



NATIONAL GUARD BUREAU

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ARLINGTON VA 22204-1373

ARNG-CSO-EO

21 October 2013

MEMORANDUM FOR Chiefs of Staff of all States, Puerto Rico, the US Virgin Islands, Guam, and the District of Columbia

SUBJECT: The ARNG's Diversity Outreach Awards Nomination Guidance

1. The ARNG is a community-based operational force that both represents and reflects the culturally diverse communities we serve. Our diversity enhances our organizational effectiveness, mission readiness, and morale. As a result, we embrace and value the individual differences of our Soldiers, and we look for ways to honor those who create a more inclusive work environment by championing multi-cultural outreach activities.

2. Through Diversity Outreach Awards ARNG members can be recognized by external community organizations. The ARNG will formally recognize individuals and organizations that strengthen our force by reaching out to our communities to build meaningful partnerships with them. States are highly encouraged to nominate individuals for these prestigious awards. Please see Annexes A through J (enclosures) for nomination packet submission timelines, award criteria, eligibility, and nominating procedures.

3. The ARNG Equal Opportunity and Diversity Office will collect all nomination packets submitted by the States and submit them to the relevant affinity group (see Annex A for affinity groups). Each affinity group will then conduct a board to select award recipients. If a State Chief of Staff determines that there is no one from his or her State who meets the criteria for nomination a negative reply is requested.

4. Send nomination packets and negative replies to MAJ Celine Combs, EO Officer, ARNG Equal Opportunity and Diversity Office, at DSN 327-7069, 703-607-7069, or celine.t.combs.mil@mail.mil.

5. The point of contact this memorandum is Mr. Alfranda L. Durr, Diversity Program Manager, ARNG Equal Opportunity and Diversity Office, at DSN 327-1460, 703-607-1460, or alfranda.l.durr.civ@mail.mil.

A handwritten signature in black ink, reading "Paul C. Thorn".

Encl

PAUL C. THORN
COL, GS
Chief of Staff, Army National Guard

CF: (w/encl)

ARNG-CSO-EO

SUBJECT: The ARNG's Diversity Outreach Awards Nomination Guidance

NGB-IG

Each State IG

Each State Assistant CofS

Each State G1-G8

Each State Diversity Initiatives Coordinator

Each State HRO

Each State SEEM

Each State Recruiting and Retention Command

Annexes A thru J Diversity Outreach Awards

Annex A – Nomination Packet Submission Timeline

Annex	Outreach Award & Affinity Group Website	Eligible Personnel	Nomination Packet Due To ARNG-EO	Dates & Location
B	Federal Asian Pacific American Council (FAPAC) Military Meritorious Service Award www.fapac.org	Military	1 APR 14	TBA
B	Society of American Indian Government Employees (SAIGE) Meritorious Service Award http://saige.org	Civilians Military	1 APR 14	TBA
B	League of United Latin American Citizens (LULAC) Award http://lulac.org	Civilians Military	1 APR 14	7-14 Jul 14 New York, NY
B	Federally Employed Women (FEW) Military Recognition Award http://few.org	Military	1 MAY 14	TBA
B	National Association for the Advancement of Colored People (NAACP) Roy Wilkins Renown Service Award www.naacp.org	Civilians Military	1 MAY 14	Jul 14 Las Vegas, NV
B	Outstanding Department of Defense Employees or Service Members with a Disability Award	Civilians Military	1 MAY 14	1 Oct 14 Pentagon
B	Blacks in Government (BIG) Meritorious Service Award www.bignet.org	Civilians Military	1 JUN 14	TBA
B	National Organization for Mexican American Rights (NOMAR) Meritorious Service Award www.nomarinc.org	Civilians Military	1 JUN 14	TBA
B	National IMAGE Meritorious Service Award www.national-image.org	Civilians Military	1 JUL 14	TBA
B	Hispanic Engineer National Achievement Award Corporation (HENAAC) Cadet Role Model Awards www.greatmindsinstem.org	Academy / ROTC Cadets	1 AUG 14	TBA
C	National LATINA Style Distinguished Service Award www.nls.latinstyle.com	Civilians Military	1 AUG 14	TBA
D	Joint Women's Leadership Symposium (JWLS) www.sealeader.org	Civilians Military	1 DEC 14	TBD

Annexes A thru J Diversity Outreach Awards

Annex	Outreach Award & Affinity Group Website	Eligible Personnel	Nomination Packet Due To Affinity Group	Dates & Location
E	Federal Asian Pacific American Council (FAPAC) Military Meritorious Service Award www.fapac.org	Numerous Civilian	28 FEB 14	TBA
F	Women of Color (WOC) STEM Awards www.womenofcolor.net	Numerous Civilian & Military	30 APR 14	TBA
G	Great Minds in STEM (GMIS) Awards www.greatmindsinstem.org	Numerous Civilian & Military	20 MAY 14	TBA
H	Black Engineer of the Year (BEYA) Awards www.beya.org	Numerous Civilian & Military	31 AUG 14	TBA
I	National Society of Black Engineers (NSBE) Awards www.nsbe.org	Numerous Civilian & Military	31 OCT 14	TBA
J	Templates			

Annexes A thru J Diversity Outreach Awards

Annex B - (FAPAC, SAIGE, LULAC, NAACP, FEW, BIG, NOMAR, IMAGE, HENAAC, DOD Disability) Awards to Diversity Outreach Awards

These organizations honors military and civilian members who supported the DoD mission, oversea contingency operations, or whose attributes best epitomized by the qualities and core values of their respective military service or agency.

The period of performance for this award:

FAPAC (Military) from April 2013 through March 2014

SAIGE (Civilian and Military) from April 2013 through March 2014

LULAC (Civilian and Military) from April 2013 through March 2014

NAACP (Civilian and Military) from May 2013 through April 2014

FEW (Military) from May 2013 through April 2014

BIG (Civilian and Military) from June 2013 through May 2014

NOMAR (Civilian and Military) from June 2013 through May 2014

IMAGE (Civilian and Military) from July 2013 through June 2014

HENAAC (Academy/ROTC Cadets) from August 2013 through July 2014

DOD Disability (Civilian and Military) from July 2013 through June 2014

1. General Evaluation Criteria for all awards:

- a. The nominee distinguished himself or herself by promoting the tenets of civil/human rights, equal opportunity, human relations, and/or public service.
- b. The nominee displayed exceptional character that distinguishes an individual as an outstanding leader, role model or mentor by promoting the development or advancement of all DoD personnel including women and minorities.
- c. The nominee contributed to the equal opportunity for selection, promotion or retention of women and minorities in senior grade level positions and under-represented occupations.
- d. The nominee believed in and practiced the tenets of a democratic society, including the U.S. Constitution – the belief that all people are created equal, and that freedom is a right that must be protected at all times.
- e. The nominee assisted in overcoming discrimination and eliminating barriers that hinder equal opportunity for all members of the armed forces and civilians including women and minorities in the Armed Forces.
- f. The nominee supported the full integration and promotion of all DoD personnel to include minorities and women within the Armed Forces and civilian workforce.
- g. The nominee created opportunities that support and contribute to the mentorship, development, advancement or retention of all personnel including women and minorities in government service consistent with merit principles.

Annexes A thru J Diversity Outreach Awards

h. The nominee created job or training opportunities that will support and contribute to advancement of all Service members including women and minorities in the Armed Forces or civilian workforce.

2. Specific Evaluation Criteria for FAPAC: The nominee fostered an innovative and harmonic environment between the military and Asian Pacific American civilian community.

3. Specific Evaluation Criteria for SAIGE:

a. The nominee demonstrated support for inclusion and promotion of DoD personnel to include American Indians and Alaska Natives within the Armed Forces or Federal civilian workforce.

b. The nominee significantly increased the opportunity for participation of Tribal Colleges and Universities (TCUs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment, Research and Development, and the Reserve Officer Training Corps.

4. Specific Evaluation Criteria for NAACP: The nominee enthusiastically supported the civil rights movement in Armed Forces or the Federal civilian workforce.

5. Specific Evaluation Criteria for FEW:

a. The nominee created jobs or training opportunities that support and contribute to the advancement of women in DoD.

b. The nominee participated in military or civilian events or programs that advocate diversity, equal opportunity and the advancement of women.

6. Specific Evaluation Criteria for BIG:

a. The nominee demonstrated support for the full integration and promotion of African Americans within the Armed Forces or Federal civilian workforce.

b. The nominee significantly increased the opportunity for participation of Historically Black Colleges and Universities (HBCUs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment Research and Development, and the Reserve Officer Training Corps.

7. Specific Evaluation Criteria for NOMAR:

a. The nominee significantly increased the opportunity for participation of Hispanic Serving Institutions (HSIs) in Federal programs and enhanced the capacity to build and develop infrastructure to increase participation in DoD programs involving contracts and grants, student and faculty employment Research and Development, and the Reserve Officer Training Corps.

Annexes A thru J Diversity Outreach Awards

b. The nominee distinguished themselves as a leader and mentor for youth, especially promoting their participation in science, technology, engineering, and mathematical educational programs and technical career fields.

8. Specific Evaluation Criteria for HENAAC:

a. The nominee themselves by maintaining good academic standing while pursuing a degree in an engineering, science, or technical course of study.

b. The nominee demonstrated qualities that represent his or her academy or the ROTC with dignity and pride.

c. The nominee displayed leadership potential and the ability to inspire future/prospective military cadets.

Annexes A thru J Diversity Outreach Awards

Annex C - (LATINA Style) Award to Diversity Outreach Awards

The Latina Style Distinguished Service Award, honors military members who supported the DoD mission, oversea contingency operations, and demonstrated role model qualities and the core values of their respective military service and agency. The period of performance for this award is from August 2013 through July 2014.

Nominee criteria (Evaluated based on meeting one or more criteria):

1. Military nominations:

- a. Embodies the qualities that are at the core of the Service's mission.
- b. Well expected by their superiors and peers as leaders and upstanding service members.
- c. Displays exceptional character and support in promoting the representation of Hispanic women in the military.

2. Civilian Nominations:

- a. Embodies the qualities that are at the core of the Service's mission.
- b. Aids in creating opportunities and careers that support and contribute to the advancement of Hispanic Americans toward senior grade level positions.
- c. Displays exceptional character and support in promoting the representation of Hispanic women in the Army.

Annexes A thru J Diversity Outreach Awards

Annex D - (JWLS) Awards to Diversity Outreach Awards

The Joint Women's Leadership Symposium (JWLS) Awards recognizes outstanding military and civilian members who have exhibited exceptional leadership.

Name of Award: Advancing the role of Women in the Army: Leadership through Excellence

1. Nominee criteria (Evaluated based on meeting one or more criteria): This Meritorious Service award is presented to one military and one civilian leader who have made a positive impact through their involvement, leadership role and for his or her outstanding contribution in affecting policy and promoting the diversity in the Army. The award honors the visionary leadership of our people whose ideals and dedication help to foster a positive work environment for reinforcing and furthering the integration of women in the Army. The criteria include inspirational, innovative, and imaginative leadership demonstrated by example both on and off duty. This leader consistently promotes the success of Soldiers and Civilians, exhibits outstanding character attributes, and serves as an exceptional mentor, role model and steadfast commitment to the Army. These individuals meet the following criteria:

a. Contributed to the overall excellence/effectiveness of his or her organization through positive and inspirational leadership.

b. Must not have received this award in the past.

c. Demonstrated leadership, innovation, creativity and accountability in executing his or her responsibilities.

d. Exhibited knowledge of current issues, policies, programs, rules affecting women in the Army.

e. Nominees should be mature leaders who have shown exceptional leadership and commitment over time.

f. Character: Integrity and adherence to Army Values.

g. Command Climate/Equal Opportunity: Fosters a command and workplace environment conducive to the growth and development of personnel. Contribution to personnel advancement, increased educational opportunities, overall career development.

h. Leadership: Organizes, motivates and develops others to accomplish goals with inspirational, innovative, and imaginative leadership.

i. Community Involvement: Role model and ambassador outside the command.

j. Performs in a superior manner. Continually looks for innovative ways to improve operations and produce outstanding results.

k. Has promoted a positive understanding of the Armed Forces among and between women and all other members of the military and civilian population.

Annexes A thru J Diversity Outreach Awards

I. Diversity: Recognizes, understands, and appreciates that employees from different cultures and experiences view problems and opportunities differently.

Annexes A thru J Diversity Outreach Awards

Annex E - (FAPAC – Civilian) Awards to Diversity Outreach Awards

The Federal Asian Pacific American Council (FAPAC) Civilian Award recognizes individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (APIs) and the promotion of equal opportunity in the Federal and District of Columbia Government work force and the API communities.

Criteria and a complete description of the award categories and nomination package requirements can be found on the FAPAC website: www.fapac.org

Nomination Instructions / Criteria: <http://www.fapac.org/2013civilians>

Nomination packages must be forwarded directly to FAPAC via their website. Forward a courtesy copy of all nomination packets to ARNG-EO/Diversity Office.

Annexes A thru J Diversity Outreach Awards

Annex F - (WOC) Awards to Diversity Outreach Awards

The National Women of Color (STEM) Service Awards recognizes outstanding women in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Women of Color STEM website: www.womenofcolor.net

Nomination Instructions / Criteria: <http://intouch.ccgmag.com/page/Awards2/>

Nomination packages must be forwarded directly to Women of Color STEM via their website. Forward a courtesy copy of all nomination packets to ARNG EO/Diversity Office.

Annexes A thru J Diversity Outreach Awards

Annex G - (GMIS) Awards to Diversity Outreach Awards

The Great Minds in STEM (GMIS) Service Awards recognizes outstanding Hispanics in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Great Minds in STEM website:

www.greatmindsinstem.org

Awards Overview: <http://www.greatmindsinstem.org/professionals/henaac-awards>

Nomination Instructions / Criteria:

<http://www.greatmindsinstem.org/professionals/nominations>

Nomination packages must be forwarded directly to Great Minds in STEM (GMIS) via their website. Forward a courtesy copy of all nomination packets to ARNG EO/Diversity Office.

Annexes A thru J Diversity Outreach Awards

Annex H - (BEYA) Awards to Diversity Outreach Awards

The Black Engineer of the Year (BEYA) Service Awards recognizes outstanding individuals in Science, Technology, Engineering, and Math (STEM) fields.

Criteria and a complete description of the award categories and nomination package requirements can be found on the Black Engineer of the Year (BEYA) website:

www.beya.org

Nomination Instructions / Criteria: <http://intouch.ccgmag.com/page/Awards2/>

Nomination packages must be forwarded directly to Black Engineer of the Year (BEYA) via their website. Forward a courtesy copy of all nomination packets to ARNG EO/Diversity Office.

Annexes A thru J Diversity Outreach Awards

Annex I – (NSBE) Awards to Diversity Outreach Awards

The National Society of Black Engineer (NSBE) Golden Torch Awards recognizes outstanding individuals in the Engineering field.

Criteria and a complete description of the award categories and nomination package requirements can be found on the National Society of Black Engineer (NSBE) website: www.nsbe.org

Nomination Instructions / Criteria:

<http://www.nsbe.org/Programs/NSBE-Programs/Golden-Torch-Awards/Nominations-Instructions-and-Criteria.aspx>

Criteria for Individual Award Categories:

<http://www.nsbe.org/NSBE/media/Files/Programs%20Downloads/GTA/GTAAwardcriteria.doc>

Facts and Questions:

<http://www.nsbe.org/getmedia/429ccf1e-5dc3-4d19-bb20-c4fdf4389ba8/Golden-Torch-Awards-FAQ.pdf.aspx>

Nomination packages must be forwarded directly to National Society of Black Engineers via their website. Forward a courtesy copy of all nomination packets to ARNG EO/Diversity Office.

Annexes A thru J Diversity Outreach Awards

Annex J - Templates to Diversity Outreach Awards

1. Nomination Transmittal Form Template:

NAME OF THE AWARD:
I. NOMINEE'S INFORMATION:
Name of the Nominee:
Position Title and Grade:
DoD Component/Department/Agency/Organization:
Mailing Address:
Work Phone Number:
Fax Number:
Email Address:
II. NOMINATING OFFICIAL'S INFORMATION
Name:
Position Title/Grade:
Department/Agency:
Mailing Address:
Work Phone Number:
Work Fax Number:
Email Address:

Annexes A thru J Diversity Outreach Awards

2. Information Form (DoD Disability Award Only) Template:

I. IDENTIFICATION INFORMATION
Name of the Nominee (as it should appear on award and program brochure):
II. EMPLOYMENT
Classification of current position (job series, title, and grade or rank, etc.):
Individual 's organizational title (if any):
Employer (organizational unit, division or section, employing activity, department or agency):
Work Address (Street, City, State, Zip or Postal Code, Country, etc.):
Work Phone Number / Email Address:
Total years of Federal Service:
Length of service with current employing organization and or present position:
Work experience other than Federal military or civilian Federal employment:
III. EDUCATIONAL BACKGROUND (schools attended, fields of study, dates of graduation, degrees awarded, honors):
IV. AGENCY RECOGNITIONS (awards not covered in narrative):
V. COMMUNITY SERVICE (not covered in the narrative):
VI. COMMUNITY RECOGNITIONS (professional associations and community organizations not covered in narrative):
VII. MILITARY SERVICE (branch, length of service, rank, decorations):

3. Citation Template:

(Nominees Name) has distinguished himself/herself by continually making significant contributions to American in the areas of equal opportunity and public service both within the civilian community and the United States Army.

List 3 – 5 Accomplishment from nominee's narrative.

Annexes A thru J Diversity Outreach Awards

The distinctive accomplishments of (Nominees Names) reflect great credit upon him/her, the United States Army, and make him most deserving of the (Title of Award).

4. Non-adverse Statement Signed by Commander/G-1/S-1 Template (Military Only):

Verbiage: There are not current adverse actions pending against (nominee's name) and no past history of adverse findings or actions based on performance or conduct.

5. Photo Sample:

A current digital (600 DPI .JPG format) official head and shoulder, color photograph of the nominee in Army Service Uniform (Military) or Civilian Business (Civilian).

One high-resolution digital photo (at least 1 MB) of the nominee at work or in the workplace (DoD Disability Award Only).

