

National Guard Association of Illinois
Awards Program

Awards Program
National Guard Association of Illinois

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National Guard Association of Illinois
Awards Program

- 1) Purpose: The purpose of this awards program is to recognize individuals and organizations who have promoted, fostered, and improved the well being of the active and retired personnel of the National Guard and Naval Militia of the State of Illinois. These individuals will be honored for their outstanding performance, acts of heroism, service of a meritorious nature, patriotic activities, and service which has made a major contribution to this association or the National Guard and/or Naval Militia of the State of Illinois.
- 2) Categories of Awards: There are four general categories of awards. They are:
 - (a) Awards to individuals for personal acts or contributions.
 - (b) Awards to National Guard units or civilian organizations for contributions of major significance.
 - (c) Awards in recognition of service to the NGAI as president or as a member of the executive board of directors.
 - (d) Special awards as deemed appropriate by the NGAI board.
- 3) Eligibility: Any individual, groups of individuals, units or organizations which meets the criteria as set forth in each award.
- 4) Nominations and Timetables:
 - (a) Nominations: Nominations may be made by individuals qualified to make nominations in accordance with the criteria which pertains to each award category. Attachment #1 will be used to submit nominations for all awards except for par 2c above. There is no quota system for NGAI awards. If there are no appropriate award winners in any category in a given year, no award will be made.
 - (b) Timetables: All nominations for awards under provisions of par 2a, b and d above will be submitted to the Chairperson of the NGAI Awards Committee. The act, achievement, or service will be described in detail, giving pertinent names, places, dates, and specific facts. Nominations may be submitted anytime, however, they must be received by the Chairperson not later than ninety (90) days prior to the scheduled annual conference, or the date established annually by the awards committee chairperson.
- 5) Presentation of Awards: Awards given by the NGAI will be presented by the President of the Association at the annual conference, or on a suitable alternate occasion as determined by the President and/or the executive board.
- 6) Administrative Procedures: An annual reminder of nominations for NGAI awards, together with the name and address of the Awards Committee Chairperson and the submission deadline, will be published and distributed to all units sufficiently in advance to allow for proper submission in a timely manner.

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- a) The nominating individual will prepare a recommendation in accordance with attachment #1 insuring that all possible detail is included. Requests received postmarked or delivered after the deadline will be retained and considered for the following years awards program.
 - b) Awards will be purchased from funds designated for that purpose by the executive board.
 - c) The Secretary of the NGAI will notify all recipients of awards, to include the time, place, and date the award will be presented.
 - d) A permanent record of all NGAI award recipients will be maintained by the Executive Vice President, categorized by award category and year of presentation.
- 7) Responsibilities of NGAI Awards Committee:
- a) The primary responsibility of the awards committee is to review all nominations for awards and recommend approval or disapproval of such nominations to the executive board for final disposition.
 - b) The awards committee will perform all necessary duties relative to the awards program.
 - i) Review the NGAI Awards Program annually for adequacy and administrative effectiveness making such recommendations to the executive board to enhance the overall awards program.
 - ii) Submit recommendations for awards to the executive board at the scheduled February executive board meeting.
 - iii) After executive board review, nominations will be returned to the Chairperson of the awards committee for the following committee actions:
 - (1) Those nominations not favorably considered will be returned to the individual submitting the nomination, with appropriate comments.
 - (2) Administrative preparation of approved awards to include typing, engraving, framing, or other necessary actions as appropriate will be accomplished in coordination with the executive vice president of the association.
 - (3) The Chairperson will deliver to the resident of the NGAI, all completed awards ready for presentation, not later than seven(7) days prior to the annual conference.
- 8) Awards: The following individual and organizational awards comprise the category of awards sponsored by the National Guard Association of Illinois.

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| <u>Award:</u> | <u>Annex</u> |
|------------------------------|-----------------------|
| Distinguished Service Award | A- Individual |
| Outstanding Guardsman Plaque | B- Individual |
| Meritorious Service Award | C - Individual |
| Abraham Lincoln Award | D - Individual |
| Life Membership Award | E - Individual |
| Outstanding Unit Award | F - Unit |
| Citation | G – Individual / Unit |
| Service Awards | H - Individual |

Presidents Medallion of Office

Past Presidents Service Medal

Executive Board of Directors Crest

Special Awards

9) Due to unforeseen circumstances, the executive board of directors may at any time suspend or amend the procedures of this awards program when such action is deemed to be in the best interest of the NGAI.

10) Guidelines governing all awards and devices included in this awards program, have been established and approved by the executive board of the NGAI. Specific information is listed in annex A thru I.

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ANNEX A

National Guard Association of Illinois

The Distinguished Service Award

- 1) **PURPOSE:** To provide significant recognition to any individual who shall distinguish himself / herself with outstanding and exceptional service to the United States Government, the State of National Guard Association of Illinois.
- 2) **ELIGIBILITY:** Any member of the National Guard Association of Illinois, the National Guard or Naval Militia of the State of Illinois, or any individual, military or civilian.
- 3) **DESCRIPTION:** This award is a walnut plaque, to which the NGAI Seal, approximately 3 ½ inches in diameter, has been affixed. The NGAI Seal is a metal casting with raised features. Beneath the NGAI Seal, a brass name plate is mounted bearing the inscription “Distinguished Service Award”, with an area provided for indicative data to be inscribed in dull block letters.
- 4) **CRITERIA:** The following criteria shall serve as guidelines in the selection of recipients:
 - a) Superior performance in the course of military duty, or civilian occupation will not alone justify selection for the award.
 - b) An individual must have distinguished himself / herself as exceptionally outstanding in service to the United States Government, its military forces, both active and reserve, the State of Illinois, or the National Guard Association of Illinois.
- 5) **NOMINATIONS AND SELECTION PROCEDURES:** Any member of the Illinois National Guard, the National Guard Association of Illinois, may nominate an individual to receive this award. Nominations will be submitted using the format in attachment 1. Clear detailed statements of supporting justification must be included. Additional documentation (newspaper clippings, photos, etc.) may be attached if deemed appropriate.

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Awards Program

ANNEX B

National Guard Association of Illinois

Outstanding Guardsman Plaque

- 1) **PURPOSE:** To provide significant recognition to any individual who while serving in the Illinois Army or Air National Guard, distinguishes himself / herself with outstanding and exceptional service to the United States Government, the Illinois National Guard, or the National Guard Association of Illinois.
- 2) **ELIGIBILITY:** Any member of the National Guard Association of Illinois.
- 3) **DESCRIPTION:** This award is a walnut plaque, to which the NGAI Seal, approximately 3 ½ inches in diameter, has been affixed. The NGAI Seal is a metal casting with raised features. Beneath the NGAI Seal, a brass name plate is mounted bearing the inscription “Outstanding Guardsman Plaque”, with an area provided for indicative data to be inscribed in dull block letters.
- 4) **CRITERIA:** The following criteria shall serve as guidelines in the selection of recipients.
 - a) An individual must distinguish himself / herself by having performed an act of personal heroism, which brought great credit upon himself / herself, the Illinois National Guard, and the National Guard Association of Illinois; or
 - b) An individual must have distinguished himself / herself by having performed a particularly outstanding service to an individual or community activity or project, which enhances the image of the Illinois National Guard and the National Guard Association of Illinois.
 - c) This award will be limited to members of the National Guard Association of Illinois.
- 5) **NOMINATION AND SELECTION PROCEDURES:** Any member of the National Guard Association of Illinois who has specific knowledge of the facts and circumstances may submit the nomination. Nominations will be submitted using the format in attachment 1. Clear detailed statements of supporting justification must be included. Additional documentation (newspaper clippings, photos, etc.) may be attached if deemed appropriate.

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ANNEX C

National Guard Association of Illinois

Meritorious Service Award

- 1) **PURPOSE:** To recognize an individuals' outstanding achievement which was accomplished on behalf of the Illinois National Guard or the National Guard Association of Illinois.
- 2) **ELIGIBILITY:** Any member of the National Guard or Naval Militia of the State of Illinois, or civilian employee of the State or Federal government.
- 3) **DESCRIPTION:** A walnut colored plaque, to which the NGAI Seal approximately 1 ½ inches in diameter has been affixed. Beneath the NGAI seal, a brass name plate is mounted bearing the inscription "Meritorious Service Award", with an area for the individuals name and date of presentation to be engraved.
- 4) **CRITERIA:** The following criteria is established to serve as guidelines in the selection of recipients for this award.
 - a) An individual must have accomplished an outstanding achievement over a sustained period of time.
 - b) Outstanding performance by the individual must have been such as to clearly identify the nominee as having played a key role in the accomplishments for which the award is to be given. Outstanding performance of duties normal to the grade, branch, specialty, or assignment and experience of an individual are not considered adequate basis for this award.
 - c) Although a single accomplishment may be considered for this award, priority consideration should be given to those individuals who have contributed outstanding service on a sustained basis. Personal dedication and self-sacrifice also will be regarded as factors deserving consideration.
- 5) **NOMINATIONS AND SELECTION PROCEDURES:** Any member of the Illinois National Guard or the National Guard Association of Illinois may nominate an individual to receive this award. Nominations will be submitted using the format in attachment 1. Clear detailed statements of supporting justification must be included. Additional documentation (newspaper clippings, photos, etc.) may be attached if deemed appropriate.

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ANNEX D

National Guard Association of Illinois

Abraham Lincoln Award (Legislator of The Year)

- 1) **PURPOSE:** The Abraham Lincoln Award is intended to recognize distinguished Legislators whose extraordinary contributions to the defense of our country have been of great significance at the state or national level, by their support of the “Reserve Forces”, the “Total Force” or the National Guard Association of Illinois.
- 2) **ELIGIBILITY:** Any duly elected / appointed legislator, who fosters and perpetuates legislation beneficial to the “Reserve Forces” or the National Guard Association of Illinois, who meets the criteria herein, may be nominated for this award.
- 3) **DESCRIPTION:** This award is a walnut plaque in the shape of the state of Illinois, to which the NGAI Seal, approximately 3 ½ inches in diameter, has been affixed. The NGAI Seal is a metal casting with raised features. Beneath the seal, a brass plate is mounted bearing the inscription “Abraham Lincoln Award – Legislator of the Year, with an area provided for indicative data to be engraved in dull black letters.
- 4) **CRITERIA:** The following criteria governs the selection of an award recipient.
 - a) The individual to be selected should have made a significant contribution thru introduction or support of legislative actions which enhanced the Illinois National Guard, the NGAI, the “Reserve Forces – Total Force Concept” or the overall National Defense posture of the United States.
 - b) Although a single deed or action, if it is of significant magnitude may be considered as qualification for this award, priority should be given to sustained contributions over a period of time.
- 5) **NOMINATION AND SELECTION PROCEDURES:** The Chairperson of the NGAI Legislative Committee, members of the Executive Board of the NGAI, or the Adjutant General of Illinois may nominate individuals to receive this award. Nominations will be submitted directly to the President of the NGAI using the format in attachment 1, with clear detailed supporting justification (newspaper clippings, photos, etc. may be included if deemed appropriate). A simple majority of the Executive Board must approve the individual selected to receive the award. The award will be presented by the President of the NGAI during the annual conference. There shall be no more than one award presented on any given year.

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ANNEX E

NATIONAL GUARD ASSOCIATION OF ILLINOIS

NGAI Life Membership

- 1) **PURPOSE:** To recognize an individual who has contributed substantial time and rendered valuable services to the National Guard Association of Illinois.
- 2) **ELIGIBILITY:** Any individual eligible for life membership in the association.
- 3) **DESCRIPTION:** This award consists of a life membership card with an accompanying life membership certificate, suitable for framing.
- 4) **CRITERIA:** An individual who has made outstanding contributions by his / her personal time and effort, which contributed immeasurable to the roles and mission of the association.
- 5) **NOMINATIONS AND SELECTION PROCEDURES:** Any member of the Executive Board may nominate an individual for this award. Nominations will be submitted directly to the President of the NGAI using the format in attachment 1, with clear detailed supporting justification (newspaper clippings, photos, etc. may be included if deemed appropriate). A simple majority of the Executive Board must approve the individual selected to receive the award.

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ANNEX F

NATIONAL GUARD ASSOCIATION OF ILLINOIS

Outstanding Unit Award

- 1) **PURPOSE:** To recognize an Army and Air military organization for specific accomplishment and achievements of an outstanding nature relative to overall performance, NGAI support and community activities.
- 2) **ELIGIBILITY:** Illinois Army guard units at the company level, and Illinois Air guard units at the squadron / separate flight level.
- 3) **DESCRIPTION:** This award consists of two trophies, one for Air and one for Army. The trophies will be awarded each year to a unit, who will maintain the trophy, until subsequent award to another unit. The trophy will consist of several blank plates, which will be engraved with the unit and year of presentation. The trophy will contain the National Guard Association of Illinois emblem with a plate inscribed "Outstanding Unit Award". Additionally, a plaque will be awarded for the unit to permanently maintain. The plaque will be awarded for the unit to permanently appropriate engraving plate with the inscription "Outstand Unit Award", the unit name, and year of presentation.
- 4) **CRITERIA:** The following criteria is established to serve as a guideline in selection of recipients for this award.
 - a) The units contributions to membership and support of NGAI activities.
 - b) The units overall performance during federal inspections.
 - c) The units contributions to community activities representing the Illinois National Guard.
 - d) The units overall self-help effort to improve facilities and to promote the well being of assigned unit members.
- 5) **NOMINTIONS AND SELECTION PROCEDURES:** Nominations may be submitted by the Commander at the company-squadron / separate flight level directly to the Chairperson of the Awards Committee using the format in attachment 1. Clear detailed statements of supporting justification must be included. Additional documentation should be attached when possible (newspaper articles, photos, etc).

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ANNEX G

NATIONAL GUARD ASSOCIATION OF ILLINOIS

NGAI Citation

1. **PURPOSE:** To recognize individuals, units, and organizations for specific accomplishments and achievements of a beneficial nature to the Illinois National Guard or the National Guard Association of Illinois.
2. **ELIGIBILITY:** Any active or retired member of the Illinois National Guard or Naval Militia, any individual, or organization, United States or foreign, military or civilian.
3. **DESCRIPTION:** This award is a framed certificate with the National Guard Association of Illinois emblem, with an inscription of the individual or organizational name.
4. **CRITERIA:** The following criteria are established to serve as guidelines in selection of recipients of this award:
 - a. An individual or organization that was instrumental in exceptional performance of duty, or a specific achievement or contribution, which was beneficial to the Illinois National Guard or the National Guard Association of Illinois.
 - b. For exceptional performance of duties as a military member, specific contributions to community projects/service, or specific contributions by non-military individuals and/or organizations.
 - c. The specific contribution, achievement, act or valuable service rendered must be of a nature that promotes the Illinois National Guard Association or the National Guard Association of Illinois, or contributes to the well-being of its membership.
5. **NOMINATION AND SELECTION PROCEDURES:** Any member of the Illinois National Guard Association or the National Guard Association of Illinois may nominate an individual or organization to receive this award. Nominations will be submitted to the chairperson of the awards committee using the format in attachment 1. Clear detailed statements of supporting justification must be included. Additional documentation (newspaper clippings, photos, etc.) may be attached if deemed appropriate.

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ANNEX H

NATIONAL GUARD ASSOCIATION OF ILLINOIS

Service Awards

1. **PURPOSE:** To identify and recognize an individual's dedication and service to the National Guard Association of Illinois. Specifically to acknowledge the willingness to devote many hours of personal time and effort in discharging the duties as President or an elected member of the executive board of directors. They are to be worn with honor at all appropriate functions.

2. **ELIGIBILITY:** All individuals who serve as president of the NGAI or as members of the executive board of directors.

3. **DESCRIPTION:** The three devices are as follows:

a. **Presidents Medallion of Office** – a 3 ½ inch diameter medallion in gold brass, consisting of the NGAI seal surrounded by a wreath and the words “President” at the top center, suspended on a red, white, and blue neck sash.

b. **Past Presidents Service Medal** – a 1 ½ inch diameter medal in a pewter finish, consisting of the NGAI seal surrounded by a wreath and the words “Past President” at the top center, suspended on a red neck sash. The individuals name and years of service will be engraved on the reverse.

c. **Executive Board of Directors Crest** – an embroidered crest approximately 3 x 3 ½ inches in the shape and colors of the official NGAI logo. Appropriate for wear on suit jackets, blazers or blouses.

4. **CRITERIA:** In relation to par 3a, b and c above:

a. Shall be passed on from president to president and worn as a mark of office at all NGAI and other appropriate functions.

b. Shall be presented to all presidents of NGAI upon completion of their term of office.

c. Shall be presented to all individuals (officer/director) upon their selection to the Executive Board of Directors.

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ANNEX I

NATIONAL GUARD ASSOCIATION OF ILLINOIS

Special Awards

1. **PURPOSE:** To recognize an event or achievement by an individual, group or organization that does not fall within the scope of other National Guard Association of Illinois awards.
2. **ELIGIBILITY:** Any individual, group or organization whether military or civilian.
3. **DESCRIPTION:** Special Awards will be agreed upon by the Executive Board of Directors, as it seems appropriate for each occasion.
4. **CRITERIA:** Actions, achievements and other events of significant importance for which it is felt recognition by the association is merited.
5. **NOMINATIONS AND SELECTION PROCEDURES:** Any member of the NGAI may submit a nomination to the chairperson of the Awards Committee using the format in attachment 1. Clear, detailed statements of supporting justification must be included. Additional documentation (newspaper articles, photos, etc.) may be attached if deemed appropriate.

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REVISIONS

The National Guard Association of Illinois Awards program was established in the early 1970's.

An Ad Hoc awards committee completed the first formal revision on 25 October 1982, and was formally adopted by the NGAI Board of Directors on 28 October 1982.

The second revision is the result of awards committee actions and was completed on 25 August 1987 with formal adoption by the NGAI Board of Directors on 28 August 1987.

DISTRIBUTION

Units

Copies

| | |
|--|---|
| ILARNG – Company and Higher Headquarters | 1 |
| ILANG - Separate Flight/Squadron and Higher Headquarters | 1 |
| The Adjutant General of Illinois | 5 |

PLEASE NOTE: Recommendations for improvement of this awards program are welcomed from all NGAI members.

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RECOMMENDATION FOR NATIONAL GUARD ASSOCIATION OF ILLINOIS
AWARD

PART I. PERSONAL DATA _____ Date submitted: _____

1. Name of individual/unit being submitted for award: _____

2. Rank: _____

First – Middle – Last Name _____ (do not use E-4 etc.)

(NOTE: Correct spelling of name and rank is essential)

3. Nominees unit & address: _____

4. Nominee's home address: _____

5. Phone of nominee: Home () _____ Work: () _____

(NOTE: If award is to be presented posthumously give name, address, and phone number
of person to accept the award)

6. Recommended for following award: _____

PART II: AWARD INFORMATION

7. Has the individual/unit received any other NGAI award for this same criteria?
YES NO

8. Use a blank sheet or other attachment to detail supporting documentation (refer to
award criteria).

9. Include a proposed citation for the certificate.

10 This recommendation is submitted by the following: _____

Name, Rank, Unit (if applicable) _____ (unit address)

Home: () _____

Work: () _____

Signature

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PART III. COMMITTEE AND EXECUTIVE BOARD AUTHENTICATION

11. Awards committee action: APPROVED _____ DISAPPROVED _____

Chairperson phone number: Home: () _____ Work: () _____

Chairperson signature _____ Date _____

12. Executive Board action: APPROVED _____ DISAPPROVED _____

President signature _____ Date _____

Comments/Notes: