Explosion, Houma	1970
Civil Disturbance, Houma	1970
Tornados, Lake Charles	1971
Civil Disturbance, McCrea	1971
Civil Disturbance, Baton Rouge	1972
Port Allen, Union Strike	1972

Civil Disturbance, Southern University, Baton Rouge	1972
Civil Disturbance, Grambling University, Ruston	1972
Civil Disturbance, Southern University, New Orleans	1972
Civil Disturbance, Southern University, Baton Rouge	1972
Howard Johnson Sniper Incident, New Orleans	1973
Flood Emergency, Morgan City	1973
Flood Emergency, Statewide	1973
Chlorine Barge Incident, Berwick	1973
Tornadoes, DeRidder	1973
Flood Water, Union Parish	1974
Flood Water, Harrisonburg	1974
Flood Water, Sterlington	1974
Tornado, Natchitoches	1974
Hurricane Duty (Carmen)	1974
Flood Water, Statewide	1975
Chlorine Incident, Baton Rouge	1977
Flood Water, Statewide	1977
Flood Water, New Orleans Metropolitan Area	1978
Flood Water, Monroe	1978
Fireman's Strike, Lake Charles	1978
Fireman's Strike, St Bernard Parish	1978
Tornado, Bossier City	1978
Police Strike, New Orleans	1979
Ice Storm, Winnfield-Olla	1979
Flooding, Various Locations	1979
Flooding, Alexandria and Lake Charles	1979
Flooding, Washington and St Tammany Parish	1980
Floodina, Lafourche Parish	1980
Flooding, Various Parishes	1980
Chlorine Gas Incident, Delhi Railroad Derailment	1980
Explosion at Hooker Chemical Plant, Taft	1982
Flood Water, Slidell	1982
Crash of Pan Am Flight 759, Kenner	1982
Severe Cold Weather, Statewide	1982
Delivery of Purified Water, Statewide	1983
Fire Cleanup, Mount Hermon	1983
Flood Assistance, Natchitoches	1983
Relocate Equipment-Angola Project	1983
Delivery of Purified Water, Shady Rest Home and Local Hospitals, Lake Providence	1983
Tornado Cleanup, Thomas (Washington Parish)	1983
Flood Disaster Evacuations and Sandbagging, Southeast Louisiana	1983
Flood Disaster Evacuation, Oakdale	1983
Tornado Cleanup, Olla	1983
Coordinate/Return Tentage from the US Navy at Gulfport MS to New Orleans and Camp Beauregard, Pineville LA	1983
Garbage Removal, Tangipahoa Parish	1983
Tornado Cleanup, Monroe	1983
Provide Sector Lighting and to Patrol Area with Local Law Enforcement Personnel, Laplace	1983

Tornado Cleanup, Ringgold and Coushatta	1984
Garbage Removal, Tangipahoa Parish	1984
Flood Disaster, Allen, Vermillion and Iberia Parishes	1984
Tornado Damages, Coushatta and Ringgold	1984
Flood Duty, South Central Louisiana, New Iberia, Erath Abbeville, Colfax	1984
Water Shortage, Grand Isle	1985
Hurricane Duty (Danny)	1985
Hurricane Duty (Elena)	1985
Hurricane Duty (Juan)	1985
Pine Beetle Battle	1986
Tornado, Chatham	1986
Flood Duty, Tangipahoa Parish	1987
Flooding/Tornado, Central and Northern Louisiana	1987
Oakdale Detention Center	1987
Tornado Cleanup, East Baton Rouge Parish	1989
Flood Duty, Jefferson and St Charles Parishes	1989
Exxon Explosion Cleanup, East Baton Rouge Parish	1989
Flood Duty, Allen Parish	1990
Flood Duty, Washington Parish	1990
Tornado Cleanup, Lincoln Parish	1990
Tornado Cleanup, Terrebonne Parish	1990
Flood Duty, Avoyelles Parish	1990
Flash Flood and Tornado, Coushatta and Red River Area	1990
Flood Duty, Northeast and Southeast Louisiana	1991
Flood Duty, Jefferson Parish	1991
Tornado, Tangipahoa Parish	1992
Medical Support Angola Prison	1992
Flood Duty, St Landry and Evangeline Parishes	1992
Tornado, West Carroll Parish	1992
Hurricane Andrew	1992
Tornado, Bienville Parish	1992
Flood Duty, South Louisiana	1993
Tornado, Jefferson, Lincoln and Sabine Parishes	1993
Flood Duty, Rapides Parish	1993
Ice Storm, North Central Louisiana	1994
Flood Duty, Avoyelles and Calcasieu Parishes	1995
Flood Duty, Southeast Louisiana	1995
Hurricane Opal Preparation	1995
Chemical Spill, Washington Parish	1995
Winter Ice Storm, North Central Louisiana	1996
Civil Rights March, East Baton Rouge Parish	1996
Flood Duty, Lafourche and St Bernard Parishes	1996
Cargo Freighter Collision, Orleans Parish	1996
Winter Storm Preparation, Rapides Parish	1996
Winter Storm Preparation, Calcasieu Parish	1997
Winter Storm Preparation, Rapides Parish	1997
Flood Duty, Union, Ouachita, Catahoula, St Mary West Feliciana, Franklin, Tensas, East Baton Rouge, Concordia, Rapides, Orleans, East Carroll, Sabine, Caddo, Bossier, St Martin, Cameron, Vermillion and Assumption Parishes	1997

Lightning Storm, Allen Parish	1997
Fire, Winn Parish	1997
Severe Thunderstorm, Ouachita Parish	1997
Hurricane Disaster (Danny), Terrebonne, Plaquemines and St Bernard Parishes	1997
Angola Levee Project, West Feliciana Parish	1997
Tornado Relief, St Tammany Parish	1997
Flood Duty, Vernon, St Tammany, Allen, Beauregard, and St Landry Parishes	1998
Storm Relief, Claiborne, DeSoto, Webster, Red River, Sabine, Union and Jackson Parishes	1998
Bayou Chicot State Park Project, St Landry Parish	1998
Levee Repair, Ouachita Parish	1998
Water Support, Avoyelles Parish	1998
Water Support, Concordia, Natchitoches and Claiborne Parishes	1998
Storm Relief, Rapides Parish	1998
State Police Support, East Baton Rouge Parish	1998
Angola Levee Project, West Feliciana Parish	1998
Wade Correctional Facility Project, Concordia Parish	1998
Hay Hauling Project, Rapides, Natchitoches, Red River, Caddo, Sabine and Lincoln Parishes	1998
Hurricane Disaster (Earl), Plaquemine, Assumption, Terrebonne, and St Bernard Parishes	1998
Tropical Storm Francis, Lafourche, Terrebonne, Jefferson, St Charles, St John, Orleans, Livingston, Vermillion and St Bernard Parishes	1998
Iberville Bridge Support, Iberville Parish	1998
Tropical Storm Hermine, St Charles, East Baton Rouge, Terrebonne and Plaquemines Parishes	1998
Raceland Sandbag Support, Lafourche Parish	1998
Hurricane Disaster (George), Plaquemines, St. Johns, Orleans, Assumption, Jefferson, Washington, Terrebonne, East Baton Rouge, St Bernard, Lafourche, St Tammany, St James, St Charles, Ascension, Livingston, Iberville and Tangipahoa Parishes	1998
Water Support, Bossier Parish	1998
Winter Storm Support, Bossier, Caddo, Claiborne, Lincoln, Vernon, Union, Bienville, Ouachita, and West Carroll Parishes	1998
Winter Storm Support, Bossier, Caddo, Claiborne, Lincoln, Vernon, Union, Bienville, Ouachita, and West Carroll Parishes	1999
Flood Duty, Richland, Ouachita, Winn, Madison, East Carroll, Caddo, Natchitoches, DeSoto, Webster and Morehouse Parishes	1999
Tornado, Bossier, Caddo and DeSoto Parishes	1999
Water Support, St Landry Parish	1999
Water Support, Bienville Parish	1999
Hurricane Disaster (Bret), Calcasieu Parish	1999
Water Support, Concordia Parish	1999
Water Support, Winn Parish	1999

RECOMMENDATION FOR AWARD

1. TO	2. FROM	3. DATE
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PART A – SOLDIER DATA

4. BRANCH OF SERVICE	LA ARMY NATIONAL GUARD	LA AIR NATIONAL GUARD	CIVILIAN
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5. RECOMMENDED AWARD # FLEUR DE LIS	6. ACH SVC PCS ETS RET
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7. PERIOD OF AWARD	8. POSTUMOUS?	9. PROPOSED PRESENTATION DATE
a. FROM	b. TO	
YES NO		

10a. NAME (Last, First, Middle)	10b. RANK	10c. SSN
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11. DUTY POSITION / TITLE	12. ORGANIZATION
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13. PREVIOUS AWARDS

14. RECOMMENDER

a. NAME	b. TITLE / POSITION	c. ADDRESS
d. SIGNATURE	e. RANK	

PART B – JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)

15. ACHIEVEMENT #1

16. ACHIEVEMENT #2

17. ACHIEVEMENT #3

18. ACHIEVEMENT #4

19. PROPOSED CITATION

PART C – RECOMMENDATION / APPROVAL

20. Immediate Supervisor / Unit Commander / Staff Officer Recommendation – Unit Level

a. TO	b. FROM	c. DATE
d. RECOMMEND: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME / RANK	f. TITLE / POSITION	g. SIGNATURE
h. COMMENTS		

21 Certification of Eligibility and Data

I certify that this individual is eligible for an award in accordance with AR 600-8-2; and that the information contained in Part A is correct.	g. SIGNATURE	c. DATE
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22. APPROVAL AUTHORITY – Battalion Level

a. TO	b. FROM	c. DATE
d. RECOMMEND: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME / RANK	f. TITLE / POSITION	g. SIGNATURE
h. COMMENTS		

23. APPROVAL AUTHORITY – Major Command

a. TO	b. FROM	c. DATE
d. RECOMMEND: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME / RANK	f. TITLE / POSITION	g. SIGNATURE
h. COMMENTS		

24. APPROVAL AUTHORITY – State Level

a. TO	b. FROM	c. DATE
d. RECOMMEND: APPROVAL UPGRADE TO DOWNGRADE TO DISAPPROVAL		
e. NAME / RANK	f. TITLE / POSITION	g. SIGNATURE
h. COMMENTS		

PART D – ORDERS DATA

25a. ORDERS ISSUING HQ	25b. ORDER NUMBER	26. APPROVED AWARD
	25c. DATE	
27a. NAME (Orders approval Authority)	27b. TITLE / POSITION	28. DISTRIBUTION
27c. RANK	27d. SIGNATURE	