



*National Guard Bureau*

# **AWARDS PROGRAM**

**WHAT YOU NEED  
TO KNOW**





## **NATIONAL GUARD BUREAU AWARDS PROGRAM**

### **INTRODUCTION**

Recognizing people for their performance and achievements in a timely manner is important. It is also important to present awards in an appropriate ceremony.

This publication provides criteria and guidance for initiating, processing and presenting awards to military and civilian personnel. It addresses National Guard Bureau awards, honorary awards and civilian incentive awards. Military awards and decorations are addressed in appropriate military publications and regulations.



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**OFFICE OF THE CHIEF, NATIONAL GUARD BUREAU**

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**PART 1. NATIONAL GUARD BUREAU AWARDS.** The following awards are unique to the

National Guard Bureau:

**Special Awards**

The Special Awards are established for use and approval of the Chief and Vice-Chief of the National Guard Bureau, outside the normal process defined on page 8.

- Sonny Montgomery Award
- National Guard Bureau Distinguished Service Award\*
- National Guard Bureau Medallion Award
- National Guard Bureau Eagle Award\*

**Awards nominated by use of NGB FORM 0672**

- National Guard Heritage Painting\* (List of paintings - WWW.NGB.DTIC. MIL)
- National Guard Bureau Meritorious Service Award\*
- National Guard Bureau Minuteman Award\*
- National Guard Bureau Jacket Award
- National Guard Bureau Certificate of Commendation
- National Guard Bureau Certificate of Appreciation
- National Guard Bureau Civilian Service Award
- Pentagon Picture

To keep costs down, only one of the awards marked with an asterisk will be presented for the same achievement or in the same year. The Certificate of Commendation, Certificate of Appreciation, Civilian Service Award and the Pentagon Picture, may be presented in addition to military awards, civilian incentive, or honorary awards.

## Special Awards

### MG G. V. "SONNY" MONTGOMERY AWARD

**DESCRIPTION:** Custom bust on black base.

**CRITERIA:** This award recognizes individuals who have demonstrated exemplary service to the National Guard at the national level. Whose performance exceeded the normal scope of public or private service in support of the nation's defense. Who demonstrated skill and initiative to introduce new policies or procedures to improve major methods that significantly advance the mission of the National Guard. Who exhibited integrity, competence and the ability to inspire others.

**APPROVAL AUTHORITY:** Nominations will be solicited six months prior to presentation and submitted in accordance with the annual solicitation directions. Nomination packages should be typed on 8 1/2 x 11 plain bond, using 12 pitch arial, one inch margins justified and not to exceed one page. Please forward nomination packages and refer questions to Ms. Anita Minnifield, DSN 327-3648.



### NGB DISTINGUISHED SERVICE AWARD

**DESCRIPTION:** An NGB Eagle Medal (2-1/4 by 2-1/4 inches) attached to a ribbon; a display case, and a 17 by 21 inch framed certificate.

**CRITERIA:** Highest level of contribution to the National Guard or National Guard Bureau.

**APPROVAL AUTHORITY:** Reserved for the Chief, National Guard Bureau.



### NGB MEDALLION AWARD

**DESCRIPTION:** A 1-1/2 inch round antique brass medallion.

**CRITERIA:** This award recognizes an individual for his/her significant contribution toward increased effectiveness or efficiency of the National Guard.

**APPROVAL AUTHORITY:** This award is approved and presented by the Chief and Vice Chief of the National Guard Bureau at their discretion.

### **\* NGB EAGLE AWARD**

**DESCRIPTION:** Brass eagle, 7 inches tall with 5-1/2 inch spread wings pointing upward, mounted on a 5 inch square by 2-1/2 inches tall wooden base with an engraved 3 inch square brass plate.

**CRITERIA:** Superior achievement or support to the National Guard or National Guard Bureau. Nominees should have patterns of excellence demonstrated by being recipients of previous awards. The NGB Eagle Award is considered as the "Chief's Award". It should not be routinely requested.

**APPROVAL AUTHORITY:** Approval reserved for Chief, or Vice Chief, National Guard Bureau.

***Nominations using Form 0672 for the NGB Eagle Award will originate only from NGB-ARZ, NGB/CF, NGB-ZC, or CIO/PEO***

Awards requested by use of NGB FORM 0672

### **\* NGB HERITAGE PAINTING**

**DESCRIPTION:** A 15 by 20 inch framed painting depicting one of various events in the history of the National Guard. Engraved brass plate attached to frame. Contact NGB-SD for list and description of National Guard Heritage paintings.

**CRITERIA:** Outstanding service or achievement to the National Guard or National Guard Bureau, over a period of 3 years or more or upon retirement or reassignment out of the National Guard Bureau. Also for individuals from other agencies or the private sector who have given noteworthy support to the National Guard.

**REQUESTOR:** Division Chief or higher.

**APPROVAL AUTHORITY:** ZC, ARZ, or CF.



### **\* NGB MERITORIOUS SERVICE AWARD**

**DESCRIPTION:** National Guard Bureau seal, 3-1/2 inch round, mounted on an 8 by 10 inches wooden plaque with brass name plate.

**CRITERIA:** Meritorious service to the National Guard or National Guard Bureau, over a period of 1 year or more or upon retirement or reassignment out of the National Guard Bureau normally after completion of one tour or completion of 3 to 5 years of service with NGB. Also for individuals from agencies or the private sector who have given noteworthy support to the National Guard.

**REQUESTOR:** Division Chief or higher.

**APPROVAL AUTHORITY:** ZC, ARZ or CF.



### **\* NGB MINUTEMAN AWARD**

**DESCRIPTION:** 6 inch statue of Minuteman mounted on a 4-1/2 inch tall, by 3-1/4 by 3-1/4 inches square wooden base with 3 by 3 inches engraved brass plate.

**CRITERIA:** Outstanding achievement or service to the National Guard Bureau. Also for individuals from other agencies or the private sector who have given noteworthy support to the National Guard.

**REQUESTOR:** Division Chief or higher.

**APPROVAL AUTHORITY:** ZC, ARZ or CF.



### **NGB JACKET AWARD**

**DESCRIPTION:** Baseball style jacket, khaki and black with a gold NGB logo. The jacket features a water resistant shell constructed of polyester cotton/lining, elastic waistband and cuff velcro sleeves. Inner chest pocket zipper and hood.

**CRITERIA:** This award is for a special act or service by an NGB civilian employee who exceeds normal job performance.

**APPROVAL AUTHORITY:** Division Chief.

## **NGB CERTIFICATE OF COMMENDATION**

**DESCRIPTION:** 8-1/2 by 11 inch certificate.

**CRITERIA:** For contributing noteworthy service to the National Guard Bureau at a level or duration that directly or indirectly assisted the National Guard.

**APPROVAL AUTHORITY:** Division Chief or higher.



## **NGB CERTIFICATE OF APPRECIATION**

**DESCRIPTION:** 8-1/2 by 11 inch certificate.

**CRITERIA:** For noteworthy service or contribution to the National Guard.

**APPROVAL AUTHORITY:** Division Chief or higher.



## **NGB CIVILIAN SERVICE AWARD**

**DESCRIPTION:** 8 by 10 inch plaque.

**CRITERIA:** For civilian service with the National Guard Bureau. A minimum of 5 years' service and increments every 5 years thereafter.

**APPROVAL AUTHORITY:** Immediate supervisor.



## **PENTAGON PICTURE**

Although not officially an award, a Pentagon picture is traditionally presented to someone leaving the Pentagon.

**DESCRIPTION:** 18 by 21 inch framed picture with brass nameplate and matting suitable for individual salutations from co-workers.

**CRITERIA:** Service in the Pentagon for a reasonable period of time, such as 2 years.

**APPROVAL AUTHORITY:** No formal approval required other than a request from the departing individual's office. It is that office's responsibility to route the picture for signing. Do NOT routinely request that General Officers/SES flags be affixed.

## **PART 2. NOMINATION PROCESS FOR NATIONAL GUARD BUREAU AWARDS:**

- Except for the NGB Eagle Award, recommendations may be initiated at any level.
- See Part 1 for approval level required for certain awards.
- Use NGB Form 0672 to request the NGB awards listed on page 3.
- Fill out ALL required information, giving special attention to the spelling of the name.
- Use your appropriate chain of command to obtain the required level of approval.

### **Approval process:**

- ARNG personnel should send their completed forms through NGB-ARZ to NGB-SD
- ANG personnel should send their completed form through NGB-CF to NGB-SD
- Personnel in the Office of the Chief, should send their completed forms through NGB-ZC to NGB-SD.
- RCAS Personnel should send their completed forms through CIO/PEO.
- Be sure to include name and phone number, indicate DSN or COM, of person responsible for clarification and pick-up.
- Allow at least two weeks for processing after award is received in NGB-SD. The requestor will ensure that award requests are forwarded through the appropriate Directorate to NGB-SD, at least 10 working days prior to the delivery date. (Remember to allow time for mailing if that is necessary)
- If award is to be mailed, please provide a typed address label.



### **PART 3. CIVILIAN INCENTIVE AWARDS:**

NGB-SD administers these awards, provides guidance, assistance, and training to supervisors, managers, and the NGB Awards Committee (AC).

The NGB Awards Committee (AC) consist of one military and one civilian and member nominated from each of the two NGB directorates and OCNGB, and appointed by the ACNGB. The AC meets as required to review award nominations and establish policy and procedures for the NGB Awards Program. Nominations requiring attention before a meeting are disseminated to the committee for recommendations.

Army and Air Force establish annual award targets which require the Bureau to use the award system judiciously so that all deserving employees are rewarded equitably.

Approved awards are sent to Civilian Personnel Office (CPO) for processing, which, in turn, forward them to finance for disbursement. The Army prepares separate checks for awards. Air Force includes the awards in the employee's paycheck. Upon completion of processing by CPO and finance, the office of origination is contacted about the check and/or notification of personnel action. POC for this action is Mr. Jeffries, NGB-SD, 607-3156.

An ad-hoc committee may be convened or alternate members may be designated to consider award recommendations for employees who are AC members, related to members of the AC, or who supervise or are supervised by AC members.

#### **- Superior Accomplishment Awards:**

**Special Act or Service Award.** This monetary award is for a special act that significantly exceeds normal job-performance requirements. Division/office/directorate-level managers may approve awards up to 3% of the employee's annual salary. The NGB awards committee reviews nominations in excess of 3%.

**NGB Jacket Award.** This award is for a special act or service by an NGB civilian employee who exceeds normal job-performance.

**On-the-Spot Award.** This \$25.00 to \$300.00 award is for a noteworthy special act or service of employee for contributions at any time.

**Time-Off Award.** This award grants the recipient up to 80 hours time off during a leave year. This award is presented for superior achievement or other personal effort that contributes to the quality, efficiency or economy of government operations.

To nominate an employee for the above awards, complete a DA Form 1256 or AF Form 1001, to include justification, and forward it to NGB-SD.

**- Honorary Awards:**

Honorary Army and Air Force awards are also available for presentation to NGB's civilian employees.

For additional information, see AR 672-20 or AFI 36-1001, as appropriate, or contact NGB-SD.



**PART 4A.**

**NATIONAL GUARD BUREAU AWARDS CHART**

Request for the Awards listed below are placed by use of NGB FORM 0672

<b>AWARD</b>	<b>DESCRIPTION</b>	<b>CRITERIA</b>	<b>REQUESTOR</b>	<b>APPROVAL</b>
NGB Distinguished Service Award	Medal with certificate	Highest level of contribution.	Chief, NGB Division Chief	Chief, NGB
NGB Eagle Award	Statue	Superior achievement or support to individuals who have made lasting contributions to the National Guard Bureau.	NGB-ARZ NGB/CF NGB-ZC CIO/PEO	Chief, Vice Chief NGB
NGB Heritage Series (WWW.NGB.DTIC.MIL Reference & Research Gallery)	Painting	Outstanding service or achievement to the National Guard or the National Guard Bureau.	Division Chief	ZC, ARZ, or CF
NGB Meritorious Service Award	Plaque			
NGB Minuteman Award	Statue			
NGB Certificate of Commendation	Certificate	Contributing noteworthy service to NGB directly or indirectly at any level.	Supervisor or individual with knowledge of contribution.	Division Chief
NGB Certificate of Appreciation		Service or contribution to the National Guard.		
NGB Civilian Service Award	Plaque	Every 5 years.		
Pentagon Picture	Photograph	Service in Pentagon for a minimum of 2 years.	Individual office.	None required.

**PART 4B.**

**CIVILIAN INCENTIVE AWARDS CHART**

<b>AWARD</b>	<b>DESCRIPTION</b>	<b>CRITERIA</b>	<b>REQUESTOR</b>	<b>APPROVAL</b>
On-the-spot cash award (AR) or Notable Achievement (AF)	Cash award \$25 to \$300	Acts or achievements that result in benefits to the Army, Air Force, or NGB.	Supervisor or individual with knowledge of act, service, or achievement.	Division Chief
Time-off Award	Up to 80 hours			NGB Awards Committee
Special Act or Service	Cash award up to 3% of annual salary			
	Cash award over 3% of annual salary			
NGB Jacket	Khaki & black with gold NGB logo baseball style jacket	Special act or service by NGB civilian employee	Supervisor	Division Chief
Performance Award	Cash award up to 2% of annual salary	Highly Successful annual rating		Directorate Level
	Cash award up to 3% of annual salary	Exceptional annual rating		
	Over 3% annual salary			
Quality Step Increase (QSI)	An additional within-grade pay increase			Division Chief

**NOTES:**

1. For additional information on Army awards, see AR 672-20.
2. For additional information on Air Force awards, see AFI 36-1001.