

STATE GUARD ASSOCIATION OF TEXAS

P.O. Box 9584, Austin, Texas 78766-9584



SGATX AWARDS FORM



Awardee

DATE

Unit

Status

Recommended by

Relationship to Awardee

RECOMMENDED AWARD

NARRATIVE (Use additional pages if necessary)

All award recommendations require an endorsement. See the "SGATX Awards Form Instructions" for guidance.

ENDORSED BY (RANK/NAME)

TITLE/POSITION

PHONE:

OFFICIAL EMAIL

Email this form to awards@sgatx.org and CC the endorsing officer. Endorsing officer must REPLY ALL to verify their endorsement to the SGATX Decorations Review Board. This form will serve as authorization for the award when approved and signed by SGATX President below.

DO NOT WRITE BELOW THIS LINE - FOR SGATX OFFICIAL USE ONLY

SGATX REVIEW BOARD ACTION

CHAIR
SIGNATURE

SGATX REVIEW BOARD CHAIR
PRINTED NAME

DATE

SGATX PRESIDENT'S SECTION

SIGNATURE

DATE

SGATX AWARDS FORM

INSTRUCTIONS

Part 1 – Administrative Data. For these fields, you may either choose from the dropdown menu choices, or type in your response.

DATE: The date that the award recommendation is being transmitted to SGATX

AWARDEE: The first name, middle initial, and last name of the person being recommended for the award.

SELECT RANK: The rank of awardee. Army ranks and “Civilian” are drop-down choices, other ranks can be typed in if necessary.

UNIT: Current unit for the awardee, or the last unit assigned for former members. Other units can be typed in if necessary, and “N/A” can be chosen for civilians.

STATUS: In the first dropdown box choose between, “Active”, “Retired”, or “Honorably Discharged” to describe their current duty status. In the second dropdown box, choose the organization to which the awardee belongs or belonged. Other responses can be typed into these boxes if necessary. This information is required because some SGATX awards are restricted to SGATX members, others are restricted to TXSG current or former members, and others are open to anyone to include members of the United States Armed Forces or civilians. Reference the latest SGATX Decorations Program document for detailed information on qualifications for each award.

Part 2 – Recommender’s Information. Type the requested information into the following fields.

RECOMMENDED BY: Type the rank, first name, middle initial, and last name of the person recommending the award.

RELATIONSHIP TO AWARDEE: Type the relationship the recommender has to the awardee. Anyone with first-hand personal knowledge of a servicemember's heroic act, achievement, or meritorious service may recommend them for an award.

Part 3 – Recommended Award Information. Chose one award from the dropdown menu, then type the narrative justifying the award in the “Narrative” box. You may use additional pages for the narrative if necessary.

RECOMMENDED AWARD: Choose one award from the dropdown menu. Reference the SGATX Decorations Program document for detailed information on qualifications for each award. Also keep in mind the following general guidance:

- Superior Service Medals typically recognize those who demonstrate exceptionally superior service in a duty of great responsibility, in which their actions impact an entire branch of service. Often these are general officers or the senior enlisted advisors to general officers with over 25 years of service.
- Distinguished Service Medals typically recognize those who demonstrate meritorious service in a position of significant responsibility. Often these are field-grade officers and E-9's with over 20 years of service.
- Meritorious Service Medals typically recognize field-grade officers and senior NCO's for outstanding non-combat meritorious achievement or service at the battalion level or higher. These awards sometimes recognize company-grade officers and junior NCO's who make a significant brigade-level impact.
- Commendation Medals typically recognize company-grade officers and junior NCO's, and sometimes high-performing junior enlisted servicemembers for heroism, meritorious achievement, or meritorious service.
- Achievement Medals typically recognize junior enlisted and junior officers for achievement of a lesser degree than required for a commendation medal, but above meeting the common expectations of an assigned task or mission.
- Excellence awards typically recognize a single, distinct act of excellence rather than long-term sustained service. For example, a soldier who steps up and performs an exceptional performance at any Texas State Guard function, training event, or activity.
- The SGATX Susanna Dickinson Award is a recognition of the deeply ingrained tradition that acknowledges that military service is rarely a solo endeavor. While the service member wears the uniform, the spouse or other family members often bear a significant portion of the burden that makes that service possible. This award is appropriate for civilians who have supported a service member in such a manner.

NARRATIVE: A good narrative includes most of these components.

- Action: What specifically did they do?

- **Result:** What was the immediate outcome?
- **Impact:** How did this help the Platoon, Company, Battalion, or the TXSG as a whole?
- **Quantifiable Data:** Money or man-hours saved, number of soldiers trained, number of casualties treated, number of civilians evacuated, raised qualification rates, etc.
- **Context & Difficulty:** Explain why this achievement was difficult. Doing a job is expected; doing a job under pressure under adverse conditions merits recognition.
- **Risks:** Awards for valor should include a detailed description of the danger the awardee faced.

Part 4 – Endorsement Information.

Recommendations for current TXSG Members and Members discharged within the last 12 months require an endorsement from a TXSG officer. The Sam Houston Superior Service Medal and The Stephen F. Austin Distinguished Service Medal both require the endorsement of a brigade commander or O-6 staff supervisor. All others require the endorsement of their battalion commander or O-5 staff supervisor.

If the awardee is a former TXSG member who has been discharged for more than 12 months, or has never been a member of the Texas State Guard, the endorsement of a current TXSG officer of prescribed rank is strongly recommended, but not required. In this case, the nominator can seek the endorsement of a reliable source (e.g. government employee supervisor, a senior-level public servant, a SGATX official, etc.) with direct knowledge of the achievement being nominated. The lack of an endorsement from one of these kinds of sources may cause the SGATX Decorations Review Board to not find merit in the nomination.

ENDORSED BY (RANK/NAME): Type in the rank and name of the endorsing officer.

TITLE/POSITION: Type in the title or position of the endorsing officer.

PHONE: Type in the phone number of the endorsing officer.

OFFICIAL EMAIL: Type in the official government email address of the endorsing officer, not their civilian email address. This will ensure the authenticity of the endorsement.

Part 5 – Endorsement Verification.

Email this completed form to **awards@sgatx.org** and CC the endorsing officer at their official government email address. The endorsing officer must then REPLY ALL to verify their endorsement to the SGATX Decorations Review Board. The endorsing officer's REPLY

ALL email can be as formal or informal as they desire. The only requirement is the acknowledgement of the endorsement.

Part 6 – SGATX Official Space.

Do not enter any information below the statement that reads, “*DO NOT WRITE BELOW THIS LINE - FOR SGATX OFFICIAL USE ONLY*”.

A SGATX official will return the form to the email address of the person who recommended the award, with CC to the endorsing officer’s email address, once the SGATX Review Board and SGATX President have completed Part 6.

This form will serve as authorization for the award if approved and signed by SGATX President at the bottom of the form.