



NGAT
National Guard Association of Texas
3706 Crawford Ave
Austin, Texas 78731
512-454-7300

NGAT AWARDS Standard Operating Procedures (SOP)

Approved by the NGAT Board of Directors
(Pending Approval)

National Guard Association of Texas

NGAT AWARDS STANDARD OPERATING INSTRUCTIONS (SOP)

1. **PROPONENT:** This SOP is established by the National Guard Association of Texas (NGAT). Submit suggested changes to this SOP to NGAT, ATTN: Executive Director, 3706 Crawford Ave, Austin, Texas 78731. Suggested changes will then be forwarded to the NGAT Awards Committee for consideration.

2. **PURPOSE:** The purpose of this SOP is to establish guidelines for the submission, processing, review, and selection of recipients to receive NGAT awards. An index of all available awards and a description of each award's designated purpose, criteria, eligibility, nomination/selection process, and approval authority is included at Annex A. Additionally, this SOP clearly defines the timeline for submission and the duties and responsibilities of all individuals involved in the NGAT awards process. This SOP is designed to answer as many questions as possible; however, no guide can be one hundred percent inclusive of all areas of concern. Any questions will be directed to the NGAT Executive Director.

3. **DUTIES AND RESPONSIBILITIES:** The following is a list of duties and responsibilities of those individuals or groups involved in the awards process.
 - a. **NGAT Members:** Current NGAT Annual or Life Members may submit personnel for recognition by NGAT in accordance with the criteria established for each award. Those submitting award nominations will ensure the award selected is appropriate for the accomplishment and/or service performed and will ensure that the Awards Nomination Form is accurate and submitted to the Awards Committee by the stated deadline.

 - b. **NGAT President:** The NGAT President will appoint the Awards Committee Chair and provide guidance regarding specific awards, the performance of their duties, and expectations for the program.

 - c. **Awards Committee Chair:** The NGAT Awards Committee Chair will be the primary recipient of all award submissions, unless otherwise indicated. The chair will gather all nominations by the due date indicated for further review and approval by the appropriate approval authority. The committee chair will work closely with the NGAT President and NGAT staff to ensure appropriate ceremonies are conducted to recognize selected awardees.

 - d. **NGAT Staff:** The NGAT Staff with the assistance of the NGAT Awards Committee Chair will ensure the maintenance of a permanent record of all awards and major recognition items distributed annually on behalf of NGAT. This list will be updated annually and maintained at the NGAT Office for historical purposes.

- e. Awards Committee: The Awards Committee consists of the Committee Chair, at least one Army Director and one Air Director and two NGAT Retired Directors. There should be an even balance of officers and enlisted members on the committee. The NGAT Awards Committee will review all nominations for awards at appropriate intervals, approve those awards which they have been delegated approval authority, and perform all administrative duties relating to the awards program while working under the general supervision of the chair. The NGAT Awards Committee is responsible for making recommendations to the President and/or NGAT Executive Committee for those awards that they are the approval authority. The Awards Committee can be contacted via email at awards@ngat.org.
- f. NGAT Executive Committee: The Executive Committee is responsible for ensuring that the Awards program is funded appropriately each year. The Executive Committee is also responsible for promoting all categories of awards listed in the NGAT Awards SOP. This promotion will ensure all potential recipients are considered and that the program will further the professionalism of NGAT members. Promotion will be accomplished by all means possible to include word-of-mouth, email solicitation to member, TXALL messaging, social media and articles in NGAT News Magazine.

4. PROCEDURES:

- a. All member of NGAT Award Committees will complete the Oath as stated under Annex B of this SOP.
- b. The NGAT President will designate individuals to serve on the NGAT Minuteman Award Committee as outlined in the procedures listed under Annex C of this SOP. This committee is separate from the NGAT Awards Committee and is designated only for the review of the NGAT Minuteman Award.
- c. The Award Nomination Form (Annex D) will be completed by any NGAT member wishing to nominate a person for an award based on the award descriptions in Annex A. This includes the NGAT Minuteman Award. Duty performance, accomplishments, or service should be reviewed carefully against the NGAT awards criteria to ensure appropriateness for the award before submission. Individual NGAT awards will generally not be awarded more than once to the same person.
- d. Completed Award Nomination Forms will be submitted to the NGAT Awards Chair at awards@ngat.org. The deadline for submission of NGAT awards is established and published annually by the Awards Committee Chair but will generally be no later than 15 Feb of each year, unless otherwise specified in this SOP. This annual awards deadline may be extended by the Awards Committee Chair as needed; however, no other exceptions will be granted, and awards submitted late, or incomplete will be returned without action. Minuteman Award nominations will be forwarded to the NGAT Executive Director for distribution to the NGAT Minuteman Awards Committee.
- e. Upon receipt of all awards nominations and after the annual deadline for submission has passed, the committee chair will arrange for review of the award nominations by the Awards

Committee. The committee will approve/disapprove those awards which they have been delegated that authority and will make recommendations to the President and/or Executive Committee for approval or disapproval on all other nominations received by the committee. The committee chair will also forward appropriate nominations to the NGAT President for approval. Unless otherwise noted, this review and approval process should be completed not later than 28 Feb each year to allow time for the awards to be ordered or prepared for presentation at the Annual NGAT Conference.

- f. Awards approved by NGAT will be presented on behalf of the membership. Presentations will usually be made by the President at the Annual NGAT Conference, or at a suitable alternative occasion as determined by the President. If the President is not available, a suitable alternate may be designated to make the presentation.
- g. Changes to the designated awards listed in this SOP require the approval of the NGAT Executive Committee prior to making the change and must be updated in this SOP to ensure continuity of future awards presented.

5. EFFECTIVE DATE: The effective date of this SOP is **XXXXXXXX**. This is the first edition of this SOP, and it supersedes all previous operating instructions or documents that conflict with this guidance.

6. ATTACHMENTS:

Annex A - NGAT Awards and Awards Descriptions

Annex B - Oath for all NGAT Award Committees

Annex C - Minuteman Awards Committee Procedures

Annex D - NGAT Awards Nomination Form

Example A - NGAT Award Nomination Cover Letter

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Annex A

NGAT Awards and Awards Descriptions

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MINUTEMAN AWARD
(Service Award)

PURPOSE: The Minuteman Award is the highest honor bestowed on a member of the National Guard Association of Texas. It recognizes exceptional achievement, a patriotic act, highly distinguished service, or an outstanding contribution to the National Guard Association of Texas.

ELIGIBILITY: To any individual who meets the criteria as listed below.

CRITERIA:

- a. An individual must have contributed outstanding and exceptional service to the National Guard Association of Texas.
- b. Although a single accomplishment may be deemed a qualification for this award, it must be of such a nature that it stands out above all others. Particular consideration should be given to those individuals who have contributed outstanding and exceptional service of a sustained nature in the support of the National Guard Association of Texas.
- c. Must be a member or former member of the Texas Military Forces.
- d. Must be a current annual member or life member of NGAT.
- e. Contribution or achievement must be of significant value as it relates to the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year and forwarded to the Minuteman Committee for review.
- c. All nominations will be reviewed by the NGAT Minuteman Committee, to ensure individuals meet the awards criteria; the Minuteman Committee will make the final selection.
- d. No more than two (2) awards will be given in any calendar year. This award will be presented on a yearly basis.
- e. NGAT Minuteman Awards Committee Procedures are outlined in Annex C of this SOP.

AWARD: The award is a Minuteman statue mounted on a wooden base, with an engraved plaque containing the recipient's rank and full name, NGAT President and month and years of presidency. Minuteman statue is purchased at MTM Awards at <https://store.mtmrecognition.com/>. The minuteman is 12 "H x 9"W x 6 3/4"D. It is item#74-0047. The name of the NGAT Minuteman recipient will not be revealed until at the NGAT Awards Banquet.



Minuteman Award from

Date unknown until March 2017

Minuteman Award from March 2018 to present



**DAVY CROCKETT AWARD
(Service Award)**

PURPOSE: The Davy Crockett Award recognizes exceptional service or outstanding contributions to the National Guard Association of Texas.

ELIGIBILITY: To any individual who meets the criteria as listed below.

CRITERIA:

- a. Must be a member or former member of the Texas Military Forces.
- b. Must be a current annual member or life member of NGAT.
- c. Contribution or achievements must be of a lengthy and continuing nature (5-10 years) to the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval.
- d. No more than two (2) awards that will be given in any calendar year. It is not a requirement that this award be given every year.

AWARD: The award is a wooden laser engraved plaque. Engraving is as follows:

YEAR OF AWARD
DAVY CROCKETT AWARD

(NGAT Logo) (Photo of Davy Crockett)

(Photo of the Alamo)

is presented to

Individuals Rank and Full Name

for outstanding volunteerism
in support of the
National Guard Association of Texas



**JOSE NAVARRO AWARD
(Service Award)**

PURPOSE: The Navarro Award recognizes outstanding contribution or service to the National Guard Association of Texas.

CRITERIA:

- a. Must be a member or former member of the Texas Military Forces.
- b. Must be a current annual member or life member of NGAT.
- c. Contribution or achievements must be of significant continuing nature over a period of 3-5 years) to the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval.
- d. No more than two (2) awards that will be given in any calendar year. It is not a requirement that this award be given every year.

AWARD: The award is a wooden laser engraved plaque. Engraving is as follows:

YEAR OF AWARD
JOSE NAVARRO AWARD

(NGAT Logo) (Photo of Jose Navarro)

is presented to

Individuals Rank and Full Name

for outstanding volunteerism
in support of the
National Guard Association of Texas



**GENERAL K.L. BERRY AWARD
(Heroism Award)**

PURPOSE: The General K.L. Berry Award is a reflection of heroism involving risk of life or personal safety. Major General Berry was a highly decorated veteran of WWII and the first post WWII Adjutant General of Texas. General Berry survived the infamous "Death March" and forty months as a prisoner of war of the Japanese until the end of WWII.



CRITERIA:

- a. Must be a member or former member of the Texas Military Forces.
- b. Must be a current annual member or life member of NGAT.
- c. Must have performed a heroic act at the risk of life not in the line of duty.
- d. Posthumous awards may be made to next of kin.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application. This nomination may include video, police reports, photos, TV news reports or other information available stating the occurrence of the act.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval.
- d. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: The General K.L. Berry Award is a decorative eagle statue finished in an antiqued gold finish, perched atop a decorative base. The statue is 9"W x 11.5"H. It is from Bull Market Gift at www.bullmarketgifts.com and is item #TN41152. Engraving is as follows:

Name and Rank of Recipient
General K.L. Berry Heroism Award
Date of Act of Heroic Act



LTC JAMES A. SPRING HUMANITARIANISM AWARD
(Heroism Award)

PURPOSE: The LTC Spring Humanitarianism Award recognizes an act of heroism and/or extreme humanitarianism involving the saving or attempt to save a life. It is not necessary that the recipient risk his own life or endanger his personal safety in performing this act. LTC James A. Spring was a distinguished 49th Armored Division Medical Battalion Commander in the mid-1970s.

CRITERIA:

- a. Must be a member or former member of the Texas Military Forces.
- b. Must be a current annual member or life member of NGAT.
- c. Must have performed a humanitarian act at no risk of life, not in the line of duty.
- d. Actions must clearly involve a prompt reaction and an application of skill and/or first aid procedures above and beyond the normal call of responsibility and must demonstrate a sincere desire to render a humanitarian service, without which an individual(s) might sustain a loss of life.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application. This nomination may include video, police reports, photos, TV news reports or other information available stating the occurrence of the act.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: The James A. Spring Award is a Flying Eagle Statue standing over 11 inches tall and perched on a decorative base. Statue is 10.5"W x 11.5"H. It is from Bull Market Gift at www.bullmarketgifts.com and is item #TN41132. Engraving is as follows:

Name and Rank of Recipient
James A. Spring Humanitarianism Award
Date of Act of Heroic Act



SAM HOUSTON AWARD
(Special Award)

PURPOSE: The Sam Houston Award is presented to elected officials at the national, state, or local level for exceptional support of the Texas Military Forces or the National Guard Association of Texas.

CRITERIA:

- a. Prior membership in NGAT is not required.
- b. Current or former service in the Texas Military Forces is not required.
- c. Must have provided exceptional service or support to the Texas Military Forces and/or the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an elected official for this award by completing the appropriate application. This nomination may include video, police reports, photos, TV news reports or other information available to justify the individual service and support.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval.
- d. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD:

OUTGOING PRESIDENT’S AWARD
(Special Award)

PURPOSE: The outgoing President’s Award is presented to the outgoing NGAT President as a token of appreciation from the membership for their exceptional service and support to the National Guard Association of Texas.

CRITERIA:

- a. Must be a member or former member of the Texas Military Forces.
- b. Must be a current annual member or life member of NGAT.
- c. Must have completed their elected term of service as President of the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. This award is automatic provided the President has completed their elected term of service as President of the National Guard Association of Texas.
- b. The award may be presented to a NGAT President that does not complete their scheduled term of service with approval of the NGAT Executive Committee.
- c. This award will be presented at the Annual Conference of the National Guard Association of Texas.
- d. An Awards Nomination form need to be completed for this award.

AWARD: The Outgoing President’s Award is a Bald Eagle that is 16 inches high, finished in bronze on a solid decorative base. Statue is 11"W x 16"H. It is from Bull Market Gift at www.bullmarketgifts.com and is item #TN51151. The engraving is as follows

Name and Rank of Recipient
NGAT President
Term of Service as President (Mar XXXX to Mar XXX)



PRESIDENT’S AWARD
(Special Award)

PURPOSE: The President’s Award is presented to an individual or entity that the NGAT President wishes to recognize for exceptional service or support to the Texas Military Forces and/or the National Guard Association of Texas.

CRITERIA:

- a. Prior membership in NGAT is not required.
- b. Current or former service in the Texas Military Forces is not required.
- c. Must have provided exceptional service or support to the Texas Military Forces and/or the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES: This nomination is received from the NGAT President.

- a. The NGAT President may make a nominations at any time during the year. If it is to be presented at the Annual Conference the nominations must be submitted to the NGAT Executive Director, no later than Feb 15 prior to the annual conference each year.
- b. The NGAT President has final approval of this award.
- c. An award nomination form is required for presentation purposes and awards accountability.
- d. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: The President’s Award is an American Flag Eagle Silverstone oval shaped eagle award that measures 8.5"W x 8"H. The award is from EDCO Awards & Specialties at www.edco.com and is item #38-M2411B. The engraving is as follows

Name and Rank of Recipient
NGAT President’s Award
Month and Year



SPIRIT OF TEXAS AWARD
(Special Award)

PURPOSE: The Spirit of Texas Award is bestowed on an individual or entity for outstanding public service and/or support to the National Guard Association of Texas.

CRITERIA:

- a. Prior membership in NGAT is not required.
- b. Current or former service in the Texas Military Forces is not required.
- c. Must have provided exceptional service or support to the National Guard Association of Texas.
- d. Civilian or military personnel are eligible for this award.

NOMINATION AND SELECTION PROCEDURES:

- a. Any current member of NGAT may nominate an individual for this award by completing the appropriate application.
- b. Nominations will be submitted to the NGAT Awards Committee no later than 15 Feb prior to the annual conference each year.
- c. All nominations will be reviewed by the NGAT Awards Committee, to ensure individuals meet the awards criteria. The NGAT Awards Committee will make a recommendation for selection to the Executive Committee who will have final approval.
- d. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: The Spirit of Texas Award is a Bronze American Bald Eagle statue clutching an American Flag. Statue is 8” x 10”H. It is from Bull Market Gift at www.bullmarketgifts.com and is item #TN51163. Engraving is as follows:

NGAT Spirit of Texas Award
Recipients Name
March XXX



ADJUTANT GENERAL’S AWARD
(Special Award)

PURPOSE: The Adjutant General’s Award is presented to an individual or entity that the Adjutant General wishes to recognize for exceptional service or support to the Texas Military Forces.

CRITERIA:

- d. Prior membership in NGAT is not required.
- e. Current or former service in the Texas Military Forces is not required.
- f. Must have provided exceptional service or support to the Texas Military Forces.

NOMINATION AND SELECTION PROCEDURES: This nomination is received from the Adjutant General of Texas.

- e. Nominations may be submitted to the NGAT Board of Director at any time during the year. If it is to be presented at the Annual Conference nominations must be submitted to the Board of Directors, no later than 15 Feb prior to the annual conference each year.
- f. The NGAT Executive Committee will have final approval of this recommendation.
- g. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: The Adjutant General’s Award is a shooting star acrylic statue measuring 9”W x 7.75”W x 2”D. The award is from EDCO Awards & Specialties at www.edco.com and is item #19-M702. The NGAT Logo is engraved on this award. The engraving is as follows

Name and Rank of Recipient
Adjutant General’s Award
Month and Year



CERTIFICATE OF APPRECIATION
(Special Award)

PURPOSE: The NGAT Certificate of Appreciation is bestowed on an individual or entity for outstanding service or support to the Texas Military Forces and/or the National Guard Association of Texas.

CRITERIA:

- a. Prior membership in NGAT is not required.
- b. Current or former service in the Texas Military Forces is not required.
- c. Must have provided outstanding service or support to the Texas Military Forces and/or the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES:

- a. Nominations may be submitted to the NGAT Board of Director at any time during the year. If it is to be presented at the Annual Conference nominations must be submitted to the Board of Directors, no later than 15 Feb prior to the annual conference each year.
- b. The NGAT Executive Committee will have final approval of this recommendation.
- c. This certificate may be awarded at any time throughout the year.

AWARD: Certificates may be altered accordingly for the situation of the presentation. They should be printed on certificate or card stock paper and framed when appropriate. The certificate must always include the NGAT logo along with the NGAT President's signature and/or the NGAT Executive Directors signature.



HONORARY LIFE MEMBERSHIP
(Special Award)

PURPOSE: An Honorary Life Membership is presented to an individual that the NGAT Board of Directors wishes to recognize for exceptional service or support to the ideals espoused by the National Guard Association of Texas.

CRITERIA:

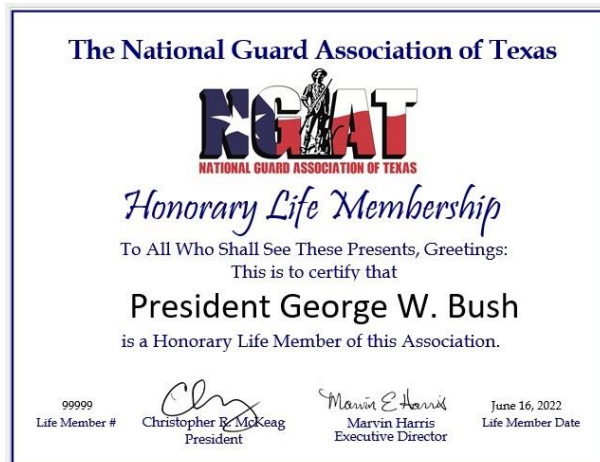
- a. Prior membership in NGAT is not required.
- b. Current or former service in the Texas Military Forces is not required.
- c. Must have provided exceptional service or support to the National Guard Association of Texas.

NOMINATION AND SELECTION PROCEDURES: Any member of the current NGAT Board of Directors may submit recommendations for an individual to be consideration for an Honorary Life Membership.

- a. Nominations may be submitted to the NGAT Board of Director at any time during the year. If it is to be presented at the Annual Conference nominations must be submitted to the Board of Directors, no later than 15 Feb prior to the annual conference each year.
- b. The NGAT Board of Directors will have final approval of this recommendation.
- c. It is not a requirement that this award be given every year nor is this award restricted to one award per year.

AWARD: Membership includes a NGAT Life Membership certificate, NGAT Life Membership card and enrollment to receive the NGAT News Magazine electronically or in hard copy format.

SPECIAL NOTE: Honorary Life Members do not have any voting privileges in the Association.



**OFFICER CANDIDATE SCHOOL (OCS)
DISTINGUISHED HONOR GRADUATE AWARD
(Special Award)**

PURPOSE: The OCS Distinguished Honor Graduate Award is presented at the completion of each Texas Military Forces OCS class to the individual selected as the OCS Distinguished Honor Graduate for the graduating class.

CRITERIA:

- a. Prior membership in NGAT is not required.
- b. Must be currently serving in the Texas Military Forces.
- c. The OCS Distinguished Honor Graduate must meet all requirements as designated by the 2-136th Regional Training Institute (RTI).

NOMINATION AND SELECTION PROCEDURES: Selection of the OCS Distinguished Honor Graduate Award will be made by the leadership of the 2-136th RTI as designated by the organizations SOP.

- a. Upon selection of the OCS Distinguished Honor Graduate the OCS RTI POC will contact the NGAT Executive Director and provide the full name of the individual selected and the class # for the individual. This will provide NGAT the needed time to order the award so that it may be ready for presentation on the date of the commissioning.
- b. The NGAT President or a representative from the NGAT Board of Directors will present the award to the OCS Distinguished Honor Graduate at their commissioning ceremony. NGAT will be notified of the date, time, and location of the presentation as soon as possible by the OCS RTI POC.

AWARD: NGAT will not share the name of the winner until the completion of the commissioning ceremony. NGAT will present the OCS Distinguished Honor Graduate with a Life Membership in the National Guard Association of Texas. This will include a life membership certificate and life membership card. The NGAT office will coordinate with the OCS RTI POC at the conclusion of the ceremony to get the membership application completed. The OCS Distinguished Honor Graduate will also be presented with a Windsor Carriage Clock that measures 12” x 9”. This is purchased from Quality Quick Print (QQP) at myqqp.com. POC is seanm@myqqp.com. Engraving is as follows:

National Guard Association
of Texas
Distinguished Honor Graduate
Officer Candidate
2LT XXXXXXXXXXXXXXXX
OCS Class #XXXX



**OFFICER CANDIDATE SCHOOL (OCS)
HONOR GRADUATE AWARD
(Special Award)**

PURPOSE: The OCS Honor Graduate Award is presented at the completion of each Texas Military Forces OCS class to the individual selected as the OCS Honor Graduate for the graduating class.

CRITERIA:

- d. Prior membership in NGAT is not required.
- e. Must be currently serving in the Texas Military Forces.
- f. The OCS Honor Graduate must meet all requirements as designated by the 2-136th Regional Training Institute (RTI).

NOMINATION AND SELECTION PROCEDURES: Selection of the OCS Honor Graduate Award will be made by the leadership of the 2-136th RTI as designated by the organizations SOP.

- c. Upon selection of the OCS Honor Graduate the OCS RTI POC will contact the NGAT Executive Director and provide the full name of the individual selected and the class # for the individual. This will provide NGAT the needed time to order the award so that it may be ready for presentation on the date of the commissioning.
- d. The NGAT President or a representative from the NGAT Board of Directors will present the award to the OCS Honor Graduate at their commissioning ceremony. NGAT will be notified of the date, time, and location of the presentation as soon as possible by the OCS RTI POC.

AWARD: NGAT will not share the name of the winner until the completion of the commissioning ceremony. NGAT will present the OCS Honor Graduate with a One Year Membership in the National Guard Association of Texas. This will include an annual membership card. The NGAT office will coordinate with the OCS RTI POC at the conclusion of the ceremony to get the membership application completed. The OCS Honor Graduate will also be presented with a 7” Spike Eagle Head Statue. This is purchased from Quality Quick Print (QQP) at myqqp.com. POC is seanm@myqqp.com. Engraving is as follows:

National Guard Association
of Texas

Honor Graduate
Officer Candidate
2LT XXXXXXXXXXXXXXXX
OCS Class #XXXX



Annex B

Oath for all NGAT Award Committees

All members of NGAT Awards board will take the following oath and sign below. If done electronically so indicate above the individual's name.

COMMITTEE CHAIR WILL STATE:

REPEAT AFTER ME:

“I (state your name) do solemnly swear (or affirm) that I will without prejudice or partiality perform the duties imposed upon me, and that I will not divulge the proceedings or results thereof pertaining to the individuals selected or non-selected for NGAT Awards except to proper authority.

President of the Board

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

ANNEX C

MINUTEMAN AWARD COMMITTEE PROCEDURES

The NGAT President shall select Minuteman Award Committee members from the pool of previous Minuteman awardees. There shall be five committee members. Three committee members shall constitute a quorum.

1. The committee members shall elect a committee chair.
2. Nominations will be forwarded to each committee member by the NGAT Executive Director. The committee may also nominate from within its ranks but must inform the Executive Director of any such nominee prior to any vote.
3. Committee members may use either email, phone conference, or virtual means to conduct committee business. Telephone conferences will be arranged through the NGAT Executive Director.
4. The Minuteman Award Committee will take the Awards Committee oath listed under Annex B of this SOP. Balloting shall be conducted among the committee members only and shall not be shared with anyone outside the committee.
5. To be selected for the Minuteman Award, a nominee must:
 - Receive a majority of votes cast; and
 - Receive one or less negative vote.
6. The committee president shall report the name(s) of any selectee(s) to the NGAT Executive Director upon completion of their meeting.

ANNEX D

NGAT AWARDS NOMINATION PROCEDURES

Current NGAT Annual or Life Members may submit personnel for recognition by NGAT in accordance with the criteria established for each award in this SOP. Those submitting award nominations will ensure the award selected is appropriate for the accomplishment and/or service performed and will ensure that the Awards Nomination Form is accurate and submitted to the Awards Committee by the stated deadline in this SOP.

1. All nominations should include a cover letter that provides the following information (Example A):
 - a. **NOMINEE:** Rank (When Applicable), Name/Address/Phone Number/Email Address and NGAT Membership Status (If Applicable) of the Award Nominee.
 - b. **SUBMITTED BY:** Rank (When Applicable), Name/Address/Phone Number/Email Address and NGAT Membership Status of individual submitting the award nomination.
 - c. Will the nominee attend the Annual NGAT Conference and be present for the awards presentation if selected?
2. The second page of the award submission should be a one-page narrative of the nominee's achievements (Example B). The narrative must specifically address how the nominee meets the requirements of the award. (Be specific) Awards that require the nominee to be a member of NGAT will be verified. If the nominee does not meet the membership requirements of the award it will not be considered.
3. Nominations cover letter and narrative should be mailed to: NGAT Awards Committee, 3706 Crawford Ave, Austin, Texas 78731. Nominations may be faxed to 512-467-6803. Nominations emailed should be sent to awards@ngat.org for consideration.

EXAMPLE A
NGAT Award Nominations Cover Letter

NOMINATION FOR THE NGAT MINUTEMAN AWARD

NOMINEE

SGM Steve Miller
1234 Stars and Stripes Lane
Austin, TX 78731
512-999-1959
stevemiller999@gmail.com
NGAT Life Member Since 2006

SUBMITTED BY

CPT Mark Stevens
1959 NGAT Way
Austin, TX 78744
512-555-2020
markstevens555@gmail.com
NGAT Life Member Since 1997

Nominee will attend the Annual NGAT Conference
and be present for the awards presentation if selected

EXAMPLE B

NGAT AWARD NOMINATION NARRATIVE

SGM Steve Miller
NGAT Minuteman Award

Sergeant Major Steve Miller is nominated for the **National Guard Association of Texas Minuteman Award** in recognition of his outstanding service to the National Guard Association of Texas. The narrative should be one page with a single space between each line. The narrative must specifically address how the nominee meets the requirements of the award as stated in the descriptions of each award under Annex A of this SOP. Most NGAT Awards are for service or support that is directly related to an individual's involvement with the National Guard Association of Texas and its activities. Be specific in stating how the individual is involved with NGAT stating the specific activities and events and the period that their participation covers. For awards of Heroism and Humanitarianism or elected officials at the national, state, or local level you may include or reference video, police reports, photos, TV news reports or other information available to justify the individual service and support. It is important to be specific on how the individual's service or support relates to the requirements of each award narrative.