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Adjutant General's Department
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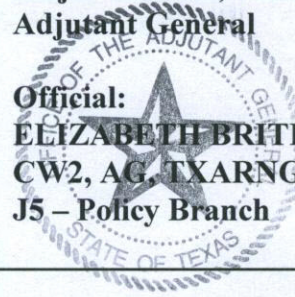
Personnel General

STATE MILITARY AWARDS

By Order of the Adjutant General:

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Summary. This regulation provides Adjutant General's Department policy, criteria, and administrative procedures concerning individual state military decorations; service medals and service ribbons; special skill badges and tabs; identification badges, tabs, and special insignia; certificates, letters, unit awards, and other awards.

Applicability. This regulation applies to active, inactive, and retired military personnel of the Texas Military Forces.

Internal Control Systems. This regulation is subject to the requirements of AR 11-2, but does not contain control measures.

Suggested Improvements. The proponent of this regulation is the Director of Human Resources, J1. Users are invited to send comments and suggested improvements to The Adjutant General of Texas, ATTN: JFTX-J1, P.O. Box 5218, Austin, Texas 78763-5218.

Distribution. A

**This regulation supersedes JFTX Reg 600-8-22, 1 January 2007*

SUMMARY of CHANGE

JFTX 600-8-22
State Military Awards

This rapid action revision, dated 1 August 2009—

- o Updates terminology (throughout publication).
- o Adds Texas Superior Service Medal (Paragraphs 1-18c and 2-7d)
- o Changes Adjutant's General's Staff Identification Badge to Texas Military Forces Joint Staff Badge(Paragraph 1-29d(1)) and (Paragraph 4-7a)
- o Adds Texas Army National Guard Staff Identification Badge (Paragraph 1-29d(2)), (Paragraph 4-7b).
- o Adds CW3 and above and E8 and above to Adjutant's General's Staff and Texas Army National Guard Staff Identification badges (Paragraph 4-7a), (Paragraph 4-7b)
- o Inserts Texas Superior Service Medal into Order of Precedence (Paragraph 2-2b).
- o Adds Texas Homeland Defense Service Medal and Texas Superior Service Medal (Table 2-1).
- o Adds Texas Superior Service Medal (Paragraph 2-7d).
- o Changes Federal Service Medal to Texas Federal Service Medal (Paragraph 3-2b(1), (Paragraph 3-5a), (Paragraph 5-5d) and (Appendix A-2a).
- o Adds Texas Homeland Defense Medal to Order of Precedence (Paragraph 3-2b(4))
- o Changes number of awarded Texas Humanitarian Service Ribbon to one award (Paragraph 3-5c)
- o Changes eligibility for wear of Staff Badges (Paragraph 4-7a)
- o Removes Numerals for subsequent awards of the Texas Humanitarian Service Medal (Paragraph 5-5h)
- o Inserts Authority and Description of Texas Superior Service Medal (Appendix A-1d)
- o Adds description of Texas Military Forces Joint Staff Badge (Appendix A-3a)
- o Description of new Texas Army National Guard Staff Identification Badge changed from Texas Military Forces Joint Staff Badge (Appendix A-3b)
- o Eliminate the issue of Texas Cavalry Medal (Appendix A-2f)

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Chapter 1

INTRODUCTION

Section I **General**

1-1. Purpose. This regulation provides policy, criteria, responsibilities, guidance, and procedures for administering the state military awards program for the Texas Military Forces except annual or other periodic awards. It must be used in conjunction with the references listed below.

1-2. References.

- a. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- b. AR 600-8-22, Military Awards.
- c. NGR 672-1, Trophies and Awards Program for the Army National Guard.
- d. NGR 601-1, Recruiting and Retention Resource Management.
- e. Article 5789, Title 94, Texas State Statutes.
- f. AFI 36-2803, the Air Force Awards and Decorations Program.
- g. TANGI 36-2803 the Texas Air National Guard Awards Decorations Program.
- h. ANGI 33-101, Air National Guard Administrative Orders.
- i. AFI 36-2903, Dress & Personal Appearance of Air Force Personnel.
- j. AFI 36-2805, Special Trophies and Awards Program.

1-3. Objective. The objective of the State Military Forces Awards Program is to provide tangible recognition for acts of heroism not involving actual combat, exceptional service or achievement, and special skills or qualifications.

1-4. Responsibilities.

- a. The Assistant Adjutant General, Army or Air will oversee, monitor, and provide guidance to the program as it pertains to the Texas Military Forces.
- b. The Director of Personnel (JFTX-J1) will administer the program for the Texas Military Forces.

c. The Commander of the Texas State Guard (JFTX-TXSG-CG) will administer the program for the TXSG.

d. The Director of Personnel (JFTX-J1) will purchase State Awards.

e. Commanders at every level will take personal interest and initiative to ensure an active, responsive Texas Military Forces Awards Program.

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

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

a. The order of precedence for wear within the various classes of medals and service ribbons, excluding State of Texas military decorations and service medals and ribbons, is stated in AR 670-1 and AFI 36-2903.

b. The order of precedence within the various classes of State of Texas medals and service ribbons is outlined in Chapters 2, 3, and 4 of this regulation. All state awards follow federal medals in order of precedence.

Section II

Policy

1-7. Who May Recommend. It is the responsibility and privilege 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 through military command channels for consideration.

1-8. Time Limitations. Each recommendation for a State of Texas military decoration must be entered administratively into channels within two years of the act, achievement, or service to be honored.

1-9. Character of Service for Personal Decorations. A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. The determination of "honorable" service will be based on such honest and faithful service as is in accordance with the standards of conduct, courage, and duty required, by law and customs of the service, of a member of the grade to whom the standard is applied. Commanders will ensure this.

a. Individuals on whom favorable personnel actions have been suspended (flagged) will not be recommended for or receive awards, except for Weight Control or Physical Fitness Test (APFT) failure, provided the commander concurs.

b. Other-than-honorable service subsequent to submission of the recommendation for an award is promptly reported to the awards approving authority with a recommendation for appropriate action.

1-10. Character of Service – Badges. A badge will not be awarded to any person who, subsequent to qualification therefore, has been dismissed, dishonorably discharged, or convicted of desertion by court martial.

1-11. 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, except as provided for in paragraph 1-17.

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 device designated to denote successive awards as appropriate to the medal (e.g., oak leaf cluster, numeral, white enameled star) will be awarded, except posthumous awards to next of kin.

Exception is the Lone Star Distinguished Service Medal for which there is only a one-time award.

1-13. Duplication of Awards.

a. Only one state 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 achievement that 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 a second award. If appropriate, an award may be made to include the extended period of service by superseding the earlier award, or the award previously made may be amended to incorporate the extended period of service.

1-14. Military Awards in Connection with Full-time Employment.

a. Decorations should be awarded for acts performed in conjunction with the duties and responsibilities of a military assignment. However, decoration awards may also be made to members of the Texas Military Forces for acts of heroism or meritorious achievement performed in conjunction with the duties and responsibilities of their employment as a National Guard technician, AGR full-time support personnel, or a state employee of the Adjutant General's Department. Unless otherwise authorized by the Adjutant General, recipients must be members of the Texas Military Forces.

b. Commanders, supervisors, and awards boards will exercise caution to assure that award recommendations for acts or achievements performed during such status do not overshadow award recommendations for acts or achievements performed in a military capacity.

1-15. Authority to Wear Awards Presented by Other States. Wear of other state awards on the uniform of the Texas Military Forces is not authorized unless such awards were earned while actually assigned to the National Guard of another state. See paragraph 3-2d for order of precedence when these awards are authorized.

1-16. Recognition Upon Retirement.

a. Period of Service. Each individual approaching retirement may be considered for an appropriate decoration based on grade, years of service, degree of responsibility, and manner of performance. Meritorious service awards may be awarded upon retirement, which may include periods of service longer than that service in the recommending command. It is recommended that such periods be limited to the last 10 years of service. This is not to imply that an extended period of service should be considered for every individual who retires. An extended period should only be considered in those cases where the length or nature of the individual's terminal assignment would not qualify him/her for an appropriate award. It is neither necessary nor desirable to consider an extended period of service when the length and character of service of retirees in their terminal assignments would qualify them for an appropriate award.

b. Recommendations should be forwarded to appropriate approval authority no less than 60 days prior to projected presentation date to permit processing at all levels.

c. Retirement awards for an extended period of service may be exempted from duplication of awards for meritorious service or achievement involving the same period of time by commanders authorized to approve awards. A retirement award for an extended period should not duplicate a period for which a meritorious service award of higher precedence was made.

1-17. Recognition Upon Death, Discharge, or Transfer to the Retired Reserve.

a. Appropriate recognition should be extended to members of the Texas Military Forces who have distinguished themselves in the defense of the United States and Texas over a period of many years and who, by their acts and achievements, have made major contributions to the Texas Military Forces.

b. Members who die while in an active status may be accorded recognition through their next of kin.

c. The criteria in this regulation and the applicable referenced publications will be used to determine the type of recognition to be awarded.

1-18. Presentation of Awards.

a. All awards made to individuals and units of the Texas Military Forces will be presented in a fitting ceremony with an appropriate air of formality and, whenever possible, in the presence of unit personnel.

b. The Governor of Texas or his representative will present the Texas Legislative Medal of Honor and the Lone Star Medal of Valor.

c. A general officer will present the Texas Superior Service Medal, the Lone Star Distinguished Service Medal and the Governor's Unit Citation.

d. The next higher level of command will present all other decorations to which the individual to be decorated is assigned, with the exception of the Adjutant General's Individual Award, which may be presented by the unit commander.

e. The unit commander will present certificates and letters, badges, tabs, and special insignia, unless otherwise prescribed herein.

f. In the act of presentation, a decoration or the ribbon may be pinned on the clothing of the awardees, whether in uniform or civilian clothing, or on the next-of-kin in the case of a presentation following the recipient's death; however, this will not be construed as authority for any person other than the individual honored by the award to wear it. As an alternative to pinning the medal or ribbon, especially to next-of-kin, it may be handed to the recipient in an opened container.

1-19. Forwarding Award Elements.

a. When presentation of an award, except a posthumous award, cannot be made within the command jurisdiction of the awarding officer, the orders announcing the award and supporting papers will be forwarded to the commander having current jurisdiction. When forwarding documentation to the commander having jurisdiction, a copy of transfer orders will be enclosed.

b. If the current assignment of awardees is unknown, the award elements will be individually packaged and forwarded to the Awards Branch (JFTX-J1-AD).

c. When forwarding elements of an award, care must be taken to prevent damage in transit. Documents must be enclosed, without staples or paper clips, between two pieces of heavy cardboard or other firm protective packaging larger than the certificate, and the cardboard and/or packaging securely fastened together before insertion in the mailing envelope.

d. Awards pertaining to individuals who have been retired or discharged from the Texas Military Forces and the TXSG are forwarded directly to JFTX-J1-AD for former Texas National Guard members and to JFTX-TXSG-J1 for former TXSG members.

1-20. Posthumous Awards.

a. Preparation of Award Elements. Orders for awards to individuals who are deceased at the time the award is approved will indicate that the award is being made posthumously. The engraved medal and certificates will not include the word “posthumous”.

b. Presentation of Awards to Next-of-Kin. Presentation will be made to primary next-of-kin in accordance with procedures set forth in paragraph 1-18f. When presentation to next-of-kin cannot be made by the appropriate commander, a report listing the reasons the presentation could not be made, with the awards, certificate, and citation will be forwarded immediately to JFTX-J1-AD. Under no circumstances will commanders forward award elements directly to the next-of-kin.

c. Eligible Classes of Next-of-Kin. Next-of-kin are, in order of precedence, surviving spouse, eldest child, father or mother, eldest sibling, or eldest grandchild. When the Adjutant General's Department determines that an issue of medals will be made posthumously to the next-of-kin, based on information contained in JFTX records, that same order of precedence will be used.

d. Duplicate Issue of Medals to Next-of-Kin. Except as indicated in (e) below, duplicate medals or sets of medals will be issued only to the next-of-kin to which the original medals were issued, but were inadvertently lost or destroyed.

e. When an appurtenance (e.g., oak leaf cluster, numeral, white enameled star) is presented posthumously, it will be appended to the appropriate medal and the complete decoration or service medal, consisting of the medal and appurtenance(s), will be presented to the next-of-kin, rather than the appurtenance alone.

f. Posthumous Award of Badges. When an individual who was qualified for a badge dies before the award is made, the award may be made and the badge presented to the next-of-kin.

1-21. Revocation of Personal Decorations. Once an award has been presented, the awarding authority may revoke it if facts are subsequently determined that would have prevented original approval of the award, had they been known at the time. Failure to be reassigned or separated as originally scheduled does not constitute grounds for revocation of an award that has been presented. The decision to revoke an award may not be delegated by the awarding authority. In making the decision, the awarding authority will consider a statement of concurrence or non-concurrence (with comments) from the individual concerned. Upon revocation, the affected individual will be informed that he/she may appeal the revocation action through command channels to JFTX-J1-AD.

1-22. Revocation of Badges, Tabs, and Special Insignia.

a. Commanders authorized to award special skill badges are authorized to revoke such awards. The appropriate service headquarters will not reinstate an award, once revoked.

b. Revocation of awards of state badges, tabs, and special insignia will be announced in orders, except those revocations that are automatically affected, as prescribed in this regulation, need not be announced in orders.

c. Award of badges, tabs, and special insignia may be revoked under any of the following conditions:

(1) An award of state badges, tabs, and special skill badges are automatically revoked upon dismissal or dishonorable discharge.

(2) See AR 600-8-22 and AFI 36-2803 for the revocation of United States badges and tabs.

d. The Adjutant General of Texas is the revoking authority for State of Texas badges, tabs, and special insignia. Revocation will be announced on a memorandum executed by the Director of Personnel.

1-23. Lost Recommendations. If it is determined that a recommendation for a decoration was properly entered into channels and that no award was made because the recommendation was lost, or through inadvertence the recommendation was not acted upon, the proponent may resubmit the recommendation through command channels to JFTX-J1-AD, as appropriate, together with the following:

a. Conclusive evidence of the formal submission of the recommendation into military channels.

b. Conclusive evidence of the loss of the recommendation or the failure to act on the recommendation through inadvertence.

c. A copy of the original recommendation, or its substantive equivalent. As a minimum, statements, certificates and/or affidavits corroborating the events or services involved should accompany the recommendation. It is emphasized that the proponent must provide information adequate for determination and necessary for evaluation of the deed or services for an award of a decoration. The person signing a reconstructed award recommendation must be identified clearly in terms of his official relationship to the intended recipient at the time of the act or during the period of service recognized.

1-24. Format, Content and Distribution of Orders. Format, content, and distribution of orders will conform to NGR(AR) 310-10 or ANGI 33-101 as applicable.

1-25. Announcement of Revocation of Awards. Revocation of awards will be announced in appropriate orders by the level of command authorized to approve awards.

1-26. Amendment of Orders. Requests for amendment which are forwarded to JFTX-J1-AD must be accompanied by:

a. Copies of orders and citations announcing all previous awards of the same decorations.

b. Statement of concurrence/non-concurrence (with comments) of the individual concerned when requesting revocation of orders announcing an award. Such statements are also

required when requesting amendments of orders announcing an award when such an amendment reduces the number of awards to the individual (e.g., amend third award to read second award).

1-27. Recording awards. Each award or revocation of an award, medal, or badge will be recorded in the qualification records of the individual concerned as prescribed in applicable regulations.

1-28. Supply of State Awards.

a. The following medals, ribbons, appurtenances, and decoration ribbons, certificates and containers, authorized for award by the Adjutant General's Department, are stocked and issued by JFTX-J1-AD:

- (1) State of Texas decorations.
- (2) State of Texas service medals.
- (3) Clasps.
- (4) Oak leaf clusters.
- (5) Acorn clusters.
- (6) Cactus leaf clusters.
- (7) Letter "V" devices.
- (8) Decoration Certificates (State of Texas).

b. The above listed items will be issued as follows:

(1) State of Texas decorations, to include medals, ribbons, appurtenances, and certificates, as authorized for the respective decorations, will be issued automatically for those announced in permanent orders published by JFTX-J1-AD. Permanent orders published by the TXSG and Texas Military Forces command level, will be issued upon receipt of an itemized written request to JFTX-J1-AD.

(2) State of Texas service medals, service ribbons and appurtenances for those awards will be issued upon receipt of a written request through channels to JFTX-J1-AD that orders a specific quantity of each item, based on expected issue during a 90-day period.

1-29. Badges and Appurtenances.

a. United States badges and appurtenances, except those pertinent only to the National Guard, will be requisitioned and issued through normal supply channels as indicated in AR 600-8-22 or AFI 36-2803 as applicable.

b. The National Guard Chief's 50 Marksmanship Badge, medal and embroidered versions, are issued by NGB with the award, as indicated in NGR 672-3/ANGR 900-1.

c. Army National Guard Recruiter Badges are issued by JFTX-ARM-RR, as indicated in NGR 601-2.

d. State of Texas Badges and Appurtenances:

- (1) The Texas Military Forces Joint Staff Identification Badge is issued by JFTX-J1-AD.
- (2) The Texas Army National Guard Staff Identification Badge is issued by JFTX-ARM-G1.
- (3) The Adjutant General's Honor Guard Tab is issued by JFTX-J1-AD.
- (4) The Governor's Twenty Tab is issued by the State Marksmanship Coordinator.

1-30. Determination of Eligibility.

a. Initial Determination. Local commanders will determine eligibility of members of their command for awards from records available to them. When insufficient documentation exists concerning awards to an individual, the commander may request needed information from the appropriate custodian of the individual's Official Military Personnel File (OMPF). When the local commander cannot determine the individual's eligibility for an award based upon documents contained in the OMPF or other available records, the commander may request assistance from JFTX-J1-AD, as appropriate. All letters received at JFTX level directly from individuals in active Texas Military Forces service requesting information as to their eligibility for awards will be forwarded to the appropriate commander for necessary action.

b. Discharged Personnel. All requests for medals on behalf of individuals having no current active status in the State Military Forces will be forwarded to JFTX-J1-AD.

1-31. Replacement Medals.

a. Medals are issued without cost to awardees. Replacement medals are issued at cost to awardees.

b. Requests for replacement medals will be as follows:

(1) Requests for medals awarded to an active member of the Texas Military Forces during service in his/her current unit will be directed to the unit commander.

(2) Requests for State of Texas medals awarded during previous service in the Texas Military Forces will be directed to JFTX-J1-AD.

(3) Requests for United States medals awarded during previous active service in US Army, Navy, Air Force, Marine Corps, Coast Guard, or their respective reserve components will be directed to the commander, Chief, or Commandant, as appropriate.

Chapter 2

INDIVIDUAL DECORATIONS

Section I

General

2-1. Purpose.

a. Military decorations are awarded in recognition of heroism, meritorious achievement, or meritorious service.

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

c. The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority. Awards for meritorious achievement or service will not be based solely upon the grade of the intended recipient. Rather, the award should reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of his or her organization will be the predominant factor.

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

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

f. Limiting awards to a specific number per unit is not authorized.

2-2. Decorations Authorized and Order of Precedence.

a. United States Decorations, AR 600-8-22, ANGI 36-2803.

b. Order of precedence for State of Texas decorations, to include the order of precedence for wear:

- (1) Texas Legislative Medal of Honor
- (2) Lone Star Medal of Valor
- (3) Texas Purple Heart Medal
- (4) Texas Superior Service Medal
- (5) Lone Star Distinguished Service Medal
- (6) Texas Outstanding Service Medal

- (7) Texas Medal of Merit
- (8) Adjutant General's Individual Award

c. Note that State of Texas decorations will immediately follow U.S. service medals and/or non-U.S. decorations.

2-3. Personnel Eligible. Decorations are awarded to military personnel of the Texas Military Forces for service performed in an active military status. Exceptions are:

a. Posthumously.

b. Under appropriate circumstances, approved by the Adjutant General, the following State of Texas decorations may be awarded to a member of an active military component of the United States or a National Guardsman of another state:

- (1) Lone Star Medal of Valor
- (2) Lone Star Distinguished Service Medal
- (3) Texas Outstanding Service Medal
- (4) Texas Medal of Merit
- (5) Adjutant General's Individual Award

2-4. Awarding Authority. Under certain circumstances and subject to restrictions, awards approval authorities listed in Table 1 may relinquish awards authority over their assigned personnel and units to another commander with identical or higher awards approval authority. Examples of personnel and units are Soldiers TDY or attached for thirty or more continuous days to another command or a unit that is geographically dislocated from its parent unit and is effectively under the operational control of another commander. The following restrictions and procedures will apply when a commander agrees to relinquish awards approval authority over his or her assigned personnel or units.

a. The attached individuals (intended recipients) must be formally attached on orders to an organization for duty, administration, and military justice.

b. The evaluation report rating chain of the attached Soldier must include a rating official from the organization of attachment or input from officials in the organization of attachment.

c. Written concurrence must be obtained from the same level of awards approval authority in the attached Soldier's assigned chain of command. In individual cases that require expeditious processing, telephonic concurrence may be obtained. A memorandum of agreement or understanding may be used for specific personnel or units on a long-term basis.

d. Prior to awarding an attached Soldier a decoration, the commander of the unit of attachment will ensure that no derogatory information or pending adverse action exists in the command of assignment.

e. If a commander of a unit of assignment does not concur with relinquishing award approval authority, recommendations will be forwarded to the command of assignment for processing and decision.

**Table 2-1
Delegation of Award Approving Authority for Decorations and Medals**

Authority:	May Award:	To:
Texas Legislature	Texas Legislature Medal of Honor	Members of the State Military Forces so authorized
The Adjutant General	<p>*Lone Star Medal of Valor, Texas Purple Heart, Texas Superior Service Medal, *Lone Star Distinguished Service Medal, *Texas Outstanding Service Medal, Texas Humanitarian Service Ribbon, Texas Homeland Defense Service Medal, Texas Federal Service Medal, Texas Combat Service Ribbon, Adjutant General's Individual Award, Texas Faithful Service Medal</p> <p>*=May be awarded to another states military force or US Military.</p>	Any Member of the State Military Forces
General Officer Commanders	<p>Texas Outstanding Service Medal, Texas Federal Service Medal, Texas Medal of Merit, Texas Combat Service Ribbon, Adjutant General's Individual Award, Texas Faithful Service Medal</p> <p>Texas Outstanding Service Medal, Texas Medal of Merit, Adjutant General's Individual Award, Texas Faithful Service Medal</p>	Personnel assigned to their command
Colonel Commanders and JFHQ Directors	<p>Texas Medal of Merit, Adjutant General's Individual Award, Texas Faithful Service Medal</p> <p>Texas Medal of Merit, Adjutant General's Individual Award, Texas Faithful Service Medal</p>	Personnel assigned to their command and Directorates
Lieutenant Colonel and Higher Commanders		Personnel assigned to their command
Commander Texas State Guard	Texas State Guard Service Medal, Texas Faithful Service Medal	Texas State Guard Personnel

2-5. Awards Board.

a. Each approving authority and/or major command will establish and conduct an awards board for the purpose of ascertaining the validity and administrative correctness of recommendations and of making board recommendations to the approving commanders for their approval or disapproval. COL and LTC level commanders are also encouraged to establish awards boards.

(1) Board composition will include not less than three members and adequate representation from subordinate commands.

(2) Each board will be officially appointed and instructed in the appropriate written format.

(3) Board meetings will be scheduled and conducted to assure that recommendations are addressed on a timely basis.

(4) Board results will be formalized in writing, addressed to the appointing commanders.

b. The Texas Military Forces (TXMF) Awards Board.

(1) The TXMF Awards Board is the board for:

(a) Recommendations for Federal decorations that require a higher level approving authority than are delegated within the state.

(b) Federal decorations for members of HQ, Joint Force Headquarters (JFHQ), the commanders of Texas Military Forces major commands and other members of the Texas Military Forces specifically recommended for decorations by the Adjutant General or other members of HQ, Joint Force Headquarters.

(c) State of Texas decorations for the Texas Military Forces, the TXSG, members of the active military components (except the USAF) and members of other state military forces that require a higher level approving authority than are delegated within the state.

(d) TXMF Awards Board Matrix (Appendix E) will be used to process awards for State and Federal awards.

(2) The TXMF Awards Board will be composed of the following members or their designated permanent representative at a minimum:

(a) Assistant Adjutant General – Army or Air (President)

(b) Director of Personnel, J1 (Secretary)

(c) Representative, Texas Army National Guard

(d) Representative, Texas Air National Guard

(e) Representative, Texas State Guard

(f) State Command Sergeant Major

(g) Awards NCO (Recorder)

Section II

Criteria

2-6. General. This section includes only those state decorations pertinent to peacetime service, the recommendations for which may originate within the Texas Military Forces.

2-7. State of Texas Decorations. State of Texas decorations are described in Appendix A.

a. Texas Legislative Medal of Honor. The Texas Legislative Medal of Honor is awarded to any member of the Texas Military Forces who, by voluntary act or acts, shall have distinguished himself/herself conspicuously by gallantry and intrepidity at the risk of their life. The deed performed must have been one of personal bravery or self-sacrifice, as conspicuous as to have clearly distinguished the individual for gallantry and intrepidity above his/her comrades and must have involved risk of life. Incontestable proof of the performance of the service will be exacted and each recommendation for this award will be considered on the standard of extraordinary merit.

b. Lone Star Medal of Valor. The Lone Star Medal of Valor is awarded to any member of the Texas Military Forces who distinguished himself/herself by specific acts of bravery or outstanding courage, or a closely related series of heroic acts involving personal hazard or danger and the voluntary risk of life and which resulted in an accomplishment so exceptional and outstanding as to clearly set the individual apart from his/her comrades or from other persons in similar circumstances. The required gallantry for award of this medal, while of lesser degree than that required for the award of the Texas Legislative Medal of Honor, must nevertheless be performed with marked distinction.

c. Texas Purple Heart. The Texas Purple Heart is awarded to any member of the Texas Military Forces, after 11 September 2001, was inducted into federal service from the Texas Military Forces, meet the criteria for an award of the federal Purple Heart Medal.

d. Texas Superior Service Medal. The Texas Superior Service Medal is awarded to any member of the Texas Military Forces who, completed 30 or more years of honorable state service or a combination of state and federal service, while serving in assigned key leadership positions, demonstrated superior performance and service or any civilian assigned to the Texas Military Forces who contributed significant service to the State Military Forces.

e. Lone Star Distinguished Service Medal. The Lone Star Distinguished Service Medal is awarded to any member of the Texas Military Forces who, while serving in any capacity with the Texas Military Forces, shall have distinguished himself/herself by exceptionally outstanding achievement or service to the State of Texas in the performance of duties of great responsibility. The Adjutant General has final approval and disapproval authority. No subsequent awards are authorized.

f. Texas Outstanding Service Medal. The Texas Outstanding Service Medal is awarded to any member of the Texas Military Forces serving in any capacity, whose performance has been such as to merit recognition for service performed in a superior and clearly outstanding manner.

g. Texas Medal of Merit. The Texas Medal of Merit is awarded to any member of the Texas Military Forces who distinguished himself/herself by outstanding service, extraordinary achievement or act(s) of courage on behalf of the State of Texas or the United States.

(1) Meritorious achievement or meritorious service includes that service rendered specifically on behalf of the Texas Military Forces, and/or to the United States Military Forces. It also includes acts of courage which do not meet the requirements for award of a higher State of Texas decoration.

(2) Superior performance of normal duties does not, in itself, constitute automatic justification for an award of the Texas Medal of Merit. Awards will be restricted to the recognition of achievements and services that are clearly outstanding and unmistakably exceptional when compared to similar achievements of personnel of like rank and responsibilities. This service or achievement, although clearly outstanding, is of a lesser degree than that service or achievement required for a higher State of Texas decoration. Successful accomplishment of a pre-designated number of tasks or functions is not a valid basis for an automatic award. However, unusual and extraordinary sustained performance may be used as a point of departure in justifying meritorious achievement or service.

(3) In instances where many individuals are affiliated with an exceptionally meritorious program, project, or mission, the Texas Medal of Merit will be awarded only to those relatively few individuals whose contributions clearly stand out from the others and who have contributed most to the success of the program.

(4) The Texas Medal of Merit is awarded for act(s) of courage which involve personal hazard or danger and the voluntary risk of life but which, although sufficient to clearly set the individual apart from his/her comrades or from other persons in similar circumstances, is of a lesser degree than required for the Lone Star Medal of Valor. When awarded for act(s) of courage, a bronze block letter "V" will be included; see 5-5f.

h. Adjutant General's Individual Award. The Adjutant General's Individual Award is awarded to any member of the Texas Military Forces who, while serving in any capacity with the Texas Military Forces, shall have distinguished himself/herself by meritorious achievement or outstanding service, when such action or duty is extremely noteworthy but of a lesser degree than that required for award of a higher State of Texas decoration.

Section III

Recommendations

2-8. General.

a. Recommendations will be submitted in accordance with paragraph 2-11.

b. A separate recommendation will be submitted for each proposed award of a decoration, and only one proposed awardee will be named in a single recommendation. The exception is

when more than one awardee is submitted for an award and the reason for the proposed award is identical for each awardee. All awards recommendations will include TXMF Form 67-1, Texas Military Forces Awards Checklist (Appendix F), and TXMF Form 67-2, Texas Military Forces Datasheet (Appendix G) for each award.

2-9. Time Limitations.

a. Each recommendation for an award must be formally entered into command channels within two years of the act, achievement, or service to be honored. To be fully effective, an award must be timely. Undue delay in submitting a recommendation may preclude its consideration. It is highly desirable that a recommendation be placed in channels and acted upon as quickly as possible. If exceptional circumstances preclude submission of a completely documented recommendation, it is best to submit it as soon as possible and note that additional data will be submitted later.

b. Recommendations for decorations to be considered for approval by TXMF level boards, as indicated in paragraphs 2-5b, will be forwarded through command channels to arrive not later than 60 days prior to the desired presentation date. The TXMF awards board typically convenes only once per month. There will be no "walk-thru" awards except as authorized by the Assistant Adjutant General for Army or Air.

c. Recommendations for decorations that must be considered at a higher level (i.e. Legion of Merit and above) will be forwarded through command channels to arrive at TXMF level awards boards not later than 120 days prior to the desired presentation date.

d. Commanders and other individuals who submit recommendations will anticipate awards in conjunction with such predictable events as retirement, discharge, transfer, or reassignment to comply with suspense schedules.

2-10. Submission of Recommendations for TXMF. All recommendations for State of Texas awards will be submitted on TXMF Form 67. Particular attention should be paid to the following items and special instructions:

a. Part I: Personal Data.

(1) Item 5 will indicate the unit to which the individual was assigned at the time of the act, achievement, or when the service was ended. If the present unit is different, special mention will be made by cover letter.

(2) Item 7 must be completed on all awards, although items 7a and b need not be completed unless the award is posthumous. Item 7b will list the next of kin who should be presented the award in accordance with paragraph 1-21b.

(3) Paragraph 2-9 will be reviewed prior to completing item 8. This information will enable intermediate and approving commanders to plan their responses.

(4) The entry in item 9 should only be "yes" if the interim award has already been approved. This item should not be completed until final action has been taken on an interim

award. Item 9 must be completed prior to submission of the recommendation. A copy of the permanent orders and citation for the interim award will accompany the recommendation.

b. Part II.

(1) With the exception of item 12, this section will only be completed for recommendations for awards for meritorious achievement or service. Item 12 will show all decorations awarded the individual, but not the interim award shown in item 9 or any federal or state service medals, badges, or foreign awards.

(2) When the Adjutant General's Individual Award is proposed for award to more than one individual for an identical reason (e.g. performance during State Active Duty for a national disaster or other emergency), blocks 11 and 12 will be left blank.

c. Part III. This section concerns recommendations for awards for heroism. It is applicable to and will be completed only on recommendations for State of Texas awards for acts of heroism performed in the State, in peacetime, in a non-federalized status.

(1) Item 13d refers to the unit to which the witnesses were assigned at the time of the recommended awardee's act of heroism.

(2) Statements of eyewitnesses, in the form of certificates, affidavits, or sworn statements should be attached as enclosures. There should be a statement from each individual listed in item 13a.

(3) Items 14a-d refers to the friendly forces. Information on the enemy should appear in the narrative.

d. Part IV. The proposed citation will be typed double-spaced and the font will not exceed 12 characters per inch and eight lines total. Citations for heroism awards and the Lone Star Distinguished Service Medal may be continued on one double-spaced typewritten page (8 ½ x 11 inches). In view of the inherent historical value of the award certificate, it is imperative that the citation typed thereon be written with care. The citation should contain no abbreviations whatsoever. The use of pompous language is wasteful of the limited space in this section. Embellishment of the proposed citation is clearly unnecessary, for the certificate itself displays the appropriate dignity of the award.

e. Narrative Description of the Act, Meritorious Achievement, or Meritorious Service. The narrative description will be written using short, simple, direct, and accurate facts in straightforward language. The content of this description will be evaluated to determine if the award is justified. A narrative description is not required for recommendations to award the Adjutant General's Individual Award (AGIA); the proposed citation for the AGIA will also serve as the narrative justification.

(1) The narrative description of the act, achievement, or service will be limited to one double-spaced typewritten page (8 ½ x 11 inches). Descriptions on awards for heroism and the

Lone Star Distinguished Service Medal will be attached to TXMF Form 67 and annotate item 16 "Narrative".

(2) A narrative for an award for heroism must contain a description of the following elements: Where the event took place; if pertinent, terrain and weather of the area in which the event took place; conditions, to include morale, casualties and situation prior to, during and after the act; the effect of the act on others; the action of comrades in the immediate vicinity of the act and the degree of their participation in the act; if the act occurred in aerial flight, the type and position of the aircraft and the individual crew's position; the degree to which the act was voluntary; the degree to which the act was outstanding and exceeded what was normally expected of the individual; all unusual circumstances; and overall effects or results of the act. Statements of eyewitnesses, preferably in the form of certificates, affidavits or sworn statements, extracts from official records, sketches, maps, diagrams, photographs, etc., will be attached to support and amplify stated facts for heroism awards.

(3) A narrative for the award of the Lone Star Distinguished Service Medal will include the title and assigned duties of the individual and a factual description of how the individual exceeded the requirements of his/her position. The individual performance of his/her duties should be compared to others of like rank and experience in similar positions. The results or effects of the individual performance should be described.

f. To ensure accuracy of information and avoid corrections to published orders and certificates, the recommending official will verify all items on the TXMF Form 67 against the individual's OMPF.

g. Premature disclosure of information to an individual being recommended for an award is a potential source of embarrassment to the recommending official in the event of disapproval or downgrade, and therefore should be avoided.

2-11. Processing Recommendations.

a. Recommendations for awards will be forwarded through command channels to the commander authorized to approve or disapprove them. Each intermediate commander will recommend approval or disapproval, stating his/her reasons if disapproval or downgrade is recommended.

b. Procedures will be established at each headquarters to ensure that every recommendation for an award is processed with a minimum of delay. Recommendations forwarded to JFTX-J1-AD should arrive not later than 30 days after the initiator signs the recommendation. This is the maximum permissible time; the average elapsed time should be considerably less.

c. Awards boards will schedule meetings as necessary to ensure that command consideration of board recommendations and resulting command actions can be accomplished in a timely manner.

2-12. Action by Final Approving Authority.

- a. A recommendation for the award of a decoration based on a period of meritorious service normally will not be acted on more than 60 days prior to the projected end of that period.
- b. The official to whom authority has been delegated to take final action may--
 - (1) Award the decoration recommended.
 - (2) Award a lesser decoration or consider any interim award as adequate recognition.
 - (3) Disapprove award of any decoration.
 - (4) Recommend award of a higher decoration, when appropriate.
- c. The authority taking final action will--
 - (1) Retain the recommendation in his headquarters.
 - (2) Notify the initiator of the final action.
 - (3) Issue orders announcing the award. Such orders will revoke the lesser award when applicable.
 - (4) Issue the medal and certificate for the award.
 - (5) Issue the citation (for heroism award).
 - (6) Ensure that the social security number is not entered on the citation or certificate due to the provisions of the Privacy Act.
 - (7) Distribute copies of appropriate documents, including disapproval and downgraded recommendations, to the individual's OMPF in accordance with current regulations.

Chapter 3

SERVICE MEDALS AND SERVICE RIBBONS

Section I General

3-1. Purpose. Service medals and service ribbons denote honorable performance of military duty within specified limited dates in specified geographical areas. Orders are not published for service medals and service ribbons, but are annotated on records by the personnel NCO/officer.

3-2. Order of Precedence. Service Medals and Service Ribbons Authorized and Order of Precedence.

a. United States Service Medals and Service Ribbons, AR 600-8-22/AFI 36-2803.

b. Order of precedence for State of Texas service medals, to include the order of precedence for wear:

- (1) Texas Federal Service Medal
- (2) Texas Desert Shield/Desert Storm Medal
- (3) Texas Humanitarian Service Ribbon
- (4) Texas Homeland Defense Service Medal
- (5) Texas Combat Service Ribbon
- (6) Texas Cavalry Service Medal
- (7) Texas Faithful Service Medal
- (8) Texas State Guard Service Medal

c. State of Texas Service Medals will immediately follow State of Texas Decorations.

d. Decorations and service medals from other states, if authorized, will follow State of Texas service medals in precedence.

3-3. Personnel Eligible. State of Texas service medals are awarded to military personnel of the Texas Military Forces for services performed in an active military status. They may also be awarded following the death of the person who is eligible.

Section II

Criteria

3-4. General. This section refers only to those service medals and ribbons pertinent to peacetime service in the Texas Military Forces. (For United States Service Medals and Service Ribbons, see AR 600-8-22/AFI 36-2803.)

3-5. State of Texas Service Medals.

a. Texas Federal Service Medal. The Texas Federal Service Medal is awarded to any person inducted into Federal Service from the State Military Forces between 15 June 1940 and 1 January 1946 and after 1 June 1950, provided that such Federal Service was for more than 90 days. Subsequent award(s) are denoted by (a) silver star(s); see paragraph 5-5d.

b. Texas Desert Shield/Desert Storm Campaign Medal. The Texas Desert Shield/Desert Storm Campaign Medal is awarded to a person who was inducted into federal service from the Texas National Guard after 1 August 1990 in support of Operation Desert Shield or Operation Desert Storm, without regard to the place where the person was deployed while serving on active federal military duty.

c. Texas Humanitarian Service Ribbon. The Texas Humanitarian Service Ribbon is awarded to any member of the state military forces of Texas who, while serving under state active duty orders, participates satisfactorily in the accomplishment of missions to protect life and/or property during or in the aftermath of natural disasters or civil unrest. The Texas Humanitarian Service Ribbon will only be awarded when the event does not meet the criteria for award of the Federal Humanitarian Service Medal. This award is effective 24 May 1999. There is no provision for subsequent awards.

d. Texas Homeland Defense Service Medal. The Texas Homeland Defense Service Medal is a one-time award to any member of the Texas Military Forces after September 11, 2001, who has served on State Active Duty under state authority in accordance with Title 32 or satisfactorily served in defense support to a mission in the state under civilian authority.

e. Texas Combat Service Ribbon. The Texas Combat Service Ribbon is awarded to any member of the Texas Military Forces after September 11, 2001, who is deployed overseas, for a period of not less than 30 days of deployment, serving or flying into a hostile fire zone, in support of OIF/OEF, and any future combat operations.

f. Texas Faithful Service Medal. The Texas Faithful Service Medal is awarded to any member of the Texas Military Forces who has completed five consecutive and satisfactory years of honorable service therein, during which period they have shown fidelity to duty, efficient service, and great loyalty to the State of Texas. Subsequent award(s) are denoted by a cactus leaf or leaves; see paragraph 5-5e.

g. Texas State Guard Service Medal. The Texas State Guard Service Medal is awarded to any member of the State Military Forces of Texas who completes three consecutive years of honorable service in the Texas State Guard after 1 September 1970, during which period they have shown fidelity to duty, efficient service, and great loyalty to the State of Texas. There is no provision for subsequent awards.

Chapter 4

BADGES, TABS AND SPECIAL INSIGNIA

Section I General Provisions

4-1. Purpose. The purpose of awarding badges, tabs, and special insignia 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.

a. Combat and Special Skill Badges, Tabs, and Special Insignia. Combat and special skill badges, tabs, and special insignia are awarded to denote proficiency in performance of duties under hazardous conditions and circumstances of extraordinary hardship, as well as special qualifications and successful completion of prescribed courses of training.

b. Marksmanship Badges and Tabs. Marksmanship badges and tabs are awarded to indicate the degree in which an individual has qualified in prescribed weapons firing courses or events.

c. Identification Badges and Insignia. Identification badges and insignia are authorized to be worn as public evidence of deserved honor and distinction to denote service performed in specified assignments.

4-3. Recommendations. Recommendations for awards will be forwarded through command channels to the commander authorized to make the respective award, as indicated in this, or the referenced regulations.

4-4. Order of Precedence of Wear. United States badges, tabs, and special insignia have precedence over those awarded by the State of Texas.

Section II

State of Texas Badges, Tabs, and Special Insignia

4-5. Descriptions. Appendix A.

4-6. Supply. Additional/replacement badges and tabs are available at cost from the awarding authority.

4-7. Authorized Badges.

a. Texas Military Forces Joint Staff Identification Badge Eligibility

(1) Commissioned Officers. A commissioned officer O-4 and above must serve not less than one year on the Adjutant General's Joint Staff while assigned to permanent duty in a Joint Staff position on the JFHQ part of the Table of Distribution and Allowances (TDA). The officer must demonstrate outstanding performance of duty, be recommended by his/her director or office head or the State Chief, Joint Staff, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

(2) Chief Warrant Officers. A warrant officer CW3 and above must serve not less than one year on the Adjutant General's Joint Staff while assigned to permanent duty in a Joint Staff

position on the JFHQ part of the Table of Distribution and Allowances (TDA). The warrant officer must demonstrate outstanding performance of duty, be recommended by his/her director or office head or the State Chief , Joint Staff, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

(3) Enlisted Soldiers. All Soldiers/Airmen E8 and above must serve not less than one year in an authorized position of the JFHQ portion of the JFHQ TDA, demonstrate outstanding performance, be recommended by the Adjutant General or the Chief, Joint Staff ,or his/her director or office head, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

b. Texas Army National Guard Staff Identification Badge Eligibility

(1) Commissioned Officers. A commissioned officer O-4 and above must serve not less than one year on the Texas Army National Guard Commander's Staff while assigned to permanent duty in an Army Staff position on the JFHQ part of the Table of Distribution and Allowances (TDA). The officer must demonstrate outstanding performance of duty, be recommended by his/her director or office head or the Commander, Texas Army National Guard, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

(2) Chief Warrant Officers. A warrant officer CW3 and above must serve not less than one year on the Texas Army National Guard Commander's Staff while assigned to permanent duty in an Army Staff position on the JFHQ part of the Table of Distribution and Allowances (TDA). The warrant officer must demonstrate outstanding performance of duty, be recommended by his/her director or office head or Commander, Texas Army National Guard, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

(3) Enlisted Soldiers. All Enlisted Soldiers E8 and above must serve not less than one year on the Texas Army National Guard Commander's Staff while assigned to permanent duty in an Army Staff position on the on the JFHQ TDA, must demonstrate outstanding performance of duty , be recommended by his/her Commander, Texas Army National Guard, or his/her director or office head, as appropriate. Exception to assignment to the TDA is members authorized Command and Leadership Assignments.

c. Announcement. The Director of Personnel J1 will verify qualifying service and recommend approval or disapproval of the award to the Adjutant General. The award will be announced on a memorandum executed by the Director of Personnel.

d. Wear.

(1) United States Staff Identification Badges have precedence for wear over State of Texas Staff Identification Badges. State of Texas Staff Identification Badges will be worn on the right side as described below.

(2) No more than two identification badges may be worn on one pocket or side of the coat or jacket of the uniforms prescribed below. When two identification badges are worn on the same side or pocket, the precedence of the badges will be from the wearer's right to left.

(3) Male and Female TXARNG members will wear State of Texas Staff Identification Badges in the same manner as the US Army Staff Badges in accordance with AR 670-1.

(4) Male and Female TXANG members will wear State of Texas Staff Identification Badges in the same manner as the US Air Staff Badges in accordance with AFI 36-2803.

(a) Service and dress uniforms. ID badges will be worn parallel to the waistline on the coat of the Army green classic uniforms and in a comparable position on the coat of the Army Green, blue, and white uniforms, green pantsuit jacket, and maternity tunic. Placement of badges may be adjusted to conform to individual figure differences.

(b) Mess and evening mess uniforms. ID badges will be worn centered between the lower two buttons on the side of the jacket.

(5) Award constitutes authority for the individual to wear the badge as a permanent part of the military uniform while serving as an active or retired member of the Texas Military Forces.

4-8. Honor Guard Tab.

a. Eligibility. The Honor Guard Commander awards the Honor Guard Tab to active members of the Adjutant General's Honor Guard.

b. Wear.

(1) United States tabs have precedence for wear over those awarded by the State of Texas. There is no precedence for wear between State of Texas tabs, (i.e., the Honor Guard Tab and the Governor's Twenty Tab). If both tabs have been awarded, which one to wear is a matter of choice.

(2) Only one tab may be worn, regardless of the number authorized.

(3) The tab is worn 1/2 inch below the shoulder seam on the left sleeve of the BDU, Army green and blue coats and placed centered on the shoulder pocket flap of the hook and loop-faced pad on the left shoulder of the ACU.

4-9. Governor's Twenty Tab.

a. Eligibility. The Governor's Twenty Tab is awarded to each person who qualifies among the top 20 successful contestants for each weapon in the annual Adjutant General's Combat Rifle and Pistol Matches. The award is presented in the first year of qualification; subsequent awards are not authorized.

b. **Announcement.** Awards will be announced on a memorandum executed by the Director of Military Personnel upon receipt of documentation from the State Marksmanship Coordinator.

c. **Wear.**

(1) United States tabs have precedence for wear over those awarded by the State of Texas. There is no precedence between State of Texas tabs (i.e., the Governor's Twenty Tab and the Honor Guard Tab). If both tabs have been awarded, which one to wear is a matter of choice.

(2) Only one tab may be worn, regardless of the number authorized.

(3) The full color tab is worn 1/2 inch below the shoulder seam on the Army green and blue coats. The subdued version is worn in the same manner on the battle dress uniform and placed centered on the shoulder pocket flap of the hook and loop-faced pad on the left shoulder of the ACU.

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.**

a. Service ribbons identical to the suspension ribbon of the medals they represent, mounted on bars equipped with attaching devices, are issued for wear in place of medals.

b. Exceptions are:

(1) The service ribbons for the Texas Legislative Medal of Honor is the same color as the neckband, showing six stars in the pattern of two triangles, point down on the wearer's right and point up on the wearer's left.

(2) The service ribbon for the Lone Star Medal of Valor and the Lone Star Distinguished Service Medal contain an enameled white five-pointed star in the center of the ribbon, one point up. The star on the Lone Star Distinguished Service Medal ribbon is gold trimmed.

5-3. Miniature Medals. Miniature replicas of all medals except those issued with neckbands are authorized for wear on certain uniforms in lieu of the issued medals.

5-4. United States Appurtenances. See AR 600-8-22, AR 670-1, AFI 36-2803, or AFI 36-2805.

5-5. State of Texas Appurtenances.

a. Oak Leaf Clusters.

(1) A gold twig of four oak leaves with three acorns on the stem is issued to be worn to denote second and succeeding awards of the Texas Legislature Medal of Honor. Oak leaf clusters will be worn centered on the pad of the neckband and centered on the service ribbon, with the stem of the leaves pointing to the wearer's right. A maximum of three clusters will be worn.

(2) A silver twig of four oak leaves with three acorns on the stem is issued to be worn to denote second and succeeding awards of the Lone Star Medal of Valor. Oak leaf clusters will be worn centered progressively to the wearer's right and left of the white enameled star on the neck band pad and the service ribbon. A maximum of four clusters will be worn.

(3) A bronze twig of four oak leaves with three acorns on the stem is issued to be worn to denote second and succeeding awards of the Texas Outstanding Service Medal and the Governor's Unit Citation. A silver oak leaf cluster is issued to be worn in lieu of five bronze oak leaf clusters and is worn to the wearer's right of a bronze oak leaf cluster. Oak leaf clusters will be worn centered on the suspension ribbon and service ribbon with the stem, with the leaves pointing to the wearer's right. If four oak leaf clusters are worn on the suspension ribbon, on either the full size or miniature Texas Outstanding Service Medal, the fourth one will be placed above the middle one in the row of three. Up to four oak leaf clusters will be worn side-by-side on the service ribbon.

(4) Oak leaf clusters are 5/16 of an inch in length.

b. A white enameled five-pointed star, trimmed in gold, 3/8th of an inch in circumscribing diameter, is issued to be worn to denote second and successive awards of the Texas Purple Heart, Lone Star Distinguished Service Medal, and the Adjutant General's Individual Award. On the Lone Star Distinguished Medal, stars will be worn centered on the neck band pad and the service

ribbon with one point up, in conjunction with the like star that is a part of the medal. A maximum of four stars, to include the star that is a part of the medal, will be worn. On the Texas Purple Heart, and the Adjutant General's Individual Award, stars will be worn centered on the ribbon, with one point up, in conjunction with the star that is part of the original award. A maximum of four stars, to include the star that is part of the original award, will be worn.

c. A bronze acorn, $\frac{1}{4}$ of an inch in length, is issued to be worn to denote second and succeeding awards of the Texas Medal of Merit. A silver acorn is issued to be worn in lieu of five bronze acorns and is worn to the wearer's right of a bronze acorn. Acorns will be worn centered on the suspension ribbon and service ribbon with acorn upright (crown on top). If four acorns are worn on the suspension ribbon, on either the full size or miniature Texas Medal of Merit, the fourth one will be placed above the middle one in the row of three. Up to four acorns will be worn side-by-side on the service ribbon.

d. A five-pointed Silver Star, $\frac{3}{16}$ of an inch in circumscribing diameter, is issued to be worn to denote second and succeeding awards of the Texas Federal Service Medal. Stars will be worn centered on the suspension ribbon and service ribbon, with one point up. If four stars are worn on the suspension ribbon, on the full size or miniature Texas Federal Service Medal, the fourth one will be placed above the middle one in the row of three. A maximum of four stars will be worn.

e. A bronze cactus leaf, $\frac{1}{4}$ inch in length, is issued to denote second and succeeding awards of the Texas Faithful Service Medal. A silver cactus leaf is worn instead of five bronze cactus leaves. A silver cactus leaf is worn to the wearer's right of a bronze cactus leaf. Cactus leaves will be worn centered on the suspension ribbon and service ribbon. Up to four cactus leaves will be worn side by side on the service ribbon.

f. A five-pointed bronze star, $\frac{3}{16}$ of an inch in circumscribing diameter, is issued to be worn to denote second and succeeding awards of the Texas Combat Service Ribbon. Stars will be worn centered on the service ribbon, with one point up. A maximum of four stars will be worn.

g. "V" Device. The "V" device is a bronze block letter "V". It is issued with awards of the Texas Medal of Merit when that medal is awarded for an act or acts of courage. The "V" device is worn centered on the suspension ribbon and service ribbon. Not more than one "V" device will be worn on a ribbon. When worn with an acorn or acorns, the "V" device will be worn on the wearer's right.

h. Lapel Buttons. Lapel buttons, in the form of an enameled replica of the service ribbon, $\frac{1}{8}$ of an inch in height and $\frac{21}{32}$ of an inch in width, are issued for the Texas Legislative Medal of Honor and the Lone Star Medal of Valor.

Chapter 6

CERTIFICATES AND LETTERS

6-1. Army Certificates (except NGB certificates), AR 600-8-22.

6-2. NGB Certificates of Service, NGB Form 52.

a. Reference NGR 672-5-1, Service Recognition.

b. The Director of Military Personnel will obtain Certificates of Service from NGB and issue completed Certificates to the commanders of the individuals who will receive them. The commanders will present the Certificates for the Adjutant General.

6-3. State of Texas Certificates.

a. Medal Certificates. A certificate is issued with each State of Texas decoration and service medal. Decoration and service medal certificates are completed at the awarding command level.

b. Adjutant General's Certificate of Commendation.

(1) Description. Appendix A.

(2) Criteria. The Adjutant General's Certificate of Commendation is awarded for outstanding achievement or performance of duty when such action or duty is noteworthy. It may be presented to any member of the Texas Military Forces, or to any employee, civilian or military, of the Adjutant General's Department. It may also be awarded to a unit/detachment of the Texas Military Forces for outstanding administrative or training achievement performance. The certificate will not be awarded for any acts or performance covered by another award, except that awards in conjunction with retirement may cover the entire period(s) of service in the Texas Military Forces or with the Adjutant General's Department, regardless of any other awards.

(3) Award Authority. The Adjutant General of Texas is the awarding authority for the Adjutant General's Certificate of Commendation.

(4) Recommendations. Recommendations may be initiated from any command level or an Adjutant General's Department director or office head. Recommendations, to include the identity of the indicated recipient and the reason for the award, will be submitted through command channels to the appropriate approving authority (paragraph 6-3 c and d). Intermediate endorsements will indicate concurrence or non-concurrence; reasons will be given for non-concurrence. Disapproved recommendations will be returned through channels, stating the reasons for disapproval.

(5) Issue and Accounting.

a. Certificates, signed by the Adjutant General of Texas, will be issued directly to the requesting commander/official by the approval authority.

b. A record of certificates awarded, to include the number issued and the names of the recipients will be included in the board minutes of the TXMF Awards Boards.

(6) Presentation. Unless directed otherwise by higher authority, the recommending commander, acting for the Adjutant General of Texas, will present the award personally in a fitting ceremony.

c. The Director of Personnel and the Director of the TXSG are the approving authorities, except as indicated in the following paragraph.

d. The United States Property and Fiscal Officer (USPFO) and the Director of State Audits are the approving authorities for certificates presented to Texas Military Forces units in conjunction with supply audits and inventories.

e. Adjutant General's Certificate of Appreciation.

(1) Description. Appendix A.

(2) Criteria. The Adjutant General's Certificate of Appreciation may be awarded to any individual, organization, or entity (military or civilian), not a member or part of the Texas National Guard or TXSG, for significant aid, assistance, or support to any part or all of the Texas Military Forces.

(3) Awarding Authority. The Adjutant General of Texas is the awarding authority for the Adjutant General's Certificate of Appreciation. Approval authorities are the Director of Personnel and the Commander, TXSG, as appropriate.

(4) Recommendations. Recommendations may be initiated from any command level, Adjutant General's Department director, or office head. Recommendations, to include the identity of the intended recipient and the reason for the award, will be submitted through command channels to the appropriate approval authority. Intermediate endorsements will indicate concurrence or non-concurrence; reasons will be given for non-concurrence. Disapproved recommendations will be returned through channels by the approving authority, stating the reasons for disapproval.

(5) Issue and Accounting.

(a) Certificates signed by the Adjutant General will be issued directly to the requesting commander/official by the approval authority.

(b) Certificate information, to include the number issued and the names of the recipients, will be included in the board minutes of the TXMF Awards Boards.

(6) Presentation. Unless directed otherwise by higher authority, certificates may be mailed or presented personally by the recommending commander.

g. The Director of Personnel is responsible for obtaining, stocking, and issuing State of Texas certificates to the Texas Military Forces awarding authorities.

6-4. Level Certificates. Commanders are authorized and encouraged to issue training certificates and achievement certificates as available from the Department of the Army, as indicated in AR 600-8-22, and as locally produced.

6-5. Letters of Commendation and Appreciation. Commanders and department officials are encouraged to use letters of commendation and appreciation for acts or services that do not meet the criteria for a decoration or certificate. A written expression of commendation or appreciation will be typed on letterhead stationery and will not contain formalized printing, seal, or other distinguishing features which depart from normal letter format. Such letters may be issued to military personnel or department employees or civilian groups. Copies of each letter to military personnel will be distributed for inclusion in the individual's OMPF.

Chapter 7

UNIT AWARDS

7-1. Awards are made to units/organizations when the heroism or courage displayed or meritorious service performed is a result of group effort.

7-2. Awards

a. Reference AR 600-8-22, AFI 36-2803.

b. Commanders are encouraged to confirm and obtain the unit decorations, streamers and campaign silver bands authorized for their commands, as evidenced in official lineage certificates.

c. Commanders will determine and confirm entitlement of individual members to wear a decoration pertinent to unit recognition and to make the appropriate entries on individual personnel records.

7-3. Governor's Unit Citation

a. Authority and Description. Appendix A.

b. Criteria. Effective 11 September 2001, the Governor's Unit Citation (GUC) is authorized for units and/or organizational detachments of the Texas Military Forces for extraordinary valor or exceptionally meritorious conduct or achievement in the performance of outstanding services for at least 90 continuous days in support of military operations while in active military status, Title 10 or Title 32, within the Continental United States (CONUS) or Outside the Continental United States (OCONUS).

(1) Service(s), as used in this paragraph, is/are interpreted to relate to combat operations, combat support or service support operations or activities, not in State Active Duty status. The unit must have performed with marked distinction under difficult or hazardous conditions during single or successive operations covering the span of time of the recommendation.

(2) Nomination for and award of unit campaign decorations or service medals for the same period and acts of service will not preclude recommendation and award of this decoration.

c. Awarding Authority. The Adjutant General of Texas is the awarding authority for this decoration.

d. Recommendations. Recommendations for the GUC (Army or Air) will be in memorandum format and will be processed as follows:

(1) Recommendation. Recommendations will be initiated by a senior or parent headquarters to the unit recommended through command channels to the Adjutant General of Texas, ATTN: JFTX-J1-AD. Commanders at each level of command above the unit being recommended will provide written recommendation of approval or disapproval of the award with

justification. All award recommendations will be forwarded to the awards authority. Recommendations will include pertinent support documentation listed below, and will be submitted as promptly as practicable:

- (a) Orders assigning the recommended unit to the location and period of service.
- (b) List of tasks performed and/or missions accomplished during this period.
- (c) Record of absence without leave of unit personnel.
- (d) Listing of convictions by court-martial.
- (e) Punishments under Article 15 UCMJ (Title 10 status) or Section 15 TCMJ (Title 32 status).
- (f) Pertinent information describing outstanding accomplishment(s) or exceptional unit performance.
- (g) A proposed citation.

(2) Time Limits. Recommendations will be submitted as promptly as possible, but in any case must be entered formally into channels within two years from the date of the act or services performed.

(3) Disapproval. Any level of command above the submitting level may recommend disapproval, but the recommendation will be forwarded to the awarding authority. If the awarding authority disapproves the recommendation, it will be returned through command channels to the submitting commander, citing the reasons for disapproval.

(4) Precedence. The Governor's Unit Citation ranks in precedence after United States and foreign unit awards, as authorized in AR 600-8-22 and AFI 36-2803.

(a) Individuals who were assigned to and present for duty with the decorated unit any time during the period cited, or who were attached by competent orders to and present for duty during the entire period or for at least 30 consecutive days during the period, may wear the emblem permanently, i.e., as long as they are members of the Texas Military Forces, to include retired status. Individuals subsequently assigned to the unit are authorized to wear the emblem only while assigned to the unit.

(b) The emblem will be worn with the laurel leaves of the frame pointing up. Only one emblem representing the award will be worn; second and subsequent awards will be denoted by an oak leaf cluster.

(c) Texas Military Forces personnel will wear the emblem following United States and foreign emblems over the right breast pocket of dress uniforms IAW AR or AF directives.

7-4. Other Unit Awards. Unit awards of a parochial nature, presented for excellence or achievement in a specific area (e.g. maintenance marksmanship, dining facility), on a periodic (usually annual) basis, and normally in the form of a trophy, plaque, or certificate, are covered in separate regulations or other publications.

Chapter 8

OTHER AWARDS

8-1. Texas Meritorious Service Awards.

a. Description. Appendix A.

b. Criteria. The Texas Meritorious Service Award may be presented to organizations, associations, business firms, or members of other state (and territorial) military forces for outstanding service and support to the Texas Military Forces over substantial periods of time or for outstanding service and support on special projects and operations when such recognition is appropriate. Although members of the Texas Military Forces are not eligible for this award, it may be awarded to an organization or business firm with which a member of the Texas Military Forces is associated.

c. Awarding Authority. Awarding authority for the Texas Meritorious Service Award is the Adjutant General of Texas.

d. Recommendations. Any commander may recommend award of the Texas Meritorious Service Award. Recommendations, to include the identity of the intended recipient and the reasons for the award, will be submitted through channels to the Adjutant General of Texas, attention of JFTX-J1-AD. Intermediate command endorsements will indicate concurrence. Disapproved recommendations will be returned through channels by the awarding authority stating the reasons for disapproval.

e. Issue and Accounting.

(1) Upon approval, the plaque will be forwarded to the requesting commander, who is responsible for individualizing the award by obtaining and placing a brass plate, engraved with the name of the recipient, into the 2 1/2 inch by 3/4 inch recessed area on the face of the plaque.

(2) A record of awards, to include the number issued and the names of the recipients, will be included in the board minutes of the TXMF Awards Boards.

f. Presentation. Unless directed otherwise by higher authority, the recommending commander, acting for the Adjutant General of Texas, will present the award personally in a fitting ceremony.

g. The Director of Personnel is responsible for obtaining, stocking, and issuing the award plaques.

Appendix A

AUTHORITY AND DESCRIPTION, STATE OF TEXAS AWARDS

A-1. Decorations.

a. Texas Legislative Medal of Honor.

(1) Authority. The Texas Legislative Medal of Honor was originally authorized by the 58th Texas Legislature in Senate Bill Number 279, approved by the Governor on 3 May 1963, effective 23 August 1963.

(2) Description. The medal pendant is gold-finished bronze, 1-1/4 of an inch in diameter. In the center of the pendant is a silver shield with the Alamo in the upper half. The lower half of the shield is divided into two parts, with the cannon of the first battle of the Texas Revolution at Gonzales in the wearer's right portion and the Battle of San Jacinto Vince's Bridge in the wearer's left portion. An enameled wreath of live oak circles the shield on the wearer's right and olive on the wearer's left. Circling the shield, wearer's right to left, are the unfurled flags of Mexico, Spain, France, the Republic of Texas, the Confederate States of America, and the United States, enameled in the respective colors of the flags. Above the shield and between the French and Texas flag is a raised lone star within a circle. Below the shield is a scroll with the inscription "TEXAS MEDAL OF HONOR." The reverse side of the pendant is blank. The pendant is suspended by a metal loop attached to a green moiré silk neckband, 1-3/8 of an inch wide and 24 inches long, behind a hexagonal pad in the center made of matching ribbon. On the hexagonal pad, integral to the ribbon, are six white five-pointed stars in the form of two equilateral triangles, points up, one above the other. The green ribbon color is the same as the green color used in the United States Army's Mexican Border Service Medal.

b. Lone Star Medal of Valor.

(1) Authority. The Lone Star Medal of Valor was originally authorized by the 58th Texas Legislature in Senate Bill Number 279, approved by the Governor on 3 May 1963, effective 23 August 1963.

(2) Description. The medal pendant is a silver five-pointed star, point up, 1-1/2 of an inch in circumscribing diameter. In the raised center of the star is a live oak branch with acorns on the wearer's right and an olive branch with olives on the wearer's left encircle the inscription, "VALOR". The star is suspended by one link from a silver bar, 1-3/8 of an inch long and 9/32 of an inch high, bearing the inscription "TEXAS" in raised letters. The reverse of the pendant and bar is blank. The pendant is suspended by a metal loop attached to a dark blue moiré silk neckband 1-3/8 of an inch wide and 24 inches long behind a hexagonal pad in the center, made of the same ribbon as the neckband. The color of the ribbon is the blue used in the ribbon of the United States Army's Distinguished Service Cross. A white enameled five-pointed star, 3/8 of an inch in circumscribing diameter, is centered on the hexagonal pad, point up.

c. Texas Purple Heart Medal.

(1) Authority. The Texas Purple Heart Medal was originally authorized by the ## Texas Legislature in Senate Bill Number 955, approved by the Governor on 17 June 2005, effective the same date.

(2) Description. The medal pendant is heart-shaped within a gold border, 1 3/8 inches wide, and containing a white star with green wreath. Above the heart shield is the front view of the Alamo. The reverse consists of a raised bronze heart with the words "FOR MILITARY MERIT" below the coat of arms and leaves. The pendant is suspended by a metal loop attached to a silk moiré ribbon, 1 3/8 inches wide and consisting of the following stripes: 1/8 inch White 67101; 1 1/8 inch Purple 67115; and 1/8 inch White 67101, and behind a large white enameled five-pointed star, trimmed in gold, 3/8 of an inch in circumscribing diameter and mounted in the center of the ribbon, one point up.

d. Texas Superior Service Medal.

(1) Authority. The Texas Superior Service Medal was originally authorized by the ## Texas Legislature Bill Number 2896 by the Governor on 15 June 2007, effective the same date.

(2) Description. The medal pendant is of gold finished bronze, 2 inch in diameter. On the obverse side is a five-pointed raised star, 1-1/4 inch raised. In the raised center of the star is the inscription "TEXAS MILITARY FORCES" on a banner with raised letters. On the upper left in raised letters the word "SUPERIOR" and on the upper right in raised letters the word "SERVICE" is written. The reverse of the medal pendant is inscribed with the date and name of the recipient. The pendant is suspended by a ring from a silk moiré ribbon, 1-3/8 inch wide, composed of hunter green with 2 azure blue pin stripes and three white stars centered in the ribbon. The three stars identify the branches of the Texas Military Forces (Army, Air National Guard and Texas State Guard).

e. Lone Star Distinguished Service Medal.

(1) Authority. The Lone Star Distinguished Service Medal was originally authorized by the 60th Texas Legislature in House Bill Number 674, approved by the Governor on 8 May 1967, effective the same date.

(2) Description. The medal pendant is a brushed gold five-pointed star with one point up, 1-1/2 of an inch in circumscribing diameter. In the raised center of the star is the inscription "SERVICE" on a royal blue field, encircled by a live oak branch with acorns on the wearer's right and an olive branch with olives on the wearer's left. The star is suspended by one link from a brushed gold bar, 1-3/8 of an inch long and 9/32 of an inch high, bearing the inscription "TEXAS" in raised brushed gold letters on a field of royal blue. The reverse of the medal pendant and bar is blank. The pendant is suspended by a metal loop attached to a burnt red moiré silk neckband 1-3/8 of an inch wide and 24 inches long, behind a hexagonal pad in the center made of matching ribbon. A white enameled five pointed star, trimmed in gold and 3/8 of an inch in circumscribing diameter, is centered on the hexagonal pad, one point up.

f. Texas Outstanding Service Medal.

(1) Authority. The Texas Outstanding Service Medal was authorized by the 62d Texas Legislature in House Bill number 30, approved by the Governor on 13 May 1971, effective the same date.

(2) Description. The medal pendant is of jeweler's bronze and is 1-1/4 of an inch in diameter. On the obverse side is a raised outline of a map of the State of Texas, encircled by the words "TEXAS OUTSTANDING SERVICE MEDAL" balanced with "OUTSTANDING" on the left "SERVICE" on the tip "MEDAL" on the right, and "TEXAS" on the bottom, in raised letters. On the reverse side of the pendant is a five-pointed raised star, 1/2 of an inch in diameter, one point up, surrounded by a wreath formed by an olive branch on the right and a live oak branch on the left, encircled by the words "STATE MILITARY FORCES" on the upper arc and "FOR SERVICE" on the lower arc, in raised letters. The pendant is suspended by a ring from a rayon moiré ribbon, 1-3/8 of an inch wide, composed of five stripes of gray alternating with five stripes of yellow, each of equal width, approximately 1/8 of an inch wide, beginning with a yellow stripe on the wearer's left.

g. Texas Medal of Merit.

(1) Authority. The Texas Medal of Merit was formerly designated the Meritorious Service Medal. It was originally authorized by the 41st Texas Legislature in House Concurrent Resolution Number 8 during the fifth called session 19 February 20 March 1930 and was approved by the Governor on 20 March 1930. It was authorized in its present form by the 58th Texas Legislature in Senate Bill Number 279, approved by the Governor on 3 May 1963, effective 23 August 1963.

(2) Description. The medal pendant is of bronze, 1-1/4 inches in diameter. On the obverse side is a five-pointed star, one point up, 3/4 of an inch in diameter; superimposed on the star is a Roman two-handed sword, point down, with crossed branches of olive and live oak; in the reentrant angles, there are three raised rays (3/16 of an inch). The star is encircled by the words "MERITORIOUS SERVICE" along the upper arc, "TEXAS NATIONAL GUARD" along the upper arc, and "FOR SERVICE" along the lower arc, in raised letters. The medal pendant is suspended by a ring from a moiré silk ribbon, 1-3/8 inches long and 1-3/8 inches wide, composed of stripes of red (1/8 of an inch), blue (1/4 of an inch), red (1/8 of an inch), yellow (3/8 of an inch), red (1/8 of an inch), blue (1/4 of an inch) and red (1/8 of an inch).

h. Adjutant General's Individual Award.

(1) Authority. The Adjutant General's Individual Award was approved by the Adjutant General on 1 November 1968.

(2) The award is a green moiré silk ribbon, 1-3/8 of an inch wide and 3/8 of an inch high, behind a large white enameled five-pointed star, trimmed in gold, 3/8 of an inch in circumscribing diameter and mounted in the center of the ribbon, one point up. The green color

is the same as the green color used in the ribbon of the United States Army's Mexican Border Service Medal.

A-2. Service Medals.

a. Texas Federal Service Medal.

(1) Authority. The Texas Federal Service Medal was formerly designated the Texas Service Medal. It was originally authorized by the 43d Texas Legislature in House Concurrent Resolution Number 37 during the first called session and was approved by the Governor on 17 October 1933. It was authorized in its present form by the 58th Texas Legislature in Senate Bill Number 279, approved by the Governor on 3 May 1963, effective 23 August 1963.

(2) Description. The medal pendant is of bronze, 1-1/4 of an inch in diameter. On the obverse side of the pendant is the Alamo, with limbs of a tree containing five bloom clusters on the upper left and scattered clouds on the upper right, encircled by the words "TEXAS SERVICE MEDAL" along the upper arc and "FOR SERVICE" along the lower arc. On the reverse side of the pendant is a five-pointed raised star, one point up, 1/2 of an inch in diameter, surrounded by a wreath formed by an olive branch on the right, and a live oak branch on the left, encircled by the words "TEXAS NATIONAL GUARD" along the upper arc and "FOR SERVICE" along the lower arc, in raised letters. The pendant is suspended by a ring from a silk moiré ribbon, 1-3/8 inches long and 1-3/8 inches wide, composed of stripes of golden yellow (1/8 of an inch), red (1/16 of an inch), blue (3/16 of an inch), green (5/8 of an inch), blue (3/16 of an inch), red (1/16 of an inch) and golden yellow (1/8 of an inch).

b. Texas Desert Storm/Desert Shield Campaign Medal.

(1) Authority. The Texas Desert Shield/Desert Storm Campaign Medal was originally authorized by the 72nd Legislature in House Bill Number 257, approved by the Governor on 26 August 1991, effective 23 November 1991.

(2) Description. The medal pendant is of bronze, 1-1/4 of an inch in diameter. On the obverse side of the pendant is the State of Texas and superimposed over the State of Texas is a C-130 Hercules transport airplane over the panhandle of the state and in the center of the State of Texas are two Soldiers, waiting in readiness, encircled by the words "OPERATION DESERT STORM/DESERT SHIELD CAMPAIGN MEDAL". On the reverse side of the pendant is a five-pointed raised star, one point up, 1/2 of an inch in diameter, surrounded by a wreath formed by an olive branch on the right and a live oak branch on the left, encircled by the words, "TEXAS NATIONAL GUARD", along the upper arc and "FOR SERVICE", along the lower arc, in raised letters. The pendant is suspended by a ring from a silk moiré ribbon, 1-3/8 inches long and 1-3/8 inches wide, composed of stripes of blue (1/16 of an inch), white (1/16 of an inch), red (1/16 of an inch), tan (3/8 of an inch), black (1/8 of an inch), tan (3/8 of an inch), red (1/16 of an inch), white (1/16 of an inch), and blue (1/16 of an inch).

c. Texas Humanitarian Service Ribbon.

(1) Authority. This ribbon was approved (Approved by whom) for issue and wear on May 24, 1999 and is not retroactive.

(2) Description. The ribbon is 1-3/8 inches wide and consists of the following stripes: 3/16 inch red; 1/8 inch blue; 1/8 inch white, 11/16 inch blue, 1/8 inch white, 1/8 inch blue and 3/16 inch red.

d. Texas Homeland Defense Service Medal.

(1) Authority. The Texas Homeland Defense Service Medal was authorized by the 80th Texas Legislature in House Bill Number 2896, approved by the Governor on 23 May, 2007.

(2) Description. The pendant is a Texas Ranger style medal with a gold outer ring, with a minuteman centered on the star. The gold outer ring is encircled by the words, "TEXAS HOMELAND DEFENSE SERVICE MEDAL". The pendant is suspended by a ring from a silk moiré ribbon, 1-3/8 inches wide, composed of stripes of emerald green (15/32 of an inch), goldenrod (3/16 of an inch) and one azure blue (15/32 of an inch) in the center. An enameled minuteman 3/8 of an inch wide in circumscribing diameter is centered on the ribbon.

e. Texas Combat Service Ribbon.

(1) Authority. The Texas Combat Service Ribbon was originally authorized by the Texas Legislature in Senate Bill Number 955, approved by the Governor on 17 June 2005.

(2) Description. The ribbon is 1-3/8 inches wide and is composed of stripes of red (15/32 of an inch), white (3/16 of an inch), red (1/8 of an inch), white (1/8 of an inch), blue (1/8 of an inch), white (3/16 of an inch), and blue (15/32 of an inch).

f. Texas Cavalry Service Medal. (No Longer Authorized for Issue)

(1) The Texas Cavalry Service Medal was originally authorized by the Texas Legislature in Senate Bill Number 955, approved by the Governor on 17 June 2005, effective same date.

(2) Description. The pendant is a Texas Ranger style medal with a gold outer ring, cut-out antique ivory star, with crossed sabers centered on the star. The gold outer ring is encircled by the words, "TEXAS CAVALRY". The pendant is suspended by a ring from a silk moiré ribbon 1-3/8 inches wide, composed of stripes of yellow (15/32 of an inch), green (3/16 of an inch), white (7/16 of an inch), green (3/16 of an inch), and yellow (15/32 of an inch). An enameled cross sabers 3/8 of an inch in circumscribing diameter, is centered on the ribbon.

g. Texas Faithful Service Medal.

(1) Authority. The Texas Faithful Service Medal was originally authorized by the 41st Texas Legislature in House Concurrent Resolution Number 8 during the fifth called session 19 February - 20 March 1930 and was approved by the Governor on 20 March 1930. It was authorized in its present form by the 58th Texas Legislature in Senate Bill Number 279, approved by the Governor on 3 May 1963, effective 23 August 1963.

(2) Description. The medal pendant is of bronze, 1-1/4 inches in diameter. On the obverse side of the pendant is a sheathed Roman sword, point down, and fronted with crossed branches of olive on the right and in front and live oak on the left, encircled by the words, "FAITHFUL SERVICE" on the upper arc and "TEXAS NATIONAL GUARD" along the lower arc. On the reverse side of the pendant is a five-pointed raised star, one point up, 1/2 of an inch in diameter surrounded by a wreath formed by an olive branch on the right and a live oak branch on the left, surrounded by the words "TEXAS NATIONAL GUARD" along the upper arc and "FOR SERVICE" along the lower arc, in raised letters. The pendant is suspended by a ring from a silk moiré ribbon 1-3/8 inches wide, composed of stripes of red (15/32 of an inch), old gold (7/16 of an inch) and dark blue (15/32 of an inch).

h. Texas State Guard Service Medal.

(1) Authority. The Texas State Guard Service Medal was originally authorized by Executive Order Number 41-36, signed by the Governor on 1 December 1943. It was authorized in its present form by the 64th Texas Legislature in Senate Bill Number 724, approved by the Governor on 20 May 1975, effective same date.

(2) Description. The medal pendant is an antique bronze finished Maltese Cross, 1-1/8 inches in diameter. On the obverse side of the pendant, a wreath of laurel fits between the arms of the cross with the seal of the Texas State Guard in the center. The seal is a shield on which is a raised five-pointed star, one point up, over which is the letter, "T." Around this seal and inside the arms of the cross are the words "TEXAS STATE GUARD" along the upper 3/4 of the arc and the word "SERVICE" centered on the lower arc. On the reverse side of the pendant is a five-pointed raised star, one point up, 1/2 inch in diameter, surrounded by a wreath, formed by an olive branch on the right and a live oak branch on the left. The pendant is suspended by a ring from a rayon moiré yellow ribbon, 1-3/8 of an inch long and 1-3/8 of an inch wide, with perpendicular stripes of red, white, and dark blue, each 3/32 of an 1 inch wide in the center.

A-3. Badges.

a. Texas Military Forces Joint Staff Identification Badge. The badge is an oval enameled metal device, 2 inches wide, 2-3/16 inches tall. The badge consists of cross sabers in gold with the inscription "TXMF" above the State of Texas Flag which is centered and "Joint Staff" below the Texas Flag surrounded by a silver wreath.

b. Texas Army National Guard Army Staff Identification Badge. The badge is a circular enameled metal device, 1-7/8 inches in diameter. The badge consists of the Joint Force Headquarters distinctive unit insignia superimposed on a five-pointed gold-edged black star, one point up, on a background of green, gold-trimmed laurel leaves.

A-4. Tabs.

a. Honor Guard Tab. The tab is an arched shoulder sleeve insignia, 5/8 of an inch wide and 3 inches long and is embroidered. The tab is royal blue in color and edged in royal blue, and bears the inscription "HONOR GUARD" in white block letters.

b. Governor's Twenty Tab. The Tab is an arched shoulder sleeve insignia, 3/4 of an inch wide and 3 inches long, and is embroidered. The Tab is white, edged in royal blue, and bears the inscription "GOVERNOR'S TWENTY" in royal blue block letters. The Tab is also produced in subdued version.

A-5. Certificates.

a. Adjutant General's Certificate of Commendation. The certificate is printed lengthwise on 8-1/2 by 11 inches parchment-type bond paper. The seal of the State of Texas, 3 inches in circumscribing diameter, in the green and blue colors of the seal, is centered in the upper half of the paper. Overprinted on the seal, in appropriately sized and spaced upper and lower case lettering, are the lines, "The Adjutant General's Department," "Certificate of Commendation," "is awarded to," followed by a line for inserting the rank, name and unit (or the name and office/directorate) of the recipient, followed by the line, "For Outstanding Performance of Duty." In the lower right-hand portion of the certificate is a date line, a signature line, and the signature block lines that include the Adjutant General's rank and component (e.g., "MAJOR GENERAL, Texas Military Forces" and title, "ADJUTANT GENERAL OF TEXAS.") The line, "is awarded to," and the date line are printed in script lettering, the signature block lines are in block letters; all other lines are in Old-English style lettering.

b. The Adjutant General's Certificate of Appreciation. The certificate is printed lengthwise on 10 by 12 inches parchment-type bond paper. The "Texas Minuteman" symbol, 4-1/2 inches in height, is centered on the certificate in light blue. Overprinted on the figure in appropriately spaced upper and lower case lettering are the lines, "The Adjutant General's Department," "Certificate of Appreciation," "is presented to," followed by a name line for inserting the name of the recipient, followed by the lines, "For Outstanding Support Given the," and "Military Forces of Texas." In the lower right hand portion of the Certificate is a date line, a signature line, and the signature block lines that include the Adjutant General's rank (e.g., "Major General") and, "Adjutant General of Texas." Lettering is Old-English style, except that the lines,, "is awarded to," and the date lines are in script lettering.

A-6. Governor's Unit Citation.

a. Authority. The Governor's Unit Citation was authorized and approved by the Adjutant General of Texas in May 1979 effective same date.

b. Description. The citation is a moiré silk ribbon composed of a deep red stripe, 1/2 of an inch wide, in the center of the ribbon, with royal blue stripes, 3/8 of an inch wide, on either side, separated from the red stripe by 1/8 of inch wide white stripes. The ribbon is encompassed and encased by a gold frame imprinted with laurel leaves. The overall size of the award is 9/16 of an inch in height and 1 and 7/16 of an inch in length.

A-7. Texas Meritorious Service Award.

a. Authority. The Texas Meritorious Service Award was authorized and approved by the Adjutant General of Texas on 23 April 1970.

b. Description. The award is a black plastic plaque in the form of a shield, 8-1/2 inches in height and 7 inches in width, mounted evenly on a shield-shaped wood background of beveled, stained, and varnished pecan or oak, 1/2 of inch thick and 1-1/8 inches larger than the plastic shield. The plastic shield has a raised gold border, a raised gold (3 inches in circumscribing diameter) reproduction of the seal of the State of Texas, centered in the upper half of the shield, and five lines of raised gold 1/4 of an inch upper and lower case block letters which read, "Texas Meritorious Service Award in Recognition of Outstanding Service and Support of the State Military Forces." Beneath the last line of lettering is a depressed box, 1-3/4 inches in length and 1/2 of an inch in height for insertion of an individualized brass plate.

Appendix B

INSTRUCTIONS FOR COMPLETION OF THE PROPOSED CITATION

B-1. Proposed citations to be presented to the recipient with the medal and certificates will be forwarded with the award recommendation.

B-2. Citations will be prepared as follows:

- a. Absolutely no typing errors are permitted; font will not exceed 12 characters per inch.
- b. Smudges, smears, staples, stray marks, or poor print are not acceptable.
- c. The opening sentence must identify the awardees by grade, name, duty assignment (except where the act was not performed as part of a duty assignment), and location and date (or inclusive dates).
- d. The citation must include a short description of the act, achievement, or service. Be specific on facts and confine to no more than eight double-spaced lines. Avoid superfluous adjectives and other embellishments.
- e. In citations for retirement use the word "long" in the closing sentence only for 25 years of service or more.
- f. Do not use code names in citations, or any abbreviations, other than Jr., Sr., II, etc., following the individual's name. For compound grade titles, such as first lieutenant, staff sergeant, etc., spell out the complete grade title in the opening sentence, and then use the short title in the balance of the citation. Example: lieutenant, sergeant, etc. "Chief" is an exception.
- g. Numeric designations of units should read "36th Infantry Division", etc.
- h. Attached narratives are not required for the Adjutant General's Individual Award (AGIA), Texas Medal of Merit (TMM), or any of the Texas Service Medals.

Figure B-1
Example TXMF Form 67 – Items 1-12

RECOMMENDATION FOR AWARD
For use of this form, see JFTX Reg 600-8-22, the proponent agency is JFTX-J1

HEROISM MERITORIOUS ACHIEVEMENT OR SERVICE

TO: (Include Zip Code)
President, JFTX Awards Board P.O. Box 5218, Austin, TX 78763

FROM: (Include Zip Code)
Commander, Texas Medical Command, P.O. Box 5218, Austin, TX 78763

PART II - PERSONAL DATA

1. LAST NAME, FIRST NAME, MIDDLE NAME: MCCOY, BONES NMN	2. SSN: 128-40-9122	3. GRADE: COL	4. BRANCH/PMOS/AFSC: MC
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5. ORGANIZATION AND STATION: Texas Medical Command

6. RECOMMENDED AWARD (Include Oak Leaf Clusters):
Lone Star Distinguished Service Medal

7. POSTHUMOUS YES NO

8. DESIRED DATE OF PRESENTATION: 3 December 2005

9. WAS INTERIM AWARD MADE? NO YES

10. INCLUSIVE DATES FOR WHICH RECOMMENDED:
15 December 1980 - 31 December 2005

11. INCLUSIVE DATES OF ASSIGNMENT TO UNIT SHOWN IN ITEM 5. STATE REASON FOR END DATE (Retire/PCS/etc):
1 January 2002 - PRESENT (RETIRE)

12. ALL PREVIOUS AWARDS TO INDIVIDUAL (Do not include interim award)
AGIA, TMM, TOSM

Items 1-5: Self explanatory.

Item 6: Enter the full name of the award that is being recommending, including oak leaf cluster(s) if applicable.

Item 7: Indicate if award is posthumous. If yes, enter date and place of death in item 7a, and enter next-of-kin name and address in item 7b.

Items 8-11: Self explanatory.

Item 12: Enter ALL previously awarded STATE awards.

Figure B-2
Example TXMF Form 67 – Items 13-15

Template FORM 1 - Page 1

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AGIA, TMM, TOSM

PART III - RECOMMENDATION FOR AWARD FOR HEROISM

**13. INCLUDE THE FOLLOWING INFORMATION ABOUT EYEWITNESSES ON A SEPARATE SHEET OF 8X11" BOND PAPER:
a. Full Name, b. SSN, c. Grade, d. Unit. STATE REASONS IF EYEWITNESS STATEMENTS ARE NOT ATTACHED.**

14. CONDITIONS UNDER WHICH ACT WAS PERFORMED

a. LOCATION: _____ b. TIME: _____ c. DATE: _____

d. UNIT MORALE, CASUALTIES, AND MISSION DURING TIME AND DATE (S) OF ACT(S):

PART IV- PROPOSED CITATION

15. DESCRIBE THE INDIVIDUAL'S PERFORMANCE IN THE SPACE PROVIDED BELOW. DO NOT USE A CONTINUATION SHEET EXCEPT FOR HEROISM AWARDS AND AWARD OF THE DISTINGUISHED SERVICE MEDAL

DESCRIBE THE INDIVIDUAL'S PERFORMANCE IN THE SPACE PROVIDE. DO NOT USE A CONTINUATION SHEET EXCEPT FOR HEROISM AWARDS AND AWARD OF THE DISTINGUISHED SERVICE MEDAL.

The Adjutant General of Texas is pleased to award the Lone Star Distinguished Service Medal to COL Bones McCoy, a member of the Texas Medical Command, Texas National Guard, who distinguished himself by exceptionally meritorious service in duties of great responsibility during the period of 15 December 1980 to 31 December 2005. COL McCoy's contributions to the health and medical readiness of the Texas National Guard over 25 years of service, including assignments as the State Surgeon, are laudable and recognized as an essential element in the excellent reputation of Texas units. The long and faithful service, dedicated performance of duty, and accomplishments of COL McCoy are in the best traditions of the medical profession and reflect great credit on him and the Texas Military Forces.

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Items 13-14: Self explanatory, complete only when award is for act(s) of heroism.

Item 15: Describe the **individual's** performance. Do not use a continuation sheet except for heroism awards or award of the Distinguished Service Medal. For multiple awards of the Texas Humanitarian Service Ribbon (THSR), describe the **group's** performance/actions.

Figure B-3
Example TXMF Form 67 – Items 16-21

U.S. ARMY
Forms Content Management

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15. DESCRIBE THE INDIVIDUAL'S PERFORMANCE IN THE SPACE PROVIDED BELOW. DO NOT USE A CONTINUATION SHEET EXCEPT FOR HEROISM AWARDS AND AWARD OF THE DISTINGUISHED SERVICE MEDAL

DESCRIBE THE INDIVIDUAL'S PERFORMANCE IN THE SPACE PROVIDE. DO NOT USE A CONTINUATION SHEET EXCEPT FOR HEROISM AWARDS AND AWARD OF THE DISTINGUISHED SERVICE MEDAL.

The Adjutant General of Texas is pleased to award the Lone Star Distinguished Service Medal to COL Bones McCoy, a member of the Texas Medical Command, Texas National Guard, who distinguished himself by exceptionally meritorious service in duties of great responsibility during the period of 15 December 1980 to 31 December 2005. COL McCoy's contributions to the health and medical readiness of the Texas National Guard over 25 years of service, including assignments as the State Surgeon, are laudable and recognized as an essential element in the excellent reputation of Texas units. The long and faithful service, dedicated performance of duty, and accomplishments of COL McCoy are in the best traditions of the medical profession and reflect great credit on him and the Texas Military Forces.

16. LIST ATTACHMENTS (Authorized for heroism and DSM awards only).

17. RELATED POSITION OF PERSON INITIATING RECOMMENDATION TO PERSON BEING RECOMMENDED: Commander

18. TYPED NAME, GRADE, BRANCH AND TITLE OF PERSON INITIATING RECOMMENDATION: JAMES T. KIRK, Commander

19. IF APPROVED, FORWARD AWARD TO:
 G-1, 71st Troop Command
 P.O. Box 5218, Austin, TX 78763

20. SIGNATURE:

21. DATE: 27 NOV 06

TXMF Form 67, SEP 2006 REPLACES TXARNG 67, OCT 89 COMPUTER GENERATED FORM
 WHICH IS OBSOLETE

Item 16: List narrative here when required. (Required for all State achievement awards except Adjutant General's Individual Award (AGIA)).

List roster(s) here. (For multiple awards of the Texas Humanitarian Service Ribbon (THSR), a roster may be utilized (see Figure 5)).

Items 17-21: Self explanatory.

Figure B-4

Example Attachment (Narrative) to TXMF Form 67

**NARRATIVE TO ACCOMPANY THE AWARD OF THE
TO
Colonel Bones McCoy**

Colonel Bones McCoy, Texas Medical Command, Texas Army National Guard, distinguished himself in numerous important assignments over the twenty-five year period 15 December 1985 through 31 December 2005. After several years of service in the Army Space Command, Colonel McCoy joined the Texas National Guard, lending his previous training and expertise to enhancing the medical fitness and readiness of Texas units. He spent over twenty cumulative years ministering to the 36th Infantry Division where he served as an Internist and Surgeon, including two years as the Division Surgeon. During this time he also held leadership roles as Medical Platoon Leader and Company commander, devoting several years to the direct support of the Divisions Soldiers. In August 1991, Colonel McCoy was assigned to the crucial and prestigious position of State Surgeon, where his medical and leadership experience was instrumental in analyzing requirements and implementing health standards and policies for the Texas Guard. A strong advocate of quality training, teamwork, and coordinated efforts, Colonel McCoy directed the use of Spartan personnel and equipment resources to their fullest advantage. As a result of his determined leadership, the medical readiness of Texas Soldiers and units was significantly enhanced, which was a key element in the selection of many of them for several mobilizations and deployments. Colonel McCoy's military career has been a chronology of selfless service and dedication to duty. Support to the commanders and Soldiers has been his watchword and his stellar accomplishments bear out his devotion to that principle. Colonel McCoy well represents that small body of citizens who serve not only as medical professionals to preserve health and life, but also as accomplished Soldiers. His example is in the highest traditions of military service and brings great credit to him and the Texas Military Forces.

Note: Narrative is double-spaced and limited to one page except for Texas Legislative Medal of Honor (TLMH), Lone Star Medal of Valor (LSMV), and the Lone Star Distinguished Service Medal (LSDSM) which are limited to two pages.

Figure B-5
Example of Roster for Multiple Texas HSM

MULTIPLE PERSONNEL

AWARD RECOMMENDATION

TX HSM

NAME	RANK	SSN	DATES OF DUTY

Figure B-6
Example Award of Texas Faithful Service Medal

UNIT LETTERHEAD
(O5 COMMAND OR HIGHER)

(Office Symbol)

(Date)

MEMORANDUM THRU (Command Channels)

FOR The Adjutant General's Department, (JFTX-ARM-G1-PEP (for Enlisted) or JFTX-ARM-G1-POP (for Officers), P.O. Box 5218, Austin, TX 78763-5218

SUBJECT: Award(s) of Texas Faithful Service Medal

1. The following personnel of this unit are eligible to be awarded the service medal indicated for the periods of service shown:

NAME	RANK	TYPE OF AWARD	PERIOD OF SERVICE	SEQUENCE

2. Please annotate on service member's DA Form 2-1 or AF Military Personnel Records. Point of Contact for this request is SSG Ima Clerk at (phone number).

FOR THE COMMANDER:

Unit Adjutant Signature Block

Appendix C

INSTRUCTIONS FOR NARRATIVE JUSTIFICATION

C-1. Each recommendation for a decoration is evaluated on the merits of the justification presented. Recommendations based on generalities, broad or vague terminology, superlative adjectives, or a recapitulation of duties normally performed do not permit adequate evaluation. Narratives should be factual and specific. Give concrete examples of exactly what the member did, how he/she did it, and what benefits or results significantly exceeded expected performance of duty, i.e., time or dollars saved, program improved, exceptional achievements, increased effectiveness, etc. NOTE: The narrative should include the period and unit of the act or achievement.

C-2. Recommendations based on meritorious service: Generally, a recommendation for decoration based on meritorious service must be for a completed period of service that is normally indicated by retirement, separation, or PCS. However, if the recommendation related to a person whose services have been clearly outstanding and unmistakably exceptional for an extended period of time and it is clearly indicated that there is not a clear-cut, projected, or reasonably foreseeable termination date of the current job assignment, the decoration may be awarded by the appropriate authority based on the period of service.

C-3. Recommendations based on outstanding achievement: An award based on outstanding achievement is intended to recognize a single specific act or accomplishment that is separate and distinct from regularly assigned duties. The period of an outstanding achievement is usually less than one year and is normally characterized by definite beginning and ending dates. The specific achievement must be sufficiently outstanding as to be readily distinguished from meritorious service and must clearly warrant immediate recognition. Timely recognition dictates submission of the recommendation not later than 60 calendar days after completion of the act or achievement.

C-4. The narrative is limited to accomplishments that occurred within the opening and closing dates. An individual's entire career may be considered in determining the level of decoration for retirement; however, the remarks in the narrative should be limited to accomplishments subsequent to the members' last decoration, unless the previous award was based upon achievement. Do not refer to a prior military career in another branch of service.

C-5. Narrative justification is limited to ONE double spaced typewritten page (8 1/2 x 11 inches) with the exception of the Texas Legislative Medal of Honor, the Lone Star Medal of Valor, and the Lone Star Distinguished Service Medal, which are limited to two pages. Narrative will be in blocked format.

C-6. On submissions of the Adjutant General's Individual Award and the Texas Humanitarian Service Ribbon for more than one individual, a piece of plain bond paper with a list of the individuals name, rank, SSN, unit (if different from the narrative), and the sequence of the award will be attached to the narrative. (see example in Appendix B)

Appendix D-1
TEXAS STATE GUARD AWARDS
GENERAL

D-1-1. Purpose. This appendix provides policy, criteria, responsibilities, guidance, and procedures for administering the Texas State Guard (TXSG) military awards program. It must be used in conjunction with the references.

D-1-2. References. AR 600-8-22, Military Awards.

D-1-3. General.

a. The Commander, Texas State Guard, will oversee, monitor and provide guidance to the program as it pertains to the Texas State Guard.

b. The TXSG J1 will administer the program for the Texas State Guard.

c. The order of precedence within the various classes of State of Texas medals and service ribbons is outlined in Appendix D-2 of this regulation. The order of precedence for wear within the various classes of medals and service ribbons, excluding State of Texas military decorations, service medals and ribbons, is stated in AR 670-1 and AFI 36-2805.

d. It is the responsibility and privilege 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 State Guard command channels for consideration.

e. Each recommendation for a State of Texas military decoration must be entered administratively into channels within two years of the act, achievement or service to be honored. However, if an award recommendation was entered and misdirected in the system, then the award can be resubmitted anytime with an explanation as to where it had been filed.

D-1-4. Character of Service for Personal Decorations. A medal will not be awarded or presented to any individual whose entire service subsequent to the time of the distinguished act, achievement, or service has not been honorable. The determination of "honorable" service will be based on such honest and faithful service as is in accordance with the standards of conduct, courage, and duty required, by law and customs of the State Guard, of a member of the grade to whom the standard is applied. Commanders will ensure that:

a. Individuals on whom favorable personnel actions will have been suspended will not be recommended for or receive awards.

b. Other-than-honorable service subsequent to submission of the recommendation for an award will be promptly reported to the awards approving authority with a recommendation for appropriate action.

c. It is every commander's responsibility to discontinue a recommendation for award if the presentation of that award would not support the mission and goals of the Texas State Guard.

D-1-5. Succeeding Awards. For each succeeding act or period of service that justifies the award of such decoration, the device designated to denote successive awards, as appropriate to the medal (e.g. oak leaf cluster, numeral, white enameled star) will be awarded, except posthumous awards to next of kin.

D-1-6. Processing Recommendations.

a. Recommendations for awards will be forwarded through command channels stating reasons for the recommendation to the commander authorized to approve them. Each intermediate commander will recommend approval, stating key reasons if disapproval is recommended.

b. Each MSC HQ will ensure that the recommendation for award is processed to HQ, Texas State Guard, Austin, Texas, not later than 60 days from the time the recommendation is initiated.

D-1-7. Order of Precedence.

The following will serve as the order of precedence for TXSG personnel.

a. Federal Awards. Personnel may wear federal level awards as authorized and in the order of precedence established by the Army or Air Force, depending on the member's affiliation.

b. Texas Military Forces Awards.

(1) Personal Decorations for Valor and Service.

(2) Service Awards.

(3) Unit Awards. Air Element personnel may wear TXSG unit awards below TXSG Service Awards. Army Guard personnel shall wear them over the right pocket below federal level unit awards.

c. National Military Association Awards (not including SGAUS).

d. State Guard Association of the United States (SGAUS) Awards.

e. Texas State Guard Association Ribbon.

f. Other State-Level Military Force & Association Awards.

Appendix D-2
TEXAS STATE GUARD AWARDS
PERSONAL DECORATIONS FOR VALOR AND SERVICE

D-2-1. General. Personal decorations for valor and service are awarded in recognition of heroism, meritorious achievement, or meritorious service. State military decorations recognize achievements which have significantly contributed to the readiness or effectiveness of a unit or organization, or have made notable contribution to the morale or esprit de corps of units or organizations. The decision to award an individual a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority.

D-2-2. Order of Precedence for Personal Decorations for Valor and Service:

- a. Texas Legislative Medal of Honor.
- b. Lone Star Medal of Valor.
- c. Texas Superior Service Medal
- d. Lone Star Distinguished Service Medal.
- e. Texas Outstanding Service Medal.
- f. Texas Medal of Merit.
- g. Adjutant General's Individual Award.
- h. Texas State Guard Meritorious Service Ribbon.
- i. Commanding General's Individual Award.
- j. Texas State Guard Recruiting Ribbon.

D-2-3. State of Texas Decorations and Criteria for Award.

a. Texas State Guard Meritorious Service Ribbon. The Texas State Guard Meritorious Service Ribbon is awarded to any member of the Texas State Guard, who while serving in any capacity shall distinguish themselves by meritorious service or achievement, but of a lesser degree than that required for the Adjutant General's Individual Award. However, the service or achievement shall be such that it clearly sets them above their peers and above what is to be normally expected. Successive awards will be identified by the use of oak leaf clusters.

b. Commanding General's Individual Award. This award may be given to any member of the Texas State Guard by the Commanding General at any TXSG function or activity for exceptional performance. The ribbon may be awarded by the Commanding General as a "pocket

award" or through recommendation by unit commanders. Subsequent awards will be denoted by oak leaf clusters.

c. Texas State Guard Recruiting Ribbon. The Texas State Guard Recruiting Ribbon can be awarded to any member of the Texas State Guard who recruits at least five individuals who are active members for six or more months. Subsequent awards will be denoted by a bronze oak leaf cluster for each additional 10 recruits. A silver oak leaf cluster will be worn in lieu of five bronze oak leaf clusters and is worn to the wearer's right of a bronze oak leaf cluster.

Appendix D-3

TEXAS STATE GUARD AWARDS TRAINING AWARDS AND BADGES

D-3-1. General. Training awards and badges are unique devices for displaying an individual Soldier's motivation to seek self-improvement. They have been developed to improve member morale and recognize outstanding accomplishment. TXSG Headquarters will process these awards and badges unless delegated by the Commanding General, TXSG to the first General Officer in the chain-of-command.. All forms forwarded to Headquarters, TXSG must be accompanied by a copy of the original documentation on the current TXSG awards form 12 or the JFTX form 67.

D-3-2. Order of Precedence for Training Awards:

- a. NCO Professional Development Ribbon.
- b. Officer Professional Military Education Ribbon.
- c. Basic Training Ribbon.
- d. Texas State Guard Physical Fitness Ribbon.
- e. Texas State Guard Small Arms Marksmanship Ribbon (Air).

D-3-3. Training Badges/Patches. The purpose of awarding badges, tabs, and special insignia 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. See Appendices B and B1 for the location of training badges on the uniform. The following are the only official training badges of the Texas State Guard:

- a. TXSG Staff Identification Badge.
- b. Recruiter Badge.
- c. Occupational Badges.
- d. Training Badges.

D-3-4. Federal and National Guard Badges and Patches. Federal and National Guard badges and patches may be worn with the Texas State Guard uniform in accordance with TXSG Regulation 670-1.

D-3-5. Training Awards and Criteria.

a. NCO Professional Development Ribbon. The NCO Professional Development Ribbon is awarded to members of the Texas State Guard upon successful completion of prescribed NCO

Education Courses, and other approved courses of study which clearly contribute to the professional development of the Soldier, Sailor, Marine or Airman.

(1) Award Criteria: Successful completion of approved noncommissioned officer education courses. The initial award of the ribbon must be for successful completion of the Warrior Leader Course (WLC), or Airman Leadership School (ALS), Basic Noncommissioned Officer Course (BNCOC), Advanced Noncommissioned Officer Course (ANCOC), the Command Sergeant Course or their approved equivalent from other military services. Numerals will be used to denote second and subsequent awards.

b. Officer Professional Military Education Ribbon. Officer Professional Military Education Ribbon is awarded to members of the Texas State Guard Officer Corps upon successful completion of prescribed officer courses. This ribbon may also be awarded for approved developmental courses provided by other military services, or Federal and State governmental agencies. This ribbon will be awarded to officers who have completed Federal or State Command and Staff Training.

(1) Award Criteria: Successful completion of an approved Officer Basic Course (OBC), Officer Advanced Course (OAC), Command and General Staff College (C&GSC), War College, or other approved other services equivalent officer education courses. The Initial award of the ribbon must be for successful completion of OBC, OAC, C&GSC, or their approved equivalent from the other military services. Numerals will be used to denote second and subsequent awards.

c. Basic Orientation Training Ribbon. Enlisted Personnel Basic Training Ribbon is awarded upon certification of completion of enlisted personnel basic training. This ribbon may be awarded retroactively for successful completion of an active duty basic training program for any of the U.S. Armed Forces. Only one award of the enlisted personnel basic training course is authorized, regardless of whether an individual completes more than one basic training course.

d. Texas State Guard Physical Fitness Ribbon. Texas State Guard Physical Fitness Ribbon will be awarded to any member of the TXSG who demonstrates above average physical ability. Requirements for this ribbon are as follows: (1) successfully complete a two-mile run or swim based upon an individual's age or gender group, (2) do the required amount of push-ups and sit-ups as required by age and gender group. This ribbon may be awarded retroactively for successful completion of the U.S. Army or U.S. Air Force Physical Fitness Test while a member of the active or reserve components. A copy of unit orders or approved official scorecard is required for verification. Only one award of the physical fitness ribbon is authorized.

D-3-6. Training Badges/Patches and Criteria.

a. Texas State Guard General Staff Identification Badge.

(1) Temporary. The badge will be authorized for wear when the following criteria are met: Officers above the rank of captain and noncommissioned officers in the rank of E9 assigned to a permanent duty position in Headquarters, Texas State Guard.

(2) Permanent. The badge will be authorized for wear as a permanent part of the uniform when the following criteria have been met: Personnel must be assigned to a permanent duty position described in paragraph (1) above for not less than two years. Personnel must demonstrate outstanding performance of duty, be recommended by the Chief of Staff, and be approved by the Commanding General, TXSG.

(3) Announcement. The G1, TXSG, will verify qualifying service and recommend approval or disapproval of the award.

(4) Wear.

(a) No more than two identification badges may be worn on one pocket or side of the coat or jacket of the uniforms prescribed below. When two identification badges are worn on the same side or pocket, the precedence of the badges will be from the wearer's right to left.

(b) Male Personnel. For Class A & B uniforms, the badge will be worn centered on the right breast pocket, between the bottom of the flap and the bottom of the pocket. Badges will be equally spaced from left to right on the pocket (if two badges are worn). For mess and evening mess uniforms, the badge will be centered between the upper two buttons on the right side of the jacket.

(c) Female Personnel. For Class A & B uniforms, the badge will be worn on the right side, parallel to the waistline on the class A uniform and in a comparable position on the class B uniform. Placement of badges may be adjusted to conform to individual figure differences. For mess and evening mess uniforms, the badge will be worn on the right side, centered between the lower two buttons on the side of the jacket.

(d) Permanent award constitutes authority for the individual to wear the badge as a part of the military uniform while serving as an active or retired member of the TXSG.

b. Recruiter Badge. This is a badge that will be authorized only by orders from HQs, TXSG-J1. An individual may continue to wear this badge if he/she served in a recruiter position for three years or more or has a cumulative total of three years over a career period. If an individual has less than three years of recruiter duty or is not in a current recruiter position, wearing of the Recruiter Badge is not authorized.

c. Occupational Badges. These badges may be authorized by TXSG Headquarters and Wing Headquarters for wear by personnel assigned to the Air Division only. Wear of the badges is authorized as follows.

(1) General Officers. Wear the basic badge, representative of the organization's mission, upon entering a headquarters staff or command position, unless previously qualified for a higher level badge. Wear the next higher level badge after 12 months. Continue to upgrade to next higher level every 12 months.

(2) Officers. Wear the basic badge after graduating from technical training (or after attaining a fully qualified AFSC when technical training is not required). Wear the senior badge

after seven years in the specialty, and the master badge after 15 years in the specialty.
EXCEPTION: a Medical Service officer's time in specialty will include any constructive service credit awarded at the time of appointment.

(3) Enlisted. Wear the basic badge after completing technical training. Wear the senior badge after award of the 7-skill level, and the master badge as a master sergeant or above with 5 years in the specialty from award of the 7- skill level. EXCEPTION: Chief Master Sergeants cross flowed into a new CEM Code wear the basic badge of their new career field upon award of the CEM Code, the senior badge after 12 months, and the master badge after 5 years.

(4) Retraitees. Credit toward new badges starts upon entry into a new AFSC.
EXCEPTION: Officers who formerly served as enlisted members may wear the awarded occupational badge for the career field in which they served as an enlisted member.

(5) Authorized Badges

- (a) Command and Control
- (b) Law Enforcement/Security Forces
- (c) Enlisted Medical
- (d) Medical Corps
- (e) Medical Services/Biomedical Sciences
- (f) Nurse
- (g) Material Acquisition
- (h) Chaplain (all denominations)
- (i) Chaplain Services
- (j) Communications/Computer Systems
- (k) Information Management
- (l) Judge Advocate
- (m) Logistics
- (n) Personnel and Manpower Management
- (o) Operations Support
- (p) Public Affairs
- (q) Paralegal
- (r) Services
- (s) Supply

e. Marksmanship Awards

(1) Marksmanship Badges (Army): A marksmanship badge will be awarded to TXSG Army Guard Personnel for firing Marksman, Sharpshooter, or Expert with a revolver, pistol, or rifle on a standard TXSG live fire qualification course. An appropriate clasp (i.e. Pistol, Revolver, and Rifle) will also be awarded with each badge.

(2) Texas State Guard Small Arms Marksmanship Ribbon (Air): Will be awarded to TXSG Air Guard personnel for firing Marksman, Sharpshooter, or Expert with a revolver, pistol, or rifle on a standard TXSG live fire qualification course. An appropriate appurtenance (E, S or M device) will be worn centered on the ribbon as follows: E=Expert, S=Sharpshooter, and M=Marksman. No more than one ribbon with one device may be worn at any one time.

Appendix D-4

TEXAS STATE GUARD AWARDS UNIT AWARDS

D-4-1. Purpose. Awards are made to units/organizations when the heroism or courage displayed, or meritorious service performed, is a result of group effort. (Refer to Chapter 7).

D-4-2. Precedence.

- a. Governor's Unit Citation.
- b. Meritorious Unit Award.
- c. Organizational Excellence Award.

D-4-3. Unit Awards (State Guard Only).

a. Organizational Excellence Award. Organizational Excellence Award is awarded to small and unnumbered units in recognition of achievement and service. This ribbon may be recommended by battalion commanders and higher headquarters.

(1) Persons assigned or temporarily attached to the unit, and present for duty during the period for which the unnumbered unit was cited and granted the award, are permanently awarded the Organizational Excellence Award Ribbon.

(2) Persons later assigned to the cited unit may wear the ribbon only while assigned or attached to the unit. This ribbon is to be worn after the Meritorious Unit Award.

D-4-4. Subsequent Unit Awards.

a. Subsequent Unit Awards will be denoted by a bronze oak leaf cluster. A silver oak leaf cluster will be worn in lieu of five bronze oak leaf clusters and is worn to the wearer's right of a bronze oak leaf cluster.

Appendix D-5
TEXAS STATE GUARD AWARDS
ASSOCIATION RIBBONS

D-5-1. Association Ribbons. Association Ribbons are visible signs that the individual Soldier is an active supporter of the concept of a State Guard being a defender of Texas and the United States of America.

D-5-2. Order of Precedence.

a. National Military Association Awards (not including SGAUS). Awards from national military associations may be worn in the order of precedence established by the awarding organizations. These may only be worn while current membership in the specific organization is maintained.

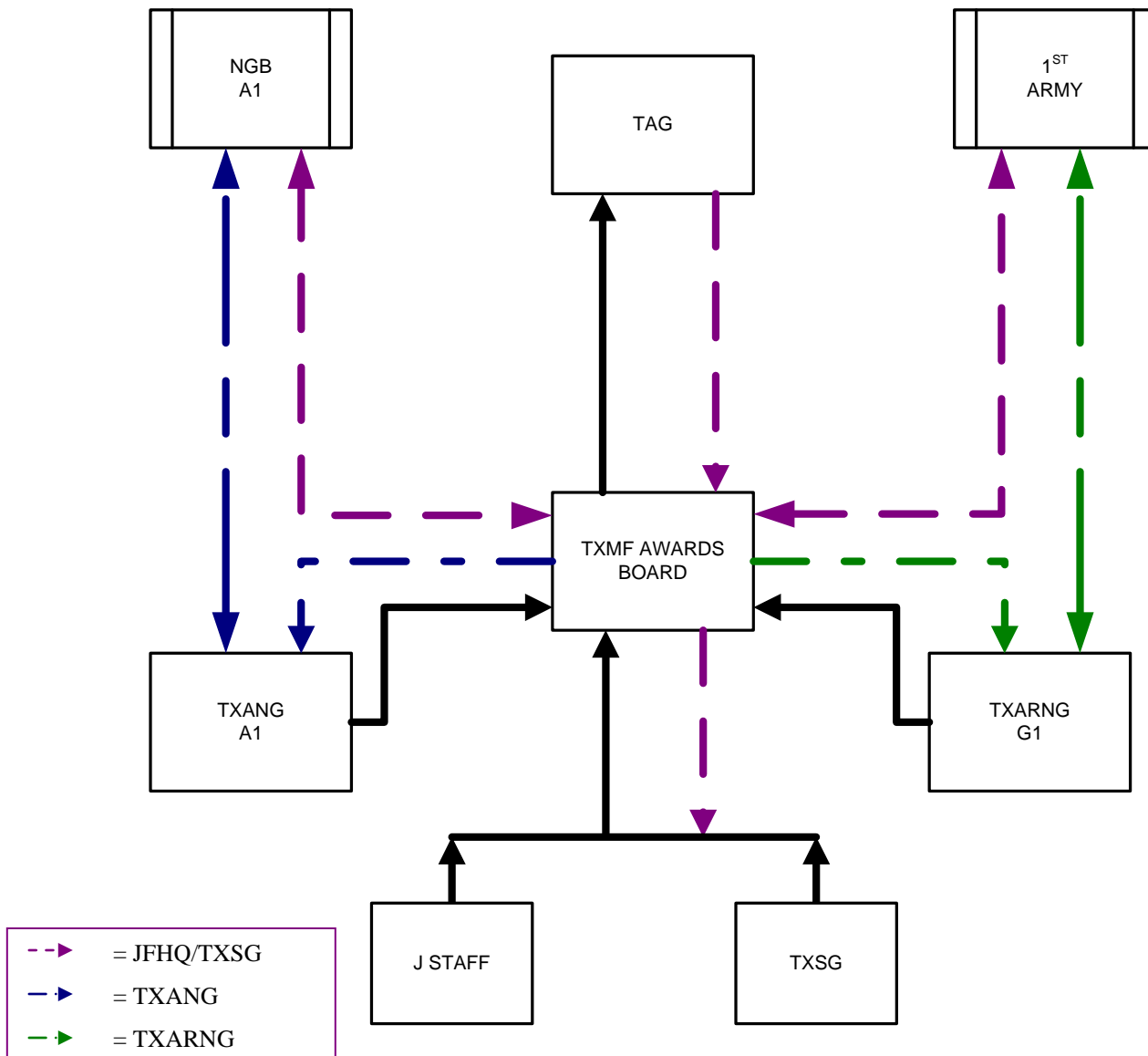
b. State Guard Association of the United States (SGAUS) awards. The membership ribbon is awarded to all current members of the SGAUS organization. Other authorized SGAUS awards may be worn in the order of precedence established by SGAUS. These may only be worn while current membership is maintained. SGAUS unit awards are worn by Army Guard personnel on the right breast below all other unit awards. SGAUS unit awards are worn by Air Guard personnel on the left breast below SGUAS individual awards.

c. Texas State Guard Association Ribbon. This ribbon is authorized to all current & life members of the Texas State Guard Association. It may only be worn while current membership is maintained. It will be worn after any SGAUS awards.

d. Other State Military Association Awards. These are awards authorized by other state military defense forces, National Guard Adjutant Generals & associations.

APPENDIX E

TXMF AWARDS BOARD MATRIX



Federal Awards of Legion of Merit or higher will be forwarded through command channels and A1/G1/J1/TXSG (as applicable) to the TXMF Awards Board. Once boarded, recommendations will be forwarded to TAG for recommendation of approval or disapproval. If recommended for approval, the J1 Awards Section will forward to higher echelon(s) – J Staff or TXSG only, and track to completion. Army/Air recommendations will be returned to the respective G1/A1. These offices will forward/track recommendations through higher echelon(s) to completion.

All State Awards that require TAG’s signature/approval (Texas Medal of Honor, Texas Medal of Valor, Texas Purple Heart, Lone Star Distinguished Service Medal, Texas Humanitarian Service Ribbon, and Texas Federal Service Ribbon) will be forwarded thru command channels to the JFHQ Awards Board.

APPENDIX F
TXMF AWARDS CHECKLIST

AWARDS CHECKLIST

NAME: _____

UNIT: _____

_____ **TXMF 67/DA FORM 638** (ALL FIELDS FILLED OUT COMPLETELY)

_____ **NARRATIVE**

_____ **PROPOSED CITATION**

_____ **HOMETOWN NEWS RELEASE** (IF APPLICABLE)

_____ **AWARDS DATA SHEET**

Commanding

TXMF FM 67-1
1 Sep 06

APPENDIX G
TXMF Awards Datasheet

AWARDS DATASHEET

(ALL INFORMATION MUST BE FILLED OUT)

LAST NAME: _____ FIRST NAME: _____ MI: _____

RANK: _____ MOS/AFSC: _____

UNIT: _____ UIC: _____

AWARD TYPE: _____ REASON FOR AWARD: _____

RACE: _____ GENDER: _____

COMPONENT: ACTIVE ARMY **TXMF** ARMY RESERVE
 USAF USMC NAVY

PRESENTATION DATE: _____

IS SM FLAGGED: YES / NO

DUTY POSITION: _____

PREVIOUS AWARDS WHILE ASSIGNED/ATTACHED TO TEXAS MILITARY FORCES:

TXMF FM 67-2
1 Sep 06

APPENDIX H
Glossary
Explanation of Terms

a. **Active Federal Military Service.** The term "active Federal military service" includes all periods of active duty in the Armed Forces of the United States, Active Guard Reserve (AGR) service and, except for service creditable for the Armed Forces Reserve Medal, excludes periods of active duty for training (ADT) and active duty for special work (ADSW). Service as a cadet at the United States Military Academy is active duty.

b. **Appurtenances.** Appurtenances are devices affixed to service or medal suspension ribbons or worn in lieu of medals or ribbons (e.g., lapel buttons). They are worn to denote an additional award, participation in a specific event, or other distinguishing characteristics of an award.

c. **Citation.** A written narrative statement of an act, deeds, performance of duty, or service for which an award is made.

d. **Decoration.** Distinctively designed mark of honor denoting heroism or meritorious/outstanding service or achievement, as opposed to good conduct and service medals and ribbons.

e. **Distinguished Himself/Herself By.** A person to have distinguished himself/herself, by praiseworthy accomplishment, is set apart from other persons in the same or similar circumstances. Determination of this distinction requires careful consideration of exactly what is or was expected as the ordinary, routine, or customary behavior, and accomplishment for individuals of like rank and experience for the circumstances involved.

f. **Duty of Great Responsibility.** Duty, which, by virtue of position held, carries the ultimate responsibility for the successful operation of a major command, activity, installation, or project. The discharge of such duty must involve the acceptance and fulfillment of the obligation so as to greatly benefit the interests.

g. **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, installation, or project, or which requires the exercise of judgment and decisions affecting plans, policies, operations, or the lives and wellbeing of others.

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

i. **Key Individual.** A person occupying a position who is indispensable to an organization, activity, or product.

j. **Medal.** A term used in either of two ways:

(1) To include the three categories of awards, namely decorations, good conduct, and service medals.

(2) To refer to the distinctive physical device of metal and ribbon this constitutes the tangible evidence of an award.

k. **Meritorious Achievement**. An act which is well beyond 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.

l. **Meritorious Service**. Service which is distinguished by a succession of outstanding acts of achievement over a sustained period of time.

m. **Major Commands**.

(1) Texas Military Forces.

(a) Headquarters, 36th Infantry Division.

(b) 176th Engineer Brigade .

(c) Headquarters, Joint Force HQ (-).

(d) Headquarters, Texas Air National Guard.

(e) Headquarters, Texas Army National Guard.

(f) Headquarters, Texas State Guard (TXSG)

n. **Officer**. The word "officer" refers to a commissioned or warrant officer.

APPENDIX I TEXAS STATE AWARDS

Staff Badges



Texas Military Forces Joint Staff Badge



Texas Army National Guard Army Staff Badge

APPENDIX I TEXAS STATE AWARDS

State of Texas Awards

Personal Decoration for Valor and Service



Texas Legislative Medal of Honor



Lone Star Medal of Valor



Texas Purple Heart Medal



Texas Superior Service Medal



Lone Star Distinguished Service Medal



Texas Outstanding Service Medal



Texas Medal of Merit



Adjutant General's Individual Award

Personal Decoration for Service



Texas Federal Service Medal



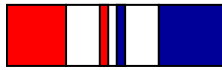
Texas Desert Shield/Desert Storm Medal



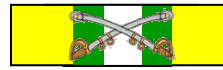
Texas Humanitarian Service Ribbon



Texas Homeland Defense Service Medal



Texas Combat Service Ribbon



Texas Cavalry Medal (no longer awarded)



Texas Faithful Service Medal

Unit Awards



Texas Governor's Unit Citation