

**Headquarters, Indiana National Guard
HQ-INNG 600-8-22**

Personnel - General

Awards and Decorations

**Headquarters Indiana National Guard, Indianapolis, IN
5 December 2025**

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Summary of Changes

HQ-INNG Regulation 600-8-22, dated 5 December 2025

- *Specifically, this revision-*
- *Supersedes HQ-INNG Regulation 600-8-22, dated 1 September 2017.*
- *Updates J1 Awards Team Distro email to ng.in.inarng.list.j1psb-awards@army.mil.*
- *Updates all referenced Regulations and DA PAMs with published dates.*
- *Addition of paragraph 2-5 Indiana Achievement Medal.*
- *Addition of paragraph 2-6 Indiana Outstanding Airman or Soldier of the Year Medal.*
- *Addition of paragraph 2-9 Indiana Exemplary Fitness Medal.*
- *Changes to paragraph 2-2a Indiana Distinguished Service Cross Authorization.*
- *Additions to Table 2-2 to add Indiana Achievement Medal, Indiana Outstanding Airman or Soldier of the Year Medal, and Indiana Exemplary Fitness Medal.*
- *Changes to submission guidance to reference Table 2.2.*
- *Updates paragraph 3-11 for Air National Guard eligibility criteria for Indiana Funeral Honors Ribbon.*
- *Updates to paragraph 4-3d The Adjutant General's Badges, Tabs and Patches.*
- *Removes paragraph 4-8.*
- *Updates to paragraph 5-5 Presidential Letter of Appreciation.*
- *Additions to paragraph 6-1 to add Indiana Achievement Medal, Indiana Outstanding Airman or Soldier of the Year Medal, and Indiana Exemplary Fitness Medal.*
- *Updates Appendix B for all Forms, Memorandums, and Certificate Templates.*
- *Changes Appendix C to Award Order of Precedence.*

Headquarters, Indiana National Guard
Personnel
Indianapolis, IN
5 December 2025

HQ-INNG 600-8-22

Awards and Decorations

Summary. This regulation covers the policies and mandated procedures for the Indiana National Guard Award and Decorations program.

Applicability. This regulation applies to all Indiana National Guard commands and personnel eligible for awards and decorations.

Internal Control System. This regulation is subject to the requirements of AR 11-2.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Director of Army Personnel, J-1.

Suggested Improvements. Users are invited to send comments and suggested improvements directly to the J1 Personnel Services Branch Awards Team at ng.in.inarng.list.j1psb-awards@army.mil

*This regulation supersedes HQ-INNG 600-8-22, dated 1 September 2017.

Chapter 1 Introduction

Section I Overview

1-1. Purpose.

This regulation prescribes Indiana National Guard policy, criteria, and administrative instructions concerning individual awards. The goal of the Indiana National Guard Awards Program is to foster mission accomplishment by recognizing excellence of both military and civilian members of the force and motivating them to high levels of performance and service.

1-2. Intent.

a. Indiana decorations are meant to recognize achievements which 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 or time periods.

b. The decision to award an individual a decoration and the decision as to which decoration is appropriate are both subjective decisions made by the commander having approval authority for that award. The recommender may recommend what they feel is necessary, however, the final decision is at the sole discretion of the awards approval authority. Awards for meritorious achievement or service are not to be based on the grade of the intended recipient. Rather the award should reflect both the individual’s level of responsibility and the individual’s manner of performance. The degree to which the individual enhanced the unit or organizations’ readiness, or effectiveness is the leading factor. To preserve member and unit morale and integrity, no individual recommended for an award is told in advance they have been submitted for an Indiana decoration. Informing the member or unit in advance may result in decreased morale or effectiveness if the award is downgraded or is not approved by the awards approval authorities.

c. No individual is automatically entitled to an award upon departure of an assignment. Certificates of achievement and letters of commendation or appreciation are also appropriate means to recognize departing personnel.

d. No preconditions for an award are established. For example, members are informed in advance that attainment of specific goals result in the automatic award of a given decoration. Indiana awards are not to be used as prizes in contests or raffles.

e. No commander, at any level, may limit the number of awards per unit or per period. Awards are given to any deserving member that meets the criteria outlined in 1-2a, 1-7a and 1-11.

1-3. References.

See Appendix A.

1-4. Explanation of abbreviations and terms.

See the glossary.

1-5. Categories of individual awards.

Individual awards are grouped into the following categories:

- a. Indiana decorations

- b. Indiana service medals and ribbons
- c. Indiana identification badges and tabs
- d. Indiana special awards

1-6. Sequence of recommendations for awards.

- a. There is no mandatory progression for state awards. It is important for awards to be appropriate to the individual(s) achievement or service. No award has a prerequisite.
- b. Commanders at all levels are responsible for ensuring appropriate state awards are forwarded for consideration and approval. It is imperative that Commanders preserve the honor of receiving an award and prevent misuse or abuse of the awards program.

1-7. Character of Service.

a. Awards and decorations are not 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" is based on such honest and faithful service according to the standards of conduct, courage, and duty required by law and customs of the service of a Service member of the grade to whom the standard is applied. Commanders ensure that—

(1) Individuals on whom favorable personnel actions have been suspended are neither recommended for, nor receive an award, decoration, or a badge during the period of the suspension.

(2) 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.

b. *Exceptions.* As an exception to paragraph 1–7a (1), Members who are flagged for overweight or Army Fitness Test failure may be recommended for and presented an award based on valor and heroism.

c. *Waiver for overweight and Army Fitness Test failure flags.* A waiver of the overweight or Army Fitness Test flag must be processed for length of service retirement awards to the first general officer in the Member's chain of command with awards approval or disapproval authority. All waivers are processed as separate and distinct actions from the award recommendation and should be submitted and adjudicated prior to submission of the award recommendation. The approved waiver accompanies the award recommendation once submitted.

1-8. Period of Award.

a. For service awards, the cited period is limited to the period of service during which the individual served under the recommending command or full-time supervisor, except in the case of retirement awards (see para 1–11). Service is characterized by distinguished service and performance above that normally expected, over a sustained period.

b. For achievement awards, the length of time is not a primary consideration; however, the act or achievement should have a clearly discernible beginning and ending date. In addition, the speed of accomplishment of a time sensitive task could be an important factor in determining the value of the achievement or act. Soldiers may not receive multiple awards for the same period of time, service or achievement.

c. For valor and heroism awards, the cited period is governed by the same standards stated in paragraph 1–7, the only difference is the manner and circumstances involved during the act.

1-9. Time limitation.

a. Each recommendation for an award of an Indiana decoration must be entered administratively into military channels within two years of the act, achievement or service to be honored. An award is considered to have been submitted into military channels when it has been signed by the initiating officer and endorsed by a higher official in the chain of command.

b. No Indiana decoration is awarded more than two years after the act or period of service to be awarded. In cases where there is an act, achievement or service to be honored outside of the two-year limitation, the award submission requires a waiver memorandum signed by TAG to be authorized for approval. Once approved by TAG, award processing resumes as though it was submitted for approval on time and to standard.

1-10. Recommendation Eligibility.

a. The recommending official must have been witness to the act, service or achievement to which the award honors. They must have either observed or been provided information by an individual who observed the action(s) or service. When relating to retirement awards, the recommending official is not required to have first- hand knowledge or witnessed the action(s) or service cited in the recommendation. The recommending official does not have to be senior in grade to the Member recommended for an award.

b. A Member may not recommend him or herself for an Indiana decoration.

1-11. Recognition upon retirement.

a. *Period of service.* Each individual approaching retirement may be considered for an appropriate decoration based on his or her grade, years of service, degree of responsibility, and manner of performance.

b. *Service recognition awards.* The following awards may be awarded upon retirement:

(1) Meritorious service awards are awarded upon retirement, to include medical retirements, which may include periods of service longer than that served in the recommending command or full-time supervisor. An extended period is only considered in those cases where the length or nature of the individual's terminal assignment would not qualify him or 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. This is not to imply that an extended period of service should be considered for every individual who retires, such periods are limited to the last 10 years of service. When writing the citation, it is not necessary to indicate the time period again; it is only pertinent to mention the total number of years of service, for example, over 22 years or 30 years of service.

(2) Only one retirement award may be awarded to any retiring member. Members who are reappointed or extended are not authorized for a second retirement award or an upgrade of a previously approved retirement award.

c. *Submissions.* Award recommendations submitted for meritorious service based upon retirement are submitted so that they may be processed and completed prior to the requested presentation date and should arrive at the final approval authority IAW Table 2.2.

1-12. Awards to personnel of other services, foreign military, and civilians.

a. All Indiana state awards may be awarded to personnel of other services, service

members of friendly foreign nations, and civilians to include the Indiana Guard Reserve.

b. The Adjutant General is the approval authority for all recommendations for awards to personnel stated in paragraph 1–12a.

1-13. Awards Ceremony.

a. Presenting awards during an appropriate ceremony is very important to the recipient, and to those present. The public recognition of award recipients is an integral aspect of the awards program. Never degrade the importance of this part of the awards program.

b. Service ribbons usually are not presented with formal ceremonies. At a minimum, awards should be presented in formation. However, such a presentation may be made at the discretion of the local Commander.

c. The Indiana Distinguished Service Cross may only be presented by the Adjutant General or his designated representative. Unit Commanders or officer representatives may present decorations up to and including the Indiana Distinguished Service Medal.

1-14. Order of Precedence.

a. All Indiana decorations, service medals and ribbons follow federal and foreign awards as outlined in AR 600-8-22, dated 19 January 2024, in paragraphs 1-38 and 3-2. Indiana decorations and medals are not authorized for wear during periods of title 10 service. For visual representation, see Appendix C.

b. Indiana order of precedence is as follows:

- (1) Indiana Distinguished Service Cross (IDSC)
- (2) Indiana Distinguished Service Medal (IDSM)
- (3) Indiana Commendation Medal (ICOM)
- (4) Indiana Achievement Medal (IAM)
- (5) Indiana Outstanding Airman or Soldier of the Year Medal (IOYM)
- (6) Indiana Long Service Medal (ILSM)
- (7) National Service Emergency Ribbon of the State of Indiana (NESR)
- (8) Indiana Homeland Defense Service Ribbon (IHDSR)
- (9) Indiana Service Ribbon for Operation Desert Shield/Storm (IODSR)
- (10) Indiana Emergency Service Ribbon (IESR)
- (11) Indiana Overseas Service Ribbon (IOSR)
- (12) Indiana First Sergeant Ribbon (Air Guard)
- (13) Indiana Outside Continental United States Ribbon (OCONUS)
- (14) Indiana Funeral Honors Ribbon (INFHR)
- (15) Indiana National Guard Recruiting Ribbon (INREC)
- (16) Indiana National Guard Retention Ribbon (INRET)
- (17) Indiana Exemplary Fitness Medal (IEFM)

c. The Indiana Volunteer Emblem follows U.S. unit decorations as outlined in AR 600-8-22, dated 19 January 2024, in paragraphs 7-10.

d. The state awards order of precedence follows the dates of entry into the Union when multiple state awards are present on a uniform. See Appendix C for state awards order of precedence.

Chapter 2 Indiana Decorations

Section I Overview

2-1. Objective. This chapter explains the policies and procedures on awarding decorations and service medals. It describes the awards, the basis or eligibility requirements for the award; who is eligible to receive the award; and who is authorized to approve the award.

Section II Indiana Decorations

2-2. Indiana Distinguished Service Cross (IDSC).

a. Authorization. The IDSC is authorized by Indiana Code 10-16-12-1 (1). It is awarded to any Officer, Warrant Officer or Enlisted Member, Army or Air, who performs, at great personal danger and risk of life or limb in peace or war, any act of heroism designed to protect life or property. In the face of a military or armed enemy of the United States government or of the state of Indiana, performs an act above and beyond the call of duty, which act, danger, or risk the officer or enlisted person could have failed to perform or incur without being subject to censure for neglect of duty; or through an act of courage contributes directly to saving the life or lives of others.

b. Description. The medal is a gold, 1 1/2 inches in length and width, Celtic cross containing an encircled torch and stars symbol with the words "Distinguished Service". The reverse contains the medals' unique number, individual medals are numbered for authenticity, and a suitable area for engraving. The ribbon, 1 3/8 inches wide and 3/8 inch in height, is consistent with the colors of the Indiana state flag, blue and gold. Service members are awarded a complete numbered medal set with an initial award of the decoration and a complete numbered medal set with the appropriate oak leaf cluster(s) for each subsequent award. This award is given a permanent orders number.

c. Promotion. This award receives 40 promotion points with each award in the Indiana Army Enlisted Promotion System.

d. Submission. The proposed citation contains no more than nine lines for the certificate. Narratives are required for the IDSC and are completed on the attached narrative page of the HQ-INNG Form 638. IDSC recommendations contain statements of eyewitnesses, preferably in the form of certificates, affidavits or sworn statements; extracts from official records; sketches; maps; diagrams, photographs; news reports or other supporting documentation pertaining to the situation at hand. Award is requested on the HQ-INNG Form 638 through command channels to the first approval authority. TAG is the only awards approval authority for the IDSC.

2-3. Indiana Distinguished Service Medal (IDSM).

a. Authorization. The IDSM is authorized by Indiana Code 10-16-12-1 (2). This decoration was established by General Orders Number 9, AGO-IN, dated 5 February 1962, effective 1 January 1954. It is awarded to any Officer, Warrant Officer or Enlisted Member, Army or Air, and to DA civilians, for performance that exceeds the typical distinguished or meritorious service performance, which to a marked degree is reflective of the increasing efficiency of the militia, or such service brings exceptional and great honor or credit to the Indiana Armed Forces and commands the attention and respect of the citizens of the state and members of the military establishment throughout the United States.

b. Description. The medal is a silver octagon 1 3/8 inches in length and width,

engraved with the state name at the top and containing the words "Loyal in Peace or War" around the bottom. The reverse is blank and contains a suitable space for engraving the recipient's name if desired. The ribbon is 1 3/8 inches wide and 3/8 inch in height. It is green with three gold 1/8 inch stripes, one on each end and another centered. Two orange 1/16 inch stripes bracket the center gold stripe. A complete numbered medal set with ribbon is given for the initial award and a complete numbered medal set with the appropriate oak leaf cluster(s) are given for subsequent awards. This award is given a permanent orders number.

c. Promotion. This award receives 25 promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. Award is requested on the HQ-INNG Form 638 through command channels to the first approval authority. TAG is the only awards approval authority for submissions of the IDSM.

2-4. Indiana Commendation Medal (ICOM).

a. Authorization. The ICOM is authorized by Indiana Code 10-16-12-1 (4). The Indiana General Assembly established this decoration on 10 January 1963. It is awarded to any Officer, Warrant Officer or Enlisted Member, or DA civilian, who distinguishes themselves by outstanding meritorious service or achievement, while of a lesser degree than that required for the Indiana Distinguished Service Medal or higher. Exceptional performance of normal duty does not justify an award.

b. Description. The medal is a silver circle 1 3/8 inches in diameter with the words "Indiana National Guard Commendation" engraved around an outline of the state of Indiana and the Minuteman. The reverse of the medal is blank and has suitable space for engraving. The ribbon is 1 3/8 inches wide and 3/8 inch in height. The ribbon is blue with seven gold 1/16 inch stripes: one on each end and five in the center, consistent with the Indiana state flag colors. A complete medal set with certificate is presented for the initial award of the ICOM and corresponding oak leaf clusters and certificate is presented for subsequent awards. This award is given a permanent orders number.

c. Promotion. This award receives 10 promotion points with each award in the Indiana Army Enlisted Promotion System.

d. Submission. Award is requested on the HQ-INNG Form 638 through command channels to the first O6 Commander or above approval authority. TAG is the only awards approval authority for award of the ICOM to civilian personnel.

2.5. Indiana Achievement Medal (IAM).

a. Authorization. The IAM is authorized by Indiana Code 10-16-12-1 (5). This decoration was established by Public Law 155-2025, effective 1 July 2025. It is awarded to any Officer, Warrant Officer, Enlisted Member or DoD Civilian who distinguishes themselves by outstanding achievement or service. The required achievement or service, while of lesser degree than that required for the award of the Indiana Commendation Medal, must have been accomplished with distinction.

b. Description. The medal is a silver circle 1 3/8 inches in diameter with the words "Indiana National Guard Achievement" engraved around an outline of the state torch centered. The reverse of the medal is blank and has suitable space for engraving. The ribbon is 1 3/8 inches wide and 3/8 inch in height. The ribbon is blue with two gold 1/16 inch stripes; one on each end between two white 1/16 inch stripes and one white 1/16 inch the center, consistent with the Indiana state flag colors. A complete medal set with certificate is

presented for the initial award of the IAM and appropriate oak leaf cluster(s) are given for subsequent awards. This award is given a permanent orders number.

c. Promotion. This award receives five promotion points with each award in the Indiana Army Enlisted Promotion System.

d. Submission. Award is submitted on the HQ-INNG Form 638 through command channels to the first O5 Commander or above approval authority. TAG is the only awards approval authority for award of the IAM to civilian personnel.

2.6. Indiana Outstanding Airman or Soldier of the Year Medal (IOYM).

a. Authorization. The IOYM is authorized by Indiana Code 10-16-12-1 (9). This decoration was established by Public Law 155-2025, effective 1 July 2025. It is awarded annually to one enlisted (E1-E4) and one NCO (E5-E9) from the Army National Guard and four recipients from the Air National Guard; one Airman (E1-E4), one Staff NCO (E5-E6), one Senior NCO (E7-E9) and one First Sergeant.

b. Description. The medal is a silver circle 1 3/8 inches in diameter with the words "Indiana Outstanding Airman or Soldier" engraved around an outline of the state of Indiana with the state torch in the center. The reverse of the medal is blank and has suitable space for engraving. The ribbon is 1 3/8 inches wide and 3/8 inch in height. The ribbon is yellow with two blue 1/16 inch stripes and two 1/16 inch white stripes on one side and two green 1/16 inch stripes and two 1/16 inch white stripes on the other side, with a light blue 1/16 inch stripe in the center. If worn by a Soldier the green stripes are oriented to the center, if worn by an Airman, the blue stripes are oriented to the center. A complete medal set with certificate is presented for the initial award of the IOYM and corresponding oak leaf clusters and certificate are presented for subsequent awards. This award is given a permanent orders number.

c. Promotion. This award receives ten promotion points with each award in the Indiana Army Enlisted Promotion System.

d. Submission. J1 Awards team submits a memorandum for processing. TAG is the final approval authority for this award.

2-7. Indiana Recruiting Ribbon (INREC).

a. Authorization. The INREC is authorized by Executive Order 96-2, dated 9 April 1996, and Permanent Order Number 001-001 MDI-AGO, dated 2 January 1997. It is awarded to any Officer, Warrant Officer or Enlisted Member listed as the source lead for the enlistment or appointment of one member into the Indiana National Guard.

b. Exception. Full time National Guard Strength Maintenance Personnel are eligible to receive one ribbon for each occurrence achieving their annual assigned recruiting mission for a maximum of three awards.

c. Description. The ribbon is 1 3/8 inches wide and 3/8 inch in height. It is a red background with two blue 1/4 inch and two 1/8 inch stripes on each end. A ribbon is awarded for the first award, and every award thereafter consists of a ribbon and the appropriate Arabic numeral. This award does not receive a permanent orders number.

d. Promotion. This award receives five promotion points with each award in the Indiana Army Enlisted Promotion System.

e. Submission. Award is requested with the appropriate memorandum (Appendix B) through command channels to the first O5 Commander or above for approval authority.

2-8. Indiana Retention Ribbon (INRET).

a. Authorization. The INRET is authorized by Executive Order 96-2, dated 9 April 1996,

and Permanent Order Number 001-001 JFHQ-IN-AGO, dated 2 January 1997. It is awarded to any Officer, Warrant Officer or Enlisted Member that has been directly responsible for the retention of five members of the Indiana National Guard.

(1) Exception. Full Time Strength Maintenance Personnel of the National Guard may receive this ribbon if they are directly responsible for the retention of five member per month for a period of six non-consecutive months in any one-year period, not to exceed one award per year.

b. Description. The ribbon is 1 3/8 inches wide and 3/8 inch in height. It is a white background with six red 1/16 inch stripes. A ribbon is awarded for the initial award and each subsequent award with the appropriate Arabic numeral is awarded for additional members the recipient is responsible for retaining (i.e. 2,3,4,5 etc.) in the Army National Guard. This award does not receive a permanent orders number.

c. Promotion. This award receives five promotion points for each award in the Indiana Army Enlisted Promotion System,

d. Submission. Award is requested with the appropriate memorandum (Appendix B) through command channels to the first O5 Commander or above for approval authority.

2-9. Indiana Exemplary Fitness Medal (IEFM).

a. Authorization. The IEFM is authorized by Indiana Code 10-16-12-1 (11). This decoration was established by Public Law 155-2025, effective 1 July 2025. It is awarded to Airmen or Soldiers who scored 90% or higher in each event of their respective Physical Fitness Test. The medal can only be awarded once per Fiscal Year.

b. Description. The medal is a silver circle 1 3/8 inches in diameter with the words "Indiana Exemplary Fitness" engraved around the state torch that is centered with 8 stars and six stripes around the torch. The reverse of the medal is blank and has suitable space for engraving. The ribbon is 1 3/8 inches wide and 3/8 inch in height. The ribbon is yellow with one black 1 /16 inch stripes on each end, five blue 1 /16 inch stripes centered with alternating yellow stripes that are 1/16 inch. A complete medal set with certificate is awarded for the first award, and the appropriate Arabic numeral and certificate are presented for subsequent awards. This award is given a permanent orders number.

c. Promotion. This award receives five promotion points with each award in the Indiana Army Enlisted Promotion System.

d. Submission. Award is submitted on the appropriate memorandum (Appendix B) through command channels to the first O5 Commander or above for approval authority.

Table 2-1 Steps for processing Indiana Decorations

Table 2-1 Steps for processing awards on the HQ-INNG Form 638		
Step	Who	Required action
1	Recommender	Completes and signs HQ-INNG Form 638 and forwards to unit S1.
2	Unit S1	Ensures spelling, grammar, punctuation and administrative data are correct and accurate. Once quality checked, signs and dates in block 21a and forwards to Unit Commander for signature.
3	Unit Commander	Completes and signs block 22 and returns HQ-INNG Form 638 to Unit S1 for validation and processing.
4	Unit S1	Forwards through command channels to the appropriate awards approval authority.
5	Commanders (BN and BDE)	Recommends approval, disapproval or downgrade. Signs and forwards to next level until sent to appropriate approval authority. (see Table 2-2 for appropriate approval authority by award)
6	Awards Approval Authority	Approves, disapproves or downgrades. Signs and forwards to orders approval authority.
7	Orders Approval Authority	Issues permanent orders number, signs and prepares the appropriate medal set and certificate for presentation.

Table 2-2 Awards Approval Authorities

Table 2-2 Awards Approval Authorities (by award type)		
Award	Form	Approval Authority
IN Distinguished Service Cross	HQ-INNG Form 638 with narrative and supporting documentation	TAG
IN Distinguished Service Medal	HQ-INNG Form 638	TAG
IN Commendation Medal	HQ-INNG Form 638	O6 or above Commander (civilian awards approval authority is TAG)
IN Achievement Medal	HQ-INNG Form 638	O5 or above Commander (civilian awards approval authority is TAG)
IN Outstanding Airman or Soldier of the Year Medal	IOYM Memorandum	TAG
IN Long Service Medal	ILSM (Appendix B)	O5 or above Commander or Adjutant
IN National Emergency Service Ribbon	NESR (Appendix B)	O5 or above Commander or Adjutant
IN Homeland Defense Service Ribbon	IHDSR (Appendix B)	O5 or above Commander or Adjutant
IN Desert Shield/Storm Service Ribbon	IODSR (Appendix B)	O5 or above Commander or Adjutant
IN Emergency Service Ribbon	IESR (Appendix B)	O5 or above Commander or Adjutant
IN First Sergeant Ribbon (Air Guard Only)	Memorandum (Appendix B)	Wing Commander
IN OCONUS Ribbon	INOCONUS (Appendix B)	O5 or above Commander or Adjutant
IN Funeral Honors Ribbon	INFHR (Appendix B)	TAG
Recruiting Ribbon	INREC (Appendix B)	O5 or above Commander
Retention Ribbon	INRET (Appendix B)	O5 or above Commander
Indiana Exemplary Fitness Medal	IEFR (Appendix B)	O5 or above Commander
IN Volunteer Emblem	IVE (Appendix B)	O5 or above Commander or Adjutant

Chapter 3 Indiana Service Medals and Ribbons

Section I Overview

3-1. Objective. This chapter explains the policies and procedures on awarding service medals and ribbons. It describes the award, the basis or eligibility requirements for the award; who is eligible to receive the award; and who is authorized to approve the award.

Section II Indiana Service Medals and Ribbons

3-2. Indiana Long Service Medal (ILSM).

a. Authorization. The ILSM is authorized by Indiana Code 10-16-12-1 (3). It is awarded to any Officer, Warrant Officer or Enlisted Service Member for longevity while performing in an honorable and faithful manner. Initial award is presented upon 10 years of honorable and faithful service, non-consecutive, and subsequent awards are presented in qualifying five year periods thereafter.

b. Description. The medal is a circular 1 3/8 inch in diameter disk containing the words "Service to State and Country" and an outline of the state of Indiana with a torch and star symbol in the center. The ribbon is 1 3/8 inches in length and 3/8 inch in height consisting of a black stripe in the center 1/16 inch wide. On either side of the stripe, 1/8 inch wide, are the colors; green, yellow, green, yellow, red and green. The initial award consists of the completed medal set. A ribbon with appropriate numerical disk (15, 20, 25, 30, etc.) is presented for subsequent awards. This award does not receive a permanent orders number.

c. Promotion. This medal does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-3. National Emergency Service Ribbon of the State of Indiana (NESR).

a. Authorization. The NESR is authorized by Executive Order Number 9-62, dated 8 August 1962, and General Orders Number 44, Military Department of Indiana, dated 15 August 1962. It is authorized for wear by any Officer, Warrant Officer or Enlisted Service Member that served honorably and faithfully on active federal service, for a period of 30 days or more, and/or units ordered to active federal service during a national emergency. The character of service must be honorable for one or more of the following periods:

(1) *Berlin Crisis.* Air National Guard active federal service during the 1961 Berlin Crisis.

(2) *Vietnam.* Army National Guard (Co. D, Ranger) active federal service during 1968 and 1969.

(3) *Desert Shield and Desert Storm.* Army and Air National Guard ordered to active federal service in support of Desert Shield/ Storm beginning 2 August 1990 through 3 March 1992.

b. Description. The ribbon is a red 1 3/8 inches in length and 3/8 inch in height, consisting of one blue 1/8 inch stripe on each end and alternating, 1/16 inch, white and blue stripes in the center. If applicable, a bronze service clasp with the words "Berlin Crisis" may be worn on the service ribbon. A ribbon is given for the initial award of the NESR, and subsequent awards consist of the appropriate oak leaf cluster. A certificate signed by the Governor is also presented. This award does not receive a permanent orders number.

c. Promotion. This ribbon does not receive promotion points in the Indiana Army

Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-4. Indiana Homeland Defense Service Ribbon (IHDSR).

a. Authorization. The IHDSR is authorized by Executive Order 2-17, dated 28 August 2002, and Military Department of Indiana Permanent Orders 240-001, dated 28 August 2002. It is authorized for wear by any Officer, Warrant Officer or Enlisted Service Member. This ribbon may be issued to and worn by any Soldier that has served honorably and faithfully on homeland defense service missions performed within the 54 states and territories. The following service eligibility requirements also apply:

(1) This ribbon is awarded to all Indiana service members activated on or after 11 September 2001 for a period of 30 days or more for military operational duty performed expressly in defense of the state or nation from foreign or domestic threats.

(2) Service qualifying for this award may include service performed in state active duty, state duty under Title 32 of the United States Code, or federal duty under Title 10 of the United States Code. Duty performed during annual training (AT), inactive duty training (IDT), at schools or other training exercises, or service as part of a Rear Detachment element on Title 10 orders does not qualify for this award.

(3) Service is verified by reviewing Activation Orders, Deactivation Orders, and Certificates of Release of Discharge from Active Duty (DD Form 214).

b. Description. The ribbon is white, 2 3/8 inches in length and 3/8 inches in height, consisting of two 1/8 inch red stripes located 1/8 inch inside the right and left edges. 1/8 inch blue stripes located 1/8 of an inch inside the red stripes. A ribbon is awarded for the first award. Subsequent awards consist of the appropriate Arabic numeral. This award does not receive a permanent orders number.

c. Promotion. This ribbon does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-5. Indiana National Guard Service Ribbon for Operation Desert Shield/Storm (IODSR).

a. Authorization. The IODSR is authorized by Executive Order 91-7 dated 17 May 1991, and Military Department of Indiana Permanent Orders 054-002, dated 17 May 1991. It is authorized for wear by any Officer, Warrant Officer or Enlisted Service Member. This ribbon may be awarded to any Soldier that was activated in support of the operations Desert Shield and or Desert Storm. The following requirements also apply:

(1) All members of the militia who were activated (10 USC 673b) and deployed as a member of a unit for one day or more for Desert Shield/ Storm. Individuals who served in Southwest Asia on a temporary tour of Active Duty with the volunteer residual forces are also eligible for this award. Although, service in Southwest Asia is not required. TTAD personnel in the Indiana Army National Guard ordered for duty in support of these operations during the period of 2 August 1996 through 3 March 1992.

(2) Service is verified with the review of activation orders, deactivation orders, and the certificate of release or discharge from Active Duty (DD Form 214).

b. Description. The ribbon is a sand colored 1 3/8 inches in length and 3/8 of an inch in height, consisting of a 1/8 inch black stripe in the center and a 1/16 inch red, white and blue stripe on each end. A ribbon is given for the initial award, and subsequent awards consist of the appropriate oak leaf cluster. This award does not receive a permanent orders number.

c. *Promotion.* This award does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. *Submission.* The award is processed IAW Table 2-2.

3-6. Indiana Emergency Service Ribbon (IESR).

a. *Authorization.* The IESR is authorized by Indiana Code IC 10-16-12-1 (6) Indiana. It was established by Executive Order 2-79, dated 16 January 1979 and permanent orders 2-9-12, dated 5 March 1979. It is authorized for wear by all Officers, Warrant Officers and Enlisted Service Members who served honorably and faithfully on State Active Duty during a state emergency. The following eligibility requirements also apply:

(1) A state emergency is any emergency, for any period, declared by either the Governor or The Adjutant General. Only one award per declared emergency is authorized.

(2) Service is verified by State Active Duty orders, official rosters from the INNG Joint Operations Center (JOC), or a certification letter from the Commander who has personal knowledge of the individual's duty performance. Service performed during the declared emergency, regardless of paid status, qualifies for this award.

b. *Description.* The award is a blue ribbon 1 3/8 inches in length and 3/8 inch in height, consisting of a red 3/8 inch stripe in the center and a 1/8 inch yellow stripe on either end. A ribbon is awarded for the initial award, and the appropriate oak leaf cluster is given for subsequent awards. The appropriate Arabic numeral may be utilized for awards exceeding 21. This award does not receive a permanent orders number.

c. *Promotion.* This award does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. *Submission.* Awards are processed automatically by the J1 awards team unless otherwise delegated. If a Soldier is missing this award, the appropriate memorandum (Appendix B) and the proper supporting documentation (Table 3-1) is submitted to J1 Awards Team ng.in.inarng.list.j1psb-awards@army.mil. Upon verification, the award is issued to the appropriate personnel.

3-7. Indiana Overseas Service Ribbon (IOSR).

a. *Authorization.* The IOSR is authorized by Executive Orders Number 2-18, AGO-IN, dated 28 August 2002. It is authorized for wear by all Officers, Warrant Officers and Enlisted Service Members that satisfy the following criteria:

(1) For military service in operational missions for 30 days or more on or after 11 September 2001. The duty necessary to qualify for this award is military operational duty expressly performed in support of the United States' efforts to preserve and protect international order, peace and stability. Service qualifying for this award may only include federal duty under Title 10 of the USC.

(2) Duty performed during annual training, inactive duty training, schools or other training exercises does not qualify for this award.

(3) Service is verified by reviewing activation orders, deactivation orders and Certificate of Release or Discharge from Active Duty (DD Form 214).

b. *Description.* Reflective of the Indiana state flag colors, the ribbon is 1 3/8 inches in length and 3/8 of an inch in height with a gold 1/4 inch stripe on each edge, 1/4 inch blue stripes inside the gold and a centered 3/8 inch white stripe. A ribbon is given for the initial award of the Indiana Overseas Service Ribbon (IOSR), and subsequent awards consist of the appropriate Arabic numeral. This award does not receive a permanent orders

number.

c. Promotion. This ribbon does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-8. Indiana First Sergeant Ribbon.

a. Authorization. The Indiana First Sergeant Ribbon is authorized by Indiana Code 10-16-12-1 (8). It is authorized for wear by any member of the Indiana Air National Guard who serves or has previously served as a First Sergeant career field, Special Duty Identifier 8F000, and who meets the following criteria:

(1) Has been assigned to a valid First Sergeant position for at least three years.

(2) Graduated from either the United States Air Force Academy or the Army National Guard First Sergeant Academy.

b. Description. This ribbon consists of a solid blue field with a silver diamond device in the center and no medal set accompanies the ribbon.

c. Promotion. Indiana Air Guard ribbons do not receive promotion points.

d. Submission. The individual Unit Commander of a member of the Indiana Air Guard, who meets the criteria established above, shall submit a letter to the Wing Commander recommending the member for the award based upon the member's contributions, conduct and demonstrated leadership as a First Sergeant. If the Wing Commander approves, they shall forward a letter of recommendation to the military personnel flight commanding officer for action. If the Wing Commander disapproves, the Wing Commander shall return the letter of recommendation to the Unit Commander.

3-9. Indiana Outside Continental United States Ribbon (INOCONUS).

a. Authorization. The INOCONUS is authorized by Executive Orders number 17-82, dated 17 June 1982. It is authorized for wear by any Officer, Warrant Officer and Enlisted Service Member for honorable service outside the continental limits of the United States. The following criteria also apply:

(1) OCONUS means any service for training by a member of the militia outside the continental limits of the United States.

(2) Duty OCONUS must have been for the period of at least one day and only one award is authorized per period of assignment.

(3) Service is verified by reviewing activation orders, deactivation orders, AFCOS orders or a signed travel voucher from Defense Travel Systems (DTS).

b. Description. The ribbon is 1 3/8 inches in width and 3/8 of an inch in height. A white 1/16 inch stripe runs vertically through the center, with a blue 1/16 inch stripe running vertically on the right flank of the white stripe and a red 1/16 inch stripe running vertically on the left flank of the white stripe. The blue, white and red stripes are flanked on each side by a yellow stripe, 3/16 inch, a brown stripe, 3/16 inch wide, and green stripe, 7/32 inch wide, running vertically left to right in the order indicated (yellow, brown, green). A ribbon is given for an initial award, and subsequent awards consist of the appropriate oak leaf clusters. Arabic numerals are authorized for any awards exceeding 21. This award does not receive a permanent orders number.

c. Promotion. This ribbon does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-10. Indiana Military Volunteer Emblem (IVE).

a. Authorization. The IVE is authorized by General Orders number 59, AGO-IN, dated 21 July 1964, effective 22 July 1964. It is authorized for wear by all Officers, Warrant Officers and Enlisted Service Members that have served honorably and faithfully in the Indiana Army National Guard for the duration of their initial contracted period plus one day. This award's purpose is to recognize those members of the Indiana National Guard who are truly military volunteers, serving beyond their initial military service obligation. The following requirements also apply:

(1) Military obligation is defined as the current requirement, by law, in effect at the time that individual enlisted.

(2) For males entering the armed forces prior to 1 June 1984, the statutory obligation is 6 years; on or after 1 June 1984, the obligation is eight years. Females that entered prior to 1 June 1984 had a three-year obligation; on or after 1 June 1984, the obligation then matches that of the males.

(3) Service is verified by reviewing the individual Soldiers retirement points accounting management (RPAM) statement or enlistment documents in chronological order.

b. Description. The ribbon is blue and gold and 1 3/8 inch in length and a 9/16 inch in height. The colors represent those of the Indiana state flag and the ribbon is encased in as bronze colored metal frame engraved with wheat stalks. Only one award of the IMVE is authorized per SM for the length of their career. The IMVE is worn as a unit award on the right, with the blue field to the wearer's right. See DA PAM 670-1, paragraph 22-10c, for proper location of the emblem for male and female wear. If worn with other emblems, it is to the left of the others and centered if alone. This award does not receive a permanent orders number.

c. Promotion. This emblem does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. The award is processed IAW Table 2-2.

3-11. Indiana Funeral Honors Ribbon (IFHR).

a. Authorization. The IFHR is authorized by Indiana Code 10-16-12-1 (8), dated 7 February 2011. It is authorized for wear by all Officers, Warrant Officers and Enlisted Service Members of the Indiana National Guard. It is awarded to denote honorable and distinguished service in the performance of military funerals and similar activities within the state of Indiana. The following criteria also apply:

(1) The Indiana Funeral Honors Ribbon is awarded to:

(a) Army Guard members of the program who have participated in 50 funerals within any two-year period and must be recommended by the Area Coordinator, Branch Coordinator or the State Coordinator. Number of Services are verified by the Funeral Honors state coordinator or their designee.

(b) Air Guard members of the program who have participated in 10 funerals within any given period of time and must be recommended by the Area Coordinator, Branch Coordinator or the State Coordinator. The number of services are verified by the Funeral Honors state coordinator or their designee.

(2) If a Member is attached or assigned through an active duty component to the Indiana Army Guard or Air Guard for the purpose of instruction or assisting with the instruction, they are also eligible.

b. Description. The ribbon is 1 3/8 inches in length and 3/8 inch in height. It is a black ribbon with a 7/32 inch blue stripe on either side, 1/4 inch imperial purple

stripe inside each blue stripe, and three stripes, 1/32 inch in width, red, white and blue in the center of the ribbon. Initial award consists of the ribbon and all subsequent awards consist of the appropriate oak leaf cluster. Subsequent awards are given for each additional 50 services for the Army Guard or 10 services for the Air Guard. This award does receive a permanent orders number.

c. Promotion: The Indiana Army Enlisted Promotion System authorizes five promotion points for each award.

d. Submission. The number of funerals is verified by the funeral honors State Coordinator and a spreadsheet with the following information: Rank, Name (last, first MI.), DOD ID, period of service, number of awards, unit and unit address, is submitted to ng.in.inarng.list.j1psb-awards@army.mil. Upon verification, the award is issued to the appropriate personnel.

Table 3-1 Supporting Documentation by Award

**Table 3-1
Supporting Documentation (by award)**

Award	Supporting Documentation
Indiana Long Service Medal	Retirement points summary, all awards of ILSM previously recorded in the member's iPERMS are provided with the request.
Indiana National Emergency Service Ribbon	A copy of the member's orders, DD 214 or retirement points summary is provided with the request.
Indiana Homeland Defense Service Ribbon	A copy of the member's orders, DD 214 or retirement points summary is provided with the request.
Indiana National Guard Service Ribbon for Operation Desert Shield/ Storm	A copy of the member's orders, DD 214 or retirement points summary is provided with the request.
Indiana Emergency Service Ribbon	A copy of the member's orders for state active duty, the by name roster maintained at the Joint Operations Center (JOC), or a memorandum signed by the commander as stated in para 3-6a(2).
Indiana Overseas Service Ribbon	Member must have orders for overseas duty for at least 30 days IAW para 3-7a. A copy of the member's orders, DD 214, signed copy of the member's DD 1610 or retirement points summary is provided with the request.
Indiana Outside Continental United States Ribbon	Orders for overseas duty for at least one day IAW para 3-8a. A copy of the member's orders or a signed copy of the DD 1610 is provided with the request.
Indiana Military Volunteer Emblem	A copy of the member's retirement points summary is submitted with the request.
Indiana Funeral Honors Ribbon	Verification memorandum signed by TAG.

Chapter 4 Indiana Identification Badges, Tabs and Patches

Section I Overview

4-1. Objective. This chapter explains the policies and procedures on awarding identification badges, tabs and patches. It describes the awards, the basis or eligibility requirements for the award; who is eligible to receive the award; and who is authorized to approve the award.

4-2. Wearing of identification badges, tabs and patches.

a. A maximum of three tabs may be worn at any one time on the combat uniform or similar utility uniform. The Governor's Twenty tab is a marksmanship tab and is worn below other special skills tabs. The maximum three tabs authorized on the combat uniform does not include tabs which are part of the organization shoulder sleeve insignia.

b. Personnel may wear no more than two identification badges on one pocket or side of the coat of the Army dress uniform. When two identification badges are worn on the same side or pocket, the precedence of the badges is from the wearer's right (highest) to the wearer's left (lowest). A maximum of six combat and special skills badges are authorized for wear at one time on service and dress uniforms. This total does not include special skill tabs or special skill tab metal replicas.

c. For order of precedence when worn with federal badges or tabs and further guidance on wear and appearance refer to AR 670-1, dated 26 January 2021, DA PAM 670-1, dated 26 January 2021, and AR 600-8-22, dated 19 January 2024, chapter 8.

Section II Indiana Identification Badges, Tabs and Patches

4-3. The Adjutant General's Staff Identification Badge.

a. *Authorization.* This regulation provides the authority and establishes the eligibility of the Adjutant General's Staff Identification Badge which is awarded as tangible evidence of public recognition and identification for Soldiers and Airmen who have served in one of the below named positions or other position as deemed appropriate by the Adjutant General of Indiana. The Adjutant General's Staff Identification Badge is neither an award nor decoration but is a distinguishing emblem of service at HQ-INNG. It is a visible sign of the professional growth associated with the important duties and responsibilities of the HQ-INNG staff. Each award of the Staff Identification Badge is given a certificate of eligibility. Only one certificate of eligibility is authorized. Once awarded, the badge may be worn on any occasion when performing duty within the state of Indiana. If ordered out of state, or to an active-duty post, the badge must be removed.

b. *Description.* The Adjutant General's Staff Badge is a circular, gold edged metal device 1 7/8 inches in diameter. The badge consists of the Adjutant General's insignia with the words "Military Department" engraved on a scroll across the top and the word "Indiana" engraved on a scroll crossing the bottom. A lightning bolt and olive branch are centered at the top of the lower scroll. The design is superimposed on a black star with a background of laurel leaves edged in gold. This badge does receive a permanent

orders number.

c. *Promotion.* Indiana Identification Badges and Tabs do not receive promotion points in the Indiana Enlisted Promotion System.

d. *Submission.* Officers, Warrant Officers, and Enlisted Members, regardless of grade, who are assigned, on orders, to one of the following positions for a period of not less than one year (365 days cumulative) are eligible.

(1) Army National Guard members in TAG's Executive office:

- a. Army Assistant Adjutant General
- b. State Command Sergeant Major
- c. Command Chief Warrant Officer
- d. Aide-de-camp
- e. Protocol NCO

(2) Air National Guard members in TAG's Executive office:

- a. Air Assistant Adjutant General
- b. Air Group Chief Master Sergeant
- c. A1 Superintendent
- d. State Command Chief Master Sergeant

(3) Chief of Staff's office:

- a. Director of the Joint Staff
- b. Army Chief of Staff
- c. Air Chief of Staff
- d. Secretary of General Staff
- e. Executive Assistant to the DJS

(4) Directors of the J1, J2, J3, J4, J5, J6, J8, A1, A2/A3, A5, A6, A8, Construction and Facilities Management Officer, State Army Aviation Officer and Human Resources Officer.

(5) The Senior Enlisted Advisors of the J1, J3 and J4.

(6) Special Staff:

- a. Staff Judge Advocate
- b. Senior Army Chaplain
- c. Public Affairs Officer
- d. State Surgeon

(7) Indiana Guard Reserve General Officers

The Adjutant General of the state of Indiana reserves the right to issue the Adjutant General's Staff Identification Badge to any Officer, Warrant Officer, and Enlisted Members of the Indiana National Guard at his/ her discretion. The badge is not automatic, but is based on demonstrated outstanding performance of duty and approval by TAG. This badge is processed in memorandum format and submitted to J1 Awards ng.in.inarnng.list.j1psb-awards@army.mil. Upon verification, the badge is issued to the appropriate personnel.

e. *Wear and Appearance.*

(1) *Male personnel.* Army National Guard: wear the badge centered between the bottom of the flap and the bottom of the right pocket on the dress uniform. Air National Guard: wear the badge centered, 1/2 inch below nametag (or active commander's pin).

(2) *Female personnel.* Army National Guard: wear the badge centered on the right side of the coat opposite the third button of the coat on the dress uniform. Air National Guard: wear the badge centered, 1/2 inch above nametag (or active commander's pin).

4-4. Military Department of Indiana Ceremonial Unit's Identification Badge.

a. Authorization. This regulation authorizes the Military Department of Indiana's Ceremonial Unit's Identification Badge for those Soldiers or Airmen who are serving or have served honorably in the Indiana Ceremonial Unit. The requirements for this award are: service must have been for not less than one year, recommendation by the Unit's NCOIC and having obtained the required points for participation. Once awarded, the badge, a copy of the orders and the certificate of eligibility is presented to the SM at an appropriate ceremony. Only one Certificate of Eligibility and badge is issued to each member of the Ceremonial Unit. See Appendix C for revocation of the Military Department of Indiana Ceremonial Unit's Identification Badge.

b. Description. This badge is a circular, gold outlined with green leaves around the edge, metal device that is 2 3/8 inches in diameter. It consists of the Adjutant Generals Insignia between two colonial Soldiers and the words "MDI Ceremonial Unit" around the top and "Respect-Honor-Tribute" around the bottom. The Indiana Ceremonial Unit Identification Badge does receive a Permanent Order number.

c. Promotion. Indiana Identification Badges and Tabs do not receive promotion points in the Indiana Enlisted Promotion System.

d. Submission. This badge is processed with the appropriate memorandum (Appendix B) and submitted to J1 Awards ng.in.inarng.list.j1psb-awards@army.mil. Upon verification, the badge is issued to the appropriate personnel.

e. Wear and Appearance. The following applies to the wear and appearance of the Ceremonial Unit's Identification Badge:

(1) Once awarded, the badge may be worn on the dress /service uniform (Army or Air) on any occasion while performing military duties within the state of Indiana. This badge is not authorized for wear outside the state of Indiana or in official DA Photos.

(2) Army male personnel wear the badge on the right breast pocket, centered and between the bottom of the pocket flap and the bottom of the pocket. Air Force male personnel wear the badge on the right, 1 1/2 inches from the top of the welt pocket and centered. If two badges are worn on the right, they are equally spaced.

(3) Army female personnel wear the badge centered on the right side of the coat opposite the third button and parallel to the waistline. If two badges are worn on the same side, there is a 1 inch spacing between badges. Placement may be adjusted to fit individual body shape differences. Air Force females wear the badge on the right side with the bottom of the badge lined up with the top of the welt pocket.

(4) If worn with other authorized badges on the same pocket, the Ceremonial Unit Badge is worn to the wearer's left.

4-5. Military Department of Indiana Ceremonial Unit Tab.

a. Authorization. This regulation authorizes the wear of the MDI Ceremonial Unit Tab to all Soldiers and Airmen that are participating members of the Ceremonial Unit. Once a Soldier or Airmen is no longer an active or participating member of the Ceremonial Unit, the tab is removed from the uniform. The ceremonial Unit tab is issued to all persons once the application process has been approved. This tab is not authorized for wear outside the state of Indiana.

b. Description. The MDI Ceremonial Unit tab is 3 inches in length and 1/4 inch in height with the words "MDI Ceremonial Unit" centered in foliage green and black on the duty uniform. The MDI Ceremonial Unit tab does not receive a permanent orders number.

c. *Promotion.* Indiana Identification Badges and Tabs do not receive promotion points in the Indiana Enlisted Promotion System.

d. *Submission.* This tab is processed on the appropriate memorandum (Appendix B) and submitted to J1 Awards ng.in.inarnng.list.j1psb-awards@army.mil. Upon verification, the tab is issued to the appropriate personnel.

e. *Wear and Appearance.* When worn on the duty uniform, it is worn on the upper left shoulder sleeve pocket. If an individual is authorized to wear a tab by Army Regulation or National Guard Regulations, the MDI Ceremonial Unit tab is worn below said tab(s). No more than two tabs are authorized. The Ceremonial Unit Tab is not authorized for wear outside of the state of Indiana.

4-6. MDI Ceremonial Unit Skill Level Identification Disk.

a. *Authorization.* This regulation establishes that the MDI Ceremonial Unit Skill Level Identification Disk is awarded as tangible evidence of public recognition and identification for all Soldiers and Airmen that are serving or have served in the Indiana Ceremonial Unit. These members must meet the criteria set forth by the unit to reach the skill level achieved. There are three skill levels that can be achieved: Advanced, Expert and Master.

b. *Description.* The disk is a circular, gold colored metal device 2 1/8 inches in diameter. A tab extends from the top of the disk with a black background and gold trim that contains one of the three levels. The MDI Ceremonial Unit Skill Level Identification Disk does not receive a permanent orders number.

c. *Promotion.* Indiana Identification Badges and Tabs do not receive promotion points in the Indiana Enlisted Promotion System.

d. *Submission.* This disk is processed following the appropriate memorandum (Appendix B) and submitted to J1 Awards ng.in.inarnng.list.j1psb-awards@army.mil. Upon verification, the disk is issued to the appropriate personnel.

e. *Wear and Appearance.* Once awarded the disk may be worn with the Indiana Ceremonial Unit Badge. See para 4-4e for placement on the Army and Air Force dress uniforms.

4-7. Governor's Twenty Tab.

a. *Authorization.* This regulation provides for the award and wearing of the Governor's Twenty tab. This award is presented as tangible evidence of an individual's proficiency with a rifle and/ or pistol at the Adjutant General's rifle and pistol matches. This award is authorized for all commissioned and enlisted members of the militia who qualify among the top 20 successful contestants at the annual Adjutant General's State rifle and pistol matches. The following criteria apply:

(1) Awards are retroactive to the top 20 competitors of the first and second annual Adjutant General's State Rifle Championship of FY 1976 and 1977, and the Adjutant General's Pistol Championship during FY 1977.

(2) Awards are made for FY 1978 and annually thereafter to the top 20 competitors of the Adjutant General's State Rifle and Pistol Championships.

(3) The awards are presented the first year the competitor places among the top 20 contestants of the match they participated in. The Governor's Twenty Tab is not awarded to that same competitor again, however, once awarded it is authorized for wear. Individuals that have previously received the award are included in determining the top 20.

b. *Description.* The Governor's Twenty Tab is an embroidered foliage green cloth

arc tab bordered with black stitching, 3 inches in length and 1/4 inch in height with the words "Governor's Twenty" centered in 1/4 inch black lettering. The tab is announced by the Adjutant general of Indiana and is documented on permanent orders. Whenever practical, the award is presented by the Adjutant General or designee at an appropriate ceremony.

c. Promotion. Indiana Identification Badges and Tabs do not receive promotion points in the Indiana Enlisted Promotion System.

d. Submission. Awards for the Governor's Twenty badges are to be submitted on the appropriate memorandum (Appendix B) to J1 Awards ng.in.inarng.list.j1psb-awards@army.mil. Signature authority for these badges is TAG.

e. Wear and Appearance. Once awarded, this tab may be worn as a permanent part of the uniform. When worn on the duty uniform and in addition to other authorized tabs, the Governor's Twenty tab is worn below the other.

Chapter 5 Indiana Special Awards

Section I Overview

5-1. Objective. This chapter explains the policies and procedures on awarding special awards. It describes the awards, the basis or eligibility requirements for the awards; who is eligible to receive the award; and who is authorized to approve the awards.

Section II Indiana Special Awards

5-2. Legion of Hoosier Heroes.

a. Authorization. This award is authorized to be given to any male personnel by the Adjutant General of Indiana for distinguished service to the Indiana National Guard or to the Spouse or next of kin of the Member. The J1 Retirements and Discharges team automatically screen all retirement requests for eligibility as applicable.

b. Description. The certificate is an 11 inch by 14 inch cream colored certificate with the Indiana National Guard emblem at the top (centered) "Legion of Hoosier Heroes" centered and the Members name printed beneath. Paragraph on the certificate contains the following: "Be it known by these presents that: (Members/spouse/NOK name) is hereby and forevermore distinguished by appointment to the General Staff of the Legion of Hoosier Heroes, an organization designed to accept members of the highest qualifications only. A member may be recognized by his heroic stature as a gentleman and by his support of the principles of military science and fidelity to good government; all in accordance with the finest traditions of the great State of Indiana. In testimony whereof, I have caused these letters to be made patent, and the seal of the Legion of Hoosier Heroes to be hereunto affixed. Done at: Indianapolis, Indiana the (date) day of (month) in the year of our lord (year)." TAG's signature block is in the lower right corner of the certificate. The seal and ribbons for the Legion of Hoosier Heroes are affixed to the opposite side of the certificate, in line with the verbiage.

c. Promotion. The Legion of Hoosier Heroes certificate does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. J1 Awards Team automatically screens for eligibility of this certificate from the submitted DA Form 4187 for retirement.

5-3. Legion of Hoosier Heroines.

a. Authorization. Awarded to female personnel by the Adjutant General of Indiana for distinguished service to the Joint Forces Headquarters of Indiana or to the spouse or next of kin of retiring Member. The J1 Retirements and Discharges team automatically screens all retirement requests for eligibility as applicable.

b. Description. The certificate is an 11 by 14 inch cream colored certificate with the Indiana National Guard emblem at the top (centered) "Legion of Hoosier Heroines" centered and the Members, spouses or next of kin's name printed beneath. Paragraph on the certificate contains the following: "Be it known by these presents that: (Member/spouse/NOK name) is hereby and forevermore distinguished by appointment to the General Staff of the Legion of Hoosier Heroines, an organization designed to accept members of the highest qualifications only. A member may be recognized by her heroic stature as a lady and by her support of the principles of military science and

fidelity to good government; all in accordance with the finest traditions of the great State of Indiana. In testimony whereof, I have caused these letters to be made patent, and the seal of the Legion of Hoosier Heroines to be hereunto affixed. Done at: Indianapolis, Indiana the (date) day of (month) in the year of our lord (year).” TAG’s signature block is in the lower right corner of the certificate. The seal and ribbons for the Legion of Hoosier Heroines is affixed to the opposite side of the certificate, in line with the verbiage.

c. Promotion. The Legion of Hoosier Heroines certificate does not receive promotion points in the Indiana Army Enlisted Promotion System.

d. Submission. J1 Awards Team automatically screens for eligibility of this certificate from the submitted DA Form 4187 for retirement.

5-4. Retired Rolls Certificate.

a. Authorization. This award is authorized to be given to any personnel by the Adjutant General of Indiana for distinguished service to the Indiana National Guard or to the Spouse or next of kin of the Member.

b. Description. The certificate is an 11 by 14 inch cream colored certificate with “The Adjutant General of the” printed on the top, centered, on an emblem consisting of four flags, two on each side, an eagle centered between them and the words “State of Indiana” on a ribbon centered beneath the eagle. The certificate contains the words “To all who shall see these presents, Greetings: Be it known that (Rank and Name of Member) having completed (number of years) years of faithful service to state and nation, while serving as a member of the Indiana National Guard. Whereas having served with distinction, unselfish devotion to duty and total dedication has been placed upon the Retired Roll Indiana National Guard. In testimony whereof, I do confer this certificate. Given under my hand at the city of Indianapolis, this 30th day of (month) the year of our Lord two thousand and (year)”. The Adjutant General signs above their name in the lower right-hand corner and the seal of the Adjutant General is affixed on the lower left-hand side.

e. Promotion. The Retired rolls certificate does not receive promotion points in the Indiana Army Enlisted Promotion System.

c. Submission. Once a retirement packet has been submitted to the J1, it is automatically screened for eligibility of this certificate.

5-5. Presidential Letter of Appreciation.

a. Authorization. The Presidential Letter of Appreciation is authorized by DOD Instruction 1348.34, dated 17 August, 2022, and ARNG- HRH Policy Memo #22-040, dated 30 September 2022. It is authorized for presentation to retiring Members and DA civilians. Awarded to either male or female Members, their spouses or next of kin, or DA civilians, for retirement after 30 or more

years of honorable service to the United States military. This is calculated using the Members Retirement Points Account Management statement.

b. Description. The 30-year Presidential Letters are completed and sent to the Member’s home of record once they are completed following retirement. It is a standard letter of appreciation prepared by the White House and signed by the President of the United States. The letter recognizes a military retiree with 30 or more years of creditable service for retired pay. This award may be given to civilians, service members that served in multiple branches or those that served in both military and

civilian positions. For further guidance regarding the Presidential Letter of appreciation please refer to DOD Instruction 1348.34, dated 17 August 2022, and ARNG-HRH Policy Memo #22-040, dated 30 September 2022.

c. Promotion. The Presidential Letter of Appreciation does not receive promotion points in the Indiana Army Enlisted Promotion System (EPS).

d. Submission. Requests for Presidential Letters of Appreciation are submitted to J1 Awards with retirement packets using the appropriate memorandum (Appendix B). J1 Awards verifies if the service member has the required 30 years' time in service to be submitted for the Presidential Letter of appreciation.

5-6. TAG Letter of Appreciation and National Colors.

a. Authorization. Awarded to either Members or their spouses or next of kin on behalf of the Member for retirement from the Indiana Army or Air National Guard. The J1 Retirements and Discharge team automatically screen retiring Members for the award of the TAG letter of appreciation and National Colors once the request has been received. There is no time in service requirement for the TAG letter of appreciation and National Colors.

b. Description. The letter is a cream colored 5 by 7 inch letter with a two star flag at the top (centered) with the date it was signed (beneath). Paragraph on the letter contains the following: "Dear (SM rank and name) Congratulations on your retirement from the Indiana Army National Guard. Please accept this flag, which has been flown over the Headquarters Indiana National Guard at Stout Field, Indianapolis, Indiana, in recognition of your many faithful years of military service. May it serve as a lasting memento of your retirement. Sincerely, (TAG wet signs above his/her signature block)." Lower right, seven spaces below end of paragraph, is TAG's signature block. Lower left, two spaces below the end of TAG's signature block, is the Member's name and address in mailing format. The national colors are appropriately folded and presented to the Member with TAG's letter of appreciation.

c. Promotion. The TAG Letter of appreciation and National Colors do not receive promotion points in the Indiana Army Enlisted Promotion System (EPS).

e. Submission. Once a retirement packet has been submitted to the J1, it is automatically screened for eligibility of the TAG letter and colors.

5-7. Distinguished Hoosier Award.

a. Authorization. The Distinguished Hoosier Award is one of the highest tributes given out by the State of Indiana to its citizens. It is solely granted at the discretion of the Governor to Hoosiers who have uniquely brought admiration and respect to the state through their character and accomplishments.

b. Description. The header of the certificate has five stars, and the words "State of Indiana" arched over them. Beneath the header are the words "Office of the Governor (with the current Indiana State Governor's name beneath)" The paragraph contains "To Whom These Presents May Come, Greetings: Whereas, some individuals distinguish themselves through significant contributions to their communities; and Whereas the qualities and characteristics of such individuals reflect the best of the great State of Indiana; and Whereas the actions of these individuals endear them in the hearts and minds of all Hoosiers; and Whereas Indiana treasures individuals who give their time and talents out of an abiding sense of responsibility, commitment and concern for others; and Whereas (Hoosier's name) is such an individual who has earned the

respect and admiration of Hoosiers across the state and is worthy to join the ranks of these honorees; Now Therefore, I, (Governor's Name), Governor of the State of Indiana, do hereby declare and appoint (Hoosier's name) as a Distinguished Hoosier." The lower right of the certificate has a paragraph that states "In Testimony Whereof, I have here unto set my hand and caused to be affixed the Great Seal of the State of Indiana at the Capitol in Indianapolis on this (day) day of (month) in the year (2011)" with the Governor's signature below. On the lower left of the certificate is the seal of the State of Indiana. The certificate is printed with the symbol of the State of Indiana watermarked on the background.

c. *Promotion.* The Distinguished Hoosier Award does not receive promotion points in the Indiana Army Enlisted Promotion System (EPS).

d. *Submission.* This is awarded at the discretion of and by the Governor of the State of Indiana. Requests must be submitted through that Member's MACOM to the Adjutant General's Executive Assistant. The following documents are needed to submit a recommendation to the governor's office for this award.

(1) Recognition Request Form for Distinguished Hoosier Award (Appendix B)

(2) Bio-sketch that includes dates and description of significant military and civilian achievements and any community or volunteer activities.

This award is requested IAW award submission guidelines prior to the presentation date. If approved, any awards submitted less than 30 days in advance may not be received from the Governor's office in time for the ceremony.

5-8. Sagamore of the Wabash.

a. *Authorization.* Established during the term of Governor Ralph Gates, who served from 1945 to 1949, and is the highest civilian award the Governor of the state of Indiana can award to their citizens. The Sagamore of the Wabash is a personal tribute usually given to those who have rendered a distinguished service to the state or to the governor. Among those who have received Sagamore's have been astronauts, presidents, politicians, ambassadors, artists, musicians and ordinary citizens that have contributed greatly to our Hoosier heritage.

b. *Description.* At the top of the certificate are the words "State of Indiana council of the Sagamores of the Wabash". Beneath these words is the name of the current governor of the state of Indiana. The paragraph contains the words "Know All Men by These Presents: Whereas, the greatness of the Sons/ Daughters of Indiana derives, in part, from qualities possessed by the noble Chieftains of the Indiana Tribes which once roamed its domain; and Whereas, it has been the immemorial custom of the State of Indiana to attract to its support those who have exhibited such qualities; and Whereas, there has endeared himself/ herself to the Citizens of Indiana one (Recipient's Name) distinguished by his/her Humanity in Living, his/ her Loyalty in Friendship, his/ her Wisdom in Council, and his/ her Inspiration in Leadership: Now, therefore, recognizing his/ her greatness and desiring to avail myself of his/ her counsel, I do hereby appoint him/ her a chieftain upon my staff with the rank and title of : Sagamore of the Wabash Witness my hand and the Seal of the Council of the Sagamores at Indianapolis, Indiana this (day) day of (month) in the year of Our Lord, Two Thousand and (last two digits of year).

c. *Promotion.* The Sagamore of the Wabash Award does not receive promotion points in the Indiana Enlisted Promotion System.

e. *Submission.* This is awarded at the discretion of and by the Governor of the State

of Indiana and is submitted through that Member's MACOM to the Adjutant General's Executive Assistant. The following documents are needed to submit a recommendation to the governor's office for this award.

(3) Recognition Request Form for Sagamore of the Wabash (Appendix B).

(4) Bio-sketch that includes dates and description of significant military and civilian achievements and any community or volunteer activities.

This award is requested IAW award submission guidelines prior to the presentation date. If approved, any awards submitted less than 30 days in advance may not be received from the Governor's office in time for the ceremony.

Chapter 6 Requisition, Supply and Resupply

6-1. Requisition.

a. The J1 Awards Team is the sole award ordering authority for all state awards. If state awards are needed by another awards approval authority, they may request, in bulk, through the J1 Awards Team.

b. Federal Service Awards. The J1 Awards team acts as the exclusive issuing authority for the Indiana Army National Guard for the following awards unless delegated down to the appropriate level of command: National Defense Service Medal (NDSM) and Humanitarian Service Medal (HSM) as applicable.

c. Remaining federal awards, decorations and ribbons are awarded or issued at the appropriate level of command per AR 600-8-22. Awards approval authorities are responsible for requisition and supply of awards they approve. J1 Awards Team is not responsible for requisition and supply of awards earned during Title 10 service.

d. State Decorations.

(1) The J1 Awards team exclusively issues the Indiana Distinguished Service Cross (IDSC), the Indiana Distinguished Service Medal (IDSM) and the Indiana Outstanding Airman or Soldier of the Year Medal (IOYM).

(2) Applicable award approving and issuing authorities issue the Indiana National Guard Commendation Medal (ICOM), Indiana Achievement Medal (IAM), Indiana National Guard Recruiting Ribbon (INREC), Indiana National Guard Retention Ribbon (INRET), Indiana Long Service Medal (ILSM), National Emergency Service Ribbon (NESR), Indiana Homeland Defense Service Ribbon (IHDSR), Indiana National Guard Service Ribbon for Operation Desert Storm/Shield (IODSR), Indiana Overseas Service Ribbon (IOSR), Indiana Outside Continental United States Ribbon (OCONUS), Indiana Military Volunteer Emblem (IMVE) and Indiana Exemplary Fitness Medal (IEFM).

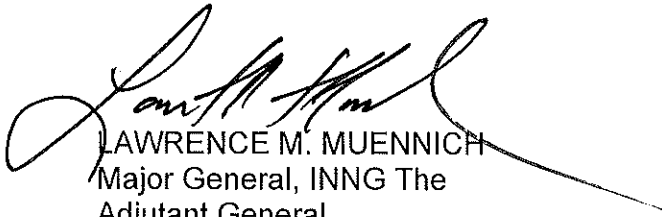
e. State Service Awards. J1 Awards team exclusively issues the following awards unless delegated down to the appropriate level of command: Indiana Emergency Service Ribbon (IESR) and Indiana Funeral Honors Ribbon (INFHR).

6-2. Supply and Resupply.

a. Replacement of federal decorations or awards is not the responsibility of the J1 Awards Team.

b. Replacement of state decorations or awards are at the individual's expense. Timeliness of replacement are directly affected by current supply on hand and projected demand. Submit requests for replacement state decorations and awards to J1 Awards Team with applicable payment via check. NOTE: Make checks payable to: "Treasurer, State of Indiana".

BY ORDER OF THE GOVERNOR:



LAWRENCE M. MUENNICH
Major General, INNG The
Adjutant General

APPENDIXES:

A – References

B – Form, Memorandum and Certificate Templates

C – Order of Precedence

Glossary – Explanation of Abbreviations and Terms

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Appendix A

References

1. AR 600-8-22, dated 19 January 2024
2. AR 670-1, dated 26 January 2021
3. DA Pam 670-1, dated 26 January 2021
4. AR 600-8-19, dated 21 June 2024
5. NGR 601-1, dated 01 April 2025
6. DA Memo 672-1, dated 1 June 1995
7. Applicable Indiana Military Laws (Section IC 10-16-12-1)
8. Memorandum for Record: Revised approval of the INFHR, dated 11 November 2015
9. General Orders Number 9, AGO-IN, dated 5 February 1962
10. General Orders Number 44, Military Department of Indiana, dated 15 August 1962
11. General Orders number 59, AGO-IN, dated 21 July 1964
12. Executive Orders 96-2, dated 9 April 1996
13. Executive Order Number 9-62, dated 8 August 1962
14. Executive Order 2-17, dated 28 August 2002
15. Executive Order 91-7, dated 17 May 1991
16. Executive Order 2-79, dated 16 January 1979
17. Executive Orders Number 2-18, AGO-IN, dated 28 August 2002
18. Executive Orders number 17-82, dated 17 June 1982
19. Permanent Orders Number 001-001, MDI-AGO, dated 2 January 1997
20. Permanent Order Number 001-001 JFHQ-IN-AGO, dated 2 January 1997
21. Permanent Orders 240-001, dated 28 August 2002
22. Permanent Orders 054-002, dated 17 May 1991
23. Permanent Orders 2-9-12, dated 5 March 1979

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Appendix B

Form, Memorandum and Certificate Templates

1. HQ-INNG Form 638
 - a. Indiana Distinguished Service Cross
 - b. Indiana Distinguished Service Medal
 - c. Indiana Commendation Medal
 - d. Indiana Achievement Medal
2. DA Form 4187-Retirement
 - a. Legion of Hoosier Heroes or Heroines
 - b. TAG Letter of Appreciation with National Colors
3. Memorandum
 - a. Indiana Outstanding Airman or Soldier of the Year Medal
 - b. Indiana Long Service Medal
 - c. National Emergency Service Ribbon of the State of Indiana
 - d. Indiana Homeland Defense Service Ribbon
 - e. Indiana Emergency Service Ribbon
 - f. Indiana Overseas Service Ribbon
 - g. Indiana First Sergeant Ribbon
 - h. Indiana Outside Continental United States Ribbon
 - i. Indiana Military Volunteer Emblem
 - j. Indiana Funeral Honors Ribbon
 - k. Indiana Recruiting Ribbon
 - l. Indiana Retention Ribbon
 - m. Indiana Exemplary Fitness Medal
 - n. The Adjutant General's Staff Identification Badge
 - o. MDI Ceremonial Unit Identification Badge, Tab and Disk
 - p. Governor's Twenty Tab
 - q. Presidential Letter of Appreciation
 - r. Indiana National Guard Service Ribbon for Operation Desert Shield/Storm
 - s. Recognition Request Form for Distinguished Hoosier Award
 - t. Recognition Request Form for Sagamore of the Wabash
4. Certificates
 - a. Indiana Distinguished Service Cross
 - b. Indiana Distinguished Service Medal
 - c. Indiana Commendation Medal
 - d. Indiana Achievement Medal
 - e. Indiana Outstanding Airman or Soldier of the Year Medal
 - f. Indiana Exemplary Fitness Medal

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Appendix C

States Dates of Entry into the Union

1. Delaware	December 7, 1787
2. Pennsylvania	December 12, 1787
3. New Jersey	December 18, 1787
4. Georgia	January 2, 1788
5. Connecticut	January 9, 1788
6. Massachusetts	February 6, 1788
7. Maryland	April 28, 1788
8. South Carolina	May 23, 1788
9. New Hampshire	June 21, 1788
10. Virginia	June 25, 1788
11. New York	July 26, 1788
12. North Carolina	November 21, 1789
13. Rhode Island	May 29, 1790
14. Vermont	March 4, 1791
15. Kentucky	June 1, 1792
16. Tennessee	June 1, 1796
17. Ohio	March 1, 1803
18. Louisiana	April 30, 1812
19. Indiana	December 11, 1816
20. Mississippi	December 10, 1817
21. Illinois	December 3, 1818
22. Alabama	December 14, 1819
23. Maine	March 15, 1820
24. Missouri	August 10, 1821
25. Arkansas	June 15, 1836
26. Michigan	January 26, 1837
27. Florida	March 3, 1845
28. Texas	December 29, 1845
29. Iowa	December 28, 1846
30. Wisconsin	May 29, 1848
31. California	September 9, 1850
32. Minnesota	May 11, 1858
33. Oregon	February 14, 1859
34. Kansas	January 29, 1861
35. West Virginia	June 20, 1863
36. Nevada	October 31, 1864
37. Nebraska	March 1, 1867
38. Colorado	August 1, 1876
39. North Dakota	November 2, 1889
40. South Dakota	November 2, 1889
41. Montana	November 8, 1889

42. Washington	November 11, 1889
43. Idaho	July 3, 1890
44. Wyoming	July 10, 1890
45. Utah	January 4, 1896
46. Oklahoma	November 16, 1907
47. New Mexico	January 6, 1912
48. Arizona	February 14, 1912
49. Alaska	January 3, 1959
50. Hawaii	August 21, 1959
51. District of Columbia	1791
52. Guam	1898
53. American Samoa	1900
54. Virgin Islands	1917
55. Puerto Rico	1952
56. Northern Marianas	1986

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Glossary

Explanation of Abbreviations and Terms

Use the following for clarity and uniformity in determining the eligibility of an award or decoration.

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

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

3. *Meritorious Service*: Service distinguished by a succession of outstanding acts of achievement over a substantial period of time. Exceptional performance of normal duties does not alone justify an award.

4. *Distinguished Service*: Clearly exceptional performance of duty which merits recognition. Superior performance of normal duty alone is insufficient to satisfy the requirements and criteria for this type of service.

5. *Decorations and Awards*: The word "decorations" within this regulation refers to State decorations, (e.g. the Indiana Commendation Medal (ICOM)). The word "awards" refers to the state service awards, (e.g. Indiana Long Service Medal (ILSM)).

6. *Militia*: Includes both the Indiana Army and Air National Guard.