# Office Symbol Date

# MEMORANDUM FOR Chief, Education Services Branch, National Guard Bureau (ARNG-HRH-C), 111 South George Mason Drive, Arlington, VA 22204

SUBJECT: ARNG Education Services Officer of the Year Nomination

# 1. Purpose. To recommend [Name] as the Education Services Officer of the year.

2. Nominee Information:

1. Full Name: [First, Middle, Last]
2. Rank or Civilian Grade: [Current Rank or Civilian Grade]
3. Duty Assignment and Title: [Current assignment location and title]
4. Email Address: [Full email address checked regularly by the nominee]
5. Telephone/Cell Phone Number: [Full phone contact information]
6. Mailing Address: [Current organizational mailing address for the nominee]
7. Total Time Served in Education Office: [Either in military or civilian capacity]
8. Civilian Education: [List degrees/certifications earned]
9. Military and/or Civilian Awards: [All military and civilian awards related to service in voluntary education]

3. Oversight/Supervision. No more than 100 words describing the nominee’s efforts/accomplishments providing oversight/supervision to the education office staff and mission. Provide examples, metrics, and/or specific innovative processes he or she implemented.

4. Stakeholder Engagement. No more than 100 words describing the nominee’s efforts/accomplishments engaging with both internal and external stakeholders. Key stakeholders include; senior ARNG leaders, units, school representatives, training vendors, and other DoD, state, federal, and civilian agencies/organizations.

5. Advertising/Marketing. No more than 100 words describing the nominee’s efforts/accomplishments advertising/marketing ARNG education programs and services to Soldiers and family members to include preparing and conducting briefings. Provide examples, metrics, and/or specific accomplishments/innovative processes he or she implemented.

6. Other Significant Achievements. No more than 100 words describing the nominee’s efforts/achievements in other areas not previously mentioned. Include specific actions or initiatives that distinguished the nominee or that will have a long-lasting positive impact on the ARNG education services community.

# 7. The point of contact for this nomination is the undersigned at [Email], [Phone].

# [Name]

# [Position]

# [State]