



NATIONAL GUARD BUREAU

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ARLINGTON, VA 22204-1382

ARNG-HRH (RN 621)

19 January 2023

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico, Guam, the US Virgin Islands, and the Commanding General of the District of Columbia

SUBJECT: ARNG Education Services Award Program (PPOM 23-005)

1. References:

- a. AR 600-8-22 (Military Awards)
- b. AR 672-20 (Incentive Awards)

2. Purpose. This policy establishes the ARNG Education Services Award Program and outlines the procedures to formally recognize the efforts of high performing education staff.

3. Overview. ARNG education staff provide essential education service and support to Soldiers and family members which significantly enhances ARNG recruiting, retention, and readiness efforts. As such, it is important to appropriately recognize the achievements of those individuals who go above and beyond their normal duties.

4. Award Categories and Award. One recipient in each category below will be recognized during the annual ARNG Education Workshop. Military receipts will be submitted for a Meritorious Service Medal; Civilian recipients will be submitted for a Meritorious Civilian Service Medal.

- a. Education Services Officer of the Year.
- b. Education Counselor of the Year. (Includes Guidance Counselors and Education Services Specialists)
- c. GI Bill Manager of the Year.

5. Eligibility. To be eligible for an award, individuals must have served in a valid position in the state education office for the entire award period (1 Oct through 30 Sep 2022) and be a Title 32 ADOS, AGR, MILTECH, or Title 5, Department of the Army Civilian (State or Federal). Note: recipients may only receive one award during a given year and may not receive more than one of the same award within any three-year period.

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6. Procedures:

a. Nomination. Any military, DoD civilian, or state employee of the ARNG may nominate an individual for an award using the sample nomination (see enclosures). Nominations must be submitted to 1LT Lavern Neale at lavern.p.neale.mil@army.mil no later than 10 February 2023.

b. Board Review Process. The Education and Incentive Advisory Group (EIAG) will serve as the review board and will evaluate and rate each nominee. The EIAG Chair will consolidate all nominations and submit completed ratings to the Chief, Education Services Branch no later than 24 February 2023.

c. Awardee Selection. The Chief, Education Services Branch, will review the EIAG ratings and select the final award recipients. The Education Services Branch will complete a DA Form 638 for military recipients or a DA Form 1256 for civilian recipients and route through the individual's chain of command/HRO office for processing.

7. The point of contact for this memorandum is Dr. Kenneth A. Hardy, Chief, Education Services Branch at 703-607-9744 or kenneth.a.hardy3.civ@army.mil.

3 Encls

1. ESO Nomination
2. Education Counselor Nomination
3. GI Bill Manager Nomination

GILBERT S. MORALES, JR
Chief, Personnel Policy Division