

# NATIONAL GUARD BUREAU AWARDS PROGRAM REQUEST

The proponent of this form is NGB-DMA. Prescribing publication is CNGBI 1601.01A

1. Awardee Name (exactly as it will appear on the award)		2. Reason for Award		3. Delivery Address (if award is to be mailed to awardee)	
4. Award Requested (Please check ONLY one)					
4a. Award Type		4b. Authorized Requester		4c. Approval Authority	
<input type="checkbox"/> NGB Distinguished Service Award		CNGB, VCNGB, NGB-DS, DARNG, DANG		CNGB	
<input type="checkbox"/> NGB Eagle Award (Shadow Box)		NGB-DS, ARNG CoS, ANGRC Commander		CNGB, VCNGB	
<input type="checkbox"/> NGB Heritage Painting		O6/GS15 or Higher		NGB-DS	
NAME OF HERITAGE PAINTING (See Paintings at <a href="https://www.ngbpmc.ng.mil/heritageseries/">https://www.ngbpmc.ng.mil/heritageseries/</a> or <a href="https://www.nationalguard.mil/Resources/Image-Gallery/Heritage-Paintings/">https://www.nationalguard.mil/Resources/Image-Gallery/Heritage-Paintings/</a> )					
<input type="checkbox"/> NGB Meritorious Service Award		O6/GS15 or Higher		CNGB, VCNGB, NGB-DS	
<input type="checkbox"/> NGB Minuteman Award					
<input type="checkbox"/> Level 1		O6/GS15 or Higher		NGB-DS	
<input type="checkbox"/> Level 2		General Officer or Senior Executive Service		CNGB, VCNGB	
<input type="checkbox"/> Level 3		NGB-DS, DARNG, DANG, DDARNG, DDANG		CNGB, VCNGB	
<input type="checkbox"/> Civilian Service Award    Years _____		Supervisor of Individual with knowledge of contribution		O6/GS15 or Higher	
<input type="checkbox"/> NGB Certificate of Commendation		Supervisor of Individual with knowledge of contribution		O6/GS15 or Higher	
<input type="checkbox"/> NGB Certificate of Appreciation		Supervisor of Individual with knowledge of contribution		O6/GS15 or Higher	
5. Assigned Directorate (ARNG G2, NGB J6, NGB DoS, OCNGB, ANGRC A1)				6. Service or Achievement Date	
				FROM                      TO	
<p><b>7. JUSTIFICATION:</b> To support the nomination, provide a comprehensive narrative that includes concrete, quantifiable accomplishments and measurable outcomes. This written justification should explicitly demonstrate the individual's exceptional contributions and achievements, thereby warranting the award. Please note that supplemental materials, such as attachments, are not permitted. Instead, focus on crafting a clear and concise narrative that effectively highlights the nominee's notable successes and the significant impact they have made, using specific metrics and data to substantiate the nomination.</p>					
8. Action Officer Name		9. Directorate		10. Phone	
11. Authorized Requester (IAW CNGBI 1601.01A)		12. Name of Requester (print rank/grade, first name & last name)		13. Requesting Authority Signature	
14. DM&A SSSO Special Awards Program Manager Validation			15. Director, DM&A Signature		
16. Approval Authority			17. Approval Authority Signature		

## INSTRUCTIONS

1. Name of awardee spelled exactly as it should appear on the award.
2. Select Reason for the Award from the dropdown.
3. Place where award is to be delivered, no PO Boxes.
4. Please "x" in the block of the award being requested. If Heritage Painting is selected, please identify Heritage Painting requested from the drop down menu. If selecting NGB Civilian Service Award please indicate number of years in the block provided (increments of 5 years)
5. What Unit/Directorate is/was awardee assigned to?
6. Dates of Service or Period of Achievement for which award is intended.
7. Justification is self-explanatory. Please limit justification for certification to 11 lines.
8. Action Officer Name
9. Directorate of the requesting office.
10. Enter the phone number (DSN and COMM) for Action Officer.
11. Authorized Requester (CNGB, VCNGB, NGB-DS, DARNG, DANG, DDARNG, DDANG, ARNG-COS, ANGRC CC, GO/SES, O6/GS15)
12. Name of Requester (*print rank or grade/first name & last name*)
13. Authorized Requester Signature.
14. NGB-DMA-SSSO Special Awards Program Manager Validation - Signature.
15. Director of Management and Administration approval signature.
16. Approval Authority (CNGB, VCNGB, NGB-DS)
17. Approval Authority Signature.