

National Guard Regulation 672-1

Decorations, Awards and Honors

Trophies and Awards Program for the Army National Guard

**National Guard Bureau
Arlington, VA 22204
27 January 2012**

UNCLASSIFIED

SUMMARY of CHANGE

NGR 672-1

Trophies and Awards Program for the Army National Guard

27 January 2012

- o This publication supersedes all previous editions of NGR 672-1 dated 1 Oct 96. This publication has been substantially revised and must be reviewed completely.

Decorations, Awards, and Honors

Trophies and Awards Program for the Army National Guard

By Order of the Secretary of Army:

CRAIG R. MCKINLEY
General, USAF
Chief, National Guard Bureau

Official:

GARY SZABO
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Chief, Strategy and Policy Division

History. This publication supersedes all previous editions of NGR 672-1.

Summary. This regulation provides data and guidance pertaining to various awards presented annually to outstanding Army National Guard (ARNG) individuals and units.

Applicability. This regulation applies to the ARNG of the 54 States, Territories, and District of Columbia.

Proponent and exception authority. The proponent for this regulation is the Army National Guard Bureau, Training Division (ARNG-TRC). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management Control Process. This regulation contains management control provisions in accordance with AR 11-2, but does not contain checklists for conducting management control reviews.

Supplementation. Supplementation is not authorized without prior approval of the Chief, National Guard Bureau (CNGB), ATTN: ARNG-TR, 111 South George Mason Drive, Arlington, VA 22204-1382.

Suggested Improvements. Users of this regulation are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CNGB, ATTN: ARNG-TRC, 111 South George Mason Drive, Arlington, VA 22204-1382.

Distribution. A/F

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Glossary

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policy governing and establishing responsibilities and procedures for the Army National Guard (ARNG) Decorations, Awards and Honors, Trophies and Awards Program.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Commanders at all levels will ensure that award nomination packets are submitted within established requirements.

1-5. General procedures

Nomination for awards will originate at the unit being nominated, unless otherwise stated. This is to ensure that the information provided is accurate and complete. Nominating packets will be endorsed by each succeeding commander in the chain of command, when applicable. In determining awards by the Army area (if applicable), Alaska, Hawaii, and Guam will be included in the U.S. Army Pacific (USARPAC) Area; the Commonwealth of Puerto Rico, the Virgin Islands, and the District of Columbia will be included in the First Army Area. Administrative procedures and processing is discussed in Appendix C.

1-6. Publicity

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.

1-7. Non-Selection of Awards

Memorandum from the board president will be forwarded through the awarding authority to the State Adjutant General (SAG) or appropriate personnel, as applicable.

1-8. Waivers

Waivers may be submitted as part of the award nomination packet(s), if applicable. All requests for waivers will be endorsed by the commander or senior leader of the requesting unit or activity and forwarded through command channels. Supporting documentation must accompany all requests for waivers. Waivers will be considered on a case by case basis and will be approved or disapproved by a board of officers. The appointing authority or designee will make the final decision on approval or disapproval of waivers if called into question.

1-9. Revocation/Suspension

Once an award has been presented it may be revoked or suspended by the awarding authority if facts subsequently determined would have prevented the original approval of the award, had they been known at the time. The decision to revoke or suspend an award may not be delegated by the awarding authority. In making the decision, the awarding authority will consider all statements of concurrence or non-concurrence, (with comments) from individual(s) or unit(s) concerned. Upon revocation, the affected individual(s) or unit(s) will be informed and may appeal the revocation or suspension action through command channels. See AR 600-8-22.

Chapter 2 The Army National Guard Superior Unit Award

2-1. General

The CNGB 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 Table of Organization and Equipment / Table of Distribution and Allowances (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/mobilization, organization, reorganization, or re-designation during the training year if they have satisfied all other requirements for the award.

2-3. Eligibility

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 units Theater Aviation Sustainment Maintenance Group (TASMG)).

2-4. 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) 90 percent of assigned personnel must be Duty Military Occupational Skills Qualified (DMOSQ) at the conclusion of the training year for which being nominated. Exemptions include Soldiers awaiting Initial Entry Training (IET).

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

(4) 95 percent rating of assigned personnel must be attained for Annual Training (AT) within the training year being nominated for. Constructive attendance is included.

b. Training.

(1) Units must be assessed as "Trained" (T) or "Needs Practice" (P) in all tasks assigned by their Full Spectrum Operation Mission Essential Task List (FSO METL). 75 percent of assigned tasks must be rated as T. Units will submit the commanders' assessment for the training year being nominated for. This will be further endorsed by the submitting units' higher headquarters and validated by the SAG.

(2) 95 percent of assigned personnel must have qualified with their assigned individual weapon within a 12 month period. Exemptions include Soldiers awaiting IET.

(3) The commanders' assessment will reflect that the unit has met all applicable requirements of DA PAM 350-38, Standards in Training Commission.

(4) 90 percent of assigned personnel must pass the Army Physical Fitness Test (APFT) within the Training Year for which being nominated. Soldiers on profile must take an authorized alternate APFT, if applicable. Exemptions include Soldiers awaiting IET.

c. Inspections.

(1) The unit must have received satisfactory results on an "externally" administered Organizational Inspection Program (OIP) inspection conducted during the Training Year for which being nominated in accordance with AR 1-201. If more than one inspection was received, the results of the highest level inspection will be used. Units may not submit results of re-inspections. 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 (e. g. 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. Nomination

a. Units will forward their packets through command channels to their SAG to be submitted to NGB. 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 SAG. Intermediate level commanders will endorse the original memorandum, and may, at their discretion, write a separate memorandum of endorsement. The SAG will review each packet and endorse those which meet all criteria. The SAG will list the units meeting the criteria on a single memorandum, and submit the memorandum with the packets, no later than 31 December, to:

Army National Guard Readiness Center
ATTN: ARNG-TRC
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, SAG endorsement, and any separate endorsement memorandums.
- (2) Superior Unit Award checklist, Appendix D.
- (3) Commanders' assessment.
- (4) Results of inspections (Per paragraph 2-4c (1) and 2-4c (2)).
- (5) State Maintenance Officer Memorandum (Per paragraph 2-4c (2)).

2-6. Selection

ARNG-TR will act as executive agent and select the winning units to receive the Superior Unit Award. Certificates and memorandums, completed by ARNG-TRC, will be forwarded within the Joint Applications Staff Management System (JASMS) to CNGB.

2-7. Presentation

Results of the competition will be announced by the CNGB upon notification by the chairmen, president or executive agents. Each SAG will receive Superior Unit Certificates and memorandums for the units within their states who have achieved Superior Unit Designation.

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 CNGB to the ARNG unit in each state rated the most outstanding during the training year. The original trophy will remain in possession of the winning unit for one year or until called for by the SAG. The designation of the winning unit may be engraved on the original trophy at the discretion of the SAG. A plaque replica of the Eisenhower Trophy will also be presented for permanent possession to the annual winner.

3-2. Eligibility

Eligibility requirements of units for the Eisenhower Trophy are the same as that required for the Superior Unit Award.

3-3. Selection

a. The outstanding unit will be selected by a board of officers appointed by the SAG. The board will be composed of at least three members. The board will evaluate all units achieving superior unit status to determine a state winner. Approval of the board action by the SAG will constitute final winner selection.

b. 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 that have satisfactorily completed a US Army service school, Army area school course, US Army correspondence courses, and United States Army Reserve (USAR) school courses.

(2) Units that have met the objectives of an 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 being considered for. (e.g. Expert Infantry and Field Medical Badge).

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

3-4. Notification

The SAG will report, no later than 31 December, the designation of the winning unit, its geographic home station, and the name of the commanding officer to:

Army National Guard Readiness Center
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

Selection is validated and a DD Form 2406 will be executed by awards administrator, signed and forwarded along with a signed finalized order sheet to NGB - Directorate of Management (DM), if applicable.

3-5. Presentation

Once received the replica plaque will be returned to the SAG for presentation to the unit.

Chapter 4

The National Guard Association Trophy, 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 ARNG for unit excellence in annual qualification firing with assigned individual weapons. These 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. 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.

The Pershing Plaque award was established in the 1930's in honor of General John J. Pershing, the only soldier who served as General of the Armies (although George Washington was awarded this posthumously). The Pershing Plaque is presented, by NGAUS, to the unit in each Army area attaining the highest figure of merit during annual qualification firing with assigned individual weapons. This trophy will remain in the permanent possession of the winning team.

c. The National Guard Certificate of Victor.

A Certificate of Victory will be awarded, by the CNGB 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.

4-3. Eligibility

Any federally recognized company, battery, troop, band, detachment, or aviation depot maintenance round out 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.

4-4. Team composition

A team will consist of all individual Soldiers assigned to a unit. Exemptions include Soldiers awaiting IET training at the time of the final report.

4-5. Rules

Each Soldier will fire the prescribed, currently authorized, qualification course with their assigned weapon on an annual basis until they qualify. A Qualifying score of each member will be permanently recorded and maintained. The award will not be given to any unit unless at least 90 percent of the team members qualify as "Marksman" or better.

4-6. Computation – 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.

Multiply the number of team members that qualified as expert by 100, as sharpshooter by 95, and as marksman by 90. Divide the sum of the three products by the total number of team members. In the event of a tie score, 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".

4-7. Notification

The SAG will report by memorandum, no later than 31 December, the designation of the winning unit to:

Army National Guard Readiness Center
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

Selection is further forwarded to:

One Massachusetts Avenue, N.W.
ATTN: Public Affairs Specialist
Washington, D.C. 20001

The unit worksheet Appendix E will be attached with the memorandum. An information copy will be forwarded to the appropriate Army commander.

Chapter 5**The Itschner Award****5-1. General**

Named in honor of LTG Emerson C. Itschner, the award is presented annually to the engineer company in each Army component (Army, USAR, and ARNG) selected as most outstanding in their respective component for the award year.

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 Table of Organization and Equipment (TOE)/Table of Distribution and Allowances (TDA). Headquarters and Headquarters Detachment (HHDs) and utility detachments are not eligible for competition. Only one engineering company within each state may be nominated. The period of eligibility is based on the training year (TY), 1 October through 30 September.

5-3. Criteria

Units nominated must:

- a. Meet the criteria specified for the Superior Unit Award.
- b. Attach the superior unit checklist, Appendix D.
- c. Be nominated and endorsed by the SAG.
- d. Have supporting evaluation data depicting the unit's activities over the training year for which nominated.

Evaluation data will include and be tabbed in the following manner:

- (1) Major Commanders' endorsement.
- (2) Statement of unit mission/full spectrum operation mission essential task list (FSO METL).
- (3) Mission-related accomplishments including, but not limited to—
 - a. Combat support tasks.
 - b. Construction tasks.
 - c. Training (types of training conducted and the results).
- (4) Professional development programs such as Non Commissioned Officer (NCO) and officer leadership, military occupational specialty (MOS) /specialty skill enhancement, and education.
- (5) Retention: Unit enlistment rates to include first-term enlistments for nominated units.
- (6) Morale and welfare.
- (7) Improvement of troop living conditions and quality of life enhancements.
- (8) Human relations programs to include drug and alcohol control.
- (9) Reportable government motor vehicle accident statistics and total miles driven during period of contribution.
- (10) Absent without leave (AWOL) and courts-martial rates.
- (11) Safety: Reportable personal injuries.
- (12) Contributions to the image of the Corps of Engineers.
- (13) Community relations.
- (14) Domestic action programs.
- (15) Other unique contributions.
- (16) Additional significant factors such as pertinent photos, news items, and commendations may be included.

5-4. Nomination and Selection

- a. The company commander initiates the nomination process by preparing a memorandum and packet and forwarding it through command channels.
- b. Nomination packet will be accomplished in accordance with Fort Leonard Wood Pamphlet (FLW Pam) 672-1, Chapters 2-4 and 2-5.
- c. The most outstanding company is selected. The packet is signed by the SAG and forwarded to NGB.
- d. The Army National Guard Bureau will act as executive agent and select the winning National Guard engineer unit. Nominations for the awards will be submitted to:

Director, Army National Guard Readiness Center
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

- e. The winning nomination will be forwarded to the following no later than 28 February of each year:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponency Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

5-5. Presentation

Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at Fort Leonard Wood, MO. The award will be retained by the winning unit.

Chapter 6 The Sturgis Medal

6-1. General

Named in honor of LTG Samuel D. Sturgis, a former Chief of Engineers, this medal is awarded annually to the engineer in the rank of sergeant (SGT) (E5) through sergeant first class (SFC) (E7), in each Army component (Army, USAR, and ARNG) selected in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability for the award year.

6-2. Eligibility

a. Engineer SGT (E5) through SFC (E7) in TOE/TDA units and organizations performing an engineer mission. In general, the individual's should be classified in one of the following Career Management Fields (CMF) or MOS while performing the service for which recommended.

- (1) CMF 21, Engineer.
- (2) CMF 18, MOS 18C Special Operations Engineer Sergeant.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

6-3. Nominations

Nominations must arrive prior to 10 February each year. The nomination should cover service performed or completed during the preceding calendar year. Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders:

- a.* Name, grade, telephone, and social security number.
- b.* Name, telephone number, and address of commander(s) during period of contribution.
- c.* Current assignment of nominee and mailing address.
- d.* Name, address, and telephone number of point of contact in originating headquarters that may be contacted concerning the nomination.
- e.* Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) Department of Army (DA) photo with their Enlisted Record Brief (ERB) or DA Form 2-1, as applicable, and a narrative description of contributions during nominating period with an emphasis on the contributions to military engineering. Military engineering may be literally interpreted to include:

- a.* Troop or contract construction.
- b.* Maintenance.
- c.* Facilities engineering.
- d.* Combat engineering training.
- e.* Management and supervision of engineer activities.
- f.* Other engineer support.

- (2) Training.
- (3) Management.
- (4) Quality of life enhancement.
- (5) Maintenance of equipment and property.
- (6) Education.
- (7) Personal accomplishment.
- (8) Awards, honors, and special recognitions.
- (9) Contributions to military engineering.

(10) Other significant factors may be included, such as pertinent photos, news items, and commendations.

6-4. Selection

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard engineer NCO, SGT (E5) through SFC (E7). Nominations for the awards will be submitted to:

Director, Army National Guard Readiness Center
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

(2) The Command Sergeant Major, ARNG will chair a committee consisting of sergeant majors and/or senior noncommissioned officers to select the winning nomination.

(3) The winning nomination will be forwarded to the following, no later than (NLT) 28 February of each year:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponency Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

(4) Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen, president or executive agents. The awards will be presented at the annual engineer conference held at Fort Leonard Wood, MO.

Chapter 7

Outstanding Engineer Platoon Leader Award

7-1. General

The Outstanding Engineer Platoon Leader Award is awarded annually to the engineer lieutenant platoon leader in each Army component (Army, USAR, and ARNG) selected in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability for the award year.

7-2. Eligibility

a. Engineer lieutenant platoon leaders in TOE/TDA units and organizations performing an engineer mission. In general, the individual should have been classified in one of the following Areas of Concentration (AOC) while performing the service for which recommended.

(1) Course Management Plan (CMP) 21A General Engineering.

(2) CMP 21B Combat Engineering.

(3) CMP 21D Facilities/Contracting Construction Management Engineer.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

7-3. Nominating Procedures

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Engineer Lieutenant Platoon Leader. Nominations for the award will be submitted to:

Director, Army National Guard
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

(2) Nominations must arrive prior to 10 February each year to be considered. The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the following NLT 28 February of each year:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponency Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

(4) Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at Fort Leonard Wood, MO.

7-4. Nominations

a. Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders.

- (1) Name, grade, telephone, and social security number.
- (2) Assignment at the time of contribution to include full unit identification and mailing address.
- (3) Current assignment of nominee and mailing address.

b. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with Officer Record Brief (ORB) or DA Form 2-1 Personnel Qualification Record, as applicable and narrative description of contributions during the nominating period with an emphasis on the contributions to military engineering. Military engineering may be literally interpreted to include:

- a.* Troop or contract construction.
 - b.* Maintenance.
 - c.* Facilities engineering.
- (2) Training.
 - (3) Awards, honors, and special recognitions.

Chapter 8

Outstanding Engineer Warrant Officer Award

8-1. General

The Outstanding Engineer Warrant Officer awards are awarded annually to the engineer warrant officer in each Army component (Army, USAR, and ARNG) selected in recognition of their outstanding contributions to military engineering by demonstrating technical and leadership ability for the award year.

8-2. Eligibility

a. Engineer warrant officers in TOE/TDA units and organizations performing an engineer mission. In general, the individual be classified in one of the following MOS's while performing the service for which recommended.

- (1) MOS 210A Utilities Operation and Maintenance Technician.
- (2) MOS 215D Geospatial Information Technician.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

8-3. Nominating Procedures

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Engineer Warrant Officer. Nominations for the award will be submitted to:

Director, Army National Guard
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

(2) Nominations must arrive prior to 10 February of each year to be considered. The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the following, NLT 28 February of each year:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponency Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

(4) Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at Fort Leonard Wood, MO.

8-4. Nominations

Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders.

- a. Name, grade, telephone, and social security number.
- b. Assignment at the time of contribution to include full unit identification and mailing address.
- c. Current assignment of nominee and mailing address.

d. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with ORB or DA Form 2-1, as applicable, and a narrative description of contributions during the nominating period with an emphasis on the contributions to military engineering. Military engineering may be literally interpreted to include:

- (a). Troop or contract construction.
 - (b). Maintenance.
 - (c). Facilities engineering.
 - (d). Technical engineering training.
 - (e). Management and supervision of engineer activities.
 - (f). Other engineer support.
- (2) Training.
 - (3) Management.
 - (4) Quality of life enhancement.
 - (5) Maintenance of equipment and property.
 - (6) Personal accomplishment.
 - (7) Awards, honors, and special recognition.
 - (8) Contributions to military engineering.
 - (9) Other significant factors may be included such as pertinent photos, news items, and commendations.

Chapter 9 Van Autreve Award

9-1. General

Named in honor of Sergeant Major of the Army (Retired) Leon L. Van Autreve. This award is offered annually to the engineer Soldiers, private (PVT) (E-1) through specialist (SPC) (E-4), in each Army component (Army, USAR, and ARNG) selected in recognition of outstanding contributions to military engineering by demonstrating outstanding Engineer Soldier skills for the award year.

9-2. Eligibility

a. Engineer Soldiers in TOE/TDA units and organizations performing an engineer mission. In general, the individual should have been classified in the following CMF or MOS while performing the service for which recommended: CMF 21, Engineer.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

9-3. Nominating Procedures

(1) The ARNG will act as executive agent and select the winning National Guard engineer Soldier, PVT through SPC. Nominations for the award will be submitted to:

Director, Army National Guard
ATTN: ARNG-TRC,
111 South George Mason Drive
Arlington, VA 22204-1382

(2) Nominations must arrive prior to 10 February each year to be considered. The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the following, NLT 28 February each year to:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponency Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

(4) Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at Fort Leonard Wood, MO.

9-4. Nominations

Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders.

a. Name, grade, telephone, and social security number.

b. Name, telephone number, and address of commander(s) during period of contribution.

c. Current assignment of nominee and mailing address.

d. Name, address, and telephone number of individual in originating headquarters whom may be contacted concerning the nomination.

e. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with their enlisted record brief (ERB) or DA Form 2-1, as applicable, and a narrative description of contributions during the nominating period with an emphasis on the contributions to military engineering. Military engineering may be literally interpreted to include:

- (a). Volunteering.
 - (b). Basic soldier skills as engineers.
 - (c). Contract construction.
 - (d). Maintenance.
 - (e). Facilities engineering.
 - (f). Combat engineering training.
 - (g). Management and supervision of engineer activities.
 - (h). Other engineer support.
- (2) Basic soldiering skills.
 - (3) Quality of life enhancement.
 - (4) Maintenance of equipment and property.
 - (5) Education.
 - (6) Personal accomplishments.
 - (7) Awards, honors, and special recognitions.
 - (8) Other significant factors may be included, such as pertinent photos, news items and commendations.

Chapter 10

The Milton A. Reckord Award

10-1. General

Named in honor of LTG Milton A. Reckord, a veteran of World War I and World War II and a former commander of the 29th Infantry Division. LTG Reckord served as the SAG of the state of Maryland for 45 years. This award is presented annually by the NGAUS to the outstanding ARNG battalion or squadron sized unit in each of the seven ARNG Plans, Operations, Readiness and Training Advisory Council (PORTAC) Regions.

10-2. Eligibility

ARNG battalions consisting of four or more organic companies, batteries or troops. ARNG battalions 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 October-30 September). Attachment by one or more companies to another headquarters for AT or other purpose for less than 45 days is allowed. The period of eligibility is the Training Year (Fiscal Year), 1 October-30 September.

10-3. 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 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).
- c. The battalion will also submit a copy of the commander's overall assessment of the unit(s) at the end of the Training Year. The assessment will reflect the unit's ability to operate at the level organized upon mobilization.
- d. The battalion must 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 (APFT), IDT Attendance and AT Attendance. Supporting documentation will be included with the nomination packet. The battalion along with its organic units must 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.

10-4. Nomination

- a. Units will submit their packets through command channels to their SAG. 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 SAG. Intermediate level commanders will endorse the original memorandum, and may, at their discretion, write a separate memorandum of endorsement. The SAG will review each packet and endorse those which meet all criteria. The SAG will list the units meeting the criteria on a single memorandum, and submit the memorandum with the packets, no later than 31 December, to:

Director, Army National Guard Readiness Center
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382.

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

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

(2) Milton A. Reckord Award Checklist. Appendix F.

(3) Superior Unit Award Checklist for organic unit(s). Appendix D.

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

(5) Commanders' assessment at the end of AT for each organic unit.

(6) External evaluation 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.

10-5. Selection

The Army National Guard Bureau (ARNG-TR) will act as executive agent and review all nominated units' packets to ensure each unit meets the award criteria. A board of officers will be appointed and will select the winning battalion or squadron size unit for each PORTAC region.

10-6. Presentation

The official announcement of the winners will be made at the annual NGAUS General Conference and each winning battalion will receive a plaque, to remain in their permanent possession.

Chapter 11

The Walter T. Kerwin Readiness Award

11-1. General

The Walter T. Kerwin, Jr. Readiness Award was established jointly by the NGAUS, the Association of the United States Army (AUSA), and the Reserved Officers Association (ROA) of the United States, in honor of General Walter T. Kerwin, Jr., former Vice Chief of Staff of the U.S. Army (VCSA). The award recognizes outstanding ARNG battalion readiness.

11-2. Eligibility

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.

11-3. Nomination

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.

11-4. Selection

The winner of the Walter T. Kerwin Award will be selected at the National Guard Bureau (ARNG-TR) by a board of officers appointed by the NGAUS and the CNGB. Normally, the board will be composed of the same members convened to select the Milton A. Reckord Award winners. If not, the composition will be the same with members on call of the chairperson of the board.

11-5. Presentation

The award will be presented by The Chief of Staff of the U.S. Army (CSA) at his discretion. Notification will be made directly from Association of the United States Army (AUSA) by letter. Information copies will be provided to the state and NGB. The letter will indicate the time and place of the presentation and will request the name of individual(s) who will accept the award.

Chapter 12 The Erickson Trophy

12-1. General

Named in honor of Major General Edgar C. Erickson, former CNGB. The Erickson Trophy is awarded to the distinguished graduate from each of the States Officer Candidate Schools (OCS). The award 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.

12-2. Nomination and Selection

Distinguished graduates that are selected by the SAG 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.

12-3. Notification

SAG will report the name and grade of each distinguished graduate to the NGAUS no later than 15 days following selection.

One Massachusetts Avenue, N.W.
ATTN: Public Affairs Specialist
Washington, D.C. 20001

12-4. Presentation

The CNGB will provide the replicas, as required and The SAG or representative(s) will present the replica trophy to the distinguished graduate of the ARNG State Officer Candidate School.

Chapter 13 Armor Leadership Award

13-1. General

LTC Wickliffe P. Draper established the Draper Armor Leadership Award in 1924 as a means to competitively test the leadership of small Cavalry units. This award is given annually to promote, sustain, and recognize excellence in leadership in Armor and Cavalry units. The award also recognizes individuals who exhibit excellence in leadership or training, or who make significant contributions to the force.

13-2. Responsibilities

a. The Commanding General, United States Army Armor Center (USAARMC) and Fort Knox, is the President of the Draper Armor Leadership Award Council. The President of the Draper Armor Leadership Award Council is responsible for the administration and operation of the Draper Armor Leadership Award and Trust Fund. The President presides over the Draper Council, calls meetings of the council, perpetuates the goals of the Draper Armor Leadership Award, and approves all unit and individual Draper Awards.

b. The Council consists of the Commanding General, USAARMC Command Sergeant Major, Deputy Commanding General, Armor School Command Sergeant Major, Chief of Staff, Special Assistant to the Commanding General ARNG, and the Director, Office of the Chief of Armor (OCA). Council members are responsible to the President to identify and resolve issues in the administration and operation of the Draper Armor Leadership Award and Trust Fund. The council members serve at the discretion of the President.

13-3. Eligibility

Only Armor Branch Officers and CMF 19 Enlisted Soldiers are eligible to receive the Draper Armor Leadership Unit Award.

13-4. Criteria

a. Each Brigade is responsible for establishing its own criteria for selecting the top tank company and/or cavalry troop for submission to the committee. However, each brigade must submit a packet for their selected company/troop in the format provided below. The following information is submitted on behalf of "Company"/"TROOP" for the nominated calendar year:

- (1) APFT
- (2) Personal weapons qualification: (how many expert, sharp shooters...)
- (3) Gunnery Scores Average: (all weapons systems, distinguished, superior...)
- (4) Number of Excellence in Armor members who were enrolled in the past 12 months:
- (5) Safety: (Identify your significant safety accomplishments over the past 12 months.)
- (6) Maintenance Operational Readiness (OR) percentage
- (7) Notable Events: (Provide supporting documentation.)

b. Packets may also be submitted via the Draper Email address at: knox.draper@conus.army.mil.

13-5. Nomination

In Accordance With (IAW) Fort Knox Regulation 672-4, the Commander of each Brigade or other organizations with Armor or Cavalry units, as approved by the Draper Council, of the Active Army, ARNG, and the USAR will select annually the outstanding Armor Company and Cavalry troop of their command.

13-6. Selection

a. The OCOA developed the "regional" Award program, for ARNG based on Army transformation, loss of divisional headquarters and to retain relative equity in the number of companies competing for the award. (See Appendix D, Draper Awards SOP). The winning unit in each of the six regions will be selected by a panel from the individual packets submitted by each Brigade. The exception to the regional award is the 28th ID which will choose a divisional winner and is not required to submit a packet to the panel.

b. A Draper packet will be submitted no later than 15 November. The Commander will submit a completed packet for the unit he selects as the outstanding troop/company within his organization. Upon receipt, the Director of the Office of the Chief of Armor (OCA) and the Special Assistant to the Commanding General (SACG-ARNG) will review each packet and determine the winning unit within each region based on the information provided. The Draper Custodian will then compile the results and notify the winning unit. All packets will be forwarded to the Office of the Chief of Armor at the following address:

Office of the Chief of Armor
 ATTN: Draper Custodian
 193 6th Avenue, Ste 101, Bldg 1109-D
 Fort Knox, KY 40121-5720

c. The Draper Committee will board the nominations by region, to select the winner. Evaluation is conducted for the period of 1 October through 30 September.

Note: If more than one Commander or First Sergeant served for a significant amount of time during the evaluation period, both will receive an award. Individuals must serve in this position long enough to have had a significant contribution toward winning the award. Assignments of less than 3-6months will normally not meet this criterion. (Requests for Draper Awards for tours of less than 6 months must be accompanied by supporting justification of the individual's contributions.)

13-7. Presentation

a. The Draper Custodian will forward the awards to the address provided by the requesting unit.

Each individual will receive the following:

- (1) Goodrich Mini-Trophy
- (2) Draper Coin (serial numbered)

- (3) Draper Leadership Book
- (4) Draper certificate signed by the Chief of Armor
- b. The company/troop will receive the following: Draper Plaque
- c. Only one Draper Unit Award will be given to either an Armor company or a Cavalry troop.

Chapter 14

The General Douglas MacArthur Leadership Award

14-1. General

HQDA, assisted by the Douglas MacArthur Foundation, presents an annual leadership award to recognize outstanding company grade officers who demonstrate the ideals for which General Douglas MacArthur stood for, "Duty, Honor, Country". The purpose of this award is to promote, sustain, and recognize outstanding junior officer leadership. The ARNG is authorized seven awards (six commissioned and one warrant officer). The Personnel Policy Division, Officer Policy Branch, ARNG-HRH-O, is the proponent for the ARNG's portion of the General Douglas MacArthur Leadership Award Program. ARNG-HRH-O will publish guidance annually no later than 01 October on specific requirements for that calendar year's award program including the deadline for submitting nominations.

14-2. Eligibility

- a. Candidates must meet the following criteria:
 - (1) Be company grade officers in the rank of second lieutenant (2LT), first lieutenant (1LT), captain (CPT), warrant officer one (WO1), or chief warrant officer two (CW2) in the U.S. Army. Captains or CW2s must not be on a promotion list to major or CW3, respectively, as of 31 December of the calendar year considered.
 - (2) Meet height and weight standards specified in Army Regulation (AR) 600-9.
 - (3) Pass the APFT within the calendar year considered. The APFT refers to the standard test (push-ups, sit-ups, and the 2-mile run) and the alternate APFT, as prescribed by health care personnel for officers with profiles.
 - (4) Have qualified with their assigned individual weapons during the applicable calendar year (or within 12 months of nomination deadline).
 - (5) Meet military education requirements for grade.
 - (6) Meet civilian education requirement for grade.
- b. The intent of the General Douglas MacArthur Leadership Award is to recognize leadership contributions of officers in a field Army environment while assigned to units during the calendar year of consideration.
- c. Officers assigned or detailed to the Army/ARNG Staff, the Secretariat, the Department of Defense (DOD), or joint assignments, regardless of component, are not eligible for the award except for service while assigned to a qualifying unit during the calendar year of consideration. In such cases, only the qualifying unit may nominate the officer for the award. The restriction in this paragraph limits this award to officers outside of the ARNG and NGB staff.
- d. Leadership contributions must have occurred during the calendar year of consideration only – not during previous periods.

14-3. Criteria

Selection is based on overall leadership performance during the calendar year of consideration, and is based on existing information. Selection should not cause the development of additional records. The following criteria are considered:

- (a) Leadership: performance that exemplifies the ideals of Duty, Honor, and Country.
- (b) Influence: the ability to influence others to accomplish the mission by providing purpose, direction, and motivation.
- (c) Proficiency: the nominee is technically and tactically competent.
- (d) Values: the nominee is committed to the Army values of loyalty, duty, respect, selfless service, honor, integrity, and personal courage.
- (e) Team-building: the nominee develops cohesive teams that anticipate requirements and exercise initiative within the commander's intent.
- (f) Personal skills: the nominee exhibits intangible aspects of leadership relating to people skills, interpersonal communication skills, and the quality of the leadership climate; for example, the ability to understand human nature (empathy) and the ability to gain consensus among diverse groups.

(g) Commitment: the nominee is duty bound to the Warrior Ethos: the Soldier's selfless commitment to the nation, mission, unit, and fellow Soldiers.

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

(i) Must have constructive attendance at annual training (AT) and all Multiple Unit Training Assemblies (MUTAs).

14-4. Eligibility Period

The calendar year (CY) preceding the year the award is to be presented.

14-5. Nomination

(a) The SAG of each State/Territory will appoint a board of officers to select and nominate one (1) commissioned and one (1) warrant officer. The selection board will 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. Commands may establish additional requirements to facilitate local boards within criteria parameters and ensure that timely dissemination of instructions to their units is accomplished.

(b) The selected nominee will be forwarded to:

Chief, National Guard Bureau
ATTN: ARNG-HRH-O
1411 Jefferson Davis Highway
Arlington, VA 22202-1302

NOTE: One nomination from each ARNG Division Chief or separate command is authorized. These nominations will be submitted through the officer's State in the same manner as all other nominations.

14-6. Nomination Packet

(a). A memorandum nominating the officer from the SAG.

(b). A memorandum of endorsement from the brigade commander.

(c). A memorandum of endorsement from the battalion commander.

(d). A narrative of leadership accomplishments within the appropriate calendar year. It will be based on and explain how the officer met the specific criteria for the evaluation contained in paragraph 15-3. The typed narrative will be in 12 points Arial font and will not exceed two (2) double spaced pages.

(e). Current official DA Photo (Dress Uniform or ASU only, 4x6 color photo).

(f). DA Form 4037, Officer Record Brief (ORB). If the ORB is not available prior to 30 September 2012, a DA Form 2-1 may be used in lieu of. Verification of highest military and civilian education will be accomplished through iPERMs.

(g). All Officer Evaluation Reports (OERs) covering the calendar year for which the Soldier is being nominated. A memorandum of explanation will be used in the event the most current OER is not available.

(h). Summary of individual contributions to State, local community, unit, individuals and the ARNG. Verification of contributions must be included. Summary will be in 12 point Arial font.

(i). Weapons Qualification. Copy of score sheet within the appropriate calendar year.

(j). DA Form 705 (APFT score sheet).

(k). Height and weight compliance statement or DA Form 5500.

(l). Administrative information sheet, Appendix I.

14-7. Selection

a. The CNGB will establish the award selection board processes for the ARNG consistent with requirements outlined in AR 600-89, and will ensure units receive information concerning the proper preparation of nominations.

b. A NGB selection board will convene prior to 1 February annually. The Director, ARNG, 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 commissioned and one warrant officer from the field of nominees submitted.

c. The CNGB, will forward the list of winners no later than 15 February following the calendar year for which the award is given to:

DCS, G-1
ATTN: DAPE-HRI
300 Army Pentagon
Washington, DC 20310-0300

14-8. Presentation

a. Awards are distributed according to paragraph 6c, AR 600-89, and winners are recognized as described below.

(1) Attend an award ceremony and an informal reception sponsored by the CSA at the Pentagon in May following the calendar year for which the award is given.

(2) Receive a memorandum of commendation from the CSA for inclusion in their official military personnel files.

b. If a private organization offers award recipients an additional award, gift, or other item, the ethics counselor for the award recipient shall conduct a legal review and determine the appropriate disposition of the item.

14-9. Publicity

a. All echelons will publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to the following:

(1) Announcements in local newspapers of winners at each level of competition that identifies the nominees who were selected at that level and who will be competing at higher levels of the award program. Such notices should avoid giving the impression that winning at lower levels constitutes winning at the HQDA level.

(2) Background information about the Army wide aspects of the General Douglas MacArthur Leadership Award Program (GDMLAP), selection criteria, and General MacArthur's career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this regulation will adhere to applicable Privacy Act and Freedom of Information Act requirements.

Chapter 15

The Major General William L. Sibert Awards

15-1. 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 USAR, and the ARNG. These awards are named in honor of the first Chief of the Chemical Warfare Service from which the Chemical Corps originated.

15-2. Eligibility

United States Army Force Command (FORSCOM) chemical companies in the Active Component, the USAR, and the ARNG are eligible to compete for these awards. The period of eligibility is based on the previous fiscal year (1 October- 30 September).

15-3. Nomination

Company commanders should prepare and submit performance packets through their chain of command to the SAG. The SAG will endorse the packet and forward it to:

Commandant, U.S. Army Chemical School
ATTN: Deputy Assistant Commandant for the Army National Guard
Fort LeonardWood, MO 65473-8926

Nominations must be received NLT 31 January. Packets received after this date will be returned to the unit without consideration.

15-4. Packet

a. Packets will be submitted on CD in Microsoft PowerPoint version 2000 or greater. Provide all backup documentation in PDF and/or MS Word/PowerPoint format. A paper copy will be accepted, but is discouraged. A conservative use of pictures is encouraged and only if they enhance the packet or provide a storyboard for unit accomplishments.

b. Each packet will have a cover page signifying the unit. Additionally the packet must contain a memorandum nominating the unit. The memorandum will include the following:

- (1) A complete unit designation and address.
- (2) The category of completion.
- (3) The name, grade, unit address, telephone number (DSN and commercial), and the email address of the point of contact (POC) and an alternate POC. Either the POC or the alternate POC must be a member of the nominated unit.
- (4) An authorization for direct communication between the unit and the US Army Chemical School.

The Packet will contain the following tabs:

TAB A – TRAINING.

- (1) Individual Training.
 - a. APFT. Indicate the number of Soldiers assigned, the number tested, passed and the unit average.
 - b. Weapons Qualification. Indicate the number of Soldiers in the unit, the number qualified, and the level of qualification (Expert, Sharpshooter, or Marksman).
 - c. Common Task Training. Indicate the number of Soldiers assigned, the number tested, and the number of first time “go’s.”
- (2) Collective training.
 - a. Provide a copy of the Units FSO METL.
 - b. External Evaluations (EXEVALs). Provide all unit and platoon EXEVAL results to include the number of tasks evaluated, number trained (T), needs practice (P), and untrained (U). A signed copy of the evaluator’s comments **MUST** accompany the packet.
 - c. CTC (Combat Training Center) rotations and Brigade ARTEPS (Army Training Evaluation Program) may be included. If a unit deploys to a real-world contingency and is exempted from an EXEVAL, provide paperwork indicating so.
- (3) External Support.

Provide the number of smoke, reconnaissance, and decontamination missions with the total mandays involved. One Manday is 8 hours.

(Example: # Personnel conducting Mission x Duration of Mission (hrs)/8hrs = # Mandays)
 (20 Personnel x 4 hours Smoke Mission/8 hrs = 10 Mandays)

TAB B – MAINTENANCE AND SAFETY.

- (1) Equipment Status. Provide all signed monthly (Active Component) and quarterly (Reserve Component) Non-Mission Capable/Backside 2406 reports for the calendar year.
- (2) Inspections and Awards. Provide Brigade and higher level maintenance inspection results and maintenance awards presented to the unit.
- (3) Safety Awards. Provide copies of safety awards presented to the unit.

TAB C – ORGANIZATIONAL EXCELLENCE.

- (1) List and provide brigade and higher and outside agency individual and unit awards.
- (2) Provide Soldier/NCO of the Quarter-Year. Sergeant Audie Murphy and Sergeant Morales recipients.
- (3) Other unit awards and decorations received in the last 12 months (attach copies)
- (4) Brigade Level OIP results. A signed copy of the evaluator’s comments **MUST** accompany the packet.
- (5) Provide any participation in voluntary community/humanitarian activities.

TAB D – NARRATIVE SUMMARY. Unit commander addresses training accomplishments, directions of the company, and service to the Nation. Emphasis should be placed on combined arms training events and battle focus. Limit comments to no more than one double-spaced page.

15-5. Presentation

The award for each category of the competition will be a plaque, placement of the unit’s name on the master plaque at the USACMLS, and a streamer for the unit guide on. The USACMLS will provide TDY funds for one representative per winning unit to attend the presentation ceremonies. The Personnel Proponency Office (PPO) will arrange for the plaque to be presented during Regimental Week at Fort Leonard Wood, Missouri. The PPO, USACMLS will coordinate with the Public Affairs Office to ensure publicity coverage of the awards.

Chapter 16
Morris Outstanding Civilian Award

16-1. General

Named in honor of LTG John W. Morris, this award is given annually to the outstanding civilian in each Army component (Army, USAR, and ARNG) selected in recognition of the outstanding contributions and support to the Corps of Engineers and the Engineer Regiment for the award year.

16-2. Eligibility

Any civilian who works for the United States Army Corps of Engineers (USACES), any engineer unit or directorates that support the Corps of Engineers or the Engineer Regiment.

16-3. Nominating Procedures

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard outstanding civilian award winner.

(2) Nominations for the award must be submitted to the

Director, Army National Guard
ATTN: ARNG-TRC
111 South George Mason Drive
Arlington, VA 22204-1382

(3) Winning nominations will be forwarded NLT 28 February each year, to:

Chief of Engineers
441 G Street NW
Washington, DC 20314-1000

Engineer Personnel Proponent Office
464 MANSCEN Loop
Suite 1661-B
Fort Leonard Wood, MO 65473-8926

16-4. Nomination

Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders.

a. Name, grade, position/ duty title.

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

c. Nominees will be evaluated only on their contributions for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issued, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material in Microsoft® Office Word format. Submit a one-page proposed citation as the last tab in the award binder

(1) Photo and a narrative description of the contributions during the nominating period with an emphasis on the contributions to military engineering. Military engineering may be literally interpreted to include—

(a). Volunteering time/recourses to better the regiment.

(b). Facilities engineering.

(c). Course development / management.

(d). Contract Construction/management.

(e). Engineer personnel/equipment training.

(f). Management / supervision of engineer activities.

(g). Land/Natural Resources management

(2) Maintenance of equipment and property.

- (3) Education.
- (4) Awards, honors / special recognitions.
- (5) Other significant factors.

Chapter 17

Combined Logistics Excellence Awards (CLEA)

17-1. General

The Combined Logistics Excellence Awards (CLEA) consists of three separate awards presented within the Army National Guard Logistics Division. The Supply Excellence Award (SEA), Army Award for Maintenance Excellence (AAME) and the Deployment Excellence Award (DEA).

17-2. Supply Excellence Award (SEA)

Established in 1986 it is co-sponsored by HQDA. This award was designed to enhance awareness and strict adherence to logistics management and the Command Supply Discipline Program (CSDP) as well as provides increased incentives to Major Army Command(s) (MACOM) programs. Procedural and regulatory guidance can be found in AR 710-2, Supply Policy below the National Level.

(1) Eligibility

Any unit(s) that falls under the following categories is/are eligible to participate:

- (IA) – Unit Level: Company, Battery, Troop or Detachment (MTOE) (CSDP Table B-1)
- (IB) – Company, Battery, Troop or Detachment (TDA) (CSDP Table B-1)
- (IIA) – Property Book Level: (CSDP Table B2) – Property book operations (MTOE)
- (IIB) – Property Book Operations (TDA)
- (IIIA) – Parent Unit Level: (CSDP Table B-3) – Battalion, Squadron (MTOE)
- (IIIB) – Battalion, Squadrons (MTOE)
- (IVA) – Supply Support Activities (SSA) (CSDP Table B-4) Operations (MTOE SSA)
- (IVB) – Supply Support Activities Operations (TDA SSA)

(2) Evaluation

Title 10, Active Component (AC)/AGR soldiers who hold logistics MOSs and or DA Civilians with knowledge in logistics, will conduct evaluations in accordance with current and established standards. Areas evaluated are those that are within the CSDP, Property Book actions and warehouse operations.

(3) Nomination/Selection

Upon completion of their annual CSDP evaluation, Brigades will select at least one unit from each of the appropriate categories, if applicable and submit to the state. The state may also select nominations upon completion of their CSDP evaluations. Nominating format, as well as any additional information, for all participating units (AC, ARNG, and USAR) may be found on the GKO website Appendix J.

17-3. Army Award for Maintenance Excellence (AAME)

Established in 1982 by HQDA, it was designed to improve and sustain readiness, efficiency and reduce waste by providing a positive incentive for extraordinary maintenance and innovative use of existing management tools and resources. Procedural and regulatory guidance is AR 750-1, Army Materiel Maintenance Policy.

(1) Eligibility.

Any maintenance unit(s) that falls under the following categories is/are eligible to participate:

TOE/MTOE

- Small Unit (10 to 100 authorized personnel)
- Medium Unit (101 to 300 authorized personnel)
- Large Unit (301 or more authorized personnel)

TDA

- Small Unit (10 to 100 authorized personnel)
- Medium Unit (101 to 300 authorized personnel)
- Large Unit (301 or more authorized personnel)

(2) Evaluation.

Units are evaluated on their twenty (20) page narrative and on site visit, if one is conducted.

Area(s) evaluated are as follows:

Phase I

Mission Statement and Accomplishment
Effective use of Maintenance Resources
Innovative Management Accomplishments
Personnel Quality of Life Program

Phase II

Readiness
Maintenance Management
Maintenance Training
Leadership and Innovative Execution

(3) *Nomination/Selection.*

States conduct COMET/Maintenance evaluation and unit is chosen from the most qualified. Nominating format, as well as any additional information, for all participating units (AC, ARNG, and USAR) maybe found on the GKO website, Appendix J.

17-4. Deployment Excellence Award (DEA)

Established in 1999 to recognize unit and installation excellence for outstanding accomplishments which meet or exceed Army deployment standard. The program is co-sponsored by the Department of the Army, Office of the Deputy Chief of Staff, G3 Operations, the Deputy Chief of Staff, G-4 Logistics and the National Defense Industrial Association. The Transportation Center & School's Deployment Process Modernization Office is the responsible officials for executing the DEA program administration.

The DEA objectives are to recognize deploying units, installations, and supporting units for deployment excellence, capture and share deployment initiatives which improve the deployment process and track Army deployment training trends.

(1) *Eligibility.*

ARNG units are eligible to participate in the DEA competition when the unit(s) is/are at home station, mobilization station and during the pre and post T10 conversion. Deployment eligibility criteria:

- a. Homeland Defense missions
- b. Humanitarian missions
- c. Peacekeeping and Operational missions
- d. Entry Categories:
 1. Small
 2. Large
 3. Supporting Unit(s)
 4. Installation
 5. Operational Deploying Unit (No packet required).

NOTE: The Operational Deploying Unit category is unique from all other categories. The Fort Lee Deployment Process Modernization Office will do an on-site visit if the unit is battalion size or higher and are taking a large part of their organic MTOE equipment.

(2) *Evaluation.*

Title 10, AC/AGR soldiers who hold transportation Military Occupational Skills (MOSs) and/or DA Civilians with knowledge in deployment or deployment support missions, will conduct evaluations in accordance with current and established standards. The evaluation will be focused on the process of the deployment.

(3) *Nomination/Selection.*

Units will submit their packet(s) thru command channels to ARNG-ILS, in accordance with annually published HQDA and NGB guidance.

Six (6) packets may be chosen from each category by ARNG-ILS and submitted to the Transportation Center & School's Deployment Process Modernization Office.

Additional information may be found on furnished websites, Appendix J.

Chapter 18

Philip A. Connelly Award

18-1. General

The Phillip A. Connelly Award was established in 1968. This award is given annually to recognize excellence in Army food service and improve the professionalism of food service personnel.

18-2. Eligibility

All 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

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 HQDA-International Food Service Executives Association (IFSEA) evaluation teams to select the overall winner in their respective category.

18-4. Regulatory authority

AR 30-22, The Army Food Program. DA Pamphlet 30-22, Operating Procedures for the Army Food Program. Additional information may be found on furnished websites, Appendix J.

Chapter 19

Order of Saint Martin

19-1. General

On 7 February 1997 the Quartermaster Corps established the Military Order of Saint Martin, a suspended medallion similar to the Artillery/Air Defense Order of Saint Barbara. This award has three grades. The first presentations of the Order of Saint Martin were made at the Quartermaster Regimental Ball at Fort Lee, VA in June 1997.

19-2. The Awards Program

The Saint Martin awards program is specifically for Quartermasters, Active Component, Reserves (USAR and ARNG), or Civilian. The Patron Saint program consists of three levels, which are described, in order of precedence below.

a. Ancient Order of Saint Martin (Gold Medallion).

The Ancient Order of Saint Martin recognizes conspicuous, long-term service. Recipients have so singularly distinguished themselves as contributors to the Quartermaster Corps that they have few peers. Recipients will be awarded a gold medallion with a ribbon, a certificate, and have their name placed on a plaque in Mifflin Hall. It is awarded annually at the Quartermaster School Regimental Birthday and Founder's Day Ball.

b. Distinguished Order of Saint Martin (Silver Medallion).

The Distinguished Order of Saint Martin recognizes senior field grade officers. Command Sergeant Major, Sergeant Major, and DA Civilians who have made significant contributions to the Quartermaster Corps. Anyone may nominate a possible recipient. Final approval is made by The Quartermaster General in conjunction with the Regimental Command Sergeant Major. It is presented by the nominator, usually at an official Quartermaster function.

c. Honorable Order of Saint Martin (Bronze Medallion).

The Honorable Order of Saint Martin is open to any Quartermaster who has had a successful company command or served successfully as either a Platoon Sergeant or company First Sergeant. Civilians will be inducted based on the strength of their nomination letter. Anyone may nominate a possible recipient. The award may be approved by the first Quartermaster Colonel Commander in the recipient's chain of command. It is presented by the nominator, usually at an official Quartermaster function.

Chapter 20 Efficiency in Maintenance Award

20-1. General

The Efficiency in Maintenance Award was established in 1996 and is awarded to the ARNG surface maintenance facility in each state that achieves the highest degree of efficiency during the training year in maintenance of material and maintenance management.

20-2. Eligibility

All surface maintenance facilities are eligible for the award.

20-3. Nominee

One surface maintenance facility within each state will be selected by the SAG. That surface maintenance facility must:

- a.* Demonstrate efficiency in maintenance operations and maintenance management procedures.
- 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 AG'S goals and priorities to enhance readiness.
- d.* Demonstrate a high regard for environmental matters by adhering to all environmental rules and regulations.

20-4. Selection

The SAG will report the designation of the winning surface maintenance facility, parent unit, geographic station and the full name and rank of the FMS chief, no later than 30 September, to:

Chief, National Guard Bureau
ATTN: ARNG-ILS-M
111 South George Mason Drive
Arlington, VA 22204

20-5. Presentation

Winning shops will receive the award at an appropriate ceremony.

Chapter 21 Golden Wrench Award

21-1. General

The Golden Wrench Award has been established to recognize one State from each of the seven Executive Advisory Group for Logistics Excellence (EAGLE) regions that achieves excellence in maintenance and management.

21-2. Eligibility

All 54 ARNG States and Territories.

21-3. Selection

ARNG-ILS-M will review information from the Maintenance Branch State of the State for the previous fiscal year of consideration. The following criteria will be considered:

- (a)* Army Materiel Status System: Highest percentage of states/territories reporting.
- (b)* Backlog: lowest backlog.
- (c)* COMET Program: Highest percentage of eligible units evaluated for 24 months from end of previous fiscal year.
- (d)* Man Hour Accounting: Highest percentage of reporting.

NOTE: If a tie occurs within the region(s) then the time as to when all reports were submitted will be used to break the tie. Additionally if a second method is needed then the time, date as to when the Maintenance Support Plan was accomplished or updated will be used.

21-4. Presentation

ARNG-ILS-M will award a plaque to each winning state within the regions identified. The plaques will be presented at the Logistics Management Seminar (LMS) hosted by ARNG-ILS. A NGB Golden Wrench Award plaque is also displayed within the ARNG-ILS-M branch at NGB Headquarters depicting current and previous winners.

Chapter 22**Transportation Corp Award Program (Unit/Detachment)****22-1. General**

The Transportation Corp Award Program (Unit/Detachment) was established to focus on the distinguished performance of units/detachments, while fulfilling operational missions as well as unusual and outstanding service(s) in the field of transportation and logistics.

22-2. Eligibility

Transportation company or detachment sized unit(s) are eligible to compete.

22-3. Nomination / Selection

Unit(s) designation and information will be forward through command channels to The SAG who will forward complete binder(s) to ARNG-ILS-CS. Three (3) nomination packets will be chosen and forward to the final selection board. Additional information, for all participating units (AC, ARNG, and USAR) maybe found on the GKO website, Appendix J.

Chapter 23**Transporter of the Year (Individual)****23.1 General**

The Transporter of the Year (Individual) award was established in 1988 by the Chief of Transportation. Transportation Officers, Warrant Officers, Noncommissioned Officers (NCOs) and Civilians, in each Army component (Regular Army, U.S. Army Reserve, and Army National Guard)(GS for civilians) are selected in recognition of outstanding contributions in the field of transportation by demonstrated technical and leadership ability for the award year.

23-2. Eligibility

a. Officers, Warrant Officers, NCOs and GS Civilians in TOE/TDA units and organizations performing a transportation mission. In general, the individual's should be classified in one of the following Career Management Fields (CMF) or Military Occupational Skills MOS while performing the service for which recommended.

- (1) CMF 88, Transportation.
- (2) GS/FWS (Check Schedule)

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

23-3. Nominations

Nominations must arrive prior to 01 March each year. The nomination should cover service performed or completed during the preceding calendar year. Submit by memorandum and include the following information and additional material considered appropriate by the recommending commanders:

- a.* Name, grade, telephone, and social security number.
- b.* Name, telephone number, and address of commander(s) during period of contribution.
- c.* Current assignment of nominee and mailing address.
- d.* Name, address, and telephone number of point of contact in originating headquarters that may be contacted concerning the nomination.

e. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany

the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with their officer/enlisted record brief (ORB/ERB) or DA Form 2-1, as applicable, and a narrative description of contributions during nominating period with an emphasis on the contributions to the transportation corps. Military transportation may be literally interpreted to include:

- a. Troop or contract transportation.
 - b. Maintenance.
 - c. Facilities
 - d. Combat transportation training.
 - e. Management and supervision of transportation activities.
 - f. Other transportation support.
- (2) Training.
 - (3) Management.
 - (4) Quality of life enhancement.
 - (5) Maintenance of equipment and property.
 - (6) Education.
 - (7) Personal accomplishment.
 - (8) Awards, honors, and special recognitions.
 - (9) Contributions to transportation.
 - (10) Other significant factors may be included, such as pertinent photos, news items, and commendations.

23-4. Selection

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Transporter of the Year (Individual). Nominations for the awards will be submitted to:

Director, Army National Guard Readiness Center
ATTN: ARNG-ILL
111 South George Mason Drive
Arlington, VA 22204-1382

(2) The Logistics Awards Team will chair a committee to evaluate and select the winning nomination.

(3) The winning nomination will be forwarded to the Chief Transportation Ft. Lee, VA NLT 30 March of each year:

(4) Results of the competitions will be announced by the Chief of Transportation upon notification by the chairperson, president or executive agents. The award(s) will be presented annually in July/August at Fort Lee, VA.

Chapter 24 Accident Prevention Awards Program

24-1. General

HQDA and ARNG policy is to recognize outstanding effort and achievement in the prevention of accidents. All States will recognize their subordinate commands, activities, and individuals when significant contributions are made to the efficiency, economy, or improvement of ARNG operations through accident prevention. The ARNG-SAS Office will verify and issue ARNG accident prevention awards. Procedural and regulatory guidance is NGR 385-10, Chapter 9.

Chapter 25 The Military Order of Saint Christopher

25-1. General

During TC Week 98, the Chief of Transportation approved the Military Order of Saint Christopher to recognize those individuals who have made significant contributions to the U.S. Army Transportation Corps.

25-2. The Awards Program

The Order of Saint Christopher was established with two levels, the Ancient Order and the Honorable Order. Both are described in detail below:

a. The Ancient Order

The Ancient Order of Saint Christopher is the more distinguished of the two levels of the Military Order of Saint Christopher. The Ancient Order is reserved for those few individuals whose careers embody outstanding achievements and accomplishments in the spirit, dignity, and sense of sacrifice and commitment epitomized by Saint Christopher. All Transporters (Active, Reserve, National Guard, DA Civilians and Retired) and any individuals whose actions and service contributed to the success of the Transportation Corps and who have performed conspicuous, long-term service for or on behalf of the Transportation Corps (which so singularly distinguishes the individual as a contributor to the Transportation Corps that they have few peers) are eligible for the Ancient Order. Membership in the Transportation Corps Regimental Association (TCRA) is a prerequisite. As an exception to policy, the COT may approve the Ancient Order of Saint Christopher for individuals who are not members of the Regiment, but who have made significant contributions to the Transportation Corps. In this case only is TCRA membership not a prerequisite. The awarding of the Ancient Order of Saint Christopher requires the approval of the Chief of Transportation (COT). The COT may approve, disapprove or downgrade the nomination to the Honorable Order as appropriate. It is intended that the induction ceremony take place in conjunction with an official function; e.g., Dining In/Out, or similar dignified ceremony or event.

b. The Honorable Order

The Honorable Order of Saint Christopher recognizes those individuals who have demonstrated the highest standards of integrity and moral character; displayed an outstanding degree of professional competence; and served the Transportation Corps with selflessness. All Transporters (Active Component, USAR, National Guard, DA Civilians and Retired) and any individual whose actions and service contributed to the promotion of the Transportation Corps in ways that stand out in the eyes of the recipient's superiors, subordinates and peers alike, are eligible for the Honorable Order. Membership in the TCRA is a prerequisite. The award authority for the Honorable Order of Saint Christopher is delegated to Transportation Corps Colonel or above commanders who may approve the award for personnel in or associated with their commands. When there is no Transportation Corps commander available, the COT is the approval authority. The induction ceremony should take place in conjunction with an official function; e.g., Dining In/Out, or similar dignified ceremony or event.

Chapter 26

The Francis S. Greenleaf Award for Excellence in Army National Guard Aviation

26-1. General

The Francis S. Greenleaf 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 CNGB, Major General Francis S. Greenleaf.

26-2. Eligibility

Any civilian employee or group, or military individual or group is eligible to receive this award.

26-3. Criteria

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.

26-4. Nominations

Nominations will 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.

26-5. 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: ARNG-AVS
111 South George Mason Drive
Arlington, Virginia 22204

b. Evaluation. 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.

26-6. Presentation

The CNGB or representative will present the award at the earliest practical date after selection.

Appendix A
References

Section I

Required Publications

This section contains no entries.

Section II

Referenced Publications

AR 1-201

Army Inspection Policy

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 30-22

Army Food Program

AR 215-1

Administration of Army Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities

AR 215-3

Non-appropriated Funds Personnel Policies and Procedures

AR 220-1

Unit Status Reporting

AR 335-15

Management Information Control System

AR 350-1

Army Training and Leader Development

AR 600-8-22

Military Awards

AR 600-9

The Army Weight Control Program

AR 600-89

General Douglas MacArthur Leadership Award Program

AR 640-30

Photographs for Military Personnel Files

AR 672-20

Incentive Awards

AR 672-73

Armor Leadership Award

AR 710-2

Supply Policy Below the National Level

AR 750-1

Army Materiel Maintenance Policy

DA Pamphlet 30-22

Operating Procedures for the Army Food Program

DA Pam 350-38

Standards in Training Commission

DFAS-IN Regulation 37-1

Finance and Accounting Policy Implementation

FORSCOM Regulation 220-3

Unit Training Assignment

FORSCOM Regulation 350-2

Reserve Component Training in America's Army

Fort Know Regulation 672-1

Armor Leadership Award

NGR 11-27

ARNG Energy Conservation Plan

NGR 385-10

The Army Safety Program

FLW Pam 672-1

The Itschner, The Outstanding Engineer Platoon Leader, The outstanding Engineer Warrant Officer, and The Van Autreve Awards and The Sturgis Medal

USA Chemical Corps Regimental Regulation No. 672-2

Chemical Corps Honors Program

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 2-1

Personnel Qualification Record

DA Form 705

Army Physical Fitness Test Score Card

DA Form 2028

Recommended Change to Publication and Blank Forms

DA Form 5500

Body Fat Content Worksheet

DD Form 2406

Miscellaneous Obligation Document

Appendix B Award Board Procedures

B-1. Summary

This Appendix provides additional administrative policies, principles and procedures governing the Decorations, Awards, and Honors – Trophies and Awards Program and Award Boards for the Army National Guard within the Training Division, ARNG-TR.

B-2. Areas of Responsibilities

Chief, Training Division will serve as the official, appointing/awarding authority in establishing boards, policy and procedures for the awards program within the training division. All other boards, committees and meetings will be governed by area of concern.

Branch chief (ARNG-TRC) will ensure that the program is following established policies, procedures and provides clear guidance. Coordination with other areas will be the responsibility of the administrator.

The Administrator will manage all assigned matters relating to training awards, within the training division, in accordance with NGR 672-1 and this appendix.

B-3. Type of Reports

There are certain reports that address the administration or management with the program. These reports are normally prepared by either the administrator or a delegated appointee. Specific format instructions and submission dates will be provided by the appropriate administrator within the specific area of concern. These reports are as follows:

- (a) Formal Reports – conducted upon request from Chief, Training Division, Board President, award authority or higher.
- (b) Informal Reports – conducted or prepared upon request from division branch chief.
- (c) Minutes – conducted or prepared upon conclusion of boards or meetings.

Safeguarding a written report is extremely important, regardless of the level. Reports that contain material that requires protection but do not have a security classification will be marked “For Official Use Only” as provided by AR 22-25. No one will disclose, release, or cause to be published any part of a report, except as required in the normal course of forwarding and staffing a report or as otherwise authorized by law or regulation, without the approval of the appointing authority.

Reports will be handled within specific area of concern.

B-4. Nomination Packets

The Administrator/OIC (NGB) will follow these steps upon receiving packets from the State/unit: -

- 1) Accept and date stamp nomination packets.
- 2) Review for missing documentation and corrective actions.
- 3) Coordinate with points of contact at Joint Forces Headquarters (JFHQs) to ensure timely correction of necessary actions. Follow-up on actions as needed.
- 4) Prepare packets and place in folders for award board presentation.
- 5) Prepare reports and ensure proper and timely distribution of board proceeding and recommendations.
- 6) Prepare and forward memorandums, certificates and awards.

NOTE: If there is only one packet or nomination for any award, then it is at the discretion of the division chief or award authority, in the area of concern, as to whether a board is convened. If a board is convened then it will be within the concerned division/area of concern. If a board is not convened then a review of the packet or nomination will be conducted by the administrator and forwarded to the branch chief for final review and then to the division chief or award authority, within area of concern, for approval and award. Any additional awards associated or referred to in correspondence from state(s) (e.g. Eisenhower) will be addressed accordingly.

****The Eisenhower Award:** A DD 2406 will be executed, signed and forwarded to the Support Services Office, NGB along with a signed finalized bill. (If applicable).

**The Reckord/Kerwin Award: Coordination with the Association of the U.S. Army (AUSA).

COL Stanley E. Crow, AUS (Ret.)
Assistant Director, Army National Guard Affairs, AUSA
2425 Wilson Boulevard
Arlington, VA 22201
703-907-2689 (Office)
1-800-336-4570, ext 689
scrow@ausa.org

Ms. Lisa L. Atkinson
Coordinator, National Awards Program, AUSA
2425 Wilson Blvd., Ste 285
Arlington, VA 22201
Direct Dial 703. 907. 2624
Fax 703. 841. 3505
latkinson@ausa.org

Information, including but not limited to records, nomination packets, reports and messages, that are associated with individual or units awards, will be archived by the Administrator / OIC (NGB), within area of concern, for the awards section. The branch chief for the awards section will be briefed on a monthly basis as to the status of archived records.

Appendix C

Boards of Officers (Formal/Informal)

C-1. General (Members)

A formal/informal board of officers may be convened at anytime as per AR 15-6. Appointing authorities have a right to use or convene boards to obtain information necessary or useful in carrying out their official responsibilities.

Boards are generally broken down as such:

a. Voting members. All members of a formal board of officers are voting members except as provided elsewhere in this paragraph, in other applicable directives, or in the memorandum of appointment.

b. President. The senior voting member present acts as president. The senior voting member appointed will be at least a major, except where the appointing authority determines that such appointment is impracticable because of military exigencies. The president has the following responsibilities:

(1) Administrative. The president will—

(a) Preserve order.

(b) Determine time and uniform for sessions of the board.

(c) Recess or adjourn the board as necessary.

(d) Decide routine administrative matters necessary for efficient conduct of the business of the board.

(e) Supervise the recorder to ensure that all business of the board is properly conducted and that the report of proceedings is submitted promptly. If the board consists of only one member, that member has the responsibilities of both the president and the recorder.

c. Recorder. The memorandum of appointment may designate a commissioned or warrant officer as recorder. It may also designate assistant recorders, who may perform any duty the recorder may perform. A recorder or assistant recorder so designated is a nonvoting member of the board. If the memorandum of appointment does not designate a recorder, the junior member of the board acts as recorder and is a voting member.

C-2. Attendance of members

a. General. Attendance at the proceedings of the board is the primary duty of each voting member and takes precedence over all other duties. A voting member must attend scheduled sessions of the board, if physically able, unless excused in advance by the appointing authority. The board may proceed even though a member is absent, provided the necessary quorum is present. If the recorder is absent, the assistant recorder, if any, or the junior member of the board will assume the duties of recorder. The board may then proceed at the discretion of the president.

b. Quorum. Unless another directive requires a larger number, a majority of the appointed voting members (other than nonparticipating alternate members) of a board constitutes a quorum and must be present at all sessions. If another directive prescribes specific qualifications for any voting member (for example, component, branch, or technical or professional qualifications), that member is essential to the quorum and must be present at all board sessions.

c. Alternate members. An unnecessarily large number of officers will not be appointed to a board of officers with the intention of using only those available at the time of the board's meeting. The memorandum of appointment may, however, designate alternate members to serve on the board, in the sequence listed, if necessary to constitute a quorum in the absence of a regular member. These alternate members may then be added to the board at the direction of the president without further consultation with the appointing authority. A member added thereby becomes a regular member with the same obligation to be present at all further proceedings of the board.

d. Member not present at prior sessions. A member who has not been present at a prior session of the board, such as an absent member, an alternate member newly authorized to serve as a member, or a newly appointed member, may participate fully in all subsequent proceedings. The member must, however, become thoroughly familiar with the prior proceedings and the evidence. The report of proceedings will reflect how the member became familiar with the proceedings. Except as directed by the appointing authority, however, a member who was not available (because of having been excused or otherwise) for a substantial portion of the proceedings, as determined by the president, will no longer be considered a member of the board in that particular case, even if that member later becomes available to serve.

C-3. Duties of recorder

a. Before a session. The recorder is responsible for administrative preparation and support for the board and will perform the following duties before a session:

(1) Give timely notice of the time, place, and prescribed uniform for the session to all participants, including board members.

(2) Arrange or assist in arrangements of board member which include attendance at Government expense of military personnel and civilian government employees ordered to participate in board proceedings.

(3) Ensure that the site for the session is adequate and in good order.

(4) Arrange for necessary personnel support (clerk, reporter, and interpreter), recording equipment, stationery, and other supplies.

(5) Arrange to have available all necessary regulations, and with appropriate authentication, all required records, documents, and supportive evidence.

(6) Ensure that all appropriate records and documents are furnished, subject to security requirements.

(7) Take whatever other action is necessary to ensure a prompt, full, and orderly presentation of the proceedings.

b. During the session. The recorder will perform the following duties during the session:

(1) Read the memorandum of appointment at the initial session or determine that the participants have read it.

(2) Note for the record at the beginning of each session the presence or absence of the members of the board.

(3) Administer oaths as necessary.

(4) Execute all orders of the board.

(5) Conduct the presentation of award packets or materials for examination and review.

c. After the proceedings. The recorder is responsible for the prompt and accurate preparation of the report of proceedings, for the authentication of the completed report, and, whenever practicable, the hand-carried delivery of the report, including delivery to the appointing authority or designee (Chief, Training Division). The branch chief will be the designee.

d. Upon receiving the authenticated and approved report from the approval authority, with the area of concern, a memorandum will be prepared by the administrator and forwarded to the appropriate personnel, including Director, NGB; Chief, NGB, Fort Leonard Wood and/or Fort Eustis, announcing the winning nominees.

Fort Leonard Wood POC:

Engineer Awards NCOIC
U.S. Army Engineer School
320 MANSCEN Loop
Ft. Leonard Wood, MO 65473-6600
(573)563-4078

Deputy Assistant Commandant
National Guard Affairs
U.S. Army Engineer School
320 MANSCEN Loop
Ft. Leonard Wood, MO 65473-6600
(573) 563-8046 Work
(573) 452-1376 BBY

Fort Eustis, Virginia POC: (Appendix C)

C-4. Duties of Administrator

Oversee awards program on a daily basis. Duties will include, but are not limited to:

(a) Provide guidance as required for the efficient operation.

(b) Update and forward announcement memorandum to States and Territories.

(c) Assemble, review and maintain information in reference to assigned awards.

(d) Ensure that action is taken to respond to requests from units and other departments/divisions.

(e) Ensure that timely coordination with board administrator / recorders is conducted.

(f) Ensure that award packets are forwarded in accordance with current regulation(s).

(g) Periodically reviews informational procedures for timely updates including NGR 672-1 as well as reviewing and updating this manual.

Appendix D

| SUPERIOR UNIT AWARD | | | |
|---|-----------------------------|--------------------------|--------------------------|
| UNIT: | | | |
| ADDRESS/PHONE: | STATE POC/ PHONE | | |
| REQUEST FOR WAIVER: | YES | NO | |
| ITEM LIST | | YES | NO |
| MAJOR COMMAND / ADJUTANT ENDORSEMENT | | <input type="checkbox"/> | <input type="checkbox"/> |
| STRENGTH IS 95% OF AUTHORIZED EACH MONTH OF TY (OCT – SEP) | | <input type="checkbox"/> | <input type="checkbox"/> |
| DIRECTED BY NGB OR STATE TO BE MANNED LESS THAN 100% OF AUTHORIZED | | <input type="checkbox"/> | <input type="checkbox"/> |
| WAIVER ATTACHED FOR UNIT TO BE MANNED LESS THAN 100% OF AUTHORIZED | | <input type="checkbox"/> | <input type="checkbox"/> |
| 90% OF ASSIGNED PERSONNEL ARE DMOSQ (END OF TRAINING YEAR)(OCT – SEP) | | <input type="checkbox"/> | <input type="checkbox"/> |
| 95% IDT DRILL ATTENDANCE OF ASSIGNED STRENGTH EACH MONTH OF TY | | <input type="checkbox"/> | <input type="checkbox"/> |
| ASSESSED (T) OR (P) IN ALL FSO METL TASKS – 75% OF TASKS RATED (T) – CDR | | <input type="checkbox"/> | <input type="checkbox"/> |
| 95% OF ASSIGNED PERSONNEL QUALIFIED WITH INDIVIDUAL WEAPONS | | <input type="checkbox"/> | <input type="checkbox"/> |
| UNIT HAS MET APPLICABLE REQ AS PER AR 350-38 STANDARDS IN WEAPONS TNG | | <input type="checkbox"/> | <input type="checkbox"/> |
| 90% OF ASSIGNED PERSONNEL PASSED APFT | | <input type="checkbox"/> | <input type="checkbox"/> |
| UNIT RECEIVED SATISFACTORY XTERNAL EVALUATION DURING TRAINING YEAR | | <input type="checkbox"/> | <input type="checkbox"/> |
| RESULTS OF HIGHEST LEVEL EXTERNAL EVALUATION ATTACHED | | <input type="checkbox"/> | <input type="checkbox"/> |
| VERIFYING MEMO – MAINTENANCE INSPECTION DURING TY – EXTERNAL EVALUATION (STATE MAINTENCE OFFICER SIGNED) | | <input type="checkbox"/> | <input type="checkbox"/> |
| REMARKS | | | |
| | | | |
| UNIT COMMANDER NAME & RANK | | | |
| SIGNATURE / DATE: | | | |

Appendix E

| The National Guard Association Trophy, the Pershing Trophy and the National Guard (State) Trophy | | |
|--|---------------------------|--|
| UNIT: | ADDRESS: | |
| PHONE: | STATE POC / PHONE: | |
| ITEM LIST | | |
| NUMBER OF ASSIGNED PERSONNEL | | <input style="width: 80%;" type="text"/> |
| EXEMPT PERSONNEL (AR 350-41) – IET | | <input style="width: 80%;" type="text"/> |
| NUMBER OF POSSIBLE FIRERS | | <input style="width: 80%;" type="text"/> |
| NUMBER OF QUALIFIED FIRERS | | <input style="width: 80%;" type="text"/> |
| PERCENT QUALIFIED OUT OF POSSIBLE FIRERS. MUST BE = or > 90% | | <input style="width: 80%;" type="text"/> |
| NUMBER QUALIFIED EXPERT – (X 100) | | <input style="width: 80%;" type="text"/> |
| NUMBER QUALIFIED SHARPSHOOTER – (X 95) | | <input style="width: 80%;" type="text"/> |
| NUMBER QUALIFIED MARKSMAN – (X 90) | | <input style="width: 80%;" type="text"/> |
| Add scores from Expert, Sharpshooter and Marksman-Divide by the total number of team members. | | <input style="width: 80%;" type="text"/> |
| REMARKS | | |
| | | |
| UNIT COMMANDER NAME AND RANK | | |
| SIGNATURE / DATE | | |

Appendix F

| DECORATIONS, AWARDS & HONORS {Milton A. Reckord} | | | |
|--|--------------|--------------------------|--------------------------|
| UNIT: | | RECEIVED: | |
| UIC: | MTOE: | POC/PHONE: | |
| UNIT ADDRESS: | | | |
| ITEM | | YES | NO |
| Cover Memorandum submitted through channels | | <input type="checkbox"/> | <input type="checkbox"/> |
| At least two (2) organic units meet criteria for the Superior Unit | | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of SUA on units | | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational Chart | | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of Unit Commanders Assessment and External Evaluation | | <input type="checkbox"/> | <input type="checkbox"/> |
| Copy of Battalion Commanders Assessment and External Evaluation | | <input type="checkbox"/> | <input type="checkbox"/> |
| Supporting documentation: Strength, Retention, DMOSQ, etc. | | <input type="checkbox"/> | <input type="checkbox"/> |
| Supporting documentation: Soldier, Family & Community Support | | <input type="checkbox"/> | <input type="checkbox"/> |
| BATTALION COMMANDER: | | | |
| BATTALION CSM: | | | |
| STATE POINT OF | | | |
| COMMENTS: | | | |
| | | | |
| DATE FORWARD TO SLECTION PANEL: | | | |
| COMMANDER SIGNATURE: | | | |

Appendix G

| DECORATIONS, AWARDS & HONORS FINAL SELECTION CRITERIA SCORE SHEET | | | |
|--|-----------------------------|-----------|--|
| UNIT: | DATE RECEIVED: | | |
| AWARD: | DATE INITIAL REVIEW: | | |
| REQUEST FOR WAIVER: | YES | NO | |
| MAJOR COMMANDER'S ENDORSEMENT | 10 | | |
| STATEMENT OF UNIT MISSION / FSO METL | 10 | | |
| RETENTION | 5 | | |
| MISSION RELATED ACCOMPLISHMENTS | 30 | | |
| SAFETY | 5 | | |
| MORALE AND WELFARE | 10 | | |
| MAINTENANCE OF EQUIPMENT AND PROPERTY | 15 | | |
| ADDITIONAL SIGNIFICANT FACTORS | 15 | | |
| Sum of Board Members/GRAND TOTAL | | | |
| COMMENTS: | | | |
| DATE FORWARD TO SLECTION PANEL: | | | |
| BOARD MEMBER: | | | |

Appendix H

| DECORATIONS, AWARDS & HONORS FINAL SELECTION CRITERIA SCORE SHEET | | | | | | |
|--|----------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| UNIT: | | DATE RECEIVED: | | | | |
| AWARD: | | DATE INITIAL REVIEW: | | | | |
| REQUEST FOR WAIVER: | YES | NO | | | | |
| CRITERIA | MAX SCORE | BOARD MEMBERS | | | | |
| MAJOR COMMANDER'S ENDORSEMENT | 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| STATEMENT OF UNIT MISSION / FSO METL | 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| RETENTION | 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MISSION RELATED ACCOMPLISHMENTS | 30 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| SAFETY | 5 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MORALE AND WELFARE | 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| MAINTENANCE OF EQUIPMENT AND PROPERTY | 15 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| ADDITIONAL SIGNIFICANT FACTORS | 15 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sum of Board Members/GRAND TOTAL | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| COMMENTS: | | | | | | |
| DATE FORWARD TO SLECTION PANEL: | | | <input type="text"/> | | <input type="text"/> | |
| BOARD PRESIDENT: | | <input type="text"/> | | | | |

Appendix I

| GENERAL DOUGLAS MACARTHUR LEADERSHIP AWARD | | | |
|--|------------------|----------------------|-----------------------------|
| UNIT: | UNIT POC: | | |
| ADDRESS: | RANK: | | |
| PHONE (CML-DSL)/EMAIL: | | | |
| Nominee Administrative Information | | | |
| Name | | Rank | |
| SSN | | | |
| Home Address | | | |
| Telephone | | Email Address | |
| Marital Status | | Children (#) | |
| Duty Status | M-Day | Technician | AGR 32 AGR 10 |
| Duty Position | | | |
| Security Clearance Level | | | |
| REMARKS | | | |
| STATE MILPO POC: (To be filled out by MILPO Office) | | | |
| State POC: | Rank: | Phone: | |
| | | Email: | |
| REMARKS | | | |

Appendix J

Websites / Links

Armor Leadership Award:

<http://www.knox.army.mil/center/ocoa/docs/Draper%20SOP.pdf>

<http://www.whs.mil/library/mildoc/AR%20672-73.%201%20June%201978.pdf>

Kerwin/Reckord Award (Basic Information):

<http://www.ngaus.org/NGAUS/files/ccLibraryFiles/Filename/00000000785/unitawardsARNG03.pdf>

Sibert Award:

http://www.chemical-corps.org/docs/sibert_award_info.pdf

Fort Leonard Wood Pamphlet No. 672-1:

<http://www.wood.army.mil/doimspt/FLW%20Publications/p672-1.pdf>

General Douglas MacArthur Leadership Awards:

http://www.army.mil/usapa/epubs/pdf/r600_89.pdf

Sturgis Medal:

<http://www.same.org/i4a/pages/index.cfm?pageid=4127>

NGAUS Award Committee SOP:

<http://www.ngaus.org/NGAUS/files/ccLibraryFiles/Filename/000000005498/SOP2010.pdf?False>

Command Supply Discipline Program

<http://www.swf.usace.army.mil/pubdata/logist/csdpswd.asp>

Supply Excellence Award (SEA)

<https://gkoportal.ngb.army.mil/sites/ARL/ACLEA/SEA/default.aspx?RootFolder=%2fsites%2fARL%2fACLEA%2fSEA%2fDocuments%2fCY%202011&View=%7bEE7106A9%2d19D3%2d4059%2d9CAA%2d4A926FDDF976%7d>

Army Award Maintenance Excellence (AAME)

<https://gkoportal.ngb.army.mil/sites/ARL/ACLEA/AAME/default.aspx>

http://www.goordnance.lee.army.mil/AAME/AAME_about.html

Deployment Excellence Award (DEA)

<http://www.eustis.army.mil/deploy/Downloads/DEABinder.pdf>

<https://gkoportal.ngb.army.mil/sites/ARL/LAT/default.aspx>

<http://www.eustis.army.mil.deploy/>

Philip A. Connelly Award

http://www.quartermaster.army.mil/jccoe/programs/connelly/connelly_program.html

Transportation Awards

<http://www.eustis.army.mil/OCOT/RPOD.htm>

http://www.eustis.army.mil/ocot/documents/DIROCOT/universal_points_of_contact.htm

Order of Saint Martin

<http://www.qmfound.com/martin.htm>

Order of Saint Christopher

<http://www.tc-regt-association.org/StChris.htm>

Glossary

Section I Abbreviations

AAME

Army Award for Maintenance Excellence

AC

Active Component

AG

Adjutant General

AOC

Areas of Concentration

AGR

Active Guard Reserve

APFT

Army Physical Fitness Test

AT

Annual Training

ARNG

Army National Guard

ARTEPS

Army Training Evaluation Program

AUSA

Association of the United States Army

AWOL

Absent Without Leave

CLEA

Combined Logistics Excellence Award

CMF

Career Management Field

CMP

Course Management Plan

COS

Chief of Staff

COT

Chief of Transportation

CPT

Captain

CSA
Chief of Staff, Army

CSDP
Command Supply Discipline Program

CTC
Combat Training Center

CW2
Chief Warrant Officer Two

CY
Calendar Year

DA
Department of the Army

DEA
Deployment Excellence Award

DMOSQ
Duty Military Occupational Skill Qualification

DOD
Department of Defense

EAGLE
Executive Advisory Group for Logistics Excellence

ERB
Enlisted Record Brief

FLW
Fort Leonard Wood

FORSCOM
Forces United States Army Command

FSO METL
Full Spectrum Operation Mission Essential Task List

FY
Fiscal Year

HHD
Headquarters and Headquarters Detachment

HQDA
Headquarters, Department of the Army

IADT
Initial Active Duty for Training

IDT

Inactive Duty Training

IFSEA

International Food Service Executives Association

JASMS

Joint Applications Staff Management System

MACOM

Major Army Command

MOS

Military Occupational System

MUTAs

Multiple Unit Training Assemblies

NCO

Non-Commissioned Officer

NGAUS

National Guard Association of the United States

NGB

National Guard Bureau

NLT

No Later Than

OCOA

Office of the Chief of Armor

OCS

Officer Candidate School

OER

Officer Evaluation Reports

OIP

Organizational Inspection Program

OR

Operational Readiness

ORB

Officer Record Brief

PAM

Pamphlet

POC

Point of Contact

PORTAC

Plans, Operations, Readiness and Training Advisory Council

PPO

Personnel Proponency Office

REP 63

Reserve Enlistment Program 1963

SACG

Special Assistant to the Commanding General

SAG

State Adjutant General

SEA

Supply Excellence Award

SFC

Sergeant First Class

SGT

Sergeant

SMO

State Maintenance Officer

SPC

Specialist

TDA

Table of Distribution and Allowances

TOE

Table of Organization and Equipment

TCRA

Transportation Corps Regimental Association

USAARC

United States Army Armor Center

USACE

United States Army Corps of Engineers

USACMLS

United States Army Chemical School

USAES

United States Army Engineer School

USAR

United States Army Reserve

USARPAC

United States Army Pacific

WO1

Warrant Officer One

Section II

Terms

Absent Without Leave

Unauthorized absence of military personnel from their appointed place of duty.

Authorized Unit Strength

Strength of units as determined by the Army Authorized Document System.

Award

Recognition given to individuals or units for certain acts or services, or badges, accolades emblems, citations, commendations, streamers, and silver bands.

Association of the U.S. Army (AUSA)

AUSA is a private, non-profit educational organization that supports America's Army - Active, National Guard, Reserve, Civilians, Retirees, Government Civilians, Wounded Warriors, Veterans, and family members. AUSA speaks to issues concerning military and civilian issues within the government.

Career Management Field

A manageable grouping of related MOSs that provides visible and logical progressing to grade E9.

Combat Support Tasks

Tasks that support maneuver commanders in mobility, counter mobility, survivability, sustainment, and topographic engineering.

Community Relations

State of affairs that exist between the government and local populace.

Construction Tasks

General engineering missions that include road construction and repair, temporary structures, fixed bridges, civic action, and well drilling.

Courts-Martial

A court consisting of commissioned officers and in some instances enlisted personnel for the trial of members of the armed forces or others within its jurisdiction.

Domestic Action Program

Program through which Army engineers execute projects that benefit the local American Public.

Eligibility

A set of criteria defining competition participation.

Engineer Lieutenant Platoon Leader

Nominee who served as an engineer platoon leader while in the grade of O1/O2 during the award year. Recipient does not need to be a Lieutenant at time of nomination to allow for 1LTs who get promoted to Captain during that award year.

Executive Agent

A person or organization delegated administrative or managerial responsibility.

Full Spectrum Operation

FSO are flexible means of conceptualizing Army operations through the integration of offensive, defensive, stability, and support operations throughout war and military operations other than war.

Outstanding Engineer Platoon Leader

Engraved Grizzly Statue offered annually to the Engineer Lieutenant Platoon Leader selected as most outstanding for the award year.

Outstanding Engineer Warrant Officer

Award offered annually to the Engineer Warrant Officer selected as the most outstanding for the award year.

Human Relations Programs

Programs designed to develop better interpersonal and inter-group adjustments.

Itschner Award

Silver plaques offered annually to engineer companies in each Army component selected as most outstanding for the award year.

Major Command

Major U.S. Army commands usually of three or four star levels.

Military Engineering

Literally interpreted to include troop or contract construction, maintenance, facilities engineering, management and supervision of engineer activities, or other engineer support.

Military Occupational Specialty

The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

Mission Essential Task List

A compilation of collective mission essential tasks that must be successfully performed if an organization is to accomplish its wartime mission.

The National Guard Association of the United States (NGAUS)

NGAUS provides states and our member's unified representation before Congress. The NGAUS legislative department is the lobbying branch of the association. It seeks modern equipment, training, missions and personnel benefits for the Army and Air National Guard by lobbying Congress and the Executive Branch.

Outstanding

A degree of success marked by distinction and eminence.

Professional Development

The sum of all training, education, and experience provided by the Army for mission accomplishment.

Quality of Life Program

Army program designed to improve soldier and family working, living, and social conditions.

Service

Work performed by one who serves in particular during a specific time period.

Specialty Skill

A skill required in a specific position, which may require significant education, training and experience.

Sturgis Medal

A medal offered annually to Army Engineer Noncommissioned Officers in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability.

Training

The instruction of personnel to individually and collectively increase their capacity to perform specific military functions and tasks.

Van Autreve Award

An award offered annually to Army Engineer Soldiers in recognition of outstanding contributions to military engineering by demonstrating Soldier Engineering Skills and ability.

Unique

A state of being the only or special one.

Section III

Special abbreviations and terms

This section contains no entries.