

NATIONAL GUARD ASSOCIATION OF CONNECTICUT

NGACT



AWARDS STANDING OPERATING PROCEDURES (SOP)

May 2012

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Task Checklist and Accomplish Dates

Tasks and Accomplish Dates

- a. Establish Deadline for Award Nominations: = ___ 15 Feb ___
- b. Send out Award Nomination Announcement: = ___ Nov-Feb ___
Yankee Courier, CT Guardian, NGCT/Bradley All Email, Facebook & NGACTION Website
- c. Compile Nominations: = ___ 16 Feb ___
- d. Select Recipients: = ___ 16 Feb ___
- e. Request Board vote if needed: = ___ 16 Feb ___
- f. Submit Award Order to Vendor of Choice: = ___ 16 Feb ___
Air- will be current year winners
Army- will be prior year winners
- g. Obtain Funding: = ___ 16 Feb ___
- h. Submit Names to NGACTION President to Request
Legislative Certificates: = ___ 16 Feb ___
(2012 OAY Winners & 2011 Soldier and NCO of the Year)
- i. Invite/Contact AFA/Col (Ret) Jack Swift for OAY winners:
Savings Bonds, AFA Certs, 1yr mbrshp EANGUS/NGAUS & NGACTION = ___ Jan ___
(Specific winners/names will not be known at this point)
- j. Invite/Contact AFSA/Chief Salsbury for OAY winners: = ___ Jan ___
(Specific winners/names will not be known at this point)
- k. Confirm Invitation of 2012 OAY winners: = ___ Jan ___
- l. Confirm Invite of 2011 Soldier &NCO of the Yr winners: = ___ Jan ___
- m. Invite NGACTION Award Winners: = ___ 16 Feb ___
- n. Confirm Attendance AFA/Col (Ret) Jack Swift: = ___ 2 wks prior ___
(Provide specific winners/names at this point)
- o. Confirm Attendance AFSA Chief Salsbury: = ___ 2 wks prior ___
(Provide specific winners/names at this point)
- p. Confirm Attendance of 2012 OAY winners: = ___ 2 wks prior ___
- q. Confirm Attendance of Soldier &NCO of the Yr winners: = ___ 2 wks prior ___
- r. Pick Up Awards: = ___ 2 wks prior ___
- s. Submit Invoice to NGACTION Treasurer: = ___ Upon Receipt ___
- t. Write Speech = ___ 2 wks prior ___

- u. Select 2 Proffers for day of: = ___2 wks prior___
 - v. Forward Remaining Certificates/Awards to Units: = ___April_____
 - w. Announce Winners: = ___April_____
- Yankee Courier, CT Guardian, NGCT/Bradley All Email, Facebook & NGACT Website

NGACT Awards & Eligibility

The Minuteman Award: The highest honor bestowed on a member of the Association. It recognizes exceptional achievement, a patriotic act, highly distinguished service and/or an outstanding contribution to a military organization, community, the State, the Nation or National Guard Association of Connecticut. Posthumous awards may be made to the next of kin.

Eligibility: Member or former member of the military and NGACT

The NGACT Leadership Award: Recognizes a company grade officer who epitomizes the loyalty, duty, respect, selfless service, honor, integrity, and personal courage exemplified in the Officer's Creed.

Eligibility: Company grade officer, member of the Connecticut National Guard, Member of NGACT and recommendation endorsed by the respective chain-of-command.

The Commander Sergeant Major Anthony V. Savino Award: Recognizes a noncommissioned officer who epitomizes the loyalty, duty, respect, selfless service, honor, integrity, and personal courage exemplified in the NCO Creed.

Eligibility: NCO and member of the Connecticut National Guard, member of NGACT and recommendation endorsed by the respective chain-of-command.

The Meritorious Service Award: Bestowed on an individual, firm or organization for outstanding service to the Connecticut National Guard and/or NGACT.

Eligibility: Any individual, firm or organization; military or civilian.

The President's Corporate Member Award: Recognizes a corporate member that distinguishes itself through noteworthy contributions in furtherance of the purpose, goals and objectives of NGACT.

Eligibility: Current corporate member of NGACT.

The President's Retiree Award: Recognizes a retiree member who distinguishes themselves through noteworthy contributions in furtherance of the purpose, goals and objectives of NGACT.

Eligibility: Current member of NGACT.

Sample Award Nomination Form

National Guard Association of Connecticut 2011-2012 Awards Program Nomination Form

The National Guard Association of Connecticut (NGACT) recognizes outstanding achievement or service in keeping with the purpose, goals, objectives and policies of the Association through its annual Awards Program. We will recognize recipients at the NGACT Annual Conference and Awards Luncheon on **Saturday, March XX, 20XX at the XXXXXXX.**

The NGACT Awards Committee is now accepting nominations through **15 Feb 20XX.** All nomination forms must be postmarked **NO LATER THAN 15 FEB 20XX** to be considered.

Please complete the and forward it with any supporting documentation to: NGACT Awards Committee, 360 Broad Street, Hartford, CT 06105-3795 or email to ngactexecutivedirector@gmail.com. Questions can be addressed to ngactexecutivedirector@gmail.com.

Name of Person being Nominated: _____
Is the Person a current member of the Connecticut National Guard? Yes ___ No ___
Is the Person a retired member of the Connecticut National Guard? Yes ___ No ___
Is this a posthumous award? Yes ___ No ___
Nominee's Unit: _____ Nominee's Rank: _____
Nominee's Phone Number: _____ Nominee's Email: _____
Award being Nominated For: _____

Please provide as detailed a description as possible of why this Nominee is deserving of the Award: (Use a separate sheet if necessary)

Name of person making the nomination: _____ Rank: _____
Unit of person making the nomination: _____
Your Phone Number: _____ Your E-mail: _____
Relationship to nominee: _____

Awards

- The Minuteman Award
- The NGACT Leadership Award
- The Command Sergeant Major's Award
- The Meritorious Service Award
- The President's Corporate Member Award
- The President's Retiree Award

Sample Regrets Letter



NATIONAL GUARD ASSOCIATION OF CONNECTICUT
William A. O'Neil State Armory
360 Broad Street, Hartford, CT 06105-3795
www.ngact.org ngactexecutivedirector@gmail.com 860-247-5000

DATE

Nominators Name & Address

Dear **Nominators First Name,**

Thank you for nominating _____ for the National Guard Association of Connecticut (NGACT) _____ award. We regret to inform you that _____ was not selected for the award this year.

Competition for NGACT awards is rising and this year we've received more nominations than we have in any of the past few years. We encourage you to nominate again next year. We look forward to your nomination next year.

Sincerely,

KENDRA L. ROSS
NGACT Awards Committee Chair

Sample Congrats/Invitation Letter



NATIONAL GUARD ASSOCIATION OF CONNECTICUT
William A. O'Neil State Armory
360 Broad Street, Hartford, CT 06105-3795

www.ngact.org

ngactexecutivedirector@gmail.com

860-247-5000

Date

Recipients Name & Address

Dear **Recipients First Name**,

It is with great pleasure that the National Guard Association of Connecticut (NGACT) informs you that you have been selected for the NGACT _____ award.

Competition for this award is very tough and we have received more nominations this year, than we have in any of the past few years. The committee was impressed with your on-going efforts and look forward to seeing you at the upcoming _____.

We would like to invite you to _____ on **Date** at **location** to personally present you with your award.

Please r.s.v.p to Kendra Ross @ ngactexecutivedirector@gmail.com by _____.

Congratulations and we look forward to seeing you on _____!

Sincerely,

KENDRA L. ROSS
NGACT Awards Committee Chair