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Decorations, Awards, and Honors

TROPHIES AND AWARDS PROGRAM FOR THE ARMY NATIONAL GUARD

By Order of the Secretary of the Army:

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Lieutenant General, USA
Chief, National Guard Bureau

Official:

DEBORAH GILMORE
Chief
Administrative Services

Summary. This regulation provides data for and guidance pertaining to various awards presented annually to outstanding ARNG individuals and units.

Applicability. This regulation applies to the Army National Guard.

Internal control system. This regulation is subject to the requirements of AR 11-2, and contains internal control checklists.

Supplementation. States or units may not supplement this regulation without prior written approval from Chief, National Guard Bureau (NGB-ARO).

Interim changes. Interim changes are not official unless authenticated by the Chief, Administrative Services. Interim changes will be destroyed on their expiration date unless sooner superseded or rescinded.

Suggested improvements. The proponent for this regulation is NGB-ARO-T. Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, National Guard Bureau, **ATTN:** NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution: A

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Glossary

Chapter 1
Introduction

1-1. Purpose

a. This regulation provides data and guidance pertaining to various awards that are presented annually to outstanding Army National Guard (ARNG) individuals and units through or by Chief, National Guard Bureau.

b. Prerequisites that have been established for the various awards are meaningful and stringent but are within logical reach of units and personnel eligible to compete for them. To be an outstanding ARNG individual or unit requires professionalism and the desire to excel; prerequisites for these awards will, therefore, surpass those requirements established for all units and personnel.

1-2. References

Related publications are listed in **appendix A**.

1-3. Explanation of abbreviations

Abbreviations used in this regulation are listed in the **glossary**.

1-4. Responsibilities

Commanders at all levels will ensure that all award nomination packets are submitted in the required format within established suspense requirements.

1-5. Basis for competition

To recognize National Guard soldiers in their efforts to improve themselves and their units. By doing more than what is required, soldiers and units will prove that they are capable of meeting the challenges of a changing world. Entering in friendly competition will bring out the best in those who desire to excel, and will produce innovation and teamwork, the essential elements of all successful units.

1-6. General procedures

a. Nomination for awards established by this regulation should originate at the unit being nominated to ensure that accurate and complete data is included. Nominating material should be endorsed by each succeeding commander in the chain of command. A checklist for each unit-type award is provided to help the commander prepare the nomination.

b. For determining awards by the Army area, Alaska, Hawaii, and Guam will be included in the Fifth U.S. Army Area; the Commonwealth of Puerto Rico, the Virgin Islands, and the District of Columbia will be included in the First Army Area.

1-7. Public Affairs support

Timely action will be taken at all appropriate levels of command to announce the winners of awards through command/ internal information and public information channels. Copies of news releases announcing winners will be forwarded by states to NGB-PA with appropriate photos.

Chapter 2
The Army National Guard Superior Unit Award

2-1. General

The Chief, National Guard Bureau will recognize all ARNG Units achieving a superior unit rating for the previous training year with a certificate award.

2-2. Definition

a. For the purpose used here, a superior unit is defined as a federally recognized TOE/TDA unit fulfilling the criteria prescribed in paragraph 2-4.

b. The training year is the same period as the fiscal year (1 October to 30 September). For units under the year-round training program, the training year will coincide with the fiscal year. Awards may be authorized for those units unable to complete a full training year due to activation, organization, reorganization, or redesignation during the training year if they have satisfied all other requirements for the award.

2-3. Eligibility of units

Federally recognized TOE/TDA units of the following type will be eligible to compete for this award.

a. Each company, battery or troop. A "split unit" will be considered and rated with its parent unit as a single entity.

b. Each headquarters and headquarters detachment (HHD) whose personnel are engaged in the administration, training, and supply of two or more company-sized or battalion-sized units.

c. Other separate detachment type units having an authorized strength of not less than 25 officers and enlisted members.

d. Aviation depot maintenance roundout units (MACE and AVCRAD).

2-4. Superior Unit Award criteria

a. Personnel.

(1) Maintain assigned strength of 95 percent of authorized each month of the training year for which being nominated. Units may request a waiver if they are in a category of units that has been directed by NGB or their state to be at a manning level less than 100 percent of authorized.

(2) At the conclusion of the training year for which being nominated, 90 percent of assigned personnel must be duty MOS qualified. Personnel awaiting initial ADT and REP 63 personnel are excluded.

(3) Maintain IDT drill attendance of 95 percent of assigned personnel each month of the training year for which being nominated. Constructive attendance is included.

(4) Attain Annual Training attendance of 95 percent of assigned personnel. Constructive attendance is included.

b. Training.

(1) The unit must be assessed as "Trained" (T) or "Needs Practice" (P) in all tasks trained during Annual Training, with at least 75 percent of the tasks rated as T. Units who are rated on a "Go/No Go" basis must receive a "Go" in at least 90 percent of all tasks trained. (**Note:** This requirement pertains to the level of training conducted, not the level organized. For example, if the level of training for a company was platoon lanes, then all platoons must receive a T or P in the tasks trained with at least 75 percent of the tasks rated as T, or all platoons must receive a "Go" in 90 percent of the tasks trained.) Units must submit the Training Assessment Model (TAM), FORSCOM Form 1049-R, that was completed at the end of AT. If a company size unit trained at platoon level during AT, then Part V of the TAM must be submitted for each platoon. If the unit received an externally evaluated TAM during AT, it must be submitted. Otherwise, the commander's TAM assessment at the end of AT will be submitted.

(2) Units will also submit a copy of the TAM that reflects the commander's assessment of the unit at the end of the Training Year. The TAM should reflect that no significant degradation of unit status has occurred since AT.

(3) A total of 95 percent of assigned personnel must have qualified with their assigned individual weapon within a 12 month period. Individuals exempted include personnel awaiting IADT, REP 63 personnel, and other personnel who are exempted IAW AR 350-41.

(4) The TAM submitted for the end of the Training Year must reflect that the unit has met all applicable requirements of DA PAM 350-38, Standards in Weapons Training.

(5) A total of 90 percent of assigned personnel must pass the Army Physical Fitness Test (APFT) within the Training Year for which being nominated. Personnel on profile must take an authorized alternate APFT. Exemptions include personnel awaiting IADT and REP 63 personnel.

c. Inspection results.

(1) The unit must have received satisfactory results on an externally administered inspection conducted during the Training Year for which being nominated. If more than one inspection was received, the results of the highest level inspection will be used. The results of the highest level inspection must be submitted with the nomination. Units who did not receive a state or CONUSA level inspection during the Training Year for which being nominated must have been inspected by another higher headquarters (battalion, brigade, etc.). Units may not submit results of re-inspections that were conducted because the unit initially received unsatisfactory ratings in one or more areas. Units will not submit results of inspections conducted in a year other than the year for which being nominated.

(2) The unit must receive satisfactory results in the maintenance portion of the inspection listed in paragraph 2-4c (1) above, and any other externally administered maintenance inspection (i.e., COMET) conducted during the training year for which being nominated. The results of these inspections must be verified in a memorandum signed by the State Maintenance Officer, and submitted with the nomination.

2-5. Application procedures

a. Units will submit their packets through command channels to their State Adjutant General. Packets will include a cover memorandum signed by the unit commander. The memorandum will list all intermediate commanders as "thru" addressees, and will be addressed to the State Adjutant General. Intermediate level commanders will endorse the original memorandum, and may, at their discretion, write a separate memorandum of endorsement. The State Adjutant General will review each packet and endorse those which meet all criteria. The State Adjutant General will list the units meeting the criteria on a single memorandum, and submit the memorandum with the packets to NGB. The packets must arrive at NGB NLT 31 December. The address at NGB is: Army National Guard Readiness Center, **ATTN:** NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

b. Each unit's packet will be arranged in the following order:

(1) Cover memorandum with intermediate commanders' endorsements, TAG endorsement, and any separate endorsement memorandums.

(2) Superior Unit Award checklist. (See checklist at end of this chapter.)

(3) TAM completed at the end of AT during the Training Year for which being nominated.

(4) TAM completed at the end of the Training Year for which being nominated.

(5) Results of inspections per paragraph 2-4c(1) and 2-4c(2).

(6) State Maintenance Officer memorandum per paragraph 2-4c(2).

2-6. Determination of Superior Unit designation

The National Guard Bureau (NGB-ARO-T) will review packets and make final determination of units to receive Superior Unit Designation. Each State Adjutant General will receive Superior Unit Certificates for the units in his state who have achieved Superior Unit Designation.

Superior Unit Award Checklist

Unit: _____ Check One: Force Support Pool____ E-Bde ___ Division___ Other _____

Unit Address: _____

Unit Phone: _____

State POC and Phone: _____

ITEM	YES	NO
1. Cover memorandum submitted through command channels.		
2. Strength is 95% of authorized each month of training year. Strength percentages by month are: Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep		
Unit is in a category of units directed by NGB or State to be at a manning level less than 100% of authorized.		
If yes, a request for waiver is attached.		
3. 90% of assigned personnel are Duty MOS qualified at end of Training Year. % DMOSQ is:		
4. IDT drill attendance is 95% of assigned strength each month of the training year. Attendance % by month: Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep		
5. Annual Training attendance was 95% of assigned personnel. AT attendance % was:		
6. Unit was assessed T or P in all tasks trained during AT, and 75% of all tasks were rated as T. **or** Unit was assessed "Go" in 90% of all tasks trained during AT.		
TAM from AT is attached.		
7. TAM from end of Training Year is attached.		
8. 95% of assigned personnel (minus exemptions) have qualified with their individual weapon. % qual is:		
9. Unit has met all applicable requirements of DA PAM 350-38, Standards in Weapons Training.		
10. 90% of assigned personnel have passed the Army Physical Fitness Test. % qual is:		
11. Unit received satisfactory results on an externally administered inspection during the Training Year.		
Results of highest level inspection are attached.		
Type inspection received and evaluating headquarters:		
Unit received satisfactory rating in the maintenance portion of above listed inspection.		
12. Unit received a maintenance inspection in addition to the inspection listed in Item 10.		
If yes, the unit received a satisfactory rating.		
13. Memorandum verifying the maintenance results in Items 10 and 11, signed by the State Maintenance Officer is attached.		

_____ _____

Unit Commander Signature and Date — Typed or Printed Name and Rank

Chapter 3
The Eisenhower Trophy

3-1. General
The Eisenhower Trophy is named in honor of General of the Army Dwight D. Eisenhower. It is awarded by the Chief, National Guard Bureau to the ARNG unit in each state rated the most outstanding during the training year. The original trophy remains in the custody of the winning unit for one year or until called for by the State Adjutant General. The designation of the winning unit may be engraved on the trophy at the discretion of the State Adjutant General. A plaque replica of the Eisenhower Trophy is also presented for permanent possession by the annual winning unit.

3-2. Eligibility of units
The eligibility of units for the Eisenhower Trophy is the same as that required for the Superior Unit Award.

3-3. Method of selecting winning units
a. Evaluation board. The outstanding unit will be selected by a board of officers appointed by the State Adjutant General. The board will be composed of at least three members.

b. Prerequisites for unit consideration by the board. The units must have been selected for the Superior Unit Award. Additionally, the following are suggested areas of interest that may be used (optional) to supplement selection criteria:

(1) Percentage of unit personnel assigned to leadership positions who have satisfactorily completed a US Army service school, Army area school course, US Army correspondence courses, and USAR school courses.

(2) Units that have met the objectives of a effective and functional safety, training management, supply economy, and cost consciousness program.

(3) Percentage of unit personnel weapons qualified during the training year.

(4) Percentage of unit personnel who were awarded special skill badges during the training year, e.g., Expert Infantry and Field Medical Badge.

(5) Does the unit have a competitive marksmanship program?

c. Determination of the winning unit.

(1) The board will evaluate all units achieving superior unit status to determine a state winner.

(2) Approval of the board action by the State Adjutant General will constitute final winner selection.

3-4. State Report of Trophy winner
The State Adjutant General will report the designation of the winning unit, its geographic home station, and the name of the commanding officer to NGB-ARO-T via memorandum, NLT 31 December following the close of the annual competition. Upon receipt of the memorandum a replica plaque will be sent to State Adjutant General for presentation to the unit.

Chapter 4
The National Guard Association Trophy, The Pershing Trophy, and The National Guard (State) Trophy

4-1. General
The National Guard Association Trophy, The Pershing Trophy, and the National Guard (State) Trophy are three separate awards presented within the Army National Guard for unit excellence in annual qualification firing with assigned individual weapons. The three trophies are awarded respectively at national, Army area, and state level. The competition will be based on the highest figure of merit attained by a team in accomplishing its prescribed qualification of assigned individual weapons. The competition coincides with the training year.

4-2. Authorized entries
Any federally recognized company, battery, troop, band, detachment, or aviation depot maintenance roundout Unit with an authorized minimum aggregate strength of 25 officers and enlisted members, or any similar-sized federally recognized unit, may compete as a team for these awards. A split unit will be considered and rated with its parent unit as a single entity.

4-3. Team composition
A team will consist of all individuals assigned to the unit, except those individuals in or awaiting entry into initial ADT at the time of finalizing the report required in paragraph 4-4g.

4-4. Rules
a. Course of fire. Each team member will fire the prescribed qualification course for assigned individual weapon as currently authorized.

b. Qualification firing.

(1) Each individual of the ARNG will fire the prescribed qualification course with his/her assigned weapon annually until he/she qualifies unless exempted under AR 350-41, "Training In Units".

(2) The rifle may be considered as the individual weapon during the particular year for all personnel who have completed basic combat training when record firing with assigned unit has not been completed.

c. Maintaining records of qualifying scores attained. The qualifying score of each member will be permanently recorded and maintained.

d. Minimum qualification as basis of award. The award will not be given to any unit unless at least 90 percent of the team members qualify as "Marksman" or better. See Unit Checklist at the end of this chapter.

e. Computation of figure of merit. The figure of merit for the team will be computed annually, using the qualification scores attained by the individual team members in accomplishing their prescribed annual qualification, by multiplying the number of team members that qualified as expert by 100, as sharpshooter by 95, and as marksman by 90, and dividing the sum of the three products by the total number of team members. See unit checklist at end of this chapter.

f. Tie scores. In the case of tie scores, the winner will be decided in the following order:

(1) The team having the highest percentage of assigned members qualified.

(2) The team having the highest percentage of members qualified as "experts".

(3) The team having the highest percentage of members qualified as "sharpshooter".

(4) The team having the highest percentage of members qualified as "marksmanship".

g. Reports. The State Adjutant General will advise NGB-ARO-T by memorandum of the winning unit, including the figure of merit and computation for the current year, as soon as prescribed period of qualification firing but not later than 31 December. The enclosed work sheet will be attached to the memorandum. An information copy will be forwarded to the appropriate Army commander.

4-5. Awards

a. The National Guard Association Trophy. This trophy will be inscribed with the name of the state team attaining the highest figure of merit of all competing teams. It will remain at the headquarters of the National Guard Association of the United States (NGAUS) in Washington D.C. This is an honorary award only. Official recognition of the winning team will be made each year at the annual General Conference of the NGAUS, where a representative of the winning team will be presented with the appropriate Certificate of Victory.

b. The Pershing Trophy. This trophy will be awarded annually by the NGAUS to the unit attaining the highest figure of merit in each Army area. This trophy will remain in the permanent possession of the winning team.

c. The National Guard Certificate of Victory. A Certificate of Victory will be awarded, by the Chief, National Guard Bureau to the team attaining the highest figure of merit in each state. States may present their own trophy or other appropriate award to the winning unit along with the Certificate of Victory.

UNIT CHECKLIST

The National Guard Association Trophy, the Pershing Trophy and the National Guard (State) Trophy, Order of Merit

UNIT _____

LOCATION _____

1. Number of assigned personnel _____

2. Number exempt by AR 350-41, " Training In Units" awaiting entry into or in ADT at the time of the report. _____

3. Number of possible firers. _____

4. Number qualified. _____

5. Percent qualified out of possible firers. Must be = or > 90% _____

6. Number qualified expert ----- X 100 = _____

7. Number qualified sharpshooter ----- X 95 = _____

8. Number qualified marksman ----- X 90 = _____

9. Computation of figure of merit. Add scores in 6,7,8 above then divide by the total number of team members. _____

_____

Signature of Unit Commander and Date

Chapter 5
The Itschner Award

5-1. General
Each year the Society of American Military Engineers (SAME) sponsors one award each for the most outstanding engineer company in the Regular Army, the Army National Guard (ARNG), and the US Army Reserve (USAR). This world-wide award is named the Itschner Award in honor of the former Chief of Engineers, LTG Emerson C. Itschner, who was president of the Society in 1958. The intent of the award is to promote leadership in junior engineer officers and to foster Esprit de Corps in company-sized engineer units.

5-2. Eligibility
Company-sized ARNG units eligible to compete for this award include engineer numbered and lettered companies or headquarters companies, whether separate or belonging to a battalion, brigade, group, or larger organization, organized under a federally recognized TOE/TDA. HHDs and utility detachments are not eligible for competition.

5-3. Criteria (See checklist at end of this chapter.)
Units nominated must--

a. Meet the criteria for the Superior Unit Award. Attach the superior unit checklist to the packet.

b. Be nominated by the state using the sample format shown in **figure 5-1**. Nomination must--

(1) Be endorsed by the Adjutant General.

(2) Have supporting documentation depicting the unit's activities over the training year; for example, training accomplishments (including domestic and outstanding IDT and AT actions) documented by photographs, news coverage, and letters of commendation.

(3) Have enclosed one copy of the current Training Assessment Model, FORSCOM form 1049R.

5-4. Selection of winning company
a. Only one engineer company within each state may be nominated.

b. A National Guard Bureau Board composed of at least three field grade engineer officers will select the winning company.

5-5. Period of eligibility
The period of eligibility is based on the training year (TY), 1 October-30 September.

5-6. Submission of nomination
The company commander initiates the nomination process by preparing a memorandum and packet and forwarding it through command channels. After the most outstanding company is selected, the state forwards the packet signed by the Adjutant General.

5-7. Presentation of the award
The Itschner Award will be presented to the company commander of the winning ARNG engineer company during the Annual Engineer Dinner at Fort Leonard Wood, Missouri, normally held the last week in April. The award will be retained by the winning unit.

(STATE LETTERHEAD)

OFFICE SYMBOL *(Marks Number)* (Date)

MEMORANDUM FOR: Chief, National Guard Bureau, ATTN: NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Nomination for Itschner Award

1. The following company is nominated for the Emerson C. Itschner Award as the most outstanding engineer company in the Army National Guard.

_____
(unit)

_____
(address)

_____
(commander's name and rank)

2. This unit has met the qualifications for the Army National Guard Superior Unit Award for TY_____.

3. The percentage of assigned strength (based on authorized strength) as of 30 September is_____ % officers, _____ % enlisted,_____ % aggregate.

4. The percentage of assigned strength branch/MOS-qualified (based on authorized strength) as of 30 September is _____ % officer,_____ % enlisted,_____ % aggregate.

5. The percentage of assigned strength (based on number of personnel that are authorized an individual weapon) who have qualified with their individual weapon within the past 12 months and are still members of the unit is _____.

6. Attached documentation includes--

Encl. 1--Company letter with forwarding endorsement (as required) and supporting documentation.
Encl. 2--One copy of the Training Assessment Model, FORSCOM Form 1049R .
Encl. 3--Letter of endorsement signed by The Adjutant General.
Encl. 4--Any additional supporting documentation.

(Authority line if used)

_____
Signature block, TAG

Figure 5-1. Sample Cover Letter

Itschner Award Checklist

UNIT _____

LOCATION _____

1. Unit meets criteria for the Superior Unit Award. (Checklist from Chapter 2 enclosed) **Yes or No**

2. Unit endorsed by the chain of command and TAG. **Yes or No**

3. Documentation including the Training Assessment Model, FORSCOM Form 1049R and company accomplishments enclosed. **Yes or No**

_____

Signature of Unit Commander and Date

Chapter 6
The Sturgis Medal

6-1. General
The Sturgis medal is named in honor of Lieutenant General Samuel D. Sturgis, a former Chief of Engineers. The medal is offered annually by the Society of American Military Engineers (SAME) to an active enlisted soldier in recognition of outstanding contributions to military engineering, by demonstrated technical and leadership ability. National Guard and Reserve enlisted personnel will be able to compete for this award starting in calendar year 1996, with the presentation of the medal in the spring of 1997. Areas of evaluation include training, community involvement, personal accomplishments, resource management, quality of life enhancement, physical activities/sports, NCOES and other schools/education, maintenance of equipment and property, and other special recognition.

6-2. Eligibility
Enlisted personnel in TOE/TDA organizations performing an engineer mission are eligible. In general, the individual should have been classified in one of the following career management fields while performing the service for which he/she is recommended: 12 (Combat Engineer), 18C (Special Operations Engineer Sergeant), 51 (General Engineering), 52 (Power Production), or 81 (Topographic Engineer). Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution. Membership in SAME is not required.

6-3. Nominating instructions
a. Use the following criteria when submitting the nomination packet to NGB:

(1) States will submit one nomination to the Command Sergeant Major, ARNG, 111 South George Mason Drive, Arlington, VA 22204-1382. For planning purposes, nomination packets must arrive from the states NLT the first week in January. Each packet should cover service performed during the previous calendar year and should include the following:

(a) Grade, name, and SSN.

(b) Assignment at the time of contribution (include full unit identification and mailing address).

(c) Current assignment of nominee (including address).

(d) Name, address, and phone number of individual in originating headquarters who may be contacted concerning the nomination.

(e) MOS at time of contribution.

(f) Period of contribution.

(g) Awards, honors, and special recognition.

(h) Brief summary of major assignments.

(i) Narrative description of contributions for which nominated, with emphasis on contribution to military engineering (the term "military engineering" may be literally interpreted to include troop or contract construction, maintenance, facilities engineering, combat engineering training, management/supervision of engineering activities, or other engineer support).

(j) Other significant factors (pertinent photos, news items, commendations) may be included.

b Packets will be submitted in an Army three ring binder to hold the nomination (no fancy binders, the evaluation is based solely on the performance of the individual).

c. Information contained in the nomination packet should cover the previous calendar year. However, if information from prior years is included, it should be in a biographical format (no more than five "biographical" pages).

6-4. Selection of the winner
The Command Sergeant Major, ARNG will chair a committee made up of sergeants major and/or senior noncommissioned officers to select the National Guard Sturgis Medal winner. The winning nomination packet will be sent to the Assistant Commandant, U.S. Army Engineer School, **ATTN:** ATSE-EP, Fort Leonard Wood, Missouri, 65473. The award will be presented at the annual engineer dinner held each spring at Fort Leonard Wood, Missouri during the last week in April.

Chapter 7
The Milton A. Reckord Award

7-1. General
The Milton A. Reckord Award is named in honor of LTG (MD) Milton A. Reckord, a veteran of World War I and World War II, a former commander of the 29th Infantry Division, and the former Adjutant General of Maryland, who served in that capacity for 45 years. The award is presented annually by the National Guard Association of the United States (NGAUS) to the outstanding ARNG battalion or squadron size unit in each of the seven Plans, Operations, Readiness and Training Advisory Council (PORTAC) regions.

7-2. Eligible units
The following types of battalions are eligible to compete for the Reckord Award: An ARNG battalion consisting of four or more organic companies, batteries or troops, or an ARNG battalion consisting of a Headquarters and Headquarters Company (HHC) or HHD and three or more companies, batteries or troops. Units must have been organic to the battalion for the entire training year (1 Oct-30 Sep). Attachment by one or more companies to another headquarters for AT or other purpose for less than 45 days is allowed.

7-3. Period of eligibility
The period of eligibility is the Training Year (Fiscal Year), 1 October-30 September.

7-4. Award criteria
a. Must have at least two organic units which meet the criteria for the Superior Unit Award in the training year for which being nominated. A copy of the Superior Unit Award Checklist for each unit meeting the Superior Unit Award criteria must be submitted with the nomination packet.

b. All organic units, to include staff sections, must have attained a rating of "Trained" (T) or "Needs Practice" (P) in all tasks trained during Annual Training of the training year for which being nominated. (Note:

This requirement pertains to the level of training conducted, not the level organized. For example, if the level of training was platoon lanes, then all platoons must receive a T or P in the tasks trained.) Units/staff sections who are evaluated on a "Go/No-Go" basis must receive a "Go" in 90 percent of all tasks trained during Annual Training. A copy of each unit's Training Assessment Model (TAM), FORSCOM Form 1049 R, from Annual Training must be submitted with the nomination packet.

c. The battalion will also submit a copy of the TAM which reflects the battalion commander's overall assessment of the unit at the end of the Training Year. The TAM should reflect the unit's ability to operate at the level organized as soon as possible upon mobilization.

d The battalion should have demonstrated superior performance in the areas of Personnel Strength, Retention, Duty MOS Qualification, Individual and Crew Served Weapons Qualification, the Army Physical Fitness Test, IDT Attendance and AT Attendance. Supporting documentation will be included with the nomination packet. The battalion and its organic units should have demonstrated a commitment to the welfare of its members and their families, and to its communities during the training year for which being nominated. Supporting documentation will be submitted with the nomination packet.

7-5. Application procedures

a. Units will submit their packets through command channels to their State Adjutant General. Packets will include a cover memorandum signed by the battalion commander. The memorandum will list all intermediate commanders as "thru" addressees, and will be addressed to the State Adjutant General. Intermediate level commanders will endorse the original memorandum, and may, at their discretion, write a separate memorandum of endorsement. The State Adjutant General will review all nominations received and select one nominee to forward to NGB. The packet for the nominated unit must arrive at NGB NLT 31 December. The address at NGB is: Army National Guard Readiness Center, **ATTN:** NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

b. Each unit's packet will be arranged in the following order:

(1) Cover memorandum with intermediate commanders' endorsements, TAG endorsement, and any separate endorsement memorandums.

(2) Milton A. Reckord Award Checklist. A copy of this checklist is located at the end of this chapter.

(3) Superior Unit Award Checklist for organic units meeting Superior Unit Award criteria.

(4) Listing of organic units, and/or unit organization chart.

(5) TAMs completed at the end of AT for each organic unit.

(6) Battalion TAM completed at the end of the Training Year for which being nominated.

(7) Supporting documentation pertaining to personnel strength, retention, DMOSQ, individual and crew served weapons qualification, APFT, IDT attendance and AT attendance.

(8) Supporting documentation pertaining to soldier support, family support and community involvement/support.

(9) Other supporting documentation (Inspection results, memorandums, etc.).

7-6. Selection of winning units

The winning units will be selected at NGB by a board of officers appointed by the Director, Operations Training and Readiness. The board will review all nominated units' packets to ensure each unit meets the award criteria. The board will then select the winning battalion for each PORTAC region.

7-7. Presentation of the awards

a. The official announcement of the winners will be made at the annual NGAUS General Conference.

b. Each winning battalion will receive a plaque, to remain in their permanent possession.

Milton A. Reckord Award Checklist

Check One

Unit: _____ Force Support Pool____ E-Bde ___ Division___ Other _____

UIC: _____ MTOE: _____

Unit Address: _____

Unit POC/Phone: _____

Battalion Commander Name/Address/Phone: _____

_____

Battalion CSM Name/Address/Phone: _____

_____

State POC and Phone: _____

ITEM	YES	NO
1. Cover memorandum submitted through command channels.		
2. At least two organic units meet the criteria for the Superior Unit Award.		
Copy of Superior Unit Ward Checklist for units meeting Superior Unit Award criteria is enclosed.		
3. A listing of organic units and/or organizational chart is enclosed.		
4. All organic units and staff sections achieved a rating of T or P in all tasks trained during AT. OR All organic units and staff sections achieved a rating of "Go" in 90% of all tasks trained during AT.		
Copy of ech organic unit's TAM completed at end of Annual Training is enclosed.		
5. Copy of battalion TAM completed at end of Annual Training year is enclosed.		
6. Supporting documentation pertaining to strength, retention, DMOSQ, individual and crew served weapons qualification, APFT, IDT attendance and AT attendance is enclosed.		
7. Supporting documentation pertaining to soldier support, family support, and community involvement /support is enclosed.		
8. Other supporting documentation is enclosed.		

_____ _____

Unit Commander Signature and Date Typed or Printed Name and Rank

Chapter 8
The Walter T. Kerwin Readiness Award

8-1. General
The Walter T. Kerwin Award is established in honor of General Walter T. Kerwin, former Chief of Staff of the Army. It is jointly sponsored by the National Guard Association of the United States (NGAUS), The Association of the United States Army (AUSA), and the Reserve Officers Association (ROA), and is awarded to the most outstanding ARNG battalion.

8-2. Eligibility of unts
Each ARNG battalion-sized unit that was selected as a winner of the Milton A. Reckord Award for the previous year's training is eligible.

8-3. Submission of nominations
Submission of nominations is not applicable for the award. The Milton A. Reckord Award submissions on file at NGB will be used by the board.

8-4. Selection of winning unit
The winner of the Walter T. Kerwin Award will be selected at the National Guard Bureau by a board of officers appointed by the NGAUS and the Chief, National Guard Bureau. Normally, the board will be composed of the same members convened to select the Milton A. Reckord Trophy winners. If not, the composition will be the same with members on call of the chairperson of the board.

8-5. Presentation of award
The award will be presented by the Army Chief of Staff at a time and place selected by him. AUSA will notify the winning unit directly by letter, with information copies to the state and NGB. The letter will indicate time and place of the presentation and will request name of the individual(s) who will accept the award.

Chapter 9
The National Guard Bureau Award For Efficiency in Maintenance

9-1. General
The National Guard Bureau Award For Efficiency in Maintenance is awarded to the ARNG organizational maintenance shop in each state that achieves the highest degree of efficiency during the training year in maintenance of material and maintenance management.

9-2. Eligibility
All organizational maintenance shops are eligible for the award.

9-3. Selection of winning shop
One OMS within each state will be selected by the Adjutant General. That OMS must:

a. Demonstrate efficiency in maintenance operations and maintenance management rocedures.

b. Show that they assisted their supported units in obtaining a high state of readiness as evidenced by readiness reports, semi-annual SMM visits, COMETs, and CLRT-X visits.

c. Meet any other further guidelines based on their TAG's goals and priorities to enhance readiness.

d. Demonstrate a high regard for environmental matters by adhering to all environmental rules and regulations.

9-4. Report of winners
a. The State Adjutant General will report the designation of the winning OMS, parent unit, geographic station and the full name and rank of the OMS chief to Chief, NGB, **ATTN:** NGB-ARL-M, NLT 30 September.

b. OMS foreman of winning shops will receive the award at an appropriate state ceremony.

Chapter 10
The Erickson Trophy

10-1. General
a. The Erickson Trophy is awarded to the distinguished graduate from each of the state officer candidate schools. This award is in honor of Major General Edgar C. Erickson former Chief of the National Guard Bureau.

b. The Erickson Trophy is retained at Headquarters, NGAUS. An honorary folio, inscribed with the names of the annual winners, is also on display. A suitably engraved replica of the Erickson Trophy is presented to each officer candidate winner during appropriate ceremonies.

10-2. Selection of winners
The winners of the Erickson Trophy will be distinguished graduates as selected by the State Adjutant General for each ARNG State Officer Candidate School. States operating two or more branches of the same officer candidate school will select one distinguished graduate from the entire class.

10-3. Report of winners
State Adjutants General will report the name and grade of each distinguished graduate to the NGAUS no later than 15 days following selection.

10-4. Presentation
a. The Chief, National Guard Bureau will provide the replicas, as required.

b. The State Adjutant General or representative will present the replica trophy to the distinguished graduate of the Army National Guard State Officer Candidate School.

Chapter 11
Association of The United States Army Award

11-1. General
The Association of the United States Army (AUSA) annually will award a plaque to the graduate who demonstrates the highest standards of leadership at each state officer candidate school.

11-2. Selection of winners
The winners of the award will be selected by the State Adjutant General for each ARNG State Officer Candidate School. States operating two or more branches of the same officer candidate school will select one winner from the entire class.

11-3. Presentation
a. The AUSA will provide and ship the plaques directly as required.
b. The State Adjutant General or representative will present the plaque to the winner of the ARNG State Officer Candidate School.

Chapter 12
Chief's Strength Maintenance Awards

12-1. General
The Chief's Strength Maintenance Awards consists of three awards listed below.
a. The Chief's 50 Award is a ring and a plaque with accompanying citation awarded by the Chief, National Guard Bureau to the Recruiter and Career Counselor NCO of each state, territory, and district whom The State Adjutant General determines to have made the greatest recruiting contribution during the fiscal year.
b. The ARNG Master Seven Award consists of a ring and a plaque with accompanying citation awarded by the Chief, NGB to selected area recruiting and retention noncommissioned officers from each Recruiting and Retention Advisory Committee (RRAC) Area.
c. The Instructor of the Year Award is a ring and plaque with accompanying citation awarded by Chief, National Guard Bureau to the top instructor from the Strength Maintenance Training Center.

12-2. Eligibility
a. The Chief's 50 Award. Active Guard Reserve (AGR) enlisted soldiers of the Army National Guard Recruiting and Retention Force (RRF), assigned as Recruiting and Retention NCOs, are eligible for this award.
b. Master Seven Award. AGR enlisted members assigned as Area Recruiting and Retention NCOs are eligible for this award.
c. Instructor of the Year Award. AGR enlisted instructors assigned to the Strength Maintenance Training Center are eligible for this award.
d. Soldiers must meet height and weight requirements of AR 600-9, "The Army Weight Control Program", and achieve a passing score on the most recent APFT to be eligible for the awards listed above.

12-3. Selection of winners
a. The Chief's 50 Award. Each State Adjutant General or designated representative selects one individual from that state for that fiscal year.
b. Master Seven Award. Each Recruiting and Retention Advisory Committee Area selects one area Recruiting and Retention NCO from that area for that fiscal year.
c. Instructor of the Year. The Chief, Strength Maintenance Training Center selects an individual from the staff for that fiscal year.

12-4. Report of winners
a. Chief's 50 and Master Seven Awards. State Adjutants General, or designated representative, will report the name, rank, ring size, and status of their Chief's 50 and Master Seven winners to Chief, NGB, **ATTN:** NGB-ARP-R, 111 South George Mason Drive, Arlington, VA 22204-1382 not later than 7 October each year.
b. Instructor of the Year. The Chief, Strength Maintenance Training Center, or designated representative, will report the name, rank, ring size, and status of their Instructor of the Year Award winner to Chief, NGB, ATTN: NGB-ARP-R not later than 7 October each year.

12-5. Presentation
The Chief, NGB or representative will present the awards at a time and location to be announced.

Chapter 13
Armor Leadership Award

13-1. General
By an Indenture of Trust, a fund was established from which certain moneys are made available annually to promote combat unit leadership in the Armor Branch of the US Army. This fund is known as the Draper Combat Leadership Trust Fund.

13-2. Responsibility
Commander, United States Army Training and Doctrine Command (TRADOC) administers the Draper Combat Leadership Trust Fund as Category VIII supplemental mission service non-appropriated fund instrumentality under AR 215-1, " Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instramentalities", within the spirit and intent of the terms of the Indenture of Trust pertaining thereto.

13-3. Criteria
The selection for the Armor Leadership Award may be based on:
a. Records and reports including major accomplishments of the unit and observation of unit performance by the chain of command.
b. Evaluation of ARTEP findings.
c. AT/IDT attendance.
d. SQT qualification.
e. Unit morale and welfare projects.
f. Esprit de Corps.
g. A narrative including the name of officer who commanded the unit and his First Sergeant.

13-4. Unit awards
AR 672-73 (Armor Leadership Award) governs selection of the award to eligible companies, or troops, of armor and cavalry units.

13-5. Other awards
From any remaining moneys, the Commanding General, TRADOC may make other awards to individual and units within the spirit and intent of the original Indenture of Trust.

13-6. Administrative procedures
Questions and correspondence concerning criteria and the nominating procedures for the trophy or other awards mentioned here will be received not later than 31 March addressed to the Commander, USARMC & Fort Knox, **ATTN:** ATZK-AR (Draper Custodian), Fort Knox, KY 40121-5211.

13-7. Presentation
Each award will be presented at an appropriate ceremony.

Chapter 14
The Francis S. Greenlief Award For Excellence in Army National Guard Aviation

14-1. General
The Francis S. Greenlief Award for Excellence in ARNG aviation gives special recognition to either a civilian or military individual or group for significant outstanding contributions to administrative services and other related fields. This award is presented in the name of former Chief, National Guard Bureau, Major General Francis S. Greenlief.

14-2. Eligibility
Any civilian employee or group, or military individual or group is eligible to receive this award.

14-3. Selection of winners
Eligible personnel or groups will be nominated and considered in accordance with the following criteria:

a. Completion of a significant task of staff assignment that has brought benefit to ARNG aviation, such as a substantial financial savings, improvement in services and/or programs or a significant technological or military development, or in areas of aviation safety.

b. Exceptional performance of assigned duties and responsibilities in such a manner as to have demonstrated outstanding executive, scientific, or technical abilities related to ARNG aviation.

14-4. Nominations
A nomination should include--

a. A cover letter containing--

(1) Name of individual(s) or organization, and location.

(2) A brief description of the nominee's present duties, tasks, and responsibilities, including the scope of work.

b. A written statement of no more than four additional pages containing justification for nomination; justification should be as specific as possible regarding contributions.

c. There is no limit to the number of nominations that may be submitted.

14-5. Method of selection

a. Nominations. All agencies within the organization structure of the DOD are invited to submit nominations each quarter not later than 31 December, 31 March, 30 June, and 30 September to Chief, National Guard Bureau, ATTN: NGB-AVN-O.

b. Evaluation committee. A committee formed at the ARNG Aviation Division will review all nominations and related documentation during the months of January, April, July, and October to determine the recipient of the award.

14-6. Presentation
The Chief, National Guard Bureau or representative will present the award at the earliest practical date after selection.

Chapter 15
The Army National Guard Safety Award of Merit and The Army National Guard Safety Award of Honor

15-1. General
The National Guard Safety Award of Merit and the National Guard Safety Award of Honor are two separate awards presented within the Army National Guard to any state that meets the criteria described here.

15-2. Eligibility

a. Any state that has achieved the criteria below will be eligible for the National Guard Safety Award of Merit:

No class A or B accidents in general safety (aviation and ground) within a fiscal year. The period of eligibility is based on the fiscal year 1 October to 30 September. (National Guard Safety Award for Merit certificates will reflect the full 2-year period for those stattes attain- ing a second consecutive accident free year, i.e., 1 October 1993 - 30 September 1995.)

b. The National Guard Bureau Safety Award of Honor will be awarded to any state that meets the criteria for the Award of Merit for 3 or more consecutive years.

15-3. Recognition procedures
The ARNG Safety and Occupational Health Division will have responsibility to initiate, verify, and issue these awards. Accident experience will be reviewed in January of each year for the preceding fiscal year to allow for all late reporting.

15-4. Presentations
Awards will be presented at the Annual Safety and Occupational Health Conference.

Chapter 16
The Army National Guard Distinguished Safety Awards (Aviation and Motor Vehicle)

16-1. General
The ARNG Distinguished Safety Awards are given to provide special recognition to the states, District of Columbia, Puerto Rico, Guam, and the Virgin Islands for accident prevention. Two separate awards , the Army National Guard Distinguished Aviation Safety Award, and the Army National Guard Distinguished Motor Vehicle Safety Award have been established.

16-2. Eligibility (Aviation)
Any state or territory attaining 5 years or 40,000 hours of accident free flying with ARNG aircraft without a Class A or B aircraft accident is eligible to receive this award . The initial start date for completion is 1 October 1977. Award will be issued in 5 year or 40,000 hour increments (i.e. 5 years - October 90 - September 95; 10 years - October 85 - September 95; 15 years - October 80 - September 95).

16-3. Eligibility (Motor Vehicle)
Any state or territory attaining 5 consecutive years or 25,000,000 miles without a class A or B motor vehicle accident is eligible to receive this award. Included in the motor vehicle category are Army motor vehicles, combat vehicles, and other Army vehicles. Award will be issued in 5 year or 25,000,000 mile increments (i.e. 5 years - October 90 - September 95; 10 years October 85 - September 95; 15 years October 80 - September 95).

16-4. Recognition procedures
The ARNG Safety and Occupational Health Division will have the responsibility to initiate, verify, and issue these awards. Accident experience will be reviewed in January of each year for the preceding fiscal year to allow for all late reporting.

16-5. Presentation
Awards will be presented at an appropriate ceremony during the annual ARNG Resource Management Conferences.

Chapter 17
Director's Award For Energy Conservation

17-1. General
The Director's Award for Energy Conservation is cosponsored by NGB-ARL and NGB-AEN. All 50 states, District of Columbia, Puerto Rico, Guam, and The Virgin Islands are eligible for this award given annually by the ARNG to recognize outstanding performance in the area of energy conservation.

17-2. Selection of winners
Each state submits a synopsis of their FY energy program along with the results expressed in percent savings in Millions of British Thermal Units (MBTUs). A winner is selected in each Army area by the ARNG Energy Advisory Council. The two winners are selected for consideration in the Secretary of the Army Energy Conservation Award competition.

17-3. Regulatory authority
NGR 11-27 (ARNG Energy Conservation Plan).

Chapter 18
Philip A. Connelly Award For Excellence in Army Food Service

18-1. General
Sponsors of the Connelly Award are Department of the Army (DA), NGB-ARL, and the International Food Service Executives Association (IFSEA). The award is given annually to recognize excellence in Army food service.

18-2. Eligibility
All Army National Guard (ARNG) units having and organic field food service capability. Contract operated dining facilities and ARNG Training Center dining facilities will be included in the garrison competition.

18-3. Selection of winners and runners up
Each state evaluates and announces a state field kitchen-category winner. The state winners compete in ARNG regional-level competition. The ARNG regional winner will compete at the national level. The National Guard Bureau will select two full-time ARNG dining facilities in the large and small categories to participate in the garrison competition against active army dining facilities. The national winners are evaluated by separate DA/IFSEA evaluation teams to select the overall winner in their respective category.

18-4. Regulatory authority
AR 30-1 z0Army Food Service Program).

Chapter 19
The General Douglas MacArthur Leadership Award

19-1. General
Headquarters, Department of the Army, assisted by the Douglas MacArthur Foundation, presents an annual leadership award to recognize outstanding company grade officers who demonstrate the ideals for which General MacArthur stood, "Duty, Honor, Country". The purpose of this award is to promote, sustain, and recognize outstanding junior officer leadership. The ARNG is authorized six awards.

19-2. Eligibility
Army National Guard officers in the grade of lieutenant or captain (company grade officer) are eligible.

19-3. Criteria
a. General.

(1) Nominee must have been an active member of the National Guard three years prior to being considered for the award.

(2) Must have constructive attendance at annual training (AT) and all MUTAs.

(3) Must have proven leadership excellence (command time is not necessarily an indicator of proven leadership excellence).

(4) Must be a company grade officer (LT or CPT) in the ARNG. Captains must not be on a promotion list to major as of 31 December of the year nominated.

b. Leadership performance.

(1) Leadership performance that exemplifies the ideals of Duty, Honor, Country.

(2) Ability to influence others to accomplish the mission by providing purpose, direction, and motivation.

(3) Understanding of human nature and the ability to gain consensus among diverse groups.

(4) Demonstration of technical and tactical competence.

(5) Commitment of the Army ethos of duty, selfless service, and integrity contained in FM 100-1 (The Army).

(6) Development of cohesive teams that anticipate requirements and exercise initiative within commander's intent.

(7) The intangible aspects of leadership to include people skills, leadership climate, and interpersonal communications.

(8) Demonstration of the eleven principles of leadership contained in FM 22-100 (Military Leadership).

19-4. Period of eligibility

The calendar year (CY) preceding the year the award is to be presented, e.g. when the award is to be presented in 1996, the criteria for consideration is the officer's performance during CY 95.

19-5. Nomination

a. The Adjutant General from each state, the District of Columbia, and the Territories of Guam, Puerto Rico and the Virgin Islands may nominate one company grade officer to the Chief, National Guard Bureau for this award.

b. The Adjutant General will appoint a board of officers to select the most qualified individual to represent their state or territory, to be forwarded to the NGB selection board. The selection board should consider only those individuals that meet the minimum criteria and who have acquired the additional factors that the board feels necessary to make the individual competitive.

c. In the event a Title 10, AGR award is designated, one nomination from each Director or separate command supervising company grade officers is authorized. Title 10, AGR nominations will be submitted in the same manner as all other nominations.

19-6. Nominating instructions

a. The following criteria will be followed when submitting the nomination packet to NGB:

(1) **ENCL 1** - Official Photograph IAW AR 640-30 (Photographs for Military Personnel Fiche).

(2) **ENCL 2** - Height and weight certification IAW AR 600-9 (The Army Weight Control Program).

(3) **ENCL 3** - DA Form 705 (Army Physical Fitness Test Scorecard). The award criteria requires that the APFT must have been passed within six months of 31 December of the year nominated.

(4) **ENCL 4** - Latest officer evaluation report (OER). If the most recent rating period OER is not available, place the latest OER in the packet with an explanation as to status of the most recent rating period.

(5) **ENCL 5** - DA Form 2-1.

(6) **ENCL 6** - Weapons qualification. If an individual weapon is not assigned, provide an explanation.

(7) **ENCL 7** - Evidence of the highest Civilian Education Certificate. (Example: a copy of an accredited baccalaureate degree completion certificate which can be certified upon request.)

(8) **ENCL 8** - Evidence of the highest Military Education Certificate. (Example: provide a copy of DA Form 1059.)

(9) **ENCL 9** - Individual contributions to the state or local community. (Examples: serving as an Advisor to the State Education System; scout master coordinator for special events; Facilitator for the Women in Transition Program, etc...)

(10) **ENCL 10** - Individual unit accomplishments. (Examples: served as a member of the Rifle Team; coordinated the Third Homeless Christmas Dinner at the armory; one of the major contributors in the preparation for the COMET, etc...)

(11) **ENCL 11** - Contributions to the Army National Guard. (Examples: served as the unit representative for the State Family Support Group; provided the most leads to the Recruiting Force for 1993; place third in the Army Ten Miler, etc...)

(12) **ENCL 12** - The Adjutant General's endorsement. For AGR nominations, the Director or senior ARNG installation representative in the officer's chain of command.

(13) **ENCL 13** - The brigade commander's endorsement (if applicable).

(14) **ENCL 14** - The battalion commander's endorsement (if applicable).

(15) ***ENCL 15*** - Justification. Be specific (one typed double-space page summarizing nominees performance and accomplishments during the calendar year which resulted in his/her nomination for the award).

(16) **ENCL 16** - Administrative information. Include a point of contact for the state or territory.

(17) **ENCL 17** - Other supporting documentation. (Examples: recognition from civilian place of employment; academic achievements; publication; inventions; scientific discoveries; hosting or supporting alien children or families; pulled driver from burning automobile; participated in eighteen rescue operations, etc...)

b. When additional supporting documentation is required, notification will be provided in ample time for submission in the nomination packets.

c. The nomination packet information should be tabbed (using the TAB sets) and bound in a brown document folder. The appearance of all nominations must be as similar as possible to prevent packet ap-

pearance discrimination. The nomination packet content analysis is the most important part of the selection process.

d. The nomination packet must be endorsed through The Adjutant General (TAG)/Appropriate AGR Title 10 Supervisor in time to reach NGB-ARP-PO not later than the suspense date (to be announced annually).

19-7. Selection

A National Guard Bureau selection board will convene prior to 1 February annually. The Director, Army National Guard, will appoint the President of the board, three ARNG, and one Active Duty field grade officer to serve on the board. The purpose of the board is to select six recipients from the field of nominees submitted by states and territories.

19-8. Presentation of awards

Headquarters, Department of the Army (HQDA), assisted by the General Douglas MacArthur Foundation will provide engraved awards at a ceremony. The date and place of the ceremony will be announced by HQDA some time after the selection process has been completed.

Chapter 20
Army National Guard Environmental Awards Program

20-1. General

The purpose of the Army National Guard Environmental Awards Program is to--

a. Recognize both group and individual efforts in protecting environmental quality and conserving natural and cultural resources of the ARNG.

b. Stimulate states and territories to improve their stewardship of environmental, natural, and cultural resources.

c. Generate interest and recognize innovative leadership in environmental quality and natural and cultural resources programs.

d. Provide nominations that are suitable to compete for the Department of the Army Environmental Awards, the Secretary of Defense Environmental Security Awards, and other national environmental awards programs.

20-2. Responsibilities

a. The Army National Guard Environmental Programs Directorate (NGB-ARE) will administer the ARNG Environmental Awards Program.

b. All levels of command should endorse and support the ARNG Environmental Awards Program to help ensure the:

(1) Appropriate, effective, and consistent use of the various types of awards.

(2) Active interest and participation by all ARNG personnel.

(3) Full consideration of eligible ARNG employees for awards sponsored by external organizations.

(4) Exchange of information among ARNG states, territories, military departments, and external organizations.

20-3. Program administration

a. NGB-ARE will announce the awards program and deadlines in October of each year.

b. States may submit nominations for more than one category. The Awards Committee both may grant a monetary award and a National Guard Bureau award for the same act or achievement if the applicant meets the criteria for each award. The same act or achievement, however, cannot form the basis for more than one type of monetary or NGB award. NGB-ARE may suspend monetary awards depending upon fund availability. Nominations should, therefore, indicate both the appropriate level of monetary award and type of NGB award for consideration.

20-4. Types of awards

a. NGB awards. NGB awards are the preferred mechanism to recognize ARNG individual and group contributions to the environment. NGB awards may be presented in addition to appropriate military or civilian awards. Potential NGB-ARE environmental awards are listed below in hierarchical order from the highest to the lowest.

(1) NGB Eagle Award (Chief's Award) is a brass eagle, 7-inches tall mounted on a wooden base, with engraved brass nameplate. It is presented for superior achievement or support to the NGB. To receive this award, the environmental achievement must have been recognized at a national level.

(2) National Guard Heritage Painting is a 15-by-20-inch framed painting depicting one of various events in the history of the National Guard with an engraved brass plate attached to frame. It is presented for outstanding service or achievement to the National Guard or the NGB or upon retirement.

(3) NGB Meritorious Service Award is a National Guard Bureau seal, 3 1/2-inches round with blue background mounted on an 8 by 10-inch wooden plaque with a brass name plate. It is presented for outstanding service or achievement to the NGB or upon retirement.

(4) NGB Minuteman Award is 6-inch statue of Minuteman mounted on a 4 1/2-inches tall square wooden base, with 3 by 3-inch engraved brass plate. It is presented for outstanding service or achievement to the NGB or upon retirement.

(5) NGB Certificate of Commendation is an 8 by 10-inch certificate presented for contributing noteworthy service to the NGB.

(6) NGB-ARE Certificate of Commendation is an 8 by 10-inch certificate presented for contributing noteworthy service to the National Guard Environmental Program.

b. The Environmental Stewardship Cup. A master trophy for the state/territory that achieves the highest level of environmental stewardship. NGB-ARE will engrave the name of the winner and year of the award on the trophy and the trophy will remain on display at the state/territory headquarters for one year.

c. Monetary awards. Cash awards may be granted providing funds are available. Cash awards will only be awarded to the first place recipient for each award category and only if the benefits, both tangible and intangible, equal an amount greater than $250.00.

d. Department of the Army Awards. Department of the Army officials and other agencies may grant awards for ARNG individual and group contributions to the environment. Submit nominations through the appropriate chain of command in accordance with AR 672-20 (Incentive Awards).

20-5. Nomination procedures

a. Submission requirements.

(1) Award recommendations may be initiated at any level.

(2) The division/office chief must endorse and forward the nomination through The Adjutant General to NGB-ARE. Only one nomination for individual, team, and unit for each award category.

(3) Coordinate out-of-state recommendations for awards with that state's environmental office.

(4) Submit nomination to Chief, National Guard Bureau, **ATTN:** NGB-ARE (Awards), 111 South George Mason Drive, Arlington, VA 22204-1382 by 15 November each year unless directed otherwise.

b. Format.

Nominations must have the following documentation:

(1) A signed transmittal memorandum identifying the nominee(s):

(a) Military or civilian grade.

(b) Name.

(c) Organization.

(d) State/territory.

(e) The environmental award category.

(f) The proposed award.

(g) A proposed citation or inscription.

(h) This memorandum will not be included in the evaluation process; therefore, laudatory comments or endorsements are unnecessary.

(i) You may submit multiple nominations under one transmittal memorandum.

(2) An Award Nomination Cover Sheet. (See **fig 20-1**.)

(3) A justification, not to exceed two pages printed double-sided on recycled paper (see criteria under each award category).

(a) The first line of the justification must include the award category and the name of the nominated individual, unit or team.

(b) The justification should be in bullet format arranged under the same headings and in the same sequence as described in the award category selection criteria.

(c) Bullet statements must be descriptive and show what the nominee accomplished including specific results during the award period and how the accomplishments clearly exceeded the assigned job duties and responsibilities.

(d) Justifications should address all applicable general and specific award category selection criteria as these are competitive items which the panel will used during the evaluation process.

(e) You may submit supporting material such as photographs, video-tapes, newspaper articles, illustrations, or graphs as examples depicting the program's achievements.

(4) Submit recommendations for DA civilian honorary or incentive awards on DA Form 1256 in accordance with AR 672-20 (Incentive Awards). If a monetary award is being sought for military personnel, you must also process the award application in accordance with AR 37-1 (Army Accounting and Fund Control), using SF 1034.

20-6. Review/selection procedures

a. The NGB-ARE Awards Coordinator will appoint a panel of at least four members to review the nominations received by the suspense date. This panel will be composed of one member from each of the following:

(1) Compliance/Restoration Division.

(2) Conservation Division.

(3) Public Affairs (Environmental).

(4) Environmental Advisory Board.

b. The panel will evaluate the nominations based on coordination, format, general, specific award criteria, verify appropriate type of award, and make recommendations for nominations for other agency awards.

c. NGB-ARE will present awards to individuals/ teams and units at the national workshop most appropriate for the area of accomplishment. States/territories may also make presentations to award recipients at state-level award ceremonies. NGB-ARE will announce ARNG awards in early December.

20-7. General selection criteria

All nominations will be evaluated on the basis of four criteria:

a. Specific Award Category Requirements - Does the program adequately address requirements for the specific award?

b. Environmental Stewardship - Do the accomplishments clearly exceed federal requirements?

c. Program Effectiveness - Are quantifiable measures used to determine the program's benefits?

d. Impact - What impact has the program/team/ gram/team/individual had on other programs/teams/ individuals?

20-8. Specific award category selection criteria

a. ARNG Natural Resources Conservation Award.

(1) This award is open to installation/facility, individual or team nominations that have conducted the best efforts to promote natural resources conservation including identification, protection and restoration of biological resources and habitats; the sound management and use of the land and its resources; and the promotion of the conservation ethic. Environmentally beneficial landscaping is also a factor in this award.

(2) In two pages or less, you must document installation/facility accomplishments over the previous three calendar years for the following factors:

(a) Degree and accuracy of inventories and monitoring of natural resource components in the state. Included are wetlands, threatened and endangered species, soils, etc.

(b) The installation/facility's command support and participation by military managers in the cultural resources program.

(c) Positive and productive relations with the public, governmental and non-governmental organizations on natural resources issues.

(d) Application of innovative and state of the art natural resource management plans.

(e) Quality and attainment of an integrated natural resources plan, to include components identified in AR 200-3, " Natural Resources-Land, Forest, and Wildlife", in the context of the military mission.

(f) Quality and implementation on the integrate natural resource plan by all components of the state.

(g) Success in addressing significant and/or complex natural resources.

(3) In two pages or less, you must document individual accomplishments over the previous two calendar years for the following factors:

(a) The nominee's name, title or position, employing organization, and ARNG employment history. Provide a summary of the nominee's major routine duties and responsibilities during the two preceding years.

(b) The development of awareness and support by military managers for the Natural Resources management Program as a result of the actions taken by the nominee.

(c) Coordination and cooperation achieved with the public, governmental and non-governmental organizations on natural resources issues.

(d) Contributions made towards the goal of maximizing principals of ecosystem management in the military environment.

(e) Application of innovative and state of the art natural resource management plans.

(f) Support of the military mission through prudent use and management of natural resources by the nominee.

(g) Accomplishments by nominee which exceed normal duties and responsibilities.

(h) Award and recognition received by the nominee during the past five years.

(i) Professional achievements and participation in community service work and/or professional organizations by the nominee.

(j) Overall accomplishments by the nominee in natural resource management and conservation during the two year judging period.

(4) Nominations must address efforts to promote natural resources conservation, including the identification, protection, and restoration of biological resources and habitats; the sound management and use of the land and its resources; and the promotion of the conservation ethic.

b. ARNG Environmental Quality Award

(1) This award is open to installation/facility, individual or team nominations for the best efforts to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements, especially those for environmental planning, waste management, and pollution control and identifying and addressing in a timely and cost effective manner the threats posed by contamination from past operations.

(2) In two pages or less, you must document installation/facility accomplishments over the previous two calendar years for the following factors:

(a) Introduction.

1. What is the mission, approximate civilian and military population (unless classified) and total acreage of the installation/facility?

2. What is the environmental, geographical, political and economic setting of the installation/facility?

(b) Background.

1. Summarize the environmental challenges at the installation/facility.

2. Describe the organization and staffing of the installation/facility's environmental program and the management approach used.

3. Describe any installation/facility and community committees or boards that influence the installation/facility's environmental management program.

4. List all environmental plans and agreements and the dates of preparation or last revision.

(c) Program Summary.

1. Describe the objectives of the environmental quality program and the degree of attainment of each objective during the past two years.

2. Describe the most outstanding program features and accomplishments of the past two years.

3. In two pages or less, you must document individual accomplishments over the previous two calendar years for the following factors:

- List the nominee's name, title or position, employing organization, and ARNG employment history.
- Provide a summary of the nominee's major routine duties and responsibilities during the preceding two calendar years.
- Identify special accomplishments for the preceding two calendar years. Indicate specifically how these efforts and accommodations exceeded his or her normal duties and responsibilities.

(d) List and describe awards and other special recognition given to the nominee during the past five years. Describe related professional achievements including community service work and participation in professional organizations.

c. ARNG Pollution Prevention Award

Industrial and Non-Industrial Award. This award is open to installation/facility, individual or team nominations for the best efforts to prevent pollution at the source, including practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water or other resources. It is based on achievements made during the last two calendar years. NGB will give separate awards for each category (industrial and non-industrial). In two pages or less, you must document instal-

lation/facility accomplishments over the previous two calendar years for the following factors:

(1) Background.

(a) Mission of the activity or installation/facility.

(b) Briefly summarize the environmental challenges at the activity or installation/facility.

(c) Describe any obstacles or barriers to pollution prevention that had to be overcome and how they were overcome.

(d) Waste or Material Reductions. For each waste stream, emission or release, or hazardous material stream reduced or eliminated, briefly give the following information:

1. Regulated chemical or chemicals making up the waste stream, emissions, releases, or hazardous material stream; or, Federal, state, or local waste category.

2. Toxicity level.

3. Pollution prevention or waste minimization method and whether the method is source reduction, recycling, or waste minimization.

4. Net annual cost savings (to include hazardous waste disposal cost avoidance, hazardous material procurement costs, and any other costs avoided or savings that can be documented) and pay back period.

5. Annual reduction in pounds of waste, emissions, releases, or hazardous materials.

6. Percent reduction in total installation/facility hazardous waste or other baseline (and specify baseline and baseline year).

7. Impact on compliance with current or future regulations.

(2) ARNG Recycling Award

(a) This award is open to state, facility, individual, or team nominations to recognize efforts to prevent pollution by including practices that reduce the creation of pollutants through efforts to divert materials from a waste stream for recycling.

(b) In two pages or less, you must document installation/facility accomplishments over the previous two calendar years for the following factors:

1. Background.

- Mission of the activity or installation/facility.
- Summarize the environmental challenges at the activity or installation/facility.
- Describe any obstacles or barriers to pollution prevention that had to be overcome and how they were overcome.

2. Program Summary.

- Total annual quantity in pounds of materials recycled.
- Materials removed from the waste stream.
- Net annual cost savings (to include waste disposal cost avoidance, material procurement costs, and any other costs avoided or savings that can be documented) and pay back period.
- Annual percent reduction in solid waste disposal through recycling from baseline year.
- Scope of recycling on installation/facility.
- Use of recycling proceeds.

3. Affirmative Procurement. Describe programs in place to encourage the purchase of goods containing recycled materials.

(c) In two pages or less, you must document individual accomplishments over the previous two calendar years for the following factors:

1. Background.

- The nominee's name(s), title(s) or position(s), employing organization(s), and DOD employment history(s).
- Provide a brief summary of the nominee's major routine responsibilities during the preceding two calendar years.

2. Accomplishments.

- Indicate the nominee's contributions to the following, as appropriate: the quantity of materials recycled, the type of materials recycled, the percent of materials recycled, the scope of the recycling program, developing innovative uses of recycling proceeds, and developing affirmative procurement programs.
- Indicate specifically how these efforts and accomplishments exceeded his or her (their) normal duties and responsibilities.

3. Awards and Achievements. List and describe awards and other special recognition given to the nominee(s) during the past five years. Describe related professional achievements, including community service work and participation in professional organizations.

(3) ARNG Environmental Clean-up Award

(a) This award is open to installation/facility nominations to recognize efforts to protect human health and environment by cleaning up identified ARNG sites, in a timely cost-efficient, and responsive manner.

(b) In two pages or less, you must document installation/facility's accomplishments over the previous three calendar years for the following factors:

1. The extent of the installation/facility's command group's emphasis and involvement in the cleanup program.

2. The extent to which the installation/facility Remedial Project Manager is knowledgeable, actively involved, and in control of the installation/facility program.

3. The focus on planning for future cleanup program efforts through a written, integrated plan documenting resources and schedule necessary to complete cleanup of all required sites.

4. The extent of emphasis on education of the installation/facility personnel to ensure that new cleanup sites are not created.

5. The extent of integration with other aspects of the installation/facility environmental program.

6. The extent to which the installation/facility program focuses on early cleanup actions with parallel study efforts where possible.

7. The degree to which the installation/facility has partnered with regulators in all aspects of the cleanup program, in particular to shorten the process.

8. The extent to which the local stakeholders are involved in the cleanup program through Restora-

tion Advisory Boards, Technical Review Committees, and public meetings.

9. The extent to which innovative technologies or processes are considered or used in the installation/facility cleanup program. This includes consideration and demonstration of the feasibility of natural attenuation as a cleanup option.

(4) ARNG Cultural Resources Award

(a) This award is open to installation/facility, individual or team nominations to recognize efforts to manage and protect properties on the National Register, Native American cultural items and sites and archeological resources.

(b) In two pages or less, you must document installation/facility accomplishments over the previous three calendar years for the following factors:

1. Incorporation of components of cultural resources program into installation/facility operations, plans, and training or testing activities.

2. Installation/facility command support and participation by military managers in the cultural resource program.

3. Positive and productive relations with the public, governmental and non-governmental organizations on cultural resources issues.

4. Application of innovative approaches and practices in cultural resource management that minimize impacts on the installation/facility's mission.

5. Usefulness of Cultural Resource Management Plan (CRMP) in enabling readiness, quality of life and overall environmental management at the installation/facility.

6. Demonstrated examples of success in managing significant or complex cultural resources compliance issues at the installation/facility.

7. In two pages or less, you must document individual accomplishments over the previous two calendar years for the following factors:

- The nominee's name, title or position, employing organization, and DOD employment history. Provide a summary of the nominee's major routine and responsibilities during the preceding two calendar years.
- Efforts to develop command awareness and support for cultural resources management.
- Efforts to develop positive and productive relations with the public, governmental, and non-governmental organizations on cultural resource issues.
- Efforts to apply innovative approaches and practices in cultural resource management that minimize impacts on the Army's mission.
- Professional accomplishments and achievements in the field of cultural resources beyond standard duties and responsibilities.
- Awards and recognition received for cultural resource management during the past five years.

(5) Environmental Stewardship

(a) Nominations may not be submitted for this award.

(b) This award will be provided to the state/territory that garners the highest level of ARNG Environmental Awards in two or more award categories. If no state/territory achieves highest level award in at least two of the award categories, the Environmental Stewardship Cup will be held until the following year by the last year's recipient.

Award Nomination Cover Sheet

Instructions: Complete this form and attach to each of your nomination submissions.

1a. State/facility _____

b. State/facility POC_ _____

c. Address _ _____

_____

d. Phone (commercial) (_) _____

e. DSN _____

f.. FAX_ _____

2. Award Category. The attached two page nomination is for the following category *(Please mark only one category).*

_____ ***a.*** Natural Resources Conservation Award for a large installation.

_____ ***b.*** Natural Resources Conservation Award for an individual.

Name of individual _____

_____ **c.** Environmental Quality Award for a Non-industrial facility.

_____ ***d.*** Environmental Quality Award for an individual from a Non- Industrial facility.

Name of individual _____

_____ ***e.*** Pollution Prevention Award for an Industrial facility.

_____ ***f.*** Pollution Prevention Award for a Non-Industrial facility.

_____ ***g.*** Pollution Prevention Award for an Acquisition Team.

_____ ***h.*** Recycling Award for an installation or facility.

_____ ***i.*** Recycling Award for an individual.

Name of individual_ _____

_____ ***j.*** Environmental Cleanup Award for an installation or facility.

_____ ***k.*** Cultural Resources for an installation or facility.

_____ ***l.*** Cultural Resources for individual.

Figure 20-1. Award Nomination Cover Sheet

Chapter 21
Chief of Staff Army, Supply Excellence Award (SEA)

21-1. General
The award objectives are to enhance the logistical readiness and supply effectiveness of organizations by providing a positive incentive for extraordinary supply support, improve property accountability and reduce waste by encouraging awareness of the Army Command Supply Discipline Program (CSDP). The award also provides a structure for and recognition of supply initiatives and operations at the organizational level. Competition is held annually. The categories include TDA units, MTOE battalions, and MTOE companies. Unit identification codes for these organizations must end in "AA" (those units with a property book) or another ending (those units with primary hand receipts).

21-2. Responsibilities and administrative guidance
a. Headquarters, Department of the Army (HQDA), will administer the awards program and develop necessary rules and procedures for the conduct of the competition in conjunction with the U.S. Army Quartermaster Center and School (USAQMC&S), and the National Guard Bureau's Logistics Directorate (NGB-ARL).

b. Commandant, USAQMC&S, will act as executive agent of the awards program for HQDA. USAQMC&S will:

(1) Establish evaluation criteria for the awards program.

(2) Establish the evaluation teams for the purpose of conducting on-site evaluations of MACOM-nominated finalists.

(3) Conduct evaluation of the MACOM-nominated finalists.

(4) Select winners and runners-up.

c. National Guard Bureau, Logistics Directorate (NGB-ARL), is the executive agent of the awards program for the Army National Guard.
NGB-ARL will:

(1) Provide policy guidance relating to evaluation criteria for the awards program

(2) Provide an evaluation team member for the purpose of conducting on-site evaluations of MACOM nominated finalists.

(3) Assist USAQMC&S in conducting the evaluation of the MACOM nominated finalist.

(4) Notify the winners and runners-up.

(5) Assist DA-DCSLOG in coordinating the SEA Awards Ceremonies (September of each year).

21-3. Eligibility
The categories and levels of competition under which units may compete are as follows. Normally, subordinate units of battalion/squadrons will not compete as separate entities. These units must compete as part of the parent organization. The unit identification code (UIC) must be "AA". This identifies a parent unit. The intent is to have units with like complexity and responsibility compete against each other. Lettered companies in maneuver battalions should compete as part of their battalion. However, a numbered company (AA) can participate as a separate unit as long as no other unit within that battalion participates. The divisional adjutant general company or military police company should compete as a separate company against like units.

21-4. Definitions of Units at Each Level
a. An eligible TOE company/battery/troop/detachment is a divisional/non-divisional company, separate company level organization. It operates under a MTOE, with the parent unit designator "AA" in position 5-6 of it's UIC IAW AR 310-49, " The Army Authorization Documents System (TAADS)." Also eligible in this category are lettered units organic to a MTOE parent unit, but assigned to a different major command or geographic region. These units have descriptive designator A1, B1, C1, or D1, etc., in position 5-6 of their UICs. Property management functions are centralized at the company level, whether the company maintains a property book or the property is hand-receipted to them from the next level of property book operation. The TOE divisional/non-divisional company level organizations operating under manual property books, Standard Property Book System-Redesigned (SPBS-R), and Army Medical Department Property Accounting System (AMEDDPAS) may compete at this level also.

b. An eligible TOE battalion/squadron unit is a division/non-divisional battalion organization. It operates under a MTOE with supply functions centralized at battalion level. The TOE divisional/non-divisional battalion level organizations operating under manual property books, SPBS, and AMEDDPAS may compete at this level.

c. An eligible TDA company/ Battery/troop/detachment or equivalent unit is a company level organization operating under a TDA with the parent unit descriptive designator "AA" in position 5-6 of its UIC, IAW AR 310-49, " The Army Authorization Documents System (TAADS)". Property management functions are centralized at the company level, whether the company maintains it's "own" property book or controls a primary hand-receipt from the next level of property book operations. The TDA organizations operating under manual property books, SPBS-R, and AMEDDPAS may compete at this level.

d. The supply Support Activity (SSA) or Direct Support Unit (DSU) category will be implemented during the FY 97 competition. Detailed instructions will be provided in a separate message.

21-5. Nomination Information
a. Each state's nomination will be forwarded to the appropriate Regional Command Logistics Office/Directorate of Logistics (CLO/DOL), or regional iEAGLE-subcommittee representatives, as appropriate.

b. The regional EAGLE subcommittee representative(s) will convene a selection panel to review nominations and select the one regional winner for each category and forward them to the Chief, National Guard Bureau, **ATTN:** NGB-ARL-LP; 111 South George Mason Drive, Arlington, VA 22204-1382. Nominations must arrive during the 1st Quarter (NLT 15 December) so that inspections can be sched-

uled/conducted during the 2nd Quarter of the fiscal year.

c. The nomination memorandum will include the category of competition, unit designation, UIC, DODDAC, FAD, MTOE/TDA number, location, address, nine digit ZIP code and point of contact (POC) with commercial and DSN telephone number.

d. Nominations packets must include copies of CSDP inspection reports conducted within the last twelve months. Additionally, if deficiencies are identified on the report, a statement indicating that all corrective actions have been completed must be included within the nomination packets.

e. EAGLE subcommittee representatives will return the nomination binders to competitors not selected as regional winners. Binders for all regional winners will be brought to the annual Logistics Readiness Workshop where they will be placed in a review case during the workshop. Upon the conclusion of the workshop, all binders will be returned to the state/territory representative.

21-6. Evaluation Criteria

The primary criteria for evaluation is demonstrated success in operating effective supply operations in accordance with current regulations. Toward this end, the awards program will utilize existing supply documents and files to assist in the effective completion of the on-site evaluations. States will ensure that nominated units have, on hand, and supplements to or deviations from current supply regulations. The current active files and one-year inactive data bases will be used in the evaluation process to depict and evaluate unit supply operations, which will include, but not limited to:

a. Appearance and management.
b. Non-expendable equipment accountability.
c. Management of expendable/durable supplies.
d. Logistics management.

21-7. Milestones

a. State nominations(s) to arrive at their respective regional representative's offices NLT 15 November (each year).

b. Regional EAGLE-subcommittee representatives forwards the information on regional selections/winners for each category to NGB-ARL-LP NLT 15 December (each year).

c. On-site evaluations are conducted by the HQDA team during the February-May time frame.

d. Chief of Staff Army (CSA), awards presentation, is conducted in Washington, D.C. during the month of September.

21-8. Presentation

a. ARNG regional winners will be presented the ARNG Meritorious Service Award at the annual Logistics Readiness Workshop.

b. The DA level winners will be presented an Army National Guard Heritage Painting of their choice. The actual presentation will be made by DARNG at one of the Resource Management Conferences held each year.

c. One winner and one runner-up will be selected for each level based upon the DA on-site evaluation (a honorable mention category may be announced, depending on the judgment of the on-site evaluators). The evaluations results will be relayed to the competing states in the various categories through their EAGLE subcommittee representatives during the month of August. The UASQMC&S will provide individual awards for selected unit members, as required. The Chief of Staff Army, or his representative will present unit awards during the awards ceremony. The Department of the Army (DA) will fund one (sometimes two) representative(s) from each winning and runner-up unit (subject to final DA budget approval) for the CSA awards presentation.

Chapter 22
The Major General William L. Sibert Awards

22-1. General

The United States Army Chemical School (USACMLS) established the annual Major General William L. Sibert Awards in 1988 as part of the Unit of Excellence Program to recognize the best company size chemical units in the Active Component, the United States Army Reserve, and the Army National Guard. These awards are named in honor of the first Chief of the Chemical Warfare Service from which the Chemical Corps originated.

22-2. Eligibility

All FORSCOM chemical companies in the Active Component, the United States Army Reserve, and the Army National Guard are eligible to compete for these awards.

22-3. Period of eligibility

The period of eligibility is based on the previous fiscal year (1 October-30 September).

22-4. Submission of the nomination

Company commanders should prepare and submit performance packets, IAW **figure 22-1**, through their chain of command to the State Adjutant General. The State Adjutant General will endorse the packet and forward it to the appropriate CONUSA. CONUSAs will nominate up to three chemical companies from their CONUSA area and forward to: Commander, U.S. Army Forces Command, ATTN: AFOP-TRS, Fort McPherson, GA 30330-6000. Nominations must be received NLT 31 January. Packets received after this date will be returned to the unit without consideration.

22-5. Presentation of awards

The Commandant, USACMLS will announce the winners by 28 February. The awards presentation ceremony will be scheduled for the third quarter of the fiscal year at the USACMLS. A representative from each selected company will be invited to attend the ceremony as a guest of the chemical school. The award will consist of a plaque for the unit, placement of the unit's name on a master plaque at the USACMLS, and a streamer for the unit guidon. Winning units will pro-

vide a short five-minute presentation of the unit's accomplishments during the opening ceremony.

1. Packets will be in loose leaf three-ring binders.

2. The first page of the packet will be a memorandum nominating the unit. The memorandum will include:
a. The complete unit designation and address.
b. The category of competition.
c. The name, grade, unit address, and telephone number (DSN and commercial) of the point of contact (POC) and alternate POC. Either the POC or the alternate POC will be a member of the nominated finalist's unit.
d. An authorization for direct communication between the unit and Director of Chemical Branch Readiness, USACMLS.

3. The memorandum will have the following tabs behind it (do not staple the tabs to the memorandum). **Tabs B**, **C**, and **D** will have approximately equal weight in the evaluation process:
a. Tab A. Unit Background. A brief historical summary of the unit, including a mission statement.
b. Tab B. Training.
(1) Individual Training.
(a) Common task testing including number assigned, tested, and number that scored over 90 percent first time go.
(b) Weapons Qualification indicating number of weapons authorized, soldiers tested, and level of qualifiction (Expert/Sharpshooter/Marksman).
(c) Physical fitness tests administered, passed, and unit average APFT.
(2) Collective Training *(attach a copy of Mission Essential Task List):*
(a) Unit ARTEP results including number of tasks evaluated, number trained, needs practice, and untrained. Attach evaluator's comments.
(b) External support provided including the number of smoke, recon, and decon missions with the total mandays involved.
(c) Number of CTC (NTC/JRTC/CMTC) rotations supported.
(d) Other inspections/test name and rating only.
(3) Yearly Training Briefings *(attach a copy of the YTB slides for each quarter of the year nominated.)*
c. Tab C. Maintenance.
(1) Equipment status: Attach annual DD Form 2406.
(2) Command Inspection: Attach results of last CI.
d. Tab D. Command Discipline.
(1) Safety. Accidents the last 12 months.
(a) Total number of military vehicle miles driven.
(b) Number of reportable military vehicle accidents.
(c) Number of reportable POV accidents.
(d) Number of injuries.
(e) Number of DUI/DWI.
(2) Safety Awards.
(a) Attach copies of safety awards to the unit.
(b) Number of safe driver's awards presented.
(3) Uniform Code of Military Justice (UCMJ).
(a) Article 15.
1. Number of company grade.
2. Number of field grade.
3. Number pending action.
4. Chapters:
- Number discharged.
- Number pending discharge.

5. Reenlistment:
- Number of first term reenlistments.
- Number of mid term reenlistments.
- Number of career reenlistments.

6. Organizational Excellence.
- Number of individuals in competition and awards given by type.
- Unit's awards and decorations received in the last 12 months (attach copies).
- Participation in ACCP/College/GED.
- Participation in community/humanitarian activities.

e. Tab E. Narrative Summary: Unit commanders address training accomplishments and direction of company. Emphasis should be placed on combined arms training events and battle focus. Limit comments to no more than one double-spaced page.

Figure 22-1. Contents of Packets

Appendix A
References

(A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.)

AR 37-1
Army Accounting and Fund Control

AR 37-105
Finance and Accounting for Installation; Civilian Pay Procedures

AR 200-1
Environmental Protection and Enhancement

AR 200-3
Natural Resources-Land, Forest, and Wildlife

AR 215-1
Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instramentalities

AR 215-3
Nonappropriated Funds Personnel Policies and Procedures

AR 220-1
Unit Status Reporting

AR 310-49
The Army Authorization Documents System (TAADS)

AR 335-15
Management Information Control System

AR 350-41
Training In Units

AR 600-8-22
Military Awards

AR 600-9
The Army Weight Control Program

AR 640-30
Photographs for Military Personnel Files

AR 672-20
Incentive Awards

AR 672-73
Armor Leadership Award

DA Pam 350-38/39
Standards in Weapons Training

FORSCOM Reg 220-3
Unit Training Assignment

FORSCOM Reg 350-2
Reserve Compnent Training in America's Army

NGR 11-27
ARNG Energy Conservation Plan

Glossary

AGR
Active Guard Reserve

AMEDDPAS
Army Medical Department Property Accounting System

AT
Annual Training

ARNG
Army National Guard

AUSA
Association of the United States Army

CLO/DOL
Regional Command Logistics Office/Directorate of Logistics

CRMP
Cultural Resource Management Plan

CSA
Chief of Staff, Army

CSDP
Command Supply Discipline Program

CY
Calendar Year

DA
Department of the Army

FY
Fiscal Year

HHD
Headquarters and Headquarters Detachment

HQDA
Headquarters, Department of the Army

IFSEA
International Food Service Executives Association

MBTU
Millions of British Thermal Units

NGAUS
National Guard Association of the United States

NGB-ARE
National Guard Bureau, Environmental Programs Directorate

NGB-ARL
National Guard Bureau, Logistics Directorate

OER
Officer Evaluation Report

POC
Point of Contact

ROA
Reserve Officers Association

RRAC
Recruiting and Retention Advisory Council

RRF
Recruiting and Retention Force

SAME
Society of American Military Engineers

SEA
Supply Excellence Award

SPBS-R
Standard Property Book System-Redesignated

TAADS
The Army Authorization Documents System

TAG
The Adjutant General

TAM
Training Assessment Model

TRADOC
United States Army Training and Doctrine Command

TY
Training Year

UIC
Unit Identification Code

USACMLS
United States Army Chemical School

USAQMC&S
U.S. Army Quartermaster Center and School

USAR
U.S. Army Reserve