



**PENNSYLVANIA ARMY NATIONAL GUARD  
28<sup>th</sup> SIGNAL SOCIETY  
5053 TRAIL SIDE COURT  
JEANNETTE PA 15644**



November 14, 2017

MEMORANDUM FOR RECORD

SUBJECT: 28<sup>th</sup> Signal Society Bronze and Silver Order of Mercury SOP

1. This 28<sup>th</sup> Signal Society National Award SOP will cover; descriptions, recommendation procedures, award committees, and examples for Bronze Order of the Mercury and Silver Order of the Mercury.
2. Bronze Order of Mercury Description
  - a. The Bronze Order of Mercury can be approved by any Colonel, or higher, of the Regiment who is also a member in good standing with the 28<sup>th</sup> Signal Society Chapter. (A Colonel of the Regiment is defined as any Signal Corps Colonel or a Colonel in functional area 24 or 53 who has officially affiliated with the Regiment). The nominee must also be an outstanding member of the Regiment and a member of the 28th Signal Society Chapter. Colonels of the Regiment must zealously maintain the standard of this award. If a Colonel of the Regiment is not available, the nominator can submit the recommendation to SCRA National Board of Directors where it will be placed before the awards board.
  - b. To nominate someone for the Bronze Order of Mercury, prepare a detailed one-page justification and obtain approval from the approving authority -- any Signal Corps Colonel or general officer who is an active SCRA member. When a Corps Colonel or GO is not available, the award board may approve the award.
  - c. A Colonel of the Regiment is defined as any Signal Corps Colonel or a Colonel in functional area 24 or 53 who has officially affiliated with the Regiment.
3. Silver Order of Mercury Description
  - a. This is the 28th Signal Society Chapter's highest award and therefore must be reserved for those select few who have provided highly significant, long-term contributions to both our 28th Signal Society Chapter and our Regiment. The Silver Order of Mercury represents a substantially greater level of contribution over a longer period than the Bronze Order of Mercury. Justification for this award is to be based upon continuous exceptional service to the 28th Signal Society Chapter in leadership positions and/or Chapter activities, as well as dedicated service to our Regiment.
  - b. To nominate someone for a Silver Order of Mercury, prepare a detailed one-page justification and obtain the endorsement of a Signal Corps Colonel or General Officer. Forward the nomination with justification to SCRA national headquarters (address listed above). The packet should arrive at SCRA National Headquarters not later than four weeks prior to the desired presentation date.
  - c. The Silver Order of Mercury can be approved only by the SCRA National Board of Directors.

28ID-SIG SOC

SUBJECT: 28<sup>th</sup> Signal Society Leadership Award SOP

4. Recommendation

- a. Any member of the 28<sup>th</sup> Signal Society can recommend another member who makes significant contribution to; 28<sup>th</sup> Signal Society and 28<sup>th</sup> ID Signal Soldiers.
- b. Recommendation for award must be in the form of a memo and justification letter, (samples below), endorsed by a Colonel, or higher, and e-mail submitted to the 28<sup>th</sup> Signal Society President.

5. Approval

- a. The approval committee will meet as needed.
- b. The 28<sup>th</sup> Signal Society President will chair the award committee which consists of four additional members of the 28<sup>th</sup> Signal Society, to include the Colonel or above that endorsed the nomination.
- c. At least one member of the approval committee has to be a past recipient of respective award.
- d. All five members are voting members of committee.
- e. All members have to vote unanimously for award to be approved.
- f. A window of eight (8) weeks for complete review/approval process should be taken into consideration.
- g. Public Affairs and Awards Officer will coordinate with Nationals ([awards@signalcorps.org](mailto:awards@signalcorps.org)), to; purchase, receive, and propose award ceremony date.

/// ORIGINAL SIGNED ///

ERIC R. LUKE  
CPT, SC, PAARNG  
Chapter President  
28<sup>th</sup> Signal Society



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DATE

SUBJECT: **Bronze/Silver** Order of Mercury Nomination for **Soldier's Name**

Award Committee, Signal Corps Regimental Association  
4570 Dewey Drive  
Martinez, GA 30907

Award Committee, Signal Corps Regimental Association:

I proudly nominate **Soldier's Name**, for **Bronze/Silver** Order of the Mercury. **He/She** is a **lifetime** member of the Signal Corps Regimental Association and active member of our Chapter.

**Soldier's Name** is an outstanding leader and currently is (list position or describe how they serve the Chapter) in 28<sup>th</sup> Signal Society Chapter.

**His/Her** service to Pennsylvania Signal community was exemplary from all positions that **He/She** held, (list Signal positions from beginning of service through their career). **Soldier's Name** is a very caring individual who is always willing to help others out. **He/She** served in a vast array of positions rising any mission at hand.

Once approved payment for award will be made via PayPal. I wish to present **Soldier's Name** with the **Bronze/Silver** Order of the Mercury on **Award Date**.

28<sup>th</sup> Signal Society point of contact is **Chapter President**, phone number, email.

Please mail this award package to; **Address set by the Public Affairs and Awards Officer**.

Sincerely,

**Endorser's Name**  
COL, SC, PAARNG  
Chapter Member

**Justification of Bronze/Silver Order of Mercury  
Soldier's Name**

Soldier's Name has served in an exemplary manner for the past number years.

Throughout that time, He/She excelled in various positions (list administrative, operational, and leadership positions, different branches, MOSs held)

He/She contributed greatly with (describe their unique and specific skills. How others have benefited from it, different exercises they partook in, products or organization skills, how they were relied upon, etc.)

(Describe in this paragraph how he/she has improved/helped the 28<sup>th</sup> Signal Society specifically. Examples include, but not limited to; planning an event, recruiting others, holding a elected officer position, how they are a force multiplier in the Chapter.)

(Closing remarks) combined with being actively involved with all events for the chapter has reinvigorated the spirit de corps and pride of the Pennsylvania National Guard Signal Community. These contributions make Soldier's Name an excellent candidate for the Bronze/Silver Order of Mercury. (This Justification Letter should be a page in length).