

ENLISTED ASSOCIATION OF THE NATIONAL
GUARD OF KANSAS

EANGKS Outstanding Guardsman Awards SOP

DATE: 6 November 2013

PREPARED BY

Enlisted Association of the National Guard of Kansas Awards Committee

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Abbreviations

AFI	Air Force Instruction
AFSC	Air Force Specialty Code
ANG	Air National Guard
AR	Army Regulation
ARNG	Army National Guard
DA	Department of the Army
EANGKS	Enlisted Association of the National Guard of Kansas
JFHQ	Joint Forces Headquarters
MOS	Military Occupation Specialties
MSC	Major Subordinate Command
NCO	Non Commissioned Officer
NGAK	National Guard Association of Kansas
NLT	No Later Than
SOP	Standing Operating Procedure
U.S.	United States
USAF	United States Air Force

1.0 Purpose

The Enlisted Association of the National Guard of Kansas Awards Program is designed to recognize individuals who, by superior performance, acts of heroism or service of a meritorious nature, make a contribution to the goals of the Association, to the purpose and effectiveness of the National Guard or to the stability and security of the State of Kansas and the United States.

2.0 EANGKS Outstanding Guardsmen Army and Air Award

1. Nominators must be at least one rank higher than the Nominee.

The period of consideration is 01 January through 31 December of the year prior to selection.

1) Criteria

a) To gain full value from the EANGKS Outstanding Guardsman program, criteria requires that nominees be a member of the Kansas National Guard and member of the Enlisted Association of the National Guard of Kansas, (if not a member, a completed application for membership must accompany the packet).

b) Rank must be E-7 and below.

c) Consideration for full and productive careers, while noteworthy, does not detract from the intent to honor the Outstanding Guardsman of the past year. Specific examples of achievement are:

- i) Job knowledge or leadership qualities applied to a specific National Guard problem or situation, or development of new techniques, which result in significantly increased mission effectiveness.
- ii) Significant self-improvement through off-duty schooling, achievement in professional associations, cultural societies; etc., within the preceding 12 months.
- iii) Leadership in social, cultural or religious activities in the military and/or civilian community which, tangibly or intangibly, contributed to community or group welfare, morale or status within the preceding 12 months.
- iv) Any other accomplishment within the preceding 12 months, which by its nature or results distinguish the Guardsperson from others of equal or higher grade.
- v) U.S. Army, USAF, National Guard or civilian awards, prizes, titles, certificates of appreciation, etc., obtained as recognition for personal services rendered or contributions made to military and/or civilian community life.
- vi) Demonstrated ability as an articulate and positive spokesperson for the Kansas National Guard.

2) Responsibilities

1. Nomination packet must be received no later than 15 Feb to the EANGKS P.O. Box. Nomination packets will contain the following information:

- i. Name, grade, service number, MOS or AFSC, job title and description of duties.
 - ii. Narrative justification for selected individual.
 - iii. Nominee's address, phone number and e-mail address
2. Nominator will mail the nominee packet to:

EANGKS
P.O. Box 841
Topeka, KS 66601-0841

3) Award

- 1. A gift will be presented to the selected Guardsmen from EANGKS and NGAK. This will be at the annual EANGKS state conference.
- 2. Conference registration and 1 hotel room for 2 nights will be provided by EANGKS for each selectee and their spouse.

3.0 Selection Committee

- 1. The Selection committee members are:
 - i. EANGKS Awards Chairman or EANGKS President
 - ii. One (1) Senior NCO Air
 - iii. One (1) Senior NCO Army
 - iv. One (1) EANGKS Jr. Enlisted (Air or Army)
 - v. One (1) EANGKS Retiree

2. Scoring Criteria:

1 to 5 SCORING CRITERIA

- 5 +/- ABSOLUTELY – FAR EXCEEDS CRITERIA - VERY TOP – CLEARLY DESERVING
- 4 +/- VERY HIGH – EXCEEDS CRITERIA - HIGHLY DESERVING – OUTSTANDING ACCOMPLISHMENTS
- 3 +/- GREAT SOLDIER/AIRMAN – MEETS CRITERIA - HIGHLY QUALIFIED – DESERVING
- 2 +/- QUALIFIED – MEETS OR EXCEEDS PRIMARY CRITERIA, SOMEWHAT LACKING IN SECONDARY CRITERIA - PACKET NOT COMPLETE
- 1 +/- NOT QUALIFIED – DOES NOT DISPLAY QUALITIES TO BE CONSIDERED

**Enlisted Association of the National Guard
of Kansas**

**EANGKS Outstanding Guardsman (Air / Army)
Nomination Form**

Name, rank, service number _____

Address, phone number, email address _____

Unit, and Supervisor name phone number _____

AFSC/MOS, job title and description of duties _____

Justification narrative (additional pages and supporting documentation may be added):

Nominators name, rank, phone number, unit and title
