



CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-ZB
DISTRIBUTION: A

CNGBI 1601.01
18 June 2018

NATIONAL GUARD BUREAU JOINT STAFF AND OFFICE OF THE CHIEF OF
THE NATIONAL GUARD BUREAU QUARTERLY AWARDS RECOGNITION
PROGRAM

Reference: Department of Defense Directive 5105.77, 30 October 2015,
“National Guard Bureau (NGB),” Incorporating Change 1, 10
October 2017

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau Joint Staff (NGBJS) and Office of the Chief of the National Guard Bureau (OCNGB) Quarterly Awards Recognition Program in accordance with (IAW) the reference.
2. Cancellation. None.
3. Applicability. This instruction applies to all Federal civilian employees and Title 10 (T10) Service members assigned or attached to the NGBJS and the OCNGB.
4. Policy. It is NGB policy to recognize Federal civilian employees and T10 Active Guard Reserve, Active Component, and Active Duty Operational Support military personnel who have made significant contributions to the mission of the NGBJS and the OCNGB.
 - a. Nominations. Each NGBJS Directorate and each Office within the OCNGB can nominate one individual from each category (see Table 1) during each quarter of the calendar year. Individuals nominated for the awards must be serving in the appropriate grade for the award concerned as of the last day of the award period. There will be one quarterly award winner in each category.

UNCLASSIFIED

Junior-Level Civilian	General Schedule (GS) 1 to GS-12
Senior-Level Civilian	GS-13 and GS-14
Noncommissioned Officer	E-5 and E-6
Senior Noncommissioned Officer	E-7 and E-8
Company Grade Officer and Warrant Officer (WO)	O-1 to O-3, WO-1, and WO-2
Field Grade Officer	O-4, O-5, WO-3, and WO-4
Directors, Office Chiefs, Deputy Directors, and GS-15 and above, O-6 and above, WO-5, and E-9 personnel are not eligible for individual quarterly awards.	

Table 1. Quarterly Award Nomination Categories

(1) Submit all nominations through the electronic tasking system (ETS) to the Director of the NGBJS (DNGBJS) Senior Enlisted Leader (SEL) within five business days of the tasking memorandum. Each directorate and office should ensure all nominations are vetted and approved before they are submitted to DNGBJS SEL for each quarter according to Table 2.

First Quarter	01 January through 31 March
Second Quarter	01 April through 30 June
Third Quarter	01 July through 30 September
Fourth Quarter	01 October through 31 December

Table 2. Quarterly Award Periods

(2) Use NGB Form 410, “NGB Quarterly Awards Nomination Form” to submit nominations. Include only accomplishments performed during the quarter. Nominees do not have to be assigned to NGBJS or OCNGB for the entire quarter, but list only their actions during that quarter that contributed to the mission. Actions that began in an earlier quarter but were completed in the quarter under consideration may be cited.

(3) No attachments will be considered by the NGBJS and the OCNGB Quarterly Awards Recognition Program Selection Committee. The nomination form contains nominee information and nomination justification. Nominee information must be completed in full. The nominee justification must have a results-oriented, factual, and precise format. Do not use generalities or flowery prose; emphasize results, be specific, and do not repeat the same facts in a

different bullet. Use bullet statements in the justification body under each header of the form. List accomplishments according to these selection criteria:

(a) Job Performance in Primary Duty. Describe significant accomplishments and how well the individual performed assigned primary duties. Define the scope, level of responsibilities, and impact on the mission. Include any initiatives or techniques developed by the individual that positively impacted the mission. Include results for NGBJS or OCNGB initiatives, inspections, or evaluations. Consider development of quality principles, new techniques, and contributions to increased mission effectiveness and acceptance of responsibility. In addition, consider scope and level of responsibility and cost-saving initiatives.

(b) Leadership and Followership. Define the scope and impact of the individual's positive leadership and followership related to the person's primary duties. Consider display of awareness, diplomacy, courage, collaboration, and critical thinking to effectively accomplish the mission. In addition, consider a high level of competence, motivation, and intelligence as qualities regularly exhibited that impact the mission.

(c) Significant Self-Improvement Efforts. Show how the individual developed or improved skills related to primary duties, such as formal training, career development course enrollment or completion, on-the-job training, certifications, training courses offered by Federal agencies or local contractors, independent study, and non-credit courses. Include any off-duty education not directly related to primary duties, such as class, course, or degree enrollment or completion and grade point average. Cite any other relevant training or activity that significantly enhanced the individual's value to the staff or mission.

(d) Whole Person Concept. Define the individual's involvement in both the military and civilian communities. Include leadership, membership, or participation in advisory councils, professional military and civilian organizations, associations, and events -- for example, serving as president or assuming leadership roles in social, cultural, or religious associations. Other community service activities may also be considered.

b. NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee. Once award nominations are reviewed and endorsed, the selection committee will convene within seven business days after DNGBJS SEL contacts respective directorates or divisions for personnel. The committee will use a 50-point scoring system to score each nomination as shown in Table 3.

Job Performance in Primary Duty	Up to 20 points
Leadership and Followership	Up to 20 points
Significant Self-Improvement Efforts	Up to 5 points
Whole Person Concept	Up to 5 points

Table 3. Quarterly Awards Scoring

(1) Scoring will be based on the award nomination package only. Nominees will not physically appear before the NGBJS and the OCNGB Quarterly Awards Recognition Program Selection Committee. Each committee member will score the packages and return them to the DNGBJS SEL for consolidation.

(2) The selection committee (senior leaders identified by the DNGBJS SEL and tasked by the NGBJS and the OCNGB Quarterly Awards Recognition Program Manager) will receive the completed nomination packages from the DNGBJS SEL for scoring. The DNGBJS SEL will average the scoring of the selection committee members and assign a consolidated score to each package. In each category, the individual with the highest consolidated score will be selected as the category winner.

c. Award Announcement. The award announcement is a formal presentation during a town hall meeting that recognizes the quarterly award nominees and recipients.

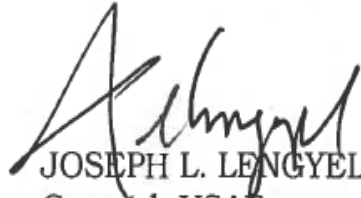
5. Definitions. None.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 1601.01.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpcdc.ngb.army.mil>>.

9. Effective Date. This instruction is effective upon signature and must be reissued, canceled, or certified as current within five years from the date signed.



JOSEPH L. LENGYEL
General, USAF
Chief, National Guard Bureau

Enclosures:

A -- Responsibilities
GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. DNGBJS. The DNGBJS will:

a. Advise the Chief of the National Guard Bureau (CNGB) on all matters affecting the overall execution of the NGBJS and OCNGB Quarterly Awards Recognition Program.

b. Develop and maintain procedures for implementing and executing the NGBJS and OCNGB Quarterly Awards Recognition Program.

c. Provide oversight to ensure the directorates and offices recognize eligible personnel for quarterly awards.

d. Ensure coordination of ceremonial processes with the CNGB.

e. Host the awards ceremony in the absence of the CNGB or Vice CNGB.

2. DNGBJS SEL. The DNGBJS SEL will:

a. Advise the DNGBJS on all matters affecting overall execution of the NGBJS and OCNGB Quarterly Awards Recognition Program.

b. Maintain oversight of the program to ensure that outstanding achievement, performance, and leadership by personnel assigned or attached to the NGBJS are properly recognized and rewarded.

c. Conduct a NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee meeting to review submissions and ensure all nominations are presented to the NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee for review.

d. Coordinate with the NGB Office of Protocol on the awards ceremony location, date, time, and script.

e. Assist the DNGBJS or designated representative during the awards presentation.

f. Evaluate and monitor awards participation and recommend improvements.

g. Ensure all deadlines are met.

h. Coordinate a tasking memorandum to identify senior leaders from different directorates or offices to participate in the NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee.

3. NGBJS and OCNGB Quarterly Awards Recognition Program Manager. The NGBJS and OCNGB Quarterly Awards Recognition Program Manager will:

a. Function as the primary point of contact for receiving and responding to NGBJS and the OCNGB Quarterly Awards Recognition Program inquiries and submissions.

b. Provide suspense dates in the ETS for NGBJS Directorates and offices within the OCNGB for each fiscal year.

c. Task military and civilian senior leaders, through the ETS, to be members of the NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee.

d. Review award nominations to verify that all requirements are met and that proper documentation is included.

e. Ensure all nomination packages are presented to the DNGBJS SEL for review prior to presentation of nominations to the NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee for scoring.

f. Coordinate with the DNGBJS SEL to arrange an appropriate formal ceremony to recognize category award recipients.

g. Procure incentive awards for presentation.

h. Maintain historical records of category award nominees and recipients.

i. Verify nominee eligibility for awards to ensure recipients are not nominated again within a 12-month period.

4. NGBJS Directorates and Offices Within the OCNGB. NGBJS Directorates and Offices within the OCNGB will:

a. Nominate high-performing Federal civilians and Service members for consideration to receive awards IAW ETS suspense dates.

b. Ensure awards request packages are prepared and submitted IAW the recommended timelines outlined in this instruction.

c. Provide personnel to be members of the NGBJS and the OCNGB Quarterly Awards Recognition Program Selection Committee upon receiving the NGBJS SEL tasking memorandum.

5. NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee. The NGBJS and OCNGB Quarterly Awards Recognition Program Selection Committee will:

a. Consist of five military and civilian senior leaders (committee chairperson and four other military and civilian senior officials) from the NGBJS and the OCNGB, excluding NGB Inspector General and NGB Judge Advocate leaders.

b. Review nominations provided by the DNGBJS SEL.

c. Individually score the nominations and return them to the DNGBJS SEL. If there is a tie between average scores in any category, the chairperson will review the packages and cast the tiebreaking vote.

d. Provide the packages of the nominees and award recipients to DNGBJS for presentation by the CNGB or VCNGB at the awards ceremony.

GLOSSARY

PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
DNGBJS	Director of the National Guard Bureau Joint Staff
ETS	Electronic tasking system
GS	General Schedule
IAW	In accordance with
NGB	National Guard Bureau
NGBJS	National Guard Bureau Joint Staff
OCNGB	Office of the Chief of the National Guard Bureau
SEL	Senior Enlisted Leader
T10	Title 10
WO	Warrant officer

PART II. DEFINITIONS

Senior Leader -- Any Federal civilian employee or Title 10 Service member in the Army or Air National Guard in the grades General Schedule 15 and above, O-6 (colonel) and above, Warrant Officer 5, or E-9 (sergeant major or chief master sergeant).