



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-DM
DISTRIBUTION: A

CNGBI 1601.01A
05 December 2024

NATIONAL GUARD BUREAU AWARDS PROGRAMS

References: See Enclosure C.

1. Purpose. This instruction establishes policy and assigns responsibilities for the National Guard Bureau (NGB) Awards Programs, including the Chief of the National Guard Bureau (CNGB) Special Awards Program, the NGB Quarterly Awards Program, and the NGB Annual Awards Program in accordance with (IAW) reference a.
2. Cancellation. This instruction cancels and replaces its previous version CNGB Instruction 1601.01, 27 June 2018, "National Guard Bureau Joint Staff and Office of the Chief of the National Guard Bureau Quarterly Awards Recognition Program," and "NGB Awards Program Booklet," 29 April 2015.
3. Applicability. This instruction applies to all personnel assigned to the NGB, as defined in reference a, or those who have served on a committee on behalf of NGB. These awards are not intended for NGB Contractors, State or Territory Active Guard Reserve or Drill Status Guardsman, Active Components, Major Commands, and non-profit organizations, except for the NGB Certificate of Commendation and Certificate of Appreciation.
4. Policy. It is NGB policy to recognize personnel assigned to the NGB who have served or represented the NGB in an official capacity, including Title 10 United States Code Active-Duty Operational Support military personnel who have made significant contributions to the mission of the NGB.
 - a. General Guidance. CNGB Special Awards requests are submitted electronically on NGB Form 672, "National Guard Bureau Awards Program Request." The NGB Quarterly Awards Program nominations are submitted electronically on NGB Form 410, "NGB Quarterly Awards Nomination." CNGB Special Awards, NGB Quarterly Awards, and NGB Annual Awards recommendations are submitted to the NGB Directorate of Management and Administration (NGB-DM) using the electronic tasking system box labeled "DMA Workflow." CNGB Special Awards requests must be submitted 30 business days prior to the requested presentation date. Business days exclude weekends, holidays, and minimum manning days. Submit recommendations by the

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required time to ensure punctual award delivery for presentation at ceremonies. Incorrect or obsolete forms will not be accepted.

b. CNGB Special Awards Program. See Table 1 for CNGB Special Awards. See Enclosure B, Table 5 through Table 13 for the criteria, requester, approval authority, and style of each award. Only one award is authorized per award service or achievement period as indicated in block 6 of NGB Form 672. The Certificate of Commendation, Certificate of Appreciation, and the Civilian Service Award may be presented in addition to Service awards.

(1) Each recommendation for a CNGB Special Award must be complete and entered in the electronic tasking system within one year of the act, achievement, or service to be honored, signed by the initiating officer, and endorsed by a higher official in the chain of command for consideration.

(2) Self-nomination for CNGB Special Awards program is not authorized. Once an individual has been approved for a CNGB Special Award, they are not eligible to receive another CNGB Special Award until a minimum of one year has elapsed. Each directorate and office will ensure all CNGB Special Awards requests are properly vetted before submission.

(3) A CNGB Special Award will not be awarded or presented to any individual whose entire service after the time of the distinguished act, achievement, or service has not been honorable. Leaders at all levels will ensure that individuals on whom favorable personnel actions have been suspended are neither recommended for, nor receive, a CNGB Special Award during the period of suspension.

CNGB Special Awards		Authorization for Receipt
A	Distinguished Service Award	One Award per award period
B	Eagle Award	One Award per award period
C	Heritage Painting	One Award per award period
D	Meritorious Service Award	One Award per award period
E	Minuteman Award	One Award per award period
F	Civilian Service Award	One Award per award period
G	Certificate of Commendation	May be presented by itself or in addition to any of the awards in A through F
H	Certificate of Appreciation	May be presented by itself or in addition to any of the awards in A through F

Table 1. CNGB Special Awards

(4) Awards for Outside Agencies. Offices within NGB may recommend special awards for outside agencies as appropriate and when the criteria in Enclosure B have been met. Offices shall ensure that award packages for outside agencies meet the minimum criteria for the award submitted. Awards for outside agencies are processed the same as an award for an individual.

(5) Exceptions to Policy. Exceptions to Policy are accepted on a case-by-case basis for special awards listed in this document. Exceptions to Policy shall follow the standard format, must be signed by a general officer or Senior Executive Service member, submitted with the award package and approved by the appropriate approval authority outlined in Enclosure B.

c. NGB Quarterly Awards Program. Each NGBJS Directorate and each office within the OCNGB may nominate one individual for each category (see Table 2) during each quarter of the calendar year. Individuals nominated for awards must be serving in the appropriate grade for the award as of the last day of the award period. There will be one quarterly award winner in each category. Each directorate and office should ensure all nominations are vetted and approved before they are submitted for each quarter according to Table 3. The award will be presented by the NGB Director of Staff and the NGB Joint Senior Enlisted Leader during the NGB Joint Staff Quarterly Town Hall and Awards Ceremony.

Junior-Level Civilian	General Schedule (GS)-1 to GS-12
Senior-Level Civilian	GS-13 and GS-14
Junior Enlisted	E-1 to E-4
Non-commissioned Officer	E-5 and E-6
Senior Non-commissioned Officer	E-7 and E-8
Company Grade Officer and Warrant Officer	O-1 to O-3, Warrant (WO) Officer 1 and Chief WO (CW) CW2
Field Grade Officer and Warrant Officer	O-4, O-5, CW3 and CW4
Directors, Deputy Directors, GS-15 and above, O-6 and above, CW5 and E-9 personnel are not eligible for individual quarterly awards.	

Table 2. Quarterly Award Nomination Categories

Quarter	Covered Period
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 3. Quarterly Award Periods

(1) Nominations. Submit all nominations through the electronic tasking system to the “DMA Workflow Manager.” Each directorate and office will ensure all nominations are vetted and approved before they are submitted in the electronic tasking system for each quarter according to Table 3. Use NGB Form 410, “National Guard Bureau Quarterly Awards Nomination Form” to submit nominations. Include only accomplishments performed during the award period. Nominees do not have to be assigned to NGBJS or OCNGB for the entire award period, but list only actions during the award period that contributed to the mission. Actions that began in an earlier award period but were completed in the award period under consideration may be cited.

(2) NGB Form 410. The nomination form contains nominee information and nomination justification. Nominee information must be completed in full and must be results-oriented, factual, and precise. Emphasize results, be specific and use narrative statements in the justification body under each header of the form. Do not use generalizations or flowery prose, do not repeat the same facts in a different bullet. No attachments will be considered. 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, 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. 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.

(3) NGBJS and OCNGB Quarterly Awards Scoring. Nominees are scored solely on the accuracy and justification provided in the award nomination package. Scoring will use a 50-point scoring system to score each nomination as shown in Table 4. In each category, the individual with the highest consolidated score will be selected as the category winner.

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 4. Quarterly Awards Scoring

d. NGB Annual Awards Program. To be eligible for an annual award, recipients must have been awardees from the previous year's quarterly and semi-annual awards recognition programs. The NGBJS and OCNGB, Army National Guard, and Air Force National Guard are each required to nominate two officers, two enlisted members, and two career civilians to compete for this recognition, for a combined total of 18 nominees. Nomination packets must be uploaded to the electronic tasking system for proper review and action no later than 30 March of each year. The Joint Leader Advisory Board will review the final 18 nomination packets to determine six winners based on recommendations from the NGBJS, ARNG, and ANG Chiefs of Staff. Winners will be formally recognized by the CNGB at a ceremony to be determined. See Table 5.

Civilian of the Year Award	2 annual award winners
Non-Commissioned Officer of the Year Award	2 annual award winners
Officer or Warrant Officer of the Year Award	2 annual award winners
Directors, Deputy Directors, GS-15 and above, O-6 and above, CW5 and E-9 personnel are not eligible for individual quarterly awards.	

Table 5. NGB Annual Award Categories

5. Definitions. See Glossary.
6. Responsibilities. Enclosure A.
7. Summary of Changes. Changes to this document include new request and approval authorities for the CNGB Special Awards Program, new responsibilities assigned, procedures introduced and prescribed for the newly established NGB Annual Awards Program, the Pentagon Picture Lithograph removed from the CNGB Special Awards Program, and various administrative updates throughout the document for clarity.
8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be reviewed annually by the Proponent/Office of Primary Responsibility for continued validity, and must be revised, reissued, canceled, or certified as current every ten years.

A handwritten signature in black ink, appearing to read "S.S. Nordhaus", with a long horizontal flourish extending to the right.

STEVEN S. NORDHAUS
General, USAF
Chief, National Guard Bureau

Enclosures:

- A -- Responsibilities
- B -- NGB Special Awards Descriptions
- C -- References
- GL -- Glossary

ENCLOSURE A

RESPONSIBILITIES

1. CNGB. Per law and policy, and IAW reference a, the CNGB reserves the authority to establish and administer an awards program and retains approval authority for the Distinguished Service Award.
2. Vice CNGB (VCNGB). The VCNGB will approve awards listed in Enclosure B.
3. Director of Army National Guard (DARNG). The DARNG shall submit nominees for the NGB Annual Awards Program IAW with this instruction and may request awards for Soldiers and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
4. Director of Air National Guard (DANG). The DANG shall submit nominees for the NGB Annual Awards Program IAW with this instruction and may request awards for Airmen and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
5. NGB Director of Staff (NGB-DS). The NGB-DS will maintain oversight of the NGB Awards Program for the CNGB and ensure award criteria is established and applied consistently and in a timely manner. The NGB-DS shall submit nominees for the NGB Annual Awards Program IAW with this instruction and will approve awards as specified in Enclosure B.
6. Deputy DARNG. The Deputy DARNG may request awards for Soldiers and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
7. Deputy DANG. The Deputy DANG may request awards for Airmen and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
8. Chief of Staff of the Army National Guard. The Chief of Staff of the Army National Guard may request awards for Soldiers and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
9. Commander of the Air National Guard Readiness Center. The Commander of the Air National Guard Readiness Center may request awards for Airmen and Federal civilians who have served in the NGB, represented the NGB, or served on a committee for the NGB as specified in Enclosure B.
10. NGB Directorates and Offices within the OCNGB. NGB Directorates and Offices within the OCNGB will:

a. Nominate high-performing and deserving Federal civilians and Service members for consideration to receive special awards IAW this instruction

b. Ensure awards request packages and all other aspects of the award submission process are prepared, completed, and submitted IAW the timelines provided.

11. NGB-DM. NGB-DM will ensure the Staff Support Services Office Chief processes awards IAW this instruction, the references, and:

a. Oversees and manages the NGB Awards Program.

b. Revises policies IAW CNGB guidance.

c. Provides oversight for audit reviews.

ENCLOSURE B

NATIONAL GUARD BUREAU SPECIAL AWARDS DESCRIPTIONS

NGB Distinguished Service Award	Recognizes the highest level of contribution to the NGB. (requesting office must provide narrative for award plate)
Criteria	Minimum 10 years of service and highest level of contribution to the NGB, including consistent, direct engagement with the CNGB and other Department of Defense or Executive Administration principles.
Requester	VCNGB, NGB-DS, DARNG, DANG
Approval Authority	CNGB
Style	Award consists of the CNGB coin with NGB Eagle Medal (2.25" by 2.25") attached to a ribbon in a display case with a 17" by 21" framed certificate.

Table 6. NGB Distinguished Service Award

NGB Eagle Award (Shadow Box)	Recognizes superior achievement or service to the NGB.
Criteria	Superior achievement or service to the NGB, such as retirements, lengthy service up to 10 years, or consistent, direct engagement with the VCNGB, the DARNG, the DANG, the NGB-DS, and other Department of Defense or Executive Administration Deputy Principals. Nominees should be recipients of previous NGB awards.
Requester	NGB-DS, Chief of Staff of the Army National Guard, <u>Commander of the Air National Guard Readiness Center</u>
Approval Authority	VCNGB
Style	8" by 10" custom cherry shadow box frame plaque with blue velour, eagle medallion with ribbon overlay, a color etched gold plate and engraved small black brass small plate.

Table 7. NGB Eagle Award

NGB Heritage Painting	Recognizes outstanding service to the NGB.
Criteria	Criteria: Minimum two years of outstanding service to the NGB or upon retirement. Actions to meet outstanding service include consistent, direct engagements with NGB Directors and other Department of Defense Executive Administration, or Congressional equivalents (for example, Congressional Professional Staff Members, the Director of Joint Chiefs of Staff, or NGB-J1).
Requester	O6/GS-15 or Higher
Approval Authority	NGB-DS
Style	15" by 20" framed painting depicting one of various events in the history of the National Guard with an engraved brass plate attached to the frame.

Table 8. NGB Heritage Painting

NGB Meritorious Service Award	Recognizes meritorious service to the NGB and is awarded upon reassignment or retirement out of the NGB.
Criteria	Normally awarded for meritorious service or achievement up to three years.
Requester	O6/GS-15 or Higher
Approval Authority	CNGB, VCNGB, NGB-DS
Style	The award is the NGB seal (3.5" in diameter) mounted on an 8" by 10" plaque with a brass name plate.

Table 9. NGB Meritorious Service Award

NGB Minuteman Award	Recognizes outstanding achievement or service to the NGB presented at three levels.
Level 1 criteria	Level 1 award is for individuals who have been assigned to the NGB or individuals who have contributed by representing the NGB (for example, serving on a national committee).
Level 2 criteria	Level 2 award is for individuals at a higher level than Level 1, such as service on Capitol Hill or higher levels of Department of Defense and interagency leadership.
Level 3 criteria	Level 3 award is for individuals at a level higher than Level 2, such as outstanding achievement or service to NGB or assistance to the most senior leadership within Department of Defense, Federal or State Agencies, or the Federal Government.
Requester	Level 1 – O6/GS-15 or Higher Level 2 – General officer or Senior Executive Service Level 3 – NGB-DS, DARNG, DANG, Deputy DARNG, Deputy DANG
Approval Authority	Level 1 – NGB-DS Level 2 and Level 3 – CNGB, VCNGB
Style	The Level 1 award is a 6" tall Minuteman statue mounted on a wooden base with engraved brass plate. The Level 2 award is a 14" tall Minuteman statue mounted on a wooden base with engraved brass plate. The Level 3 award is a 17" tall Minuteman statue mounted on a wooden base with engraved brass plate.

Table 10. NGB Minuteman Award

NGB Certificate of Commendation	Recognizes noteworthy service contributions to the NGB (requesting office must provide wording for certificate)
Criteria	Contribution of noteworthy service to the NGB at a level or duration that directly assisted the National Guard.
Requester	Supervisor or individual with knowledge of contribution.
Approval Authority	O6/GS-15 or Higher.
Style	8.5" by 11" certificate.

Table 11. NGB Certificate of Commendation

NGB Certificate of Appreciation	Recognizes outstanding service or contribution to the NGB. (requesting office must provide wording for certificate)
Criteria	Recognizes outstanding contributions or in appreciation of service to the NGB.
Requester	Supervisor of individual with knowledge of contribution.
Approval Authority	O6/GS-15 or Higher.
Style	8.5" by 11" certificate

Table 12. NGB Certificate of Appreciation

NGB Civilian Service Award	Recognizes civilian service while assigned to the NGB for a minimum of five years.
Criteria	For civilian service while assigned to the NGB for a minimum of five years' service and five-year increments thereafter.
Requester	Supervisor of individual with knowledge of contribution.
Approval Authority	O6/GS-15 or Higher.
Style	8" by 10" plaque.

Table 13. NGB Civilian Service Award

ENCLOSURE C

REFERENCES

PART I. REQUIRED

- a. Department of Defense (DoD) Directive 5105.77, 30 October 2015, "National Guard Bureau (NGB)," Incorporating Change 1, 10 October 2017
- b. National Guard Bureau (NGB) Form 672, February 2024, "National Guard Bureau Awards Program Request" and NGB Form 410, March 2024, "NGB Quarterly Awards Nomination"
- c. NGB Publications and Forms Library Website, <<https://www.ngbpmc.ng.mil>>, accessed 09 October 2024

PART II. RELATED

- d. 5 Code of Federal Regulations 451, "Awards"
- e. Title 5 United States Code, Chapter 53, "Pay Rates and Systems"
- f. Department of Air Force Instruction 36-2805, 23 June 2020, "Awards and Recognition Program"
- g. DoD Instruction 1348.19, 03 February 2014, "Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments," Incorporating Change 1, 05 May 2020
- h. National Guard Regulation 672-1, 27 January 2012, "Trophies and Awards Program for the Army National Guard"

GLOSSARY

PART I. ACRONYMS

CNGB	Chief of the National Guard Bureau
DANG	Director of the Air National Guard
DARNG	Director of the Army National Guard
NGB-DS	National Guard Bureau Director of Staff
IAW	In accordance with
NGB	National Guard Bureau
NGB-DM	National Guard Bureau Directorate of Management and Administration
NGBJS	National Guard Bureau Joint Staff
OCNGB	Office of the Chief of the National Guard Bureau
VCNGB	Vice Chief of the National Guard Bureau
GS	General Schedule
WO	Warrant Officer
CW	Chief Warrant Officer

PART II. DEFINITIONS

General Schedule -- The general schedule is the predominant Federal pay scale, particularly for employees in professional, technical, administrative or clerical positions. The system has 15 grades, starting at GS-1 and going up to GS-15.

Warrant Officer -- In the United States Army, a Warrant Officer is a highly-specialized expert and trainer who is appointed by the Secretary of the Army. They are responsible for managing, maintaining, and operating the Army's equipment, support activities, and technical systems. Warrant Officers are also combat leaders, advisors, and trainers. There are five grades within the Army Warrant Officer Corps. A person is initially appointed as a Warrant Officer One "WO1" and progresses to Chief Warrant Officer Two "CW2" after two years, then competitive promotion to Chief Warrant Officer Three "CW3," Chief Warrant Officer Four "CW4," and Chief Warrant Officer Five "CW5".