



# **NATIONAL GUARD ASSOCIATION OF ILLINOIS AWARDS PROGRAM MANUAL**

**March 15, 2023**

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## **PURPOSE**

- a. The National Guard Association of Illinois (NGAI) awards program provides recognition for individuals and organizations who have promoted, fostered, and improved the wellbeing of the current and retired personnel of the Illinois National Guard (ILNG). These individuals will be honored for their outstanding performance, service of a meritorious nature, service that has made a major contribution to the ILNG or NGAI.
- b. The National Guard Association of the United States (NGAUS) operates a separate and distinct award program.

## **AVAILABLE AWARDS**

<b>Award</b>	<b>Category</b>	<b>Basic Eligibility</b>
Distinguished Service	Individual	Military or Government Civilian
Meritorious Service	Individual	Military or Government Civilian
John A. Logan Leadership	Individual	ILNG Member
Outstanding Unit	Unit / Organization	ILNG Unit
NGAI Citation	Individual / Organization	Any Individual or Organization
Harold E. Keistler Service	Individual	NGAI Member

## **NOMINATION PROCEDURES**

- a. Eligibility. Each award has specific criteria.
- b. Nominations. Each award has specific criteria as to who is qualified to make a nomination.
- c. The NGAI Award Nomination form will be used for all submissions.
- d. A nomination may be submitted at any time, but they must be received no later than 30 days prior to the NGAI Annual Conference.
- e. An annual reminder of the nominations deadline and procedures will be published and distributed to all MSC/Wing Representatives sufficiently in advance to allow for proper submission in a timely manner.
- f. Awards nominations received after the deadline will be processed on a case-by-case basis and retained for the following year if not processed.

## **PRESENTATION**

- a. Awards will be presented by the NGAI President during the Business Session.
- b. An alternate presentation or shipping the award can be coordinated through the Executive Director.

## **NGAUS AWARD PROGRAM**

- a. Award types and criteria are obtained from the NGAUS Website.
- b. NGAUS Awards require nomination by State Association (NGAI) president or Adjutant General.
- c. Any individual interested in submitting a nomination should work with their MSC/Wing Representative or any member of the NGAI Executive Board to route the nomination through the NGAI Executive Director for review.

## **Distinguished Service Award**

### **Purpose:**

To provide recognition for any individual who as a member of the ILNG performed exceptionally outstanding service to the United States Government, the ILNG, or NGAI.

### **Eligibility:**

Any current or retired member of the ILNG.

### **Description:**

This award is a walnut plaque, affixed with the NGAI emblem, beneath the emblem 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.

### **Criteria:**

- a. An individual must have distinguished themselves in exceptionally outstanding service to the United States Government, the ILNG, or NGAI.
- b. Outstanding performance of duties normal to the grade, branch, specialty, or assignment of an individual are not considered adequate for this award.
- c. An individual must have offered exceptionally outstanding contributions over an extended period to clearly merit this award of this medal.
- d. Contributions to units at the Wing/Brigade level and below may be considered, but this award is intended to recognize State and National level contributions.

### **Nomination and Selection Procedures:**

- a. Any member of the ILNG or NGAI may nominate an individual to receive this award.
- b. Nominations will be submitted using the NGAI Award Nomination Form. Clear detailed statements of supporting justification must be included. Additional documentation may be attached if deemed appropriate.
- c. An individual may not receive this award more than once.

## **Meritorious Service Award**

### **Purpose:**

To provide recognition for any individual who performed significant contributions to the United States Government, the ILNG, or NGAI.

### **Eligibility:**

- a. Any current or retired member of the ILNG.
- b. Any civilian federal employee assigned to the ILNG.
- c. Any state employee assigned to the Department of Military Affairs.

### **Description:**

This award is a walnut plaque, affixed with the NGAI emblem, beneath the emblem a brass name plate is mounted bearing the inscription "Meritorious Achievement Award", with an area provided for indicative data to be inscribed in dull block letters.

### **Criteria:**

- a. An individual must have distinguished themselves in outstanding service to the United States Government, the ILNG, or NGAI.
- b. Superior performance of duties normal to the grade, branch, specialty, or assignment of an individual are not considered adequate for this award.
- c. A single accomplishment may be considered as qualification for this award if it is of sufficient significance and magnitude. Considerations will be given to those individuals who have contributed outstanding service on a sustained basis.
- d. Contributions to units at the Group/Battalion level and below may be considered, but this award is intended to recognize Wing/Brigade and State level contributions.

### **Nomination and Selection Procedures:**

- a. Any member of the ILNG or NGAI may nominate an individual to receive this award.
- b. Nominations will be submitted using the NGAI Award Nomination Form. Clear detailed statements of supporting justification must be included. Additional documentation may be attached if deemed appropriate.

## **John A. Logan Leadership Award**

### **Purpose:**

To provide recognition to the achievements and dedicated service of one Army and one Air leader who have demonstrated outstanding leadership and professionalism in their service to country and community.

### **Eligibility:**

Any current member of the ILNG in the grades of:

- a. O-1, O-2, O-3, O-4
- b. WO1, CW2, CW3
- c. E-6, E-7, E-8

### **Description:**

This award is framed certificate with the NGA I emblem containing a brief citation of accomplishments and year of presentation.

### **Criteria:**

Whole-career information will be evaluated to include superior performance over multiple duty assignments, training, professional development activities; community service demonstrating leadership or exemplary character; military and civilian education; leadership qualities and character.

### **Nomination and Selection Procedures:**

- a. Nominations may be submitted by unit leadership (Commander, Executive Officer, Deputy Commander, Director of Operations, or Senior Enlisted Leader) at the Company/Battalion or Flight/Squadron/Group level.
- b. Nominations will be submitted using the NGA I Award Nomination Form. Clear detailed statements of supporting justification must be included. Additional documentation may be attached if deemed appropriate.
- c. An individual may not receive this award more than once.

## **Outstanding Unit Award**

### **Purpose:**

To provide recognition for one Army and one Air unit or organization for specific accomplishment and achievements of an outstanding nature relative to overall performance.

### **Eligibility:**

- a. ILARNG units at the company or detachment level.
- b. ILANG units at the flight or squadron level.
- c. Army or Air non-unit organizations (staff sections or separate offices).

### **Description:**

This award is framed certificate with the NGAI emblem containing a brief citation of accomplishments and year of presentation.

### **Criteria:**

- a. The unit or organizations' contributions in support of NGAI activities and membership.
- b. The unit or organizations' overall performance during inspections or training exercises above the State Level.
- c. The unit or organizations' contributions to community activities representing the Illinois National Guard.
- d. The unit or organizations' overall efforts to improve and promote the wellbeing of assigned unit members.

### **Nomination and Selection Procedures:**

- a. Nominations may be submitted by unit leadership (Commander, Executive Officer, Deputy Commander, Director of Operations, or Senior Enlisted Leader) at the Company/Battalion or Squadron/Group level.
- b. Nominations will be submitted using the NGAI Award Nomination Form. Clear detailed statements of supporting justification must be included. Additional documentation may be attached if deemed appropriate.

## **NGAI Citation**

### **Purpose:**

To provide recognition for individuals, units, and organizations for specific accomplishments and achievements of a beneficial nature to the ILNG or NGAI.

### **Eligibility:**

Any individual or organization: military or civilian.

### **Description:**

This award is framed certificate with the NGAI emblem containing a brief citation of accomplishments and year of presentation.

### **Criteria:**

An individual or organization that was instrumental in exceptional performance of duty, or a specific achievement or contribution.

### **Nomination and Selection Procedures:**

- a. Any member of the ILNG or NGAI may nominate an individual to receive this award.
- b. Nominations will be submitted using the NGAI Award Nomination Form. Clear detailed statements of supporting justification must be included. Additional documentation may be attached if deemed appropriate.



## **Harold E. Keistler Service Award**

### **Purpose:**

To provide recognition for an individual's dedication and service to NGAI. Specifically, to acknowledge the willingness to devote many hours of personal time and effort in discharging the duties of an elected member of the Executive Board.

### **Eligibility:**

Any member of NGAI who has served on the Executive Board or Committee for one full term or a minimum of three years.

### **Description:**

- a. For service less than 5 years: This award is framed certificate with the NGAI emblem containing a brief citation of accomplishments and years of service.
- b. For service greater than 5 years: This award is a walnut plaque, affixed with the NGAI emblem, beneath the emblem a brass name plate is mounted bearing the inscription "Harold E. Keistler Service Award", with an area provided for indicative data to be inscribed in dull block letters.

### **Criteria:**

- a. Serving on the NGAI Executive Board or Committee will not alone justify selection for the award.
- b. An individual must have distinguished themselves as exceptionally outstanding in service to NGAI.

### **Nomination and Selection Procedures:**

- a. An Officer of the NGAI Executive Board or the Executive Director may nominate an individual to receive this award.
- b. Nominations will be submitted using the NGAI Award Nomination Form. Clear detailed statements of supporting justification must be included.