

NATIONAL GUARD BUREAU AWARDS PROGRAM REQUEST (Continued)

15. APPROVING AUTHORITY SIGNATURE <i>(Office/Division Chief)</i>	16. DATE:
17. ARNG/ANG CHIEF OF STAFF SIGNATURE	18. DATE:
19. DIRECTOR, DM&A SIGNATURE	20. DATE:
21. NATIONAL GUARD BUREAU DIRECTOR OF STAFF SIGNATURE <i>(If required)</i>	22. DATE:
23. CHIEF/VICE CHIEF NATIONAL GUARD BUREAU SIGNATURE <i>(If required)</i>	24. DATE

INSTRUCTIONS

1. The name of awardee spelled exactly as it should appear on the award.
2. Reason for award. Pick from dropdown menu.
3. Date required is the date the POC expects to pick of the completed job. Please remember we require 30 working days minimum processing time.
4. Please "x" in the block of the award being requested. If Heritage Painting is selected, please identify Heritage Painting requested in the Block to the left. If selecting NGB Civilian Service Award please indicate number of years in the block to the left (increments of 5 years)
5. What Unit/Directorate is/was awardee assigned to?
6. Dates of Service or Period for which award is intended.
7. Justification is self-explanatory. Please limit justification for certification to 11 lines.
8. Authorized requester information
9. Office or Directorate of the requesting office.
10. Signature of the person requesting the award.
11. Enter the phone number (DSN and COMM) for POC.
12. Name of Person picking up the award.
13. Phone number of Person picking up the award.
14. Place where award is to be delivered, no PO Boxes.
15. Approval Authority signature (Office/Division Chief)
16. Date of approval authority signature
17. Army or Air National Guard Chief of Staff approval signature.
18. Date of ARNG/ANG approval signature.
19. DMA signature.
20. Date of Director, DMA signature.
21. National Guard Bureau Director of Staff Signature (If required)
22. Date of NGB CoS Signature
23. CNGB/VCNGB Signature (If required)
24. Date of Signature.