

NATIONAL GUARD ASSOCIATION OF TENNESSEE

4332 Kenilwood Drive
Nashville, Tennessee 37204-4401



Phone: 1-888-642-8448 (in state)
Phone: 615-833-9100
Fax: 615-833-9173
E-mail: larry@ngatn.org

www.ngatn.org

NGATN - AWARDS PROGRAM

November 18, 2009

SUBJECT: National Guard Association of Tennessee (NGATN) Awards Program

TO: All Units of the Tennessee Army and Air National Guard

1. This is a reminder of the **January 8, 2010**, deadline for nominations of awards authorized by the National Guard Association of Tennessee. These awards are:
 - a. The NGATN Minuteman Award.
 - b. The NGATN Outstanding Service Award.
 - c. The NGATN Plaque of Achievement.
 - d. The NGATN Certificate of Appreciation.
2. Enclosure #1 is an example format letter to be used in making a recommendation for a NGATN award. The information contained in this format must be utilized in each recommendation for an award.
3. Any member of the National Guard Association of Tennessee or the commander of any Tennessee National Guard unit may submit a recommendation for any award considered appropriate. To avoid duplication and to effect coordination, it is requested that all recommendations for awards be forwarded through the respective chain of command (battalion and major command). The chain of command is then requested to comment appropriately on each recommendation.
4. Recommendations should be forwarded to the National Guard Association of Tennessee, ATTN: Awards Committee, 4332 Kenilwood Drive, Nashville, Tennessee 37204-4401. Nominations for awards should be submitted so as to arrive no later than January 8, 2010, in order that the Awards Committee may take the necessary action prior to the Annual Conference which is scheduled for February 26-28, 2010 at the Embassy Suites Hotel and Conference Center, Murfreesboro, TN.
5. The purpose of the Awards Program of the National Guard Association of Tennessee is to recognize the activities of units and Guard members of the state of Tennessee on a competitive basis in order to stimulate interest, efficiency and esprit' de corps. These trophies and awards will be presented to individuals and organizations in recognition of achievements and periods of meritorious service.
6. **AWARDS COMMITTEE:**
 - a. **Purpose and Responsibility:** A NGATN Awards Committee is appointed for the purpose of selecting and/or certifying the individuals and/or organizations recommended to receive the awards herein authorized. Also, the Committee will maintain a zealous and continuing interest in these trophies and awards. The Committee has the authority to either upgrade or downgrade the award for which a candidate has been nominated.
 - b. **Composition:** The NGATN Awards Committee will consist of eight active members of the Association. The President of NGATN will appoint the Chair and Committee members.
7. **NOMINATING PROCEDURE:** Nominations will be submitted by individuals or organizations to the National Guard Association of Tennessee, ATTN: Awards Committee. Recommendations must include a summary or citation of the nominee's achievement.

8. **AWARDS PRESENTATIONS:**

a. Announcement of the selections for all NGATN Awards will be made at each Annual Association Conference by the President of the Association or his designated representative. Presentation of the NGATN Minuteman Award will be during the business session of each NGATN Annual General Conference. Presentation ceremonies may be at the individual unit or in conjunction with other appropriate ceremonies as deemed fitting by the President of the Association or the unit commander, for all other NGATN Awards.

b. Limited time available at the Annual Conference will not permit the presentation of all unit awards on the floor. The Chairman in concert with the President of the Association may present certain awards on the floor as deemed appropriate.

c. Special awards may be presented throughout the year as deemed desirable by the President and the Awards Committee, provided ceremonies are conducted to reflect the Association's appreciation for the noteworthy contribution to the National Guard of Tennessee. Ceremonies may range from the presentation made at a formal function to a ceremony at which a citation is read and the trophy or award is presented to the recipient.

9. **DESIGNATION OF AWARDS:**

a. **NGATN Minuteman Award:**

(1) Description: A bronze plated statue of the Tennessee Minuteman approximately nine inches tall, mounted on a walnut wood base. The award will have an inscription plate and be appropriately engraved with the name of the recipient.

(2) Selection Criteria:

(a) Exceptional achievement, patriotic act, highly distinguished service, or outstanding contribution to his or her: military organization; community; state; nation; or the National Guard Association of Tennessee.

(b) Recipient is not required to be a member of the military or a former member, but their contribution or achievement must be closely related to the defense of our country.

(c) It is not required that this award be given each year and neither is it restricted to one award per year if the situation dictates that more than one such award be presented.

b. **The NGATN Outstanding Service Award:**

(1) Description: The design of this plaque will be selected by the NGATN Executive Board and will be inscribed as follows: "The NGATN Outstanding Service Award Presented to (name of the recipient), in grateful appreciation for your support and consideration to the National Guard Association of Tennessee".

(2) Selection Criteria:

(a) Exceptional achievement, patriotic act, highly distinguished service, or outstanding contribution to the National Guard Association of Tennessee.

(b) Recipient is not required to be a member of the military or a former member, but they must be an annual, life, or corporate member of the National Guard Association of Tennessee.

(c) It is not required that this award be given each year and neither is it restricted to one award per year if the situation dictates more than one such award be presented.

c. **NGATN Plaque of Achievement:**

(1) Description: A plaque bearing the name and seal of the Association. This award has an inscription plate that reads: "The NGATN Plaque of Achievement Presented to: (name of the recipient), for dedicated service and support to our Association and to the Tennessee National Guard".

(2) Selection Criteria:

(a) Awarded for exceptional achievement in the Tennessee National Guard, i.e., Honor Graduate of a Military Service School, Army and Air, and other comparable or higher achievements.

(b) Any required number may be awarded.

(3) This award will normally be presented at an appropriate formation of the recipient's military unit or other appropriate place by the unit commander and the President of the National Guard Association of Tennessee or his designated representative.

d. **Certificate of Appreciation:**

(1) Description: A printed certificate bearing the name of the Association and the title of the award, the name of the recipient appropriately lettered, printed on fine quality paper in color, bearing the seal of the Association, which reads as follows: "The National Guard Association of Tennessee Certificate of Appreciation Awarded to (Name of the recipient), in recognition of patriotic service rendered the National Guard of Tennessee, awarded this _____ day of _____, 20____", and signed by the president of NGATN.

(2) Selection Criteria:

(a) Awarded to an individual or firm for outstanding support of the Tennessee National Guard and/or the National Guard Association of Tennessee.

(b) This is primarily a community type award and will normally be presented by a local commander or his superior at an appropriate time in the local community. Commanders to recognize individuals within the unit who have made significant contributions therein may also use it.

(c) It is the desire of NGATN to be generous with this certificate but not award it indiscriminately. It will be presented as deemed appropriate by the Association (normally by the unit commander).

(d) This award may also be used for other purposes to provide recognition by NGATN for service rendered, and may be presented at any time.

10. Your cooperation in meeting the above suspense date is respectfully requested, whereby the NGATN Award Committee can complete their action, and each award can be properly engraved, prior to our annual conference.

11. Nominations received after **January 8, 2010** will be returned to the unit or individual making the recommendation, and will not be considered by the 2010 Awards Committee.



LARRY MCKNIGHT
Executive Director

1 ENCL:
Format for Nomination of NGATN Awards.

DISTRIBUTION:
All Units Tennessee National Guard

ENCL #1

**SAMPLE LETTER OF NOMINATION FOR A
NATIONAL GUARD ASSOCIATION OF TENNESSEE (NGATN) AWARD**

(Date)

SUBJECT: Recommendation for National Guard Association of Tennessee (NGATN) Award

TO: National Guard Association of Tennessee
ATTN: NGATN Awards Committee
4332 Kenilwood Drive
Nashville, Tennessee 37204-4401

1. It is recommended that the _____
(Name of Appropriate NGATN Award)

Award be given to _____
(Grade, Name, last four of SSN, and Unit if member of Tn NG)

Or _____
(Name, title, address, city, state, zip code if civilian or retired)

2. The above individual (or firm) meets the selection criteria for this award as prescribed by the National Guard Association of Tennessee, as follows:

NOTE: Prepare citation or explain fully the achievement, accomplishment, service rendered, etc. Use additional sheets if necessary.

(Name)

(Grade)

(Unit and/or Organization)

THIS FORM MUST BE COMPLETED AND RETURNED TO NGATN NO LATER THAN JANUARY 8, 2010!