

1. Date required is the date the POC Expects to pick up the completed job. Please remember we require ten working days from the day this form reaches the engraver. The approval process can take time to complete and the requestor's follow up is very helpful.
2. The name of awarded spelled exactly as it should appear on the award.
3. Please check (x) against name of the award requested.
4. Justification. Self-explanatory.
5. Enter the office symbol for the requesting office.
6. Signature of the official requesting the award.
7. Enter name of person who can be called for clarification regarding the award.
8. Enter phone number, DSN or COMM. for POC.
9. The approving official should be at the level necessary for the award requested.
10. Date of approving official's signature.

Awards	Approval	Awards	Approval	Awards	Approval
NGB Distinguished Service	Chief, NGB	NGB Meritorious Award	ZC, ARZ, CF, or CIO/ PEO as appropriate to your office	NGB Certificate of Appreciation	Division Chief
NGB Eagle Award	Chief, or Vice Chief, NGB	NGB Minuteman Award	ZC, ARZ, CF, or CIO/ PEO as appropriate to your office	NGB Civilian Service Award	Immediate Supervisor
NGB Heritage Painting Award	ZC, ARZ, CF, or CIO/ PEO as appropriate to your office	NGB Certificate of Commendation	Division Chief	Pentagon Picture	None Required
NGB Jacket Award	ZC, ARZ, CF, or CIO/ PEO as appropriate to your office				