

ASSOCIATION GUIDANCE HANDBOOK

1 MARCH 2024



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AIR NATIONAL GUARD NONCOMMISSIONED OFFICER ACADEMY GRADUATE ASSOCIATION

VISION STATEMENT

Mentor airmen with their academic, career and professional goals, which will provide educated, professional, and confident airmen to better serve their commanders, employers, community, and military organizations.

MISSION STATEMENT

Encourage, assist, and prepare enlisted members for all levels of developmental education, foster professionalism, and instill Esprit de Corps.

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CHAPTER ONE

INTRODUCTION

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INTRODUCTION

FORWARD

1. In keeping with the established goal of our Association to provide continuing assistance and leadership in our various areas of endeavor, this Association Guidance Handbook (AGH) is furnished with the hope it will be of value in setting a uniform standard to be used where practical in implementing our programs.
2. It is published with the realization that it is not a final product, but one that lends itself to revision and modification as deemed advisable. We therefore solicit your comments and constructive criticism toward the goal that this will become a most practical and useful tool to be used by all elements of the Association as a guide in facilitating the successful accomplishment of all projects.
3. This Association Guidance Handbook is the property of Chapter One, Air National Guard Noncommissioned Officer Academy Graduate Association (ANG NCOAGA), and as such, is yours only for the duration of the elected or appointed office you occupy. Upon leaving that office, it is your responsibility to pass the book on to your successor.
4. As changes or new guidelines are approved and distributed, they will be transmitted to each Board Member and Chapter President for inclusion and/or replacement in the book. It will be your responsibility to ensure that the book is always kept current. The letter of transmittal of changes/replacements should be filed in the back of the book after action is completed to assure all changes have been posted. It is recommended that this handbook be kept in a three-ring binder to accommodate the posting of changes and allow for the reproduction of forms and sections as required.
5. This is an on-going project and expends Association monies. Your cooperation is solicited and appreciated. Questions relating to changes to this book should be directed to the President, Chapter One or Secretary, Chapter One.

INTRODUCTION**NOTE TO CHAPTER PRESIDENTS**

You are urged to read and use	THIS	material. Meet immediately with your officers and committee chairmen to distribute the guidelines outlined in this handbook.
A comprehensive description	IS	made for each officer and chairperson. A knowledgeable and inspired team should greatly enhance the success of your goals in this, your year as president.
Informed committees are	YOUR	best committees and the best committees are the most productive.
Get them started early this	YEAR!	With your leadership they will be well indoctrinated and eager to serve.

INTRODUCTION

OBJECTIVES

THE OBJECTIVE of this Association is to support commanders through the leadership, knowledge, and experience of its members as follows, but not limited to:

1. Promoting enlisted professional military education with an in-residence emphasis.
2. Preparing enlisted members for enlisted professional military education with an in-residence emphasis.
3. Supporting enlisted professional military education with an in-residence emphasis.
4. Providing scholarship opportunities to help further the educational desires of our members and their families.
5. Instilling pride and esprit de corps through:
 - a. The Air Force core values.
 - b. Military customs and traditions.
6. Patriotism and community involvement.

INTRODUCTION

PREPARATION OF GUIDELINES

1. Purpose: This guide establishes a standard format to be used in the development and production of all guidelines published in the Association Guidance Handbook. It applies to all members of the Association and the Board of Directors.
2. Responsibility: With the exception of individual guidelines published for officers of the Board of Directors, the Vice-President is tasked by Article III, Section 5b (1), (2), (3) of the Bylaws, for the function of all committees. They will have the ultimate responsibility for the publication of guidelines through the Association Guidance Handbook.
 - a. Incumbents of positions on the Board of Directors are responsible for the publication and currency of the guidelines pertaining to their office.
 - b. The Association Secretary will be responsible for:
 - i. Publication and distribution of approved guidelines and changes to guidelines.
 - ii. Maintenance of the Record Copy (Original) and electronic copy of the Association Guidance Handbook.
 - iii. Edit, arrange, and assure standardization of format prior to publication.
 - iv. Assure continuity of the Association Guidance Handbook.
3. Concept: The Association Guidance Handbook (AGH) is the only media, other than minutes of meetings conducted per Robert's Rules of Order, and the Association Articles of Incorporation and Bylaws that will be used in the conduct of Association functions. It is the means of implementing the Articles of Incorporation and Bylaws of the Association and of providing guidance to the Board, Chapters, and membership in the day- to-day functions of the Association. The AGH should never conflict with the Association Articles of Incorporation and Bylaws and Robert's Rules of Order shall prevail. Care should be taken when developing guides to ensure there are no conflicts.
4. Procedures: Guidelines will be developed in the same format as this guide.
 - a. Each guideline will be divided into one of eight chapters as indicated in the Table of Contents. It will be numbered with a chapter followed by a section, form, and appendix or attachment number. This will become the identifying mark for each section. The heading will include the date of the AGH and the chapter, section, form, appendix, or attachment number.
 - b. Each guideline will show section title, centered, and boldfaced in capital letters. The chapter title will also be centered and boldfaced in capital letters, two lines below the section title.
 - c. PURPOSE: The first paragraph will always be the statement of "purpose". Simply put, the purpose statement of the guide is being developed. The purpose statement will also include a statement of applicability - to whom does it apply?
 - d. RESPONSIBILITY: The second paragraph will always be a statement which will identify who has the "responsibility" for the function identified in the purpose statement, i.e., the Chapter President or Chairmen of the Committee, or the Board of Directors, is responsible to assure that "reports are submitted."
 - e. CONCEPT: The third paragraph will always be the "concept". It will briefly cover the authority or direction for the development of the guide, the application or intent, and the scope of application.

The concept should never conflict with the stated purpose and should complement the responsibility statement.

- f. **PROCEDURES:** This is where you lay out the program step by step. Keep it in sequence as much as possible, put in as much information as you need, but do not over elaborate. Keep it short and simple. Do not deviate from your stated purpose. Amplify, if necessary, responsibilities and develop the concept.
- g. The OPR (person responsible for guideline) will be indicated on the bottom left-hand corner of the first page of each guideline.
- h. Each page will be numbered sequentially, i.e., 1, 2, 3, etc., to provide an easy reference from the Table of Contents. Paragraph numbering will be as follows.

SAMPLE FORMAT OF FORMAT

1. This is a sample of the paragraph numbering used throughout this document.
 - a. First sub-paragraph
 - i. Second sub-paragraph
 1. Third sub-paragraph
 - a. Fourth sub-paragraph

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CHAPTER TWO

NATIONAL BOARD OF DIRECTORS

CHAPTER 1

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NATIONAL BOARD OF DIRECTORS - CHAPTER ONE

ASSOCIATION GOVERNMENT/BOARD OF DIRECTORS

1. **PURPOSE:** The purpose of this Chapter is to provide information on who makes up the "Association Government." It is directed towards governing the NCOAGA Chapter One only, however, may be used at the Chapter level as well.
2. **RESPONSIBILITY:** Maintenance of this chapter rests with the President, Chapter One. Changes will be made as dictated by the membership through a vote to change the Bylaws or the Articles of Incorporation.
3. **CONCEPT:** The Board of Directors organized by the Articles of Incorporation and Bylaws consists of three branches to govern the National Chapter and is considered the Governing Body for that purpose. They are:
 - a. Titled Officers: President, Vice-President, Secretary, Treasurer, Membership Director.
 - b. Untitled Directors: Three Regional Directors and four Directors at Large.
 - c. President Ex-Officio.
4. **PROCEDURES:**
 - a. The Titled Officers - serve as the **Executive Advisory Board (EAB)** and administer the National Chapter. They are voting members.
 - i. The President reacts to the membership through the Untitled Directors and is responsible for the National Chapter.
 - ii. The Vice President is assigned as chairperson for all standing committees, which gives him/her training and expertise in the affairs of the National Chapter, preparing to be the President. May appoint co-chair and committee members from the active membership and delegate authority, but still retain responsibility.
 - iii. The Secretary provides administrative support to the Board of Directors.
 - iv. The Treasurer safeguards the assets.
 - v. The Membership Director provides a central location for all membership activities of the Association.
 - b. The Untitled Directors - constitute our congress and are nonvoting members.
 - i. Three Regional Directors.
 - ii. Four Directors at Large.
 - iii. They provide constant contact with the membership, primarily through local chapters, but must communicate with all members within their region, as the National Chapter is an association of States, Territories, and Districts. They may work collectively with, or independently of, the President.
 - c. The Past Presidents are permanent nonvoting members and are direct advisors to the President. With their accumulated experience and knowledge, they constitute our judiciary: safeguarding our heritage, and providing training and guidance to the Board of Directors and membership.
5. More detailed information is provided within Section 2 of this handbook.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**PRESIDENT**

1. Purpose: This chapter provides guidance to the President of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of Chapter One. The President is elected at the annual national General Membership Meeting and will hold that office until the following year elections. He or she will automatically become President Ex-Officio at the end of his or her term.
2. Responsibility: The President receives authority from, and is responsible to, the membership. Direct the Association business, its Board of Directors, and their activities. Chair the General Membership Meeting Committee. Preside over all meetings of the Board of Directors and issue the call for regular and special meetings.
3. Concept: The President is the Executive Officer of Chapter One, President of the Board of Directors, Titled Officer and voting member of the EAB. Official actions are under the supervision of the Board of Directors. While certain duties of the President are set forth in the Articles of Incorporation, the President is required to do certain things not specifically stated and is to have the freedom to recommend changes and bring these changes before the board for adoption.
4. Procedures: Once elected the previous President will turn over all information and materials needed to conduct the business of this position. The new President will hold a preliminary meeting of the new Board of Directors prior to the time of official installation, for the purpose of laying plans and setting goals for the year and getting organized as much as possible before taking office. The President will:
 - a. Review the responsibilities of all Board of Directors positions and will ensure that they complete those responsibilities. It will be the President's responsibility to assist and discipline when necessary.
 - b. See that the Board of Directors meeting is held regularly. Preside over all meetings of the Board of Directors, to include regular and special meetings. Ensure that all members that require additional financial assistance in travel and/or lodging are provided with funds as approved by the board of directors.
 - c. Will appoint the standing and special committees and cooperate with the chairpersons of each to ensure regular functioning and reporting of such committees.
 - d. Prepare in advance, an agenda for all meetings.
 - e. Check with the Secretary before each meeting to make sure that all necessary reports, materials, and information are on hand.
 - f. Prepare in advance a schedule of precedence for each meeting, including the time to be allotted for each segment.
 - g. Keep the adopted goals for the year before the Board of Directors and strive constantly to reach them.
 - h. Call all meetings to order promptly at the time specified. Keep proceedings moving along without deviation from the main subject under consideration.
 - i. Follow accepted rules of parliamentary procedures and Roberts Rules of Order in conducting all meetings.
 - j. Require each Board of Director to submit activity reports as needed.

- k. Write articles for each issue of the "Graduate".
 - l. Has the ultimate responsibility for the public web site. Approves AGH Form 6-11, Public Web Site Information Release and forwards to Webmaster. Delegates limited revision authority to Vice President, Secretary, Membership Director, and Director at Large (DAL) Media.
 - m. Is responsible for preparing an annual budget, which will be submitted to the Treasure prior to the General Membership Meeting.
5. The President is to call on the assistance of the President Ex-Officio for support and information as needed. The Past Presidents may also be called on for assistance.
6. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**VICE PRESIDENT**

1. Purpose: This chapter provides guidance to the Vice President of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The Vice President is elected each year at the annual national General Membership Meeting and will hold that office until the following year elections. In most cases they will run for the office of President the following year. If the Vice President resigns prior to the end of his or her term, the President will appoint a replacement from the general membership to complete that term with the approval from the EAB.
2. Responsibility: The Vice President receives their authority from, and is responsible to, the membership. They are to assist the President in special programs, tasks, and responsibilities and to fill the President's chair in their absence. Chairs the following committees: Education & Scholarship.
3. Concept: The Vice President is a Titled Officer and voting member of the EAB and is to control and direct the affairs assigned to this position. They are to have the freedom to recommend changes and bring before the body these changes for adoption. This is the final stage of preparation for the position of President.
4. Procedures: Once elected the previous Vice President will turn over all information and materials needed to conduct the business of this position.
 - a. The Vice President duties and responsibilities:
 - i. Advertise the scholarship program in the "Graduate" and social media. Serve as focal point for all programs related to the scholarship program per Section 3-3 of this handbook.
 - ii. Write reports as required by the President and articles for the "Graduate" as appropriate.
 - iii. Revision authority on the public web site for areas of responsibility – Scholarships.
 - iv. Attend all meetings directed by the President.
 - v. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the General Membership Meeting.
 - b. Other duties as assigned by the President.
5. The Vice President, if planning to run for President, should prepare for this position so that at time of election they will be prepared to make a smooth transition. They should be prepared to address their new Board of Directors and take charge immediately. Close communication with the President during their term as Vice President is mandatory.
6. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**SECRETARY**

1. Purpose: This chapter provides guidance to the Secretary of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The Secretary at the annual national General Membership Meeting and will hold that office until the following year elections. If the Secretary resigns prior to the end of his or her term, the President will appoint a replacement from the general membership to complete that term with the approval from the EAB.
2. Responsibility: The Secretary receives their authority from and is responsible to the membership. They are to assist the President in special programs, tasks, and responsibilities. Will act as chair of Articles of Incorporation and Bylaws committee.
3. Concept: The Secretary is the recording officer of Chapter One. Official actions of the Secretary are under the direction of the President and the Board of Directors. The Secretary is a Titled officer and voting member of the EAB.
4. Procedures: Once elected the previous Secretary will turn over all information and materials needed to conduct the business of this position. They will:
 - a. Keep the general Association records, including minutes of all General and Board meetings, committee reports, and a list of active and inactive programs the Association is involved in. Maintains the Association Guidance Handbook.
 - b. Take, complete, publish and distribute minutes of all meetings.
 - i. Distribute General Membership Meeting Minutes to:
 1. Webmaster at info@ncoaga.com
 2. All Board of Director Members (contact information is found in AGH, Section 7, [Appendix 7-1](#))
 - ii. Distribute Board of Director Meeting Minutes to all Board of Director Member found in AGH, Section 7, [Appendix 7-1](#)).
 - c. Maintain election ballots in a large, sealed envelope for one year. One week prior to the next annual General Membership Meeting, destroys the previous year's ballots.
 - d. Attend all meetings directed by ANG NCOAGA President.
 - e. Revision authority on the public web site for Association Guidance Handbook, Articles of Incorporation and Bylaws, General Membership Meeting Minutes, Board of Directors Listing updates and mission and vision statements.
 - f. Is responsible for the management of the public web site.
 - g. Serve as the focal point for changes to this Association Guidance Handbook. Publish approved changes and forward an electronic copy to the Board of Directors listed in Section 7, [Appendix 7-1](#). Forwards an electronic version to the Webmaster for posting on the NCOAGA web site.
 - h. At all meetings, have the following items available to conduct business:
 - i. Roll call Roster (One for Board and One for General Membership Meeting).
 - ii. Copies of AGH, Articles of Incorporation and Bylaws Change form.
 - iii. Copies of "For the Good of the Association" form.
 - iv. Hard copy of the current AGH with any changes.

- v. Hard copy of the current Articles of Incorporation.
 - vi. Hard copy of the current Bylaws.
 - vii. Hard copy of the last meeting minutes.
 - viii. Copies of ANG NCOAGA Sign-in sheet.
 - i. Serves as the chairman of the Articles of Incorporation and Bylaws committee at the national General Membership Meeting. Assures that recommended changes are coordinated and processed in accordance with our Articles of Incorporation and Bylaws. Publishes and makes distribution of all changes.
 - j. Responsible for the upkeep of the NCOAGA Regional breakdown map/NCOAGA Board of Directors point of contacts handout.
 - k. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the General Membership Meeting.
 - l. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.
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NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**TREASURER**

1. Purpose: This chapter provides guidance to the Treasurer of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The Treasurer is elected each year at the annual national General Membership Meeting and will hold that office until the following year's elections. If the Treasurer resigns prior to the end of his or her term, the President will appoint a replacement from the general membership to complete that term with the approval from the EAB.
2. Responsibility: The Treasurer receives their authority from and is responsible to the membership. He/she will assist the President in management of Association finances.
3. Concept: The Treasurer is the financial officer of the Association. Official acts of the Treasurer are under the direction of the President and the Board of Directors. The Treasurer is a Titled Officer and voting member of the EAB.
4. Procedures: Once elected the previous Treasurer will turn over all information and materials needed to conduct the business of this position. They will:
 - a. Pay out monies in payment of chapter obligations only on authority given by the Board of Directors.
 - b. Sign all checks and vouchers and ensure that one other officer, determined by the Board of Directors, countersigns all checks.
 - c. Receive all monies and deposit the same in a bank or banks approved by the Board of Directors.
 - d. Hold deeds, certificates, notes, bonds, obligations, and other property of financial character belonging to the Association.
 - e. Maintain records of all income and disbursements and furnish a report of the same at each meeting.
 - f. Prepare and submit financial reports as specified by the Board of Directors.
 - g. Ensure that an audit is performed annually.
 - h. Insure that all Chapter One accounts are listed as Chapter One accounts and not individual accounts.
 - i. Insure all Chapter One accounts require two (2) signatures. The President and Treasurer can sign checks.
 - j. Attend all meetings directed by the President.
 - k. Is responsible for preparing an annual budget, which will be submitted to the members at the national General Membership Meeting.
 - l. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**MEMBERSHIP DIRECTOR**

1. Purpose: This chapter provides guidance of the Membership Director of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The Membership Director is elected each year at the annual national General Membership Meeting and will hold that office until the following year's elections. If the Membership Director resigns prior to the end of his or her term, the President will appoint a replacement from the general membership to complete that term with the approval from the EAB.
2. Responsibility: The Membership Director receives their authority from and is responsible to the membership. They maintain all membership records and information. They also provide for the coordination of changes to the Association Guidance Handbook.
3. Concept: The Membership Director provides a central location for all membership activities of the Association. The Membership Director is a Titled Officer and a voting member of the EAB.
4. Procedures: Previous Membership Director will turn over all information, equipment and materials needed to conduct the business of this position. They will:
 - a. Keep an up-to-date listing of all members of the Association. This list will be broken down by Regions and provided to the Regional Directors by Chapter once each quarter.
 - b. Provide mailing labels as needed.
 - c. Provide statistical analysis to all Board of Directors as requested.
 - d. Maintain and account for all Association equipment used in the accomplishment of their duties. Make recommendations for new equipment needs.
 - e. Write reports as required by the President and articles for the "Graduate" as appropriate.
 - f. Attend all meetings directed by the President.
 - g. Revision authority on the public web site for areas of responsibility – membership related information.
 - h. Prepare an annual budget, which will be submitted to the Treasurer prior to the national General Membership meeting.
 - i. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**DIRECTOR AT LARGE – MEDIA**

1. Purpose: This chapter provides guidance to the Director at Large (DAL) - Media of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The DAL-Media is appointed each year at the annual national General Membership Meeting (GMM) by the EAB and will hold that office until the next GMM. If a DAL-Media resigns prior to the end of his or her term, the EAB will appoint a replacement from the general membership to complete that term.
2. Responsibility: DAL-Media receives their authority from and is responsible to the membership. They will publish the “Graduate” magazine and publication dates are at the discretion of the President and DAL-Media. Assists as needed with the Association’s social media: website; Facebook; Instagram; and LinkedIn.
3. Concept: DAL-Media is the point of contact for all “Graduate” articles. Assists with social media accounts. The DAL- Media is an Untitled Director and is a nonvoting member of the Board of Directors.
4. Procedures: Previous DAL-Media will turn over all information and materials needed to conduct the business of this position. DAL-Media will:
 - a. Serve as the Editor-in-Chief of the "Graduate" magazine.
 - i. The central point for all "Graduate" articles. Will review, edit as necessary, and prepare for publication.
 - ii. Coordinate with the President, or designated representative, any special requirements pertaining to each issue of the “Graduate.”
 - iii. Send the President the draft, for review, prior to being published. The President will advise the DAL-Media of any changes noted and when to proceed.
 - iv. Send the completed Graduate in soft copy to the webmaster to upload to the NCOAGA website.
 - v. Editions will be published electronically on the NCOAGA website. Publication dates are to be determined by the EAB. This will provide information on what transpired during the past General Membership Meeting and information on the upcoming General Membership Meeting.
 - b. Assists the Webmaster and Secretary with the Association website.
 - c. Assists were needed for the Association social media accounts.
 - d. Write reports as required by the President and an article for the “Graduate.”
 - e. Attend all meetings directed by the President.
 - f. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the General Membership Meeting.
 - g. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**DIRECTOR AT LARGE - WAYS AND MEANS**

1. Purpose: This chapter provides guidance to the Director at Large (DAL) - Ways and Means (WM) of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The DAL–WM is appointed at the annual national General Membership Meeting (GMM) by the EAB and will hold that office until the next GMM. If a DAL–WM resigns prior to the end of his or her term, the EAB will appoint a replacement from the general membership to complete that term.
2. Responsibility: DAL–WM receives their authority from and is responsible to the membership. They are to assist the President in raising money for the Association.
3. Concept: DAL–WM is chairman of the Ways and Means Committee. Official acts of the DAL–WM are under the direction of the President and the Board of Directors. DAL–WM is an Untitled Director and is a nonvoting member of the Board of Directors.
4. Procedures: Previous DAL–WM will turn over all information and materials needed to conduct the business of this position. The DAL–WM will have the following responsibilities:
 - a. Chair the Be Square Society Sub-Committee. It is recommended that a co-chair be appointed by the DAL-WM. Ensure that [Section 3-3](#) is followed in the management of this program.
 - b. Coordinate on-going special fund-raising efforts throughout the year. Ensures that the programs are publicized, program goals and guidelines are being met, etc.
 - c. Establish programs and coordinate all fund-raising activities for Chapter One. This program includes, but is not limited to:
 - i. Coordinate all Chapter One fund raising activities at the national GMM. These include, but are not limited to:
 1. Selling tickets for any items donated to Chapter One.
 2. Publicizing and recruiting new members for the Be Square Society.
 3. Coordinate on-going special fund-raising efforts throughout the year. Ensures that the programs are publicized, program goals and guidelines are being met, etc.
 4. To assure a successful Corporate Sponsorship program. This includes developing programs to publicize the program as well as programs to actively recruit. The Corporate Sponsorship program will be reviewed annually at the General Membership Meeting.
 - d. Write reports as required by the President and an article for the “Graduate.”
 - e. Attend all meetings directed by the President.
 - f. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the annual General membership meeting.
 - g. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**DIRECTOR AT LARGE –TEC**

1. Purpose: This chapter provides guidance to the Director At Large (DAL) – Training Education Center (TEC) of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The DAL-TEC is appointed each year at the annual national General Membership Meeting (GMM) by the EAB and will hold that office until the next GMM. If a DAL–TEC resigns prior to the end of his or her term, the EAB will appoint a replacement from the general membership to complete that term.
2. Responsibility: DAL-TEC receives their authority from and is responsible to the membership.
3. Concept: DAL-TEC provides for a person who is located at or near the TEC to act as caretaker of ANG NCOAGA property located at McGhee Tyson ANGB, Knoxville, TN. They also provide the voice of the Association to the TEC when needed. The DAL-TEC is an Untitled Director and is a nonvoting member of the Board of Directors.
4. Procedures: Previous DAL-TEC will turn over all information and materials needed to conduct the business of this position. They will:
 - a. Keep the Association President and TEC informed of all accomplishments and problems as they occur.
 - b. Be present at all meetings to brief on the activities of this position.
 - c. Perform duties as the official NCOAGA Historian.
 - d. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**DIRECTOR AT LARGE – PARLIAMENTARIAN**

1. Purpose: This chapter provides guidance to the Director at Large (DAL) - Parliamentarian of Chapter One regarding duties, areas of responsibility and source of authority. The DAL-Parliamentarian is appointed each year at the annual national General Membership Meeting (GMM) by the EAB and will hold that office until the next GMM. If a DAL-Parliamentarian resigns prior to the end of his or her term, the EAB will appoint a replacement from the general membership to complete that term.
2. Responsibility: DAL-Parliamentarian receives his or her authority from and is responsible to the membership. The DAL-Parliamentarian will serve as an advisor to the Association President in all matters regarding parliamentary procedure, Robert's Rules of Order, and Board of Director and Annual GMM protocol, and Executive Advisory Board elections.
3. Concept: DAL-Parliamentarian assists in ensuring that Association meetings are conducted according to Robert's Rules of Order. The DAL-Parliamentarian is an Untitled Director and is a nonvoting member of the Board of Directors.
4. Procedures: Previous DAL-Parliamentarian will turn over all information and materials needed to conduct the business of this position. He or she will:
 - a. Provide annual GMM delegates with a briefing of General Membership Meeting specific parliamentary procedures, prior to the first General Business Session.
 - b. Monitor meeting procedures to ensure compliance with Robert's Rules of Order.
 - c. Act as Chapter One's Protocol Officer; work with GMM host committee to assist them at the annual General Membership Meeting.
 - d. Conduct the election process at the National General Membership Meeting each year.
 - i. Nominations for all Titled Officers, whether submitted prior to the General Membership Meeting or from the floor, must be submitted on AGH [Form 6-8](#) and all information required on the form must be submitted at the time of nomination.
 - ii. The Bylaws govern the election, voting, and tally process.
 - e. Act as a resource to the general membership regarding protocol and parliamentary procedure.
 - f. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the General Membership Meeting.
 - g. Other duties as assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**PRESIDENT EX-OFFICIO**

1. Purpose: This chapter provides guidance to the President Ex-Officio of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The President Ex-Officio is the immediate Past President and will hold that office until the current President assumes the position.
2. Responsibility: President Ex-Officio receives their authority from, and is responsible to, the Association. They act as an advisor and assistant to the President.
3. Concept: President Ex-Officio provides for an immediate source for the newly elected President. Their knowledge will be of great help to the President and will provide for an easy transition of the responsibilities and activities of the Association. The President Ex-Officio is a nonvoting advisor to the Board of Directors.
4. Procedures: Once a new President is elected the previous President Ex-Officio will turn over all information and materials needed to conduct the business of this position. They will:
 - a. Write reports as required by the President and articles for the "Graduate" as appropriate.
 - b. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the General Membership Meeting.
 - c. Other duties assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**REGIONAL DIRECTORS**

1. Purpose: This chapter provides guidance to the Regional Directors of Chapter One regarding duties, areas of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Association. Regional Directors are Untitled Directors, their term is three (3) years. They are elected by the members within their region during the year outlined in the Bylaws, Article VII, Section 2, para-E. They are non-voting members of the Board of Directors.
2. Responsibility: Regional Directors receive their authority from and are responsible to the membership. They have the responsibility of ensuring communications with each of the local chapters within that region.
3. Concept: Regional Directors act as the glue that holds the region together. Region Directors are Untitled Directors and nonvoting members of the Board of Directors. They must assure that:
 - a. Full and complete communication happens each month between chapters and the Board of Directors.
 - b. There is complete dissemination of information from the Association to the local chapters.
 - i. Act as the focal point within the region for activities and matters concerning the Association.
 - ii. Coordinate activities for all states within their region.
 - c. Chapters are encouraged to promote and have their members participate in the "Educational Scholarship Program."
4. Procedures: Previous Regional Director will turn over all information and materials needed to conduct the business of this position. He/she will:
 - a. Make sure current membership listings are disseminated to each local chapter within the region when received from the Membership Director.
 - b. Encourage chapters to submit articles to the "Graduate."
 - c. Write articles for "Graduate" as needed or when appropriate.
 - d. Notify Membership Director whenever there is a change of Chapter President. It is imperative that a current list of Chapter Presidents is always maintained.
 - e. Attend all meetings directed by the President.
 - f. Is responsible for preparing an annual budget, which will be submitted to the Treasurer prior to the annual General Membership Meeting.
 - g. Other duties assigned by the President.
5. As with all Board of Directors, will always maintain a positive and professional military image.

NATIONAL BOARD OF DIRECTORS - CHAPTER ONE**COMMANDANT, ANG EPME**

1. Purpose: This chapter provides guidance to the Commandant, Paul H. Lankford Enlisted Professional Military Education (EPME) Center regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter. The Commandant, ANG EPME is a nonvoting advisor to the Board of Directors.
2. Responsibility: The Commandant, ANG EPME is responsible to no one on the Board of Directors and is not a member of the Board of Directors. They are to assist, provide guidance and serve as an advisor to the Board.

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CHAPTER THREE

COMMITTEES

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COMMITTEES

ARTICLES OF INCORPORATION AND BYLAWS COMMITTEE

1. Purpose: This chapter provides guidance to the Secretary of Chapter One regarding the duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter.
2. Responsibility: The Secretary chairs the Articles of Incorporation and Bylaws Committee. This committee is an advisory committee to the Board of Directors. Its duties are largely interpretive in nature, and it acts generally only when called upon to do so by the Board of Directors. It may, however, act without being asked to do so if it believes the Board, or the Chapter as a whole, is proceeding or operating in an unconstitutional manner.
3. Concept: The Secretary is to supervise and direct the committee. The committee should promptly call attention to the unconstitutional procedure or operation and request that immediate steps be taken to correct it. The committee should consist of three (3) members from the general membership. The members selected should have experience in organizational procedures. A knowledge of parliamentary law would be quite helpful. The committee members should carefully study the Articles of Incorporation. The Chapter should always operate in strict compliance with the Articles of Incorporation.
4. Procedures: The committee:
 - a. May request a meeting devoted to the Articles of Incorporation and Bylaws. This may be done at the beginning of the year, or just prior to nominations and election period. The program may be geared to a question-and-answer period; or it may take the form of a straight talk on various constitutional matters, with each member of the committee allotted about five minutes to discuss one subject.
 - b. Should always try for prompt, amicable settlements of all disputes involving constitutional questions, but should always insist on strict adherence to the Articles of Incorporation.
 - c. Should always advise the Board of Directors in writing, on their findings, including recommendations. The Board should act swiftly to make any needed corrections.

COMMITTEES

EDUCATION AND SCHOLARSHIP PROGRAM COMMITTEE

1. Purpose: This chapter provides guidance to the Vice President of Chapter One regarding the duties, area of responsibility and source of authority concerning an Education and Scholarship Program. It also implements the scholarship program of the ANG NCOAGA. It provides for the disbursement of monies for approved scholarships, method of awarding, rules for the contest and general procedures in administering the overall program. It applies to all chapters of the ANG NCOAGA, the Vice President and duly appointed committee members.
2. Responsibility: The Vice President chairs the Education and Scholarship Program committee. The co-chair will be appointed by the Vice President.
3. Concept: The Education and Scholarship program was established as a means of providing financial assistance for educational purposes to active members of the Association & their dependent children/eligible youth. An active member is an individual whose membership is current (paid) at both the scholarship deadline date and at the General Membership Meeting at which the scholarship winners are announced. A dependent child, for our purposes, is a child a member is physically raising and/or financially supporting. The program is funded by budgeted allocations of dues paid by members as well as by contributions from other sources. It was also established to provide a means of assisting Chapters in getting involved in educational matters both on and off base. The committee will be comprised of at least two representatives from each region.
4. Procedures: The Education and Scholarship Committee will establish definitive guidelines to implement and carry out the Education and Scholarship Program.
 - a. The committee will select the categories and/or themes(s) for scholarships, at the National Annual General Membership Meeting for the following year. The Vice President will forward the theme(s) and rules to the "Graduate" for publication in the FIRST issue after General Membership Meeting.
 - b. The eligible youth contest will be open to the following of an active member of the Association:
 - i. Dependent children
 - ii. Grandchildren
 - iii. Nieces
 - iv. Nephews
 - c. The eligible youth will compose in his/her own words an essay, poem, or letter on the subject announced. The essay will be in a double spaced and computer-generated format. The sponsor's name and writer's name, address and school grade will appear only on the cover page of the paper. The entry will be emailed to the Vice President. Must be emailed no later than the announced date.
 - d. The committee will administer three annual awards entitled "The William M. Goyer Memorial Scholarship", the "Master Sergeant Bennie S. Frick Memorial Educational Award" and the "Betty Fearn Scholarship". These will follow the guidelines as outlined in

[Section 4-1](#). The committee chair will all applicants advising them of the scholarship winner."

- e. At each General Membership Meeting the committee will determine the rules, selection procedures, subject matter of the essay(s), number and amounts of each scholarship for the coming year. The dollar amount will need to be coordinated through the Treasurer prior to final establishment of the amount of each scholarship.

COMMITTEES

WAYS & MEANS COMMITTEE

1. Purpose: This chapter provides guidance to the Ways and Means Committee regarding duties, area of responsibility and source of authority. The committee is established to identify means of acquiring monies and resources for the operation of the Association, other than dues, and to develop plans and make recommendations as to how to obtain resources. It is not intended to circumvent the Articles of Incorporation and Bylaws of the Chapter.
2. Responsibility: The DAL-Way and Means (WM) chairs the Ways & Means Committee. This committee is appointed by, and reports to, the President. The Board of Directors approves official actions of the Ways and Means committee.
3. Concept: Association management (EAB/Directors) should establish goals for the Ways and Means Committee, the objective being for the Association/Chapter to become self-sufficient by having funds to conduct activities. The committee will be comprised of three (3) members, one (1) from each region.
4. Procedures: The Ways and Means Committee will assist the DAL-WM in preparing guidelines to be used in managing the following programs:
 - a. **The Be Square Society** was developed by Colonel Ed Morrissey, first Commander of the PMEC, to provide funds to Chapter One for the purpose of perpetuating the Association.
 - i. The DAL-WM is responsible for the advertisement and selling of this program and for maintaining the membership list and publishing this information.
 - ii. The Ways and Means Committee will solicit members to join the Be Square Society who are willing to either donate or bequeath money to support Chapter One. Both members and friends of the Association will be asked for donations.
 - iii. The Ways and Means Committee will develop programs to publicize the Be Square Society.
 - iv. At each annual National General Membership Meeting the Ways and Means Committee will review the Be Square Society Program and make recommendations and suggestions to Chapter One Board of Directors for implementation.
 - v. DAL-WM will receive all money or bequests of money and will forward such to the Treasurer of Chapter One. If a Be Square member dies and does not pay the money bequeathed to Chapter One, DAL – Ways and Means will forward the amount promised to the individual's chapter for collection.
 - vi. Name will not be engraved on the plate for the plaque until the money is received. All current names will be grandfathered.
 - vii. A description of the Be Square Society program will be published in the Graduate.
 - b. **Corporate Sponsorship** is a program established to permit sponsorship of the Associations goals, activities, ideals of volunteerism, and service to the public.
 - i. The Ways and Means Committee will:
 1. Develop means to publicize the Corporate Sponsorship Program as well as programs to recruit Sponsorships. Review the program annually at the national General Membership Meeting.
 2. Ensure a certificate is presented to participating businesses/corporations and that acknowledgement is made in the Graduate.

COMMITTEES

GENERAL MEMBERSHIP MEETING COMMITTEE

1. Purpose: This chapter provides guidance for the General Membership Meeting Committee and its responsibility to the Association to select the best location to hold National General Membership Meetings.
2. Responsibility: The President is responsible for this committee. The DAL - Parliamentarian will serve as co-chair of this committee. It will be the Chair's responsibility to run the meeting process at the National General Membership Meeting each year.
3. Concept: The official business of the General Membership Meeting Committee is under the direction and supervision of the President. The President has a personal interest in the function of the General Membership Meeting Committee to assure that only the best sites are selected for National General Membership Meetings.
4. Procedures: [Attachment 8-1](#), "General Membership Meeting How To," provides a complete example for those chapters interested in bidding for a General Membership Meeting. It provides a basis for deciding on whether a chapter can host a General Membership Meeting.
 - a. General Membership Meeting bidding will commence three (3) years prior to the proposed date. At that time, a formal presentation will be made to the General Membership Meeting committee to include:
 - i. Hotel name and location.
 - ii. Approximate hotel room rate.
 - iii. Proposed activity schedule.
 - iv. Letter of chapter support (including date chapter voted to host a General Membership Meeting, vote totals, and the President's signature.)
 - v. Approval letter from Group/Wing Commander, Assistant Adjutant General for Air/Chief of Staff and Adjutant General.
 - vi. Any other pertinent information.
 - b. The General Membership Meeting Committee will review all bids, and by vote, select a location to recommend to the Board of Directors.
 - c. President of Chapter One will send winning chapter letter of bid acknowledgment. Before a bid will be considered as accepted/approved, the host chapter will submit a draft contract to the National President for review. Once all necessary revisions to the contract have been made, the National President will forward a letter of authorization to the host chapter, informing them that they can sign the hotel contract. Chapters shall not enter into any contracts or agreements without this letter of authorization. Once the President of Chapter One has sent the letter of authorization, the host chapter General Membership Meeting chair may request the sum of up to \$1000 to be used for initial General Membership Meeting expenses. This money is to be repaid to Chapter One if a profit more than the amount borrowed is made at the General Membership Meeting.
 - d. In the event a bid to host a General Membership Meeting is not received, or a bid is received and found unacceptable by the General Membership Meeting Committee, or the Board of

Directors, it is the responsibility of the Board of Directors, Chapter One, to find a location for the General Membership Meeting for that year.

- e. The President will ensure that an after-action report is briefed from the previous year's General Membership Meeting.

COMMITTEES

PUBLICITY & SPECIAL PROJECTS COMMITTEE

1. Purpose. The purpose of this guideline is to provide guidance for the Publicity & Special Project committee that will meet each year at the national General Membership Meeting of the ANG NCOAGA. It applies to Chapter One and may be used by all field chapters of the Association.
2. Responsibility: The DAL-Media has the overall responsibility for the conduct of this committee. The DAL-Media will conduct meetings at each national General Membership Meeting, record and report to the body recommendations made at this meeting.
3. Concept: The Publicity and Special Projects committee provides a means of reviewing the "Graduate" newsletter content and making recommendations on how it may be improved. It also makes recommendations for special projects the Association can become involved with.
4. Procedures: The DAL-Media will meet with those Regional representatives that have been assigned to this committee at each national General Membership Meeting.
 - a. A complete review of the "Graduate" newsletter will be completed with recommendations regarding content, completion of the "Graduate" and any other areas of interest presented to the body at the general business session.
 - b. Recommendations for special projects that the national and chapter level can become involved with will be presented to the Board of Directors first, then if approved forwarded to the Chapter Presidents after a complete review of the suggested project. This will give an opportunity to review the legality and other areas of consideration prior to implementation.
 - c. Any individual may make recommendations for improvement of the "Graduate" or special projects for the Association at any time. They should be submitted to the DAL- Media prior to the national General Membership Meeting.
 - d. Re-examine the emphasis of how to bring to a "higher" standard the media representation of the Association as provided to the membership at large.
 - e. Assist in coordinating important published "Graduate" information in Association web page presentation.

CHAPTER FOUR

AWARDS

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AWARDS

ANG NCOAGA SCHOLARSHIP PROGRAMS

1. Purpose: The scholarship programs are intended to be both a statement of recognition by the NCOAGA as well as a way for our association to help further the educational desires of its members and their families. Each scholarship is awarded at the annual national General Membership Meeting. The Vice President of Chapter One is responsible for this program. Responsibilities are found in [Section 3-2](#).
2. Objective: The objective of the Scholarship Program is to foster a desire to further one's education and help provide financial support for those that are selected as winners. Individual chapters are encouraged to establish local programs within their own chapter.
3. Concept: It is not intended to compete with or diminish the importance of any other awards. It is to help stimulate our family members to pursue further education and meet the needs of our members who might otherwise not be able to continue their education.
4. Procedures: Five different scholarships will be given each year. They are:
 - a. Chapter One Senior Division - Eligible youth dependents, as defined in [Section 3-2](#), in 12th grade - baccalaureate (years completed) will submit an essay of **1500-2000 words** to the Vice President of Chapter One. The Scholarship Committee at each General Membership Meeting will select a topic for the following year. Entries or original work in essay, poem, or letter format will be double-spaced. Applicant's name should not appear on the essay. All applicants must complete and submit AGH [Form 6-2](#), Scholarship Application with the entry.
 - b. Chapter One Junior Division - Eligible dependents in 10th grade - 11th grade (years completed) will submit an essay of **750-1000** words to the Vice President of Chapter One. The Scholarship Committee at each General Membership Meeting will select a topic for the following year. Entries or original work in essay, poem, or letter format will be double-spaced. Applicant's name should not appear on the essay. All applicants must complete and submit AGH [Form 6-2](#), Scholarship Application with the entry.
 - c. The William M. Goyer Memorial Scholarship award winners will be selected from the Senior Division submissions only.
 - d. MSgt Bennie S. Frick Memorial Scholarship. The award of this scholarship will be based on demonstrated leadership in home, school, church, and community activities; demonstrated financial need to begin or continue a program of study; and educational and life goals. Application and full instructions can be found in AGH [Form 6-4](#). Chapter 7, the Tarheel Chapter, Charlotte, NC manages the Bennie Frick Scholarship funds and will continue to fund the scholarship each year. MSgt Bennie Frick was a member of Chapter 7 and was serving as the Region 4 Director when she passed.
 - e. Betty Fearn Scholarship – is established for an active member of Chapter One. The member applicant will write a talking paper on themselves to include leadership, extent of and/or potential accomplishments in; civilian, military, and academic achievements. The applicant will write a goals statement which will cover, as a minimum, the next year, to include academic or educational goals; career (civilian and/or military) goals. Attachments to the talking paper and goals statement will be one or more of the following: A current progress report from CCAF or a copy of the CCAF

Degree; a current transcript from an institution of higher learning such as a technical school, college, or university; a letter of acceptance/enrollment from an institute of higher learning (such as mentioned above). The above information will be submitted with a cover sheet to include the applicant's name, rank, unit, region, chapter number and the unit home addresses.

- f. Applications will be electronically submitted, and the **essay must be in word document format** to the Vice President of Chapter One by 30 June of each year.

AWARDS

NCOAGA HALL OF FAME

1. Purpose: To recognize an outstanding NCOAGA member who has served the goals of our Association in an unselfish, long, and faithful period.
2. Responsibility: The Vice President will be responsible for this program.
 - a. The Vice President, Chapter 1
 - b. DAL-TEC
 - c. Responsible for determining the selection committee.
3. Concept: This is the highest and most prestigious award that the NCOAGA can award to its members.
4. Procedures: Nomination package must be in a computer-generated document in paragraph format with the following criteria.
 - a. Criteria:
 - i. The member should have a long-term relationship with the NCOA Graduate Association.
 - ii. The member's entire military history should be considered.
 - iii. The member's record while attending all NCO PME should be considered.
 - iv. The member must have superior characteristics such as integrity, military image, be trustworthy, and set a superior example for others to follow and look up to.
 - v. All that the member has accomplished in the community and in the military service and NCOAGA related programs and projects should be considered.
 - vi. A deceased member may be considered for this award.
 - b. How to Submit:
 - i. The individual must be submitted by a member in good standing from the general membership.
 - ii. Nomination package is to be emailed to the Vice President, Chapter 1 no later than 31 March of each year.
 - iii. The Selection Committee will submit their recommendation(s) to the National NCOAGA Board of Directors prior to or during the annual General Membership Meeting. The NCOAGA BOD will review the application(s) submitted and vote on a nominee(s). A 2/3's "Yes" vote is required to submit nominees to the general NCOAGA membership at the same NCOAGA General Membership Meeting.
 - iv. A two thirds approval vote by the official delegates of the general membership is required to present the award.
 - c. Presentation:
 - i. Name engraved on a permanent plaque or trophy to be kept at a designated location and displayed at annual General Membership Meetings.
 - ii. Individual to receive a plaque or trophy and a certificate at the next annual General Membership Meeting. Order the trophy from minutemanawards.com.
 - iii. For a deceased member, their next of kin will be presented with an award on behalf of that member.

- d. Reasons for not giving the award:
 - i. Award should not be a “Good Old Boy” award.
 - ii. Given to members just because they have been in the Association for a “long period” of time.
 - iii. Should only be given to members in good standing with the NCOAGA.

AWARDS

NCOAGA MINUTE WOMAN AWARD

1. Purpose: To recognize women who have served the goals of the Association through unselfish, faithful contributions over an extended period.
2. Responsibility: The Vice President will be responsible for this program.
3. Concept: Created by CMSgt (Retired) Freddy Vega of the Puerto Rico ANG and approved by Maj Gen Donald Sheppard, then Director of the ANG, the original intent was to recognize military or civilian women who had made a significant contribution to the Puerto Rico ANG. Chief Vega has enthusiastically approved the adoption of this award by the Association.
4. Procedures: Nomination package must be in a computer-generated document in paragraph format with the following criteria.
 - a. Criteria:
 - i. The honoree must have made outstanding contributions to and had significant involvement with the Association over an extended period resulting in the furtherance of the goals of the Association.
 - ii. The honoree may be military or civilian. Civilian women must be related to ANG personnel.
 - iii. The honoree must be a woman of integrity and high moral character whose contributions were made with no thought of personal reward.
 - iv. All that the honoree has accomplished in the community and in Association related programs and projects may be considered.
 - v. A deceased member may be considered for this award.
 - b. How to Submit:
 - i. The individual must be submitted by a member in good standing from the general membership.
 - iv. Nomination package is to be emailed to the Vice President, Chapter 1 no later than 31 March of each year.
 - ii. The Selection Committee will submit their recommendation(s) to the National NCOAGA Board of Directors prior to or during the annual General Membership Meeting. The NCOAGA BOD will review the application(s) submitted and vote on a nominee(s). A 2/3's "Yes" vote is required to submit nominees to the general NCOAGA membership at the same NCOAGA General Membership Meeting.
 - iii. A two thirds approval vote by the official delegates of the general membership is required to present the award.
 - c. Presentation:
 - i. The honoree will be presented with a likeness of the "The Minute Woman" statue sculpted by Chief Vega at the next annual General Membership Meeting. Order trophy from minutemanawards.com.
 - ii. For the deceased honoree, their next of kin will be presented with the award.

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CHAPTER FIVE

LOCAL CHAPTERS

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LOCAL CHAPTERS

PURPOSE, ORGANIZATION, AND OBJECTIVES OF THE ANG NCOAGA

1. Purpose: The following guidance applies to the organization and establishment of a chapter of the ANG NCO Academy Graduate Association. It applies to all units.
2. Responsibility:
 - a. The President, Chapter One provides the rules through which an NCO Academy Graduate Association Chapter may be organized and chartered, maintains liaison with all the chapters that have been chartered, and helps as needed.
 - b. Graduates may apply directly to Chapter One for a sample constitution and instructions for organizing the chapter.
 - c. Graduates who wish to set up an NCO Academy Graduate Association Chapter must submit a proposed constitution to the base commander for approval, as well as State Headquarters. Submit the constitution to the President, Chapter One, ANG NCOAGA, with the base commander's & State Headquarters' approval attached.
 - d. The President of Chapter One, ANG NCOAGA, will issue the charter upon receipt of the appropriately completed package.
 - e. Associations will be organized as private organizations according to **AFI 34-223, PRIVATE ORGANIZATIONS PROGRAM, 13 December 2018**. Do not use the title "Air Force" or " Air Force Base" in the name of the Association.
3. Concept:
 - a. To encourage the tradition of high military ideals and skills acquired at a Professional Military Education Center.
 - b. To provide an organization through which graduates can further fulfill their responsibilities to the military and civilian community by using the leadership, management, and supervisory qualities of graduates.
 - c. To support and enhance Professional Military Education and provide scholarship opportunities to help further the educational desires of its members and their families.
4. Procedures: **All graduates of an accredited USAF Enlisted Profession Military Education course in-residence/CDC/DL such as: USAF Senior NCO Academy; Command NCO Academies; Leadership Schools; Airman Leadership/NCO Preparatory Schools are eligible for membership. Local chapter officers must be paid members of Chapter One, in accordance with the National Articles of Incorporation.**
 - a. Chapter members will support commanders in such areas as airman counseling, incentive award committees, and other areas that commanders indicate their participation may be useful.
 - b. Members are urged to support the commander's request to brief individuals selected to attend Professional Military Education before they go to school.
 - c. Members are urged to support community service programs.
 - d. Chapter membership may, if requested by the commander, help in resolving base problems. For example, they may make recommendations and help on such matters as morale, welfare, and discipline.

LOCAL CHAPTERS

HOW TO ESTABLISH A CHAPTER

1. Purpose: To establish standard guidelines to be used to establish a new chapter within the Air National Guard Noncommissioned Officer Academy Graduate Association. Guidelines in **AFI 34-223, PRIVATE ORGANIZATIONS PROGRAM, 13 December 2018** will be used.
2. Responsibility: The President of Chapter One, ANG NCOAGA.
3. Concept: It is the desire of the Air National Guard Noncommissioned Officer Academy Graduate Association that chapters be established at all bases. It is through this that we will maximize the true usefulness of this organization.
4. Procedures:
 - a. Persons desiring to establish a new chapter will request a sample of a chapter Constitution and Bylaws from the President, Chapter One, ANG NCOAGA. Upon receipt, the Constitution of the proposed chapter will be prepared.
 - b. When prepared, the new chapters proposed Constitution will be submitted to its Base Commander for approval. State Headquarters/Adjutant General approval is required. Application for a new chapter will be in letter format with proposed Constitution and Bylaws attached, along with Base Commander's and State Headquarters' endorsements. Ensure the letter includes the name and address of the elected chapter officers, their military address, and number of charter chapter members. A chapter is one having a minimum of five (5) members in good standing in the Association. Submit the completed package to the President, Chapter One, ANG NCOAGA.
 - i. Once a chapter has been established, the following standards will be used to determine if a Chapter is an active/functioning Chapter.
 1. The Chapter meets regularly (at least once a quarter).
 2. The Chapter holds regular elections as written in their constitution.
 3. The Chapter is attempting to meet the purposes and objectives as defined in [Section 5-1](#).
 - c. The President, Chapter One, ANG NCOAGA, will coordinate the application and issuance of the charter for the proposed chapter. If approved, the President, Chapter One, ANG NCOAGA, or his/her representative should deliver the charter to the new chapter. Chapter numbering will be sequential to maintain a degree of continuity and order.
 - d. The President, Chapter One, ANG NCOAGA, will provide the appropriate Chapter President and Membership Director, Chapter One, ANG NCOAGA, with all required information.
 - e. Any chapter wishing to change their name after they have been established, the Chapter President must write a letter to the President, Chapter One, ANG NCOAGA, for approval.

LOCAL CHAPTERS

BOARD OF DIRECTORS

1. Purpose: This guideline defines the "Board of Directors," the source of their authority, and some basic direction for the Board's function. It is not intended to circumvent the Constitution and Bylaws of the chapter.
2. Responsibility: The Board of Directors receives their authority from and is responsible to the membership.
 - a. Regular meetings of the Board of Directors should be held at least quarterly, or as prescribed in the chapter's Constitution and Bylaws
 - b. Members of the Board of Directors shall be the President, Vice-President, Secretary, Treasurer, and elected Directors. The President Ex-Officio is the immediate Past President and will function as prescribed in the chapter's Constitution and Bylaws. Past Presidents may function as advisors to the Board. Responsibilities of respective officers should be found in the chapter's Constitution. Chapter President Responsibilities can be found in [Section 5-4](#).
 - c. Local chapter officers must be active members of Chapter One.
3. Concept: The Board of Directors is an institution evolved by centuries of experience. Its function is to control and direct the affairs of an organization. Webster's Dictionary defines "Board of Directors" as a "number of persons appointed to sit in council for the management or direction of some public or private business."
4. Procedures: Visualize the organization of your own chapter and ask yourself: "Where is it controlled from? Where is the point at which all parts are brought together and coordinated?" You will find that the answer is your Board of Directors. It is the most important cog, which directs the activities of all the others. If it is not functioning, then the parts of your organization are not coordinated.
 - a. The Board of Directors meets in many ways. Some Boards meet before or after lunch, some meet in the evenings at a chapter meeting place or at a member's home. Evening meetings are probably the best because they allow adequate time for discussion of problems. Breakfast meetings on Sunday morning of UTA are also usually well attended. A regular order of business must be followed, as reflected in an agenda.
 - b. As soon as possible after the new officers and directors of the chapter are elected, the President-elect should call a meeting of the Board of Directors-Elect with holdover members, if any, for the purpose of getting organized and drawing up preliminary plans for year. In as much as the members of the Board of Directors-Elect have not been officially installed, resolution & other action(s) binding on the chapter cannot be approved at this meeting. However, plans for the year may be discussed and tentatively agreed upon, and then brought before the first official meeting for official adoption.
 - c. Order of Business - Special Directors' Meeting:
 - i. Meeting called to order.
 - ii. Roll Call and reading of communication from absent members.
 - iii. Remarks by the President.
 - iv. Reading of functions of the Board and duties of the Vice-President.

- v. Committee Chairperson Recommendations: review of all current and required committees; recommendations for declaring committee(s) inactive or dissolved.
- vi. Discussion of goals for the year(s) of office.
- vii. Instructions for the Treasurer.
- viii. Discussion of Board/membership meetings scheduled.
- ix. Questions and open discussion.
- x. Adjournment.

LOCAL CHAPTERS

CHAPTER PRESIDENT

1. Purpose: This guideline provides general guidance for the Chapter President. It is not the intent of this guideline to circumvent the chapter's Constitution and Bylaws but to provide general direction for the Chapter President in the performance of duties.
2. Responsibilities: The Chapter President shall:
 - a. Preside over all meetings of the Board of Directors.
 - b. Issue the call for regular and special meetings.
 - c. Appoint standing/special committees & cooperate with the chairs of each to ensure regular functioning and reporting of such committees.
3. Concept: The Chapter President is the Executive Officer of the chapter and President of the Board of Directors. His/her official actions are under the supervision of the Board of Directors. While certain duties of the President are set forth in the chapter's Constitution and Bylaws, experience has shown it is important that the President do certain things, which may not be specifically stated in the Constitution and Bylaws.
4. Procedures: The following are suggested functions to be performed by the Chapter President:
 - a. Hold a preliminary Special Directors' Meeting of the Board of Directors prior to the time of official installation, for the purpose of laying plans and setting goals for the year(s) of office and getting organized as much as possible before taking office. (See [Section 5-3](#), paragraph 4c, for the "Order of Business" for this meeting.)
 - b. Set up a meeting with the Chapter Board of Directors and the Base Commander to discuss chapter goal(s) and see what the chapter can do for the unit and what unit support will be required by the chapter.
 - c. Hold Board of Directors meetings regularly. This is imperative because the Board of Directors is the executive body. It establishes and controls the policies. Only by holding regular meetings can the Board properly discharge its responsibilities.
 - d. Prepare in advance, an agenda for all meetings.
 - e. Check with the Secretary before each meeting to make sure that all necessary reports, materials, and information are on hand.
 - f. Check with the committee Chairs to ensure those committee projects, if any, are on schedule or have been completed.
 - g. Prepare in advance a schedule of precedence for each meeting; may include the time to be allotted for each segment.
 - h. Cooperate with the Treasurer in preparing an annual chapter budget for presentation to, and adoption by, the Board of Directors.
 - i. Keep the adoption goals for the year(s) of office before the membership through bulletins and announcements at meetings; strive constantly to reach them.
 - j. Have an audit of the records and accounts of the Secretary and Treasurer at the end of each administration or more frequently if the Board of Directors decides so.
 - k. Call meetings to order promptly at the time specified. Keep proceedings moving along without deviation from the main subject under consideration.

- l. Follow the accepted rules of parliamentary procedure in conducting all meetings. In many chapters, Vice President acts as Parliamentarian, as well as Sergeant-At-Arms.
 - m. Require Secretary to provide monthly minutes and Treasurer to provide monthly financial statement.
 - n. Encourage an article be written for publication in each issue of the "Graduate" newsletter, as well as unit newspaper.
 - o. Make personal contact with new Graduates, extend personal invitation to attend next meeting, and encourage involvement.
 - p. Will download a copy of the "Graduate" from the NCOAGA web site and will print and distribute to chain of command, etc. as they deem necessary.
5. First Meeting After Election: Special preparation by the President:
- a. Set date, time, and place for the first meeting after consulting with the Board. Notify members of this meeting.
 - b. Secure copy of the chapter's preceding year financial statement for use at the meeting.
 - c. Have committee reports, if required, prepared by Committee(s).
 - d. Contact members and encourage attendance at least two days prior to the meeting. Put notices of the meeting in unit weekly bulletins/newsletters/UTA bulletins. Make PA announcements the day of the meeting, to give that "last minute" reminder!
 - e. Invite Adjutant General, Base Commander, Squadron Commanders, Deputy Commanders, Command Chief Master Sergeant, and Senior Enlisted Advisor(s).

LOCAL CHAPTERS

DEACTIVATION/REACTIVATION OF A CHAPTER

1. **PURPOSE:** To establish standard guidelines to be used when a chapter within the Air National Guard Noncommissioned Officer Academy Graduate Association needs to be deactivated/reactivated.
2. **RESPONSIBILITY:** The Executive Advisory Board (EAB) and Regional Director will be responsible for identifying those chapters needing to be deactivated.
3. **CONCEPT:** A chapter may be deactivated for the following reasons:
 - a. The unit in which a chapter is established has been deactivated.
 - b. The unit in which a chapter is established has merged with another unit with an established chapter.
 - c. The chapter has ceased to meet the goals and objectives of the Association for a period of 2 years, determined by the EAB.
4. **PROCEDURES:**
 - a. The President a chapter needing to be deactivated will send a formal letter to the President of Chapter One, ANG NCOAGA requesting that the chapter be deactivated. The letter will state the reason for and the recommended date of deactivation. Prior to requesting deactivation, the Chapter President will document the attempt to contact and communicate the pending deactivation actions to each member of the chapter prior to recommending the chapters deactivation to the EAB.
 - b. The President will, in turn, notify the chapter's wing and state command chief, the base commander, and the state headquarters of the deactivation request. The notification will inform wing and state leadership of Chapter One, ANG NCOAGA's intention to deactivate the chapter. The objective is to reestablish an open dialogue and recommend solutions that will result in the chapters returning to good standing.
 - c. Upon deactivation of the chapter, Membership Director, Chapter One, will be responsible for notifying the paid members of the deactivated status of their chapter, giving them the option to remain as members in the deactivated chapter or be placed into the chapter of their choice.
 - d. The deactivated chapter's number and name will not be removed from the chapter listing. The letter "D" and the date of the deactivation will be placed next to the chapter's name in the Association Guidance Handbook. Deactivated chapters will be eligible to participate in the awards program: Scholarship Program; Hall of Fame Award; Minute Women Award.
 - e. If a chapter wishes to be reactivated, the chapter must follow the guidance in [Section 5-2](#) on "How to Establish a Chapter" in the Association Guidance Handbooks.

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CHAPTER SIX

FORMS

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FORMS

APPLICATION FOR MEMBERSHIP

<http://www.ncoaga.com/index.php/membership>

MAIL TO:

Membership Director
116 Centennial Drive
Harvest, AL 35749

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FORMS

ANG NCOAGA SCHOLARSHIP APPLICATION FORM "SENIOR/JUNIOR DIVISION"			
DATE:			
HIGHEST SCHOOL GRADE COMPLETED:			
NAME:			
ADDRESS: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
SPONSOR NAME:			
RELATIONSHIP TO SPONSOR:			
SPONSOR'S DUES STATUS:		EXPIRATION DATE:	
CHAPTER:		REGION:	
DIVISION APPLYING FOR (check appropriate division)		SENIOR <input type="checkbox"/>	JUNIOR <input type="checkbox"/>

COMMITTEE'S USE

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FORMS
SENIOR/JUNIOR SCHOLARSHIP ESSAY
SCORE SHEET

REMARKS							
TOTAL SCORE							
GRAMMER/ PUNCTUATION (5 POINTS)							
SPELLING (5 POINTS)							
STRUCTURE (15 POINTS)							
CONTENT (25 POINTS)							
ESSAY NAME							

EXPLANATION OF CATEGORIES

1. CONTENT (25 Points).

- a. What was written fits the topic.
- b. Word number requirements – not too long or too short.

2. STRUCTURE (15 Points).

- a. Does the essay have an introduction, transitions between main points, and a conclusion?
- b. Does the essay have a logic flow?
- c. Are sentences complete? Are sentences long and hard to understand?
- d. Paragraph structure – no more than one main point per paragraph; however, writer can use more than one paragraph to cover a single main point.
- e. Avoiding one-sentence paragraphs.

3. SPELLING (5 Points).

- a. This is pretty much self-explanatory.
- b. One thing to look for is use of the wrong word when two words sound the same but are spelled differently. For example: Using “their” when the correct word for content is “there.”

4. GRAMMAR/PUNCTUATION (5 Points).

- a. Subjects/verb agreement. For example: Plural verb with plural noun.
- b. Continuity in use of tense. For example: Is essay written in one tense – past, present, or future or does writer jump around from one to another?

FORMS

MSGT BENNIE S. FRICK MEMORIAL EDUCATIONAL AWARD APPLICATION			
DATE:			
NAME OF APPLICANT:			
ADDRESS: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
NCOAGA INFORMATION			
NAME OF NCOAGA MEMBER:			
ADDRESS: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
CHAPTER #/NAME:		REGION:	
NCOAGA MEMBER'S DUES STATUS:		EXPIRATION DATE:	
EDUCATIONAL STATUS			
<input type="checkbox"/> High School	<input type="checkbox"/> College	<input type="checkbox"/> University	
<input type="checkbox"/> Business	<input type="checkbox"/> Trade	<input type="checkbox"/> Vocational	
NAME: (Of college/university, etc., I plan to attend)			
ADDRESS: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
MISCELLANEOUS INFORMATION			
NUMBER OF BROTHERS/SISTERS (living at home)		AGES:	
ACTIVITIES THAT I HAVE PARTICIPATED IN (school/church/community)			

OFFICES I HAVE HELD (in any organization)	
HONORS WHICH I HAVE RECEIVED (school/athletic/citizenship)	
ACKNOWLEDGMENT OF INFORMATION	
I HAVE ANSWERED THE ABOVE QUESTIONS TO THE BEST OF MY KNOWLEDGE AND BELIEF.	
(DATE)	(SIGNATURE OF APPLICANT)

NOTE: If additional space is necessary to answer questions, you may use separate sheets and attach them to application.

If granted an educational award and I fail to complete the school term for reasons other than sickness or physical injury, I agree to return any award monies received by me and on my behalf to the MSG Bennie S. Frick Memorial Educational Award Fund Custodian. I further state that I consent to providing the information requested in this application. I have provided this information freely and voluntarily and hereby waive any objections to providing this information, which is in accordance with the Privacy Act, 5 USC 552a. The Air National Guard Noncommissioned Officer Academy Graduate Association has my permission to use the information given in consideration and processing this application.

Date

Signature of Applicant

The ANG Noncommissioned Officer Academy Graduate Association has established the administration of the Master Sergeant Bennie S. Frick Memorial Educational Award. Eligibility to apply for this Award, applicants must be a dependent son or daughter of a Chapter One, ANG NCOAGA member in good standing and having been in good standing at time of death if sponsor is deceased. Awards will be made payable jointly to the recipient and educational institution in which the student is enrolled or plans to enroll. The recipient of an award may receive an award in subsequent years; however, reapplication must be made for renewal of the award on the same basis as first-time applicants. The minimum amount of the award will be Five Hundred Dollars (\$500.00).

Applicants need do not need to be enrolled in school to compete for an award. Applicants who are enrolled in a post-secondary educational institution must submit a record of grades. A high school transcript is a requirement for applicants recently in high school and high school graduates never having attended a post-secondary educational institution. Award of scholarship will be based on:

1. Demonstrated leadership in home, school, church, and community activities.
2. Demonstrated financial need to begin or continue a program of study.
3. Educational life goals.
4. Meeting requirements for entrance into the educational institution of applicants' choice.

Awards are made to full-time attending or contemplating attendance at a college, university, business, trade, or vocational school for the current academic year of application.

Each application will be accompanied by:

1. Copy of institution transcript of courses and grades.
2. Applicant's personal letter addressed to the Chairman, Scholarship Committee.

Applicant's personal letter will at a minimum specifically address:

- a. Financial need
- b. Educational and life goals for the period five (5) and ten (10) years from the date of this application.

*At the option of the applicant, a photo (color) may be submitted. Photo will be returned.

NOTE: Applications must be electronically submitted, and the essay must be in word document format to the Vice President, ANG NCOAGA by 30 June of each year.

FORMS

**SCORE SHEET FOR
MSGT BENNIE S. FRICK SCHOLARSHIP
BETTY FEARN SCHOLARSHIP**

Name of committee member: _____ **Date:** _____

APPLICATION IDENTIFIER								
DEMONSTRATES LEADERSHIP IN HOME, SCHOOL, CHURCH, COMMUNITY (5 Points)								
DEMONSTRATES FINANCIAL NEED (5 Points)								
EDUCATIONAL LIFE GOAL (5 Points)								
TRANSCRIPTS (1 Points)								
COVER LETTER (5 Points)								
TOTAL								

FORMS**NCOAGA SCHOLARSHIP WINNERS' GENERAL MEMBERSHIP MEETING**

WILLIAM M. GOYER MEMORIAL SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

SENIOR DIVISION SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

USAA SENIOR DIVISION SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

BETTY FEARN SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

JUNIOR DIVISION SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

MSGT BENNIE S. FRICK MEMORIAL SCHOLARSHIP AWARD					\$	
NAME:						
ADDRESS:						
CITY:		STATE:		ZIP:		
SPONSOR:						
CHAPTER:		REGION:				

FORMS**“BE SQUARE SOCIETY”**

The BE SQUARE SOCIETY was developed by Colonel Ed Morrissey, first Commander of the Professional Military Education Center, to provide funds to Chapter One for the purpose of perpetuating the Air National Guard Noncommissioned Officer Academy Graduate Association. It was set up to solicit members to join the BE SQUARE SOCIETY who are willing to either donate or bequeath money to support Chapter One. Both members and friends of the Association will be solicited for donations.

BE SQUARE SOCIETY Pledge Form

I, _____, the undersigned, to assure the perpetuity of the Air National Guard Noncommissioned Officer Academy Graduates Association, its goals, aims, and endeavors, voluntarily request that my next of kin give, in my name, the sum of:

_____ Dollars

<input type="checkbox"/> Gold - \$1,000	<input type="checkbox"/> Silver - \$500	<input type="checkbox"/> Bronze - \$250	<input type="checkbox"/> Other - \$
<input type="checkbox"/> Check	<input type="checkbox"/> PayPal	<input type="checkbox"/> Monthly Installment (10% of donation)	

To be given upon my death to Chapter One, Air National Guard Noncommissioned Officer Academy Graduates Association “*Be Square Society Fund*,” to use as the Board of Directors deem appropriate or as annotated on the reverse. **I have included this gift in my will or trust.**

PLEDGE SIGNATURE			
Day:	Month:	Year:	
Signature:			
Signature of Witness:			
ADDRESS: (Street or PO Box)			
City	State	Zip Code	

Mail Completed form to:
 CMSgt (Ret) Susan K. Turner
 DAL – Ways and Means
 345 W. 7th Street, Crete, NE 68333

NOTE: Donations to the *Be Square Society* are tax deductible. If paid by check. Please make check out to: ANG NCOAGA, Chapter One

FORMS

NOMINATING FORM

In accordance with Article III, Officers, ANG NCOAGA Bylaws, as amended, the election of Titled officers will be conducted at the Annual General Membership Meeting. Nominations should be sent NLT 30 days prior to the General Membership Meeting, to the DAL Parliamentarian using the attached nomination form. Nominations will also be accepted from the floor immediately prior to voting. Form should be completed using the following guidelines:

NOTE 1: Please provide requested information.

NOTE 2: Retirees are not required to submit letters of command support.

NOTE 3: Individuals who already hold an office at the national level are not exempt from including any of the information requested. This should include current endorsements of command/supervisory support.

(PRINT OR TYPE BELOW REQUESTED INFORMATION)

NAME OF NOMINEE:		
OFFICE TO WHICH NOMINATE:		
UNIT & STATE:	REGION:	CHAPTER:
Qualifications:		
NCOAGA participation at the Chapter, Region, and/or National level:		
Any significant NCOAGA accomplishments. Any special awards received (e.g., NCO of the Qtr./Yr., Outstanding Graduate of the Year, etc.)		
Enlisted PME History		
List community activities to include offices held in any organization:		

Any personal goals that might be association related:		
Availability for Board of Directors meetings:		
Command support (Will include letters of recommendation from commander/supervisor):		
Submitted By:	Chapter:	State:
Endorsed By:	Chapter:	State:

FORMS**ANG NCOAGA SIGN-IN SHEET**

FUNCTION: _____ DATE: _____

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

Rank:	Name:	State:	Reg/Ch#: /
Address:	Street:		
	City:	State:	Zip Code:
Contact Phone: ()		Unit:	
Email:			

FORMS

REMARKS FOR THE GOOD OF THE ASSOCIATION

Please complete the following by typing or printing clearly. “Remarks for the Good of the Association” Turn into the Secretary before leaving the floor.

“REMARKS FOR THE GOOD OF THE ASSOCIATION”	
NAME: (individual offering the remarks)	RANK:
REGION:	CHAPTER #:
(REMARKS)	

FORMS

**ANG NCOAGA ASSOCIATION GUIDANCE HANDBOOK
ARTICLES OF INCORPORATION OR BYLAWS
CHANGE FORM**

This form will be used when requesting changes to this AGH, Articles of Incorporation or Bylaws of this association. It must be submitted to the national secretary for inclusion, once approved.

CHANGE FORM	
CHAPTER NUMBER & COMMITTEE:	
REFERENCE: <small>(section, form #, page #, para, etc.)</small>	
AUTHOR'S NAME OR COMMITTEE NAME:	
POC PHONE NUMBERS:	
PROPOSED CHANGE/EXPLANATION	
READS AS	
TO READ	
REASON FOR CHANGE	

ATTACH HARD COPY OF CHANGE TO THIS FORM. EMAIL OR PROVIDE THUMB DRIVE (WORD FORMAT) TO NATIONAL SECRETARY

FORMS**ANG NCOAGA CHAPTER ONE REQUEST FOR REIMBURSEMENT**

1. The form below will be used by anyone requesting reimbursement from Chapter One, ANG NCOAGA. Attach receipts to verify reimbursement.

TO: CHAPTER ONE TREASURER		DATE:	
FROM:		TITLE:	
#	DESCRIPTION AND PURPOSE	AMOUNT	AGA ACCOUNT

2. Requester's Signature: _____

CHAPTER ONE TREASURER	
DATE PAID:	CHECK #

NOTE: ATTACH RECIEPTS

FORMS**NOTIFICATION OF DEATH OF A MEMBER**

The following form will be used by all chapters to notify the national Board of Directors of the death of a member of Chapter One.

FROM: _____

SUBJECT: Death of a Member

MEMORANDUM FOR:

Membership Director	(Initials)
Vice President	(Initials)
DAL, Ways & Means	(Initials)
IN TURN	

DECEASED MEMBER INFORMATION			
Name:		Rank:	
Date of Death:		Chapter 1 Past President Yes [] No []	
NEXT OF KIN (PRIMARY)			
Name:			
Relationship:			
Address: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
LOCAL CHAPTER CONTACT			
Name of Submitter:			
Chapter #		Chapter Region	
Chapter Name:			
Chapter Address: (Street or PO Box)			
(Street or PO Box line 2)			
City		State	Zip Code
Telephone:		Business	Personal

MAIL/EMAIL TO:

Membership Director

116 Centennial Drive

Harvest, AL 35749

E-Mail: missymanx@juno.com

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FORMS**PUBLIC WEB SITE INFORMATION RELEASE**

1. The following form will be used by anyone submitting content to the NCOAGA public web site. The submitter will:
2. Complete AGH Form 6-14 and forward along with content and/or web page(s) to NCOAGA President for approval.
3. Ensure content and/or web page(s) is developed in accordance with the Public Web Site Checklist that is listed below.
4. Keep their content and/or web page(s) current.

PUBLIC WEB SITE INFORMATION RELEASE		
UNIFORM RESOURCE LOCATOR (URL) ADDRESS: http://www.ncoaga.com		
REQUIREMENT: (select below)		
<input type="checkbox"/> INITIAL PAGE	<input type="checkbox"/> COMPLETELY REVISED	<input type="checkbox"/> UNNECESSARY PAGE NO LONGER REQUIRED
PAGE NAME:		
FILE NAME:		
PURPOSE, JUSTIFICATION, AND INTENDED AUDIENCE		
LINKS:		
JUSTIFICATION FOR COMMERICAL LINKS:		
INFORMATION SUBMITTED BY:		

5. Approved by NCOAGA President (forward to Webmaster).

SIGNATURE _____ DATE _____
(President/Representative)

6. NCOAGA Webmaster posted on the web site: _____
(date)

PUBLIC WEB SITE CHECKLIST

1. The appearance of the web should be professional. The design is attractive, modern and presents material in a consistent manner. Subordinate pages should be recognizable as part of the overall site.
2. Site doesn't link to inappropriate or offensive sites.
3. The site provides feedback or request for further information instrument (e-mail or form).
4. A point of contact is available on each page.
5. "Current as of" date is provided whenever possible.
6. Personal information protected by the Privacy Act is not to be posted.
7. Copyrighted material. Only used with written permission from the owner.
8. No trademarks or logos posted.
9. "Under Construction" notices should not be used. Only complete, functional pages are authorized.
10. Information posted to the web will be revised, at a minimum every six months to ensure information posted to the internet is valid.

FORMS
CORPORATE SPONSOR INFORMATION

Please see website for most recent form.

CORPORATE SPONSOR INFORMATION FORM			
Sponsor Name: <small>(Complete name of company)</small>			
Sponsor POC: <small>(Complete name and title)</small>			
Mailing Address: <small>(Street or PO Box)</small>			
<small>(Street or PO Box line 2)</small>			
City	State	Zip Code	
Email Address:			
Telephone Number: <small>(Business/Personal, [area code])</small>			
Type of Business <small>(i.e., Manufacturing, Finance, etc.)</small>			
MEMBER/LIAISON INFORMATION			
Liaison Name: <small>(Name and Rank)</small>			
Email Address: <small>(Mil/Personal)</small>			
Telephone Number: <small>(Business/Personal [area code])</small>			
Chapter Information:	<small>(Region)</small>	<small>(Chapter #)</small>	<small>(Location)</small>
SPONSORSHIP LEVELS – To be Completed by DAL – Ways and Means			
[]	Bronze Level Sponsor (\$250-\$499)		
[]	Silver Level Sponsor (\$500-\$999)		
[]	Gold Level Sponsor (\$1,000-\$2,499)		
[]	Platinum Level Sponsor (\$2,500+)		

MAIL COMPLETED FORM TO:

Susan Turner, CMSgt (Ret)
 Director at Large, Ways and Means
 345 W. 7th Street
 Crete, NE 68333
 Email: sueturner@gardener.com

FORMS**CORPORATE SPONSORSHIP HOW TO**

1. This document is to be the guide for administering Corporate Sponsorship. Any ideas on how to make this program work better are always entertained.
2. Once a member has identified a potential benefactor, the member should contact the benefactor to set up a brief meeting with them. At this time, the brochure should be presented to the potential sponsor.
3. Upon interest from the potential benefactor the member shall contact DAL-Ways and Means (WM) via email with contact information. See attached Corporate Sponsor Contact Information Form for required information.
4. DAL-WM will contact the potential sponsor via phone, as well as a standardized informational form letter naming the member as the direct liaison between DAL-WM and the corporate sponsor. The form letter will give a synopsis of who we, the NCOAGA, are and how their funds are to be used to benefit their communities.
5. DAL-Ways and Means will then contact the members and inform them that the letter has been sent and that they have been selected as the liaison to accomplish all involved paperwork.
6. Member/liaison will then re-connect with potential sponsor. This is the time for you to sell the NCOAGA. Honesty, integrity, and professionalism are key. If you don't glow with enthusiasm and professionalism, it will be hard to sell those ideals.
7. If a donation is made, be sure to thank the sponsor directly. Use the attached Corporate Sponsor Contract Form. Please assure all checks are made out to Chapter 1 NCOAGA.
8. Report, via email, to DAL-WM, as well as Treasurer, donation information.
9. DAL-WM will send appreciation letters to donors.
10. Member/Liaison will send a cheque to DAL WM, who will in turn send it to the Treasurer for a deposit.
11. Member/Liaison will remain the POC for their corporation until that time when he/she is no longer willing, or able, to perform those duties.



**AIR NATIONAL GUARD
NONCOMMISSIONED OFFICER
ACADEMY GRADUATE ASSOCIATION**



BE SQUARE PLEDGE ADOPTION FORM

I, _____, the undersigned, to assure the perpetuity of the Air National Guard Noncommissioned Officer Academy Graduates Association, its goals, and endeavors, agree to adopt the Be Square Society pledge in the amount of \$ _____ in honor of _____. I have included a check made payable to **ANG NCOAGA, Chapter One** and mailed to CMSgt (Ret) Turner at the address below.

Signed this _____ day of _____ 20_____

Signature _____

Printed Name _____

Address _____

City _____ State _____ Zip _____

MAIL COMPLETED FORM TO:

Susan Turner, CMSgt (Ret)
Director at Large, Ways and Means
345 W. 7th Street
Crete, NE 68333
Email: sueturner@gardener.com

In August of 2009, our 501(c)3 tax exempt status was approved by the IRS, making the *Be Square* pledge a tax-deductible donation.

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CHAPTER SEVEN

APPENDICIES

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APPENDICIES

NCOAGA BOARD OF DIRECTORS

Please visit <http://www.ncoaga.com/index.php/about-us>

**For the most up to date listing
And contact information for
The current Board of Directors**

APPENDICIES**PAST PRESIDENTS**

1	MSgt George S. Bones Illinois ANG Region 6, Chapter 75 October 1968 – July 1970 *Deceased – 1994	2	CMSgt John T. Van Roo Wisconsin ANG Region 4, Chapter 21 July 1970 – July 1971 *Deceased - 2022
3	CMSgt Donald B. Carrick North Carolina ANG Region 4, Chapter 7 July 1971 – September 1972	4	CMSgt Harry Awana Jr. Hawaii ANG Region 1, Chapter 18 September 1972 – August 1975 *Deceased – 2000
5	CMSgt James Gracie Connecticut ANG Region 5, Chapter 28 August 1975 – July 1979	6	CMSgt Eugene Bouton Oregon ANG Region 1, Chapter 10 July 1979 – July 1980 *Deceased - 2016
7	SMSgt Roger A. Stolen Iowa ANG Region 3, Chapter 57 July 1980 – August 1982 *Deceased - 2022	8	TSgt Phillip H. Burgess Massachusetts ANG Region 5, Chapter 34 August 1982 – July 1984
9	CMSgt Myron L. Pigg North Carolina ANG Region 4, Chapter 7 July 1984 – July 1986 *Deceased – 1993	10	MSgt Eugene A. Stunk Minnesota ANG Region 3, Chapter 47 July 1986 – July 1987 *Deceased - 2023
11	SMSgt Jimmy Stewart Florida ANG Region 4, Chapter 4 July 1987 – July 1988	12	CMSgt Dale Echelberger Ohio ANG Region 6, Chapter 23 July 1988 – July 1989 *Deceased - 2013
13	MSgt James M. Roen Montana ANG Region 3, Chapter 27 July 1989 – July 1990	14	CMSgt James T. Chumley South Carolina ANG Region 4, Chapter 19 July 1990 – July 1991
15	MSgt Robert L. Young Florida ANG Region 4, Chapter 4 July 1991 – July 1992	16	SMSgt Billy J. Quinn Oregon ANG Region 1, Chapter 10 July 1992 – July 1993 * Deceased – 2002

17	MSgt Beth Roen Montana ANG Region 3, Chapter 27 July 1993 – July 1994	18	SMSgt Jim Hatchell, Jr. South Carolina ANG Region 4, Chapter 19 July 1994 – July 1995
19	SMSgt Larry Lane Nebraska ANG Region 3, Chapter 76 July 1995 – July 1996	20	MSgt Steven L. Hill Utah ANG Region 1, Chapter 9 July 1996 – July 1997
21	MSgt Vincent Pavestone Florida ANG Region 4, Chapter 100 July 1997 – July 1998	22	SMSgt Dale Lahrs (Ret) Tennessee ANG Region 4, Chapter 25 July 1998 – July 1999 *Deceased - 2018
23	MSgt Petrina I. Merritt Iowa ANG Region 3, Chapter 57 July 1999 – July 2000	24	SMSgt Sandra K. Martin Iowa ANG Region 3, Chapter 53 July 2000 – July 2002
25	MSgt Phyllis R. Oster Utah ANG Region 1, Chapter 9 July 2002 – July 2003	26	MSgt (Ret) Lynn Durbin California ANG Region 1, Chapter 101 July 2003 – July 2004
27	CMSgt William Kohler Ohio ANG Region 6, Chapter 23 July 2004 – July 2005 *Deceased - 2020	28	SMSgt John Calfa New York ANG Region 5, Chapter 13 July 2005 – July 2006
29	SMSgt Kevin Uthe South Dakota ANG Region 3, Chapter 70 July 2006 – July 2007	30	SMSgt Jamey Edwards South Carolina ANG Region 4, Chapter 19 July 2007 – July 2008 * Deceased – 2008
31	MSgt Linda Dahl Arkansas ANG Region 2, Chapter 54 July 2008 – July 2010	32	SMSgt Christopher Amburn North Carolina ANG Region 4, Chapter 7 July 2010 – July 2011

33	MSgt Bill Skaros Indiana ANG Region 6 Chapter 89 July 2011 – November 2011	34	SMSgt (Ret) Ken Montgomery Arkansas ANG Region 2 Chapter 54 November 2011 – August 2013
35	CMSgt (Ret) Janice O. Richardson North Carolina ANG Region 4 Chapter 7 August 2013 – July 2015	36	CMSgt (Ret) Douglas E. Schulz Nebraska ANG Region 3 Chapter 76 July 2015 – July 2019
37	MSgt Alec P. Cawlfeld Indiana ANG Central Region, Chapter 89 July 2019 – July 2022		CMSgt (Ret) Douglas E. Schulz Nebraska ANG Region 3 Chapter 76 July 2022 - PRESENT

APPENDICIES**PRESIDENT'S AWARD RECIPIENTS**

1982	SMSgt William and Pat Stone	1983	Ms. Billie Laux
1984	1Lt Gary Brinner	1985	Lt Col Sidney Shoemaker
1986	CMSgt Leo M. Skille	1987	MSgt Wharton C. Brown, Jr.
1988	MSgt Robert H. Connal	1989	SMSgt Frank Migliorelli
1990	Col Edmund C. Morrissey (Ret)	1991	CMSgt Bill J. Quinn
1992	MSgt Philip J. Birchall	1993	CMSgt Richard A. Moon (SEA)
1994	CMSgt Roger A. Stolen (Ret)	1995	MSgt Jerome D. (Jerry) Rupp
1996	MSgt Mike Mankin	1997	MSgt Dale Lahrs (Ret) & Ms. Wilma Ward
1998	CMSgt Ed Brown (Ret)	1999	Ms. Wilma Ward & CMSgt Jimmy Evans (Ret)
2000	SMSgt Sandra Martin	2001	SMSgt Petrina I. Merritt
2002	MSgt Phyllis Oster	2003	CMSgt (Ret) Jimmy Evans
2004	Col (Ret) Donald R. Durbin, Jr.	2005	MSgt Lori Hoop
2006	MSgt Linda Dahl & MSgt Belinda Creasser (Ret)	2007	CMSgt Larry G. Miller
2008	SMSgt Christine Akers	2009	MSgt Kevin Uthe
2010	MSgt Darin Hubble	2011	MSgt Lori Hoop
2012	CANCELLED	2013	MSgt Linda Dahl (Ret)

2014	MSgt Belinda Creaser (Ret)	2015	MSgt Phyllis Oster (Ret)
2016	CMSgt Janice Richardson (Ret)	2017	MSgt Phyllis Oster (Ret)
2018	CMSgt Bruce Damrow (Ret)	2019	Mrs. Carol Schulz
2020	CANCELLED	2021	CANCELLED
2022	NONE	2023	NONE

APPENDICIES

HONORARY MEMBERS

Polly Murphy Morrissey

Major General John T. Guice (Ret)

Lieutenant General John B. Conaway

Colonel Willis B. Muir (Ret)

Lieutenant Colonel Sidney Shoemaker (Ret)

TSgt Dick E. Ellis

Mrs. Betty Fearn

Colonel Larry W. Martin

Major General Phil Killey

(Chief Master Sergeant) Billie Laux

Colonel Gregory Maciolek

Major General Paul A. Weaver

Colonel Edmund C. Morrissey, Jr.

APPENDICIES**GENERAL MEMBERSHIP MEETING SITES**

1969	Knoxville, TN	1970	Knoxville, TN
1971	Knoxville, TN	1972	Wisconsin Dells, WI
1973	Honolulu, HI	1974	Dayton, OH
1975	Salt Lake City, UT	1976	Charlotte, NC
1977	Atlantic City, NJ	1978	Fresno, CA
1979	Minneapolis-Saint Paul, MN	1980	Portland, OR
1981	San Juan, Puerto Rico	1982	Springfield, IL
1983	Houston, TX	1984	Jacksonville, FL
1985	Lincoln, NE	1986	Louisville, KY
1987	Charleston, SC	1988	Portland, OR
1989	Denver, CO	1990	Cape Cod, MA
1991	Des Moines, IA	1992	Springfield, IL
1993	Knoxville, TN	1994	Madison, WI
1995	Great Falls, MT	1996	Salt Lake City, UT
1997	Tulsa, OK	1998	Syracuse, NY
1999	Knoxville, TN	2000	Honolulu, HI
2001	Reno, NV	2002	Omaha, NE
2003	Little Rock, AR	2004	Charlotte, NC
2005	San Juan, Puerto Rico	2006	Long Island, NY
2007	Springfield, IL	2008	Knoxville, TN
2009	Sparks, NV	2010	Sioux Falls, SD
2011	Fort Wayne, IN	2012	CANCELLED
2013	Knoxville, TN	2014	Charlotte, NC
2015	Washington DC	2016	Lincoln, NE
2017	Sioux Falls, SD	2018	Knoxville, TN
2019	Kansas City, MO	2020	CANCELLED
2021	CANCELLED	2022	ZOOM
2023	Lincoln, NE/ZOOM	2024	Charlotte, NC/ZOOM

APPENDICIES**CHAPTERS BY REGION**

(D – Deactivated)

CHAPTER NUMBER	NAME	LOCATION
Chapter 1	National Chapter	Knoxville, TN
<u>WEST REGION</u>		
Chapter 6 (D)	Minnesota Chapter	Duluth, MN
Chapter 8 (D)	State Of Oklahoma Chapter	Oklahoma City, OK
Chapter 9 (D)	The Great Salt Lake Chapter	Salt Lake City, UT
Chapter 10 (D)	Rose City Chapter	Portland, OR
Chapter 11 (D)	State of North Dakota Chapter	Fargo, ND
Chapter 16 (D)	Wyoming Chapter	Cheyenne, WY
Chapter 17 (D)	Alaskan Chapter	Anchorage, AK
Chapter 18 (D)	Fort Ruger Chapter	Honolulu, HI
Chapter 20 (D)	Ellington Chapter	Houston, TX
Chapter 27 (D)	Big Sky Chapter	Great Falls, MT
Chapter 30 (D)	Tulsa Patriots Chapter	Tulsa, OK
Chapter 38 (D)	Idaho Chapter	Boise, ID
Chapter 40 (D)	Golden Gate Chapter	Moffet NAS, CA
Chapter 43 (D)	El Tigre Chapter	Tucson, AZ
Chapter 46 (D)	Minuteman Chapter	Phoenix, AZ
Chapter 47 (D)	Viking Chapter	Saint Paul, MN
Chapter 48 (D)	Lone Star Chapter	San Antonio, TX
Chapter 53	Hawkeye Chapter	Des Moines, IA
Chapter 55	Dallas Chapter	Dallas, TX
Chapter 56 (D)	Tall Corn Chapter	Fort Dodge, IA
Chapter 57 (D)	Sergeant Floyd Chapter	Sioux City, IA
Chapter 61 (D)	Mile High Chapter	Denver, CO
Chapter 63 (D)	Enchilada Chapter	Albuquerque, NM
Chapter 65 (D)	Golden Valley Chapter	Fresno, CA
Chapter 69 (D)	Coyote Chapter	Topeka, KS
Chapter 70	Pheasant Country Chapter	Sioux Falls, SD
Chapter 72 (D)	Wichita Chapter	Wichita, KS
Chapter 76	Big Red Chapter	Lincoln, NE
Chapter 78 (D)	California Grizzly Chapter	Channel Island, CA
Chapter 85 (D)	State of Washington Chapter	Spokane, WA
Chapter 90	Nevada Highrollers Chapter	Reno, NV
Chapter 93 (D)	Eastern Cascade Chapter	Klamath Falls, OR
Chapter 97 (D)	Granite State Chapter	Tacoma, WA
Chapter 101 (D)	Shooting Star Chapter	March ARB, CA
Chapter 102 (D)	State Of Alaska Chapter	Eielson AFB, AK
<u>CENTRAL REGION</u>		
Chapter 3 (D)	Jefferson Barracks Chapter	Saint Louis, MO
Chapter 5 (D)	Wisconsin Badger Chapter	Madison, WI
Chapter 12 (D)	Rosecrans Chapter	Saint Joseph, MO
Chapter 14 (D)	Robertson Chapter	Saint Louis, MO
Chapter 15 (D)	O'Hare Chapter	Scott AFB, IL
Chapter 22	Fort Nashborough Chapter	Nashville, TN
Chapter 23 (D)	Ohio State Chapter	Mansfield, OH
Chapter 24	Magnolia State Chapter	Jackson, MS
Chapter 25	Volunteer Chapter	McGhee Tyson ANGB, TN
Chapter 32 (D)	Buckeye Chapter	Springfield, OH
Chapter 35 (D)	Razorback Chapter	Fort Smith, AR
Chapter 36 (D)	Toledo Chapter	Toledo, OH
Chapter 37 (D)	Peoria Chapter	Peoria, IL
Chapter 39	Crescent City Chapter	New Orleans, LA
Chapter 42	Michigan Chapter	Detroit, MI
Chapter 51	Alpena Chapter	Alpena, MI

Chapter 54	Razorback One Chapter	Little Rock, AR
Chapter 58 (D)	Battle Creek Chapter	Battle Creek, MI
Chapter 60 (D)	Kentucky Chapter	Louisville, KY
Chapter 66 (D)	Michigan ANG Six Pack Chapter	Detroit, MI
Chapter 71	David Yokum Chapter	Columbus, OH
Chapter 75	Fly'n Illini Chapter	Springfield, IL
Chapter 77 (D)	Liberty Chapter	Memphis, TN
Chapter 80 (D)	Hoosier Chapter	Terre Haute, IN
Chapter 84 (D)	The Rebel Chapter	Meridian, MS
Chapter 86 (D)	Billy Mitchell Chapter	Milwaukee, WI
Chapter 89	Old Fort Chapter	Fort Wayne, IN
Chapter 106	The Bluffs Chapter	Volk Field, WI
EAST REGION		
Chapter 2	Puerto Rico Chapter	Carolina, PR
Chapter 4	Florida Chapter	Jacksonville, FL
Chapter 7	The Tarheel Chapter	Charlotte, NC
Chapter 13	The Allan C. Snyder Chapter	Westhampton Beach, NY
Chapter 19	McEntire Chapter	Eastover, SC
Chapter 21	Montgomery Chapter	Montgomery, AL
Chapter 26 (D)	Charleston Chapter	Charleston, WV
Chapter 28 (D)	Flying Yankee Chapter	East Granby, CT
Chapter 29 (D)	Old Dominion Chapter	Sandston, VA
Chapter 31 (D)	Keystone Chapter	Harrisburg, PA
Chapter 33 (D)	Delaware Chapter	New Castle, DE
Chapter 34 (D)	Massachusetts Chapter	Falmouth, MA
Chapter 41	Green Mountain Chapter	Winooski, VT
Chapter 44 (D)	Maine Chapter	Portland, ME
Chapter 45 (D)	Martinsburg Chapter	Martinsburg, WV
Chapter 49 (D)	New Jersey Chapter (D)1Sep94	McGuire AFB, NJ
Chapter 50	The Syracuse Chapter	Syracuse, NY
Chapter 52 (D)	Wiregrass Chapter	Dothan, AL
Chapter 59	Savannah Chapter	Savannah, GA
Chapter 62	District Of Columbia Chapter	Washington, D.C.
Chapter 64 (D)	Jersey Devils Chapter	Atlantic City, NJ
Chapter 67 (D)	Heart of Dixie Chapter	Montgomery, AL
Chapter 68	Birmingham Chapter	Birmingham, AL
Chapter 73 (D)	Granite Staters Chapter	Portsmouth, NH
Chapter 74	Maineiacs Chapter	Bangor, ME
Chapter 79 (D)	Niagara Falls Chapter	Niagara Falls, NY
Chapter 81 (D)	Capitol District Chapter	Schenectady, NY
Chapter 82 (D)	Radar Warriors Chapter	Rome, NY
Chapter 83	Ocean State Chapter	Warwick, RI
Chapter 87 (D)	Three Rivers Chapter	Pittsburgh, PA
Chapter 88	Chesapeake Chapter	Andrews AFB, MD
Chapter 91	Georgia Crackers Chapter	Dobbins AFB, GA
Chapter 92 (D)	Garden State Chapter	McGuire AFB, NJ
Chapter 94 (D)	Free State Chapter	Baltimore, MD
Chapter 95 (D)	General Henry Knox Chapter	Westfield, MA
Chapter 96 (D)	Hudson Valley Haulers Chapter	Stewart IAP, NY
Chapter 98	Little Rhody Chapter	North Smithfield, RI
Chapter 99	Chief Walter H. Frisby Chapter	Coventry, RI
Chapter 100	Century Chapter	MacDill AFB FL
Chapter 103	Gulf Coast Chapter	Gulfport, MS
Chapter 104	The Emerald Coast Chapter	Tyndall AFB, FL
Chapter 105	Liberty Bell Association	Willow Grove, PA

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Chapter 61 (D)	Mile High Chapter	Denver, CO
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Chapter 65 (D)	Golden Valley Chapter	Fresno, CA
Chapter 66 (D)	Michigan ANG Six Pack Chapter	Detroit, MI
Chapter 67 (D)	Heart of Dixie Chapter	Montgomery, AL
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Chapter 105	Liberty Bell Association	Willow Grove, PA
Chapter 106	The Bluffs Chapter	Volk Field, WI

APPENDICIES

OUTSTANDING GRADUATES OF THE YEAR RECIPIENTS

1982	MSgt Sandra K. Lee 179 th TAG OHANG Chapter 23 Region 6	1983	MSgt Maxine K. Getty 109 th TAG NYANG Chapter 81 Region 5
1984	MSgt Alvin K. Johnson 145 th TAG NCANG Chapter 7 Region 4	1985	MSgt David A Earnhardt 263 rd CISS NCANG Chapter 7 Region 4
1986	SMSgt Milton G. Crassweller 127 th FW MIANG Chapter 42 Region 6	1987	TSgt Charles W. Watson 177 th FG NJANG Chapter 92 Region 5
1988	MSgt Inez Benjamin 169 th FG SCANG Chapter 19 Region 4	1989	TSgt Cynthia Danner 127 th FW MIANG Chapter 42 Region 6
1990	MSgt James C. Hatchell, Jr. 169 th FG SCANG Chapter 19 Region 4	1991	SMS James R. Bryant 102 nd FW MAANG Chapter 34 Region 5
1992	TSgt Jeffrey T. Cragg 189 th TAG ARANG Chapter 54 Region 2	1993	MSgt Cecilia E. Roen 120 th MSS MTANG Chapter 27 Region 3
1994	TSgt Jane A. Corkill 155 th ARG NEANG Chapter 76 Region 3	1995	SMSgt Joseph F. Gianetto II 174 th FW NYANG Chapter 50 Region 5
1996	MSgt George P. McDonald 189 th AW Chapter 54 Region 2	1997	MSgt Gregory Trantham 145 th AW NCANG Chapter 7 Region 4
1998	SMSgt Jenny (Lynn) R. Rhyne 145 th MSF Chapter 7 Region 4	1999	SMSgt Grady J. Sharp 145 th Logistics Squadron Chapter 7 Region 4
2000	MSgt Kevin Uthe 114 th Maintenance Squadron Chapter 70 Region 3	2001	MSgt Douglas E. Schulz 155 th Maintenance Squadron Chapter 76 Region 3

2002	TSgt Terry Flemmens 132 nd Fighter Wing Chapter 53 Region 3	2003	CMSgt Janice O. Richardson Headquarters NCANG Chapter 7 Region 4
2004	MSgt Jeffrey J. Nelson 114 th Maintenance Squadron Chapter 70 Region 3	2005	CMSgt Terry R. Henderson 145 th Airlift Wing Chapter 7 Region 4
2006	MSgt Melvin Barnes 145 th Airlift Wing Chapter 7 Region 4	2007	MSgt Lori Hoop 114 th Fighter Wing Chapter 70 Region 3
2008	MSgt Lisa McDay 187 th Maintenance Group Chapter 21 Region 4	2009	MSgt Phyllis R. Oster ANG Readiness Center Chapter 88 Region 5
2010	CMSgt Robert M. Annas 145 th Airlift Wing Chapter 7 Region 4	2011	SMSgt Robert Funk 114 th Fighter Wing Chapter 70 Region 3
2012	CANCELLED	2013	MSgt Mary A. Baker 155 th Mission Spt Group Chapter 76 Region 3
2014	SMSgt Deborah A. Dunlap 145 th Airlift Wing Chapter 7 Region 4	2015	MSgt Jeffery D. Harwood 145 th Airlift Wing Chapter 7 Region 4
2016	MSgt Lisa G. Eisenhower 114 th Fighter Wing Chapter 70 Region 3	2017	MSgt Johnathan Sullins 145 th Airlift Wing Chapter 7 Region 4
2018	MSgt Tracie Rankin 145 th Airlift Wing Chapter 7 Region East	2019	TSgt Erik A. Maiers 145 th Airlift Wing Chapter 7 Region East

APPENDICIES**MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE AWARD RECIPIENTS****1988**

Region 2 – Lieutenant Colonel Woody Glasner, 146th Communications Flight, CO ANG

Region 3 – Colonel Gary C. Blair, 120th FIG, MT ANG

Region 5 – Colonel William J. Lofink, DC for Maintenance, 171st ARW, PA ANG

Region 6 – Colonel Richard E. Higgins, 178th TFG, OH ANG

1989

Region 2 – Colonel Edward L. Sykes, 184th TFG, KSANG

Region 3 – Lieutenant Colonel William G. Hendrickson, 133rd CES, MNANG

Region 4 – Colonel William D. Lackey, 145th TAG, NCANG

Region 5 – Lieutenant Colonel Glenn B. Pusey, Jr., 166th CES, DEANG

Region 6 – Colonel Fred N. Larson, 179th AG, OHANG

1990

Region 1 – Lieutenant Colonel Marinus M. Opitz, 142 MSS, ORANG

Region 2 – Lieutenant Colonel John J. Birosak, 150th CAM Sq., NMANG

Region 3 – Colonel Gale O. Westburg, 114th CAM Sq., SDANG

Region 4 – Colonel Frank C. Khare, Jr., 169th TFG, SCANG

Region 5 – Brigadier General Robert G. Chrisjohn, Jr., 171st ARW, PEANG

Region 6 – Colonel Gregory J. Maciolek, 191st FIG, MIANG

1991

Region 1 – Colonel Donald R. Durbin, Jr., 163 TRG, CAANG

Region 2 – Colonel Thomas M. Shellshear, Jr., 147 FIG, TXANG

Region 3 – Colonel Bruce M. Schantz, 155 TRG, NEANG

Region 4 – Lieutenant Colonel Fred T. Brown, Jr., 156 AEF, NCANG

Region 5 – Brigadier General John R. Haack, 102 FIW, MAANG

Region 6 – Colonel Richard E. McLane II, 183 TFG, ILANG

1992

Region 1 – Lieutenant Colonel Wayne A. Green, 244 CCS, ORANG

Region 2 – Colonel Shelby B. Bryant, 189 TAG, ARANG

Region 3 – Colonel Brian C. Bade, 114 TFG, SDANG

Region 5 – Colonel Ralph Fuiginiti, 102 FIW, MAANG

Region 6 – Lieutenant Colonel Gerald C. Olesen, 115 MSS, WIANG

1993

Region 1 – Colonel David R. Hudlet, 163 RG, CAANG

Region 2 – Lieutenant Colonel Matthew J. Musial, 154 TS, ARANG

Region 3 – Colonel James W. Higgins, 120 FG, MTANG

Region 4 – Lieutenant Colonel Craig R. McKinley, 125 FG, FLANG

Region 5 – Colonel Archie J. Berberian II, 109 AG, NYANG

Region 6 – Brigadier General Fred R. Sloan, 128 FW, WIANG

1994

Region 1 – Colonel Gordon J. Hill, 151 Air Refueling Group, UTANG
Region 2 – Colonel Kenneth W. McGill, 138th Fighter Group, OKANG
Region 3 – Lieutenant Colonel Bradley A. Livingston, 120th AMS, MTANG
Region 4 – Colonel Fisk Outwater, 145th Airlift Group, NCANG
Region 5 – Colonel John J. Collins, 103rd Fighter Group, CTANG
Region 6 – Colonel Allan W. Ness, 127th Fighter Wing, MIANG

1995

Region 1 – Lieutenant Colonel Thomas H. Shaw, UTANG
Region 2 – Colonel Kenneth D. Tricinella, OKANG
Region 3 – Major Fred Fairhurst, MTANG
Region 4 – Colonel Glen A. Knable, TNANG
Region 5 – Brigadier General Wilfred Hessert, MEANG
Region 6 – Colonel Barry Beard, ILANG

1996

Region 1 – Lieutenant Colonel Gary Lebaron, UTANG
Region 2 – Lieutenant Colonel Richard Hall, ARANG
Region 3 – Colonel Thomas Lien, SDANG
Region 4 – Colonel Frederick Foster, TNANG
Region 5 – Lieutenant Colonel James Scuttina, NYANG

1997

Region 1 – Lieutenant Colonel Eleanor W. Bailey, 163rd Support Group, CAANG
Region 2 – Major Paul R. Rasmussen, 189th Aerial Port Flight, ARANG
Region 3 – Colonel Dennis Swanstrom, 185th Fighter Wing, IAANG
Region 4 – Lieutenant Colonel James P. Carrigan, 145th Military Support Flight, NCANG
Region 6 – Major Stewart W. Clearly, 178th Communications Flight, OHANG

1998

Region 1 – Major Paul Reutlinger, 151st Maintenance Squadron, UTANG
Region 2 – Brigadier General Donald Dalton, Arkansas Air National Guard
Region 3 – Major Timothy A. Leonard, 132nd Support Group Exec, IAANG
Region 4 – Lieutenant Colonel Charles E. Johnson, 134th Logistics Group, TNANG
Region 5 – Colonel Robert A. Knauff, 174th Fighter Wing, NYANG
Region 6 – Captain James M. Murphy, 130th Security Forces Squadron, WVANG

1999

Region 1 – Colonel Albert P. Richards, 163rd Air Refueling Wing, CAANG
Region 2 – Colonel Danny R. Smith, 189th Airlift Wing, ARANG
Region 3 – Colonel Mark R. Musick, 155th Air Refueling Wing, NEANG
Region 4 – Lieutenant Colonel Paul A. Robinson, 701st Air Defense Squadron, FLANG
Region 5 – Colonel Robert L. Homer, 174th Logistics Group, NYANG
Region 6 – Colonel Williams D. Peters, Jr., 130th Airlift Wing, WVANG

2000

Region 1 – Lieutenant Colonel Robert R. Dolan, 142nd Mission Support Flight, ORANG
Region 2 – Colonel Travis D. Balch, 189th Operations Group, ARANG
Region 3 – Lieutenant Colonel Reid A. Christopherson, 114th Logistics Squadron, SDANG
Region 4 – Colonel Richard W. Noble, 169th Fighter Wing, SCANG
Region 5 – Colonel Bobby L. Brittain, 106th Rescue Wing, NYANG

2001

Region 1 – Colonel Brent E. Winget, 151st Air Refueling Wing, UTANG

Region 3 – Lieutenant Colonel Ronald E. Malousek, 155th Logistics Group, NEANG

Region 4 – Lieutenant Colonel Robert L. Cutler, 145th Logistics Group, NCANG

Region 5 – Colonel Thomas D. Webster, 152nd Air Operations Group, NYANG

Region 6 – Colonel Robert J. Murphy, 183rd Fighter Wing, ILANG

2002

Region 1 – Lieutenant Colonel Bruce T. Willden, 151st Air Refueling Wing, UTANG

Region 3 – Captain Monica M. Cory, 132nd Military Personnel Flight, IAANG

Region 5 – Lieutenant Colonel Theodore T. Agnew, Jr., 106th Logistics Squadron, NYANG

Region 6 – Major Richard R. Neely, 183rd Fighter Wing, ILANG

2003

Region 1 – Captain David P. Osbourne, 151st Mission Support Flight, UTANG

Region 2 – Major Kim A. Whitson, 189th Communications Flight, ARANG

Region 3 – Lieutenant Colonel Norman B. Johnson, 114th Fighter Wing, SDANG

Region 4 – Colonel Thorne S. Ambrose, 169th Logistics Group, SCANG

Region 5 – Colonel Michael F. Canders, 106th Rescue Wing, NYANG

Region 6 – Lieutenant Colonel James R. Loux, 217th Engineering Installation Squadron, ILANG

2004

Region 1 – Colonel Scot W. Johnson, 151st Maintenance Group, UTANG

Region 2 – Captain Mitch A. Long, 189th Aerial Port Flight, ARANG

Region 3 – Colonel Steven R. Doohen, 114th Fighter Wing, SDANG

Region 5 – Colonel Robert J. Dusek, 106th Mission Support Group, NYANG

Region 6 – Colonel Michael A. Meyer, 183rd Fighter Wing, ILANG

2005

Region 1 – Colonel Denise O. Schofield, 151st Air Refueling Wing, UTANG

Region 3 – Colonel David E. Holman, 114th Mission Support Group, SDANG

Region 4 – Lieutenant Colonel Lorinda C. Keck, 240th Combat Communications Squadron, SCANG

Region 5 – Colonel Anthony B. Basile, 174th Fighter Wing, NYANG

Region 6 – Lieutenant Colonel William D. Cobetto, 183rd Mission Support Group, ILANG

2006

Region 1 – Lieutenant Colonel Julie Anderson, Commander, 151st Logistics Readiness Squadron, UTANG (Chapter 9)

Region 2 – Major Timothy M. Jones, Commander, 131st Communications Flight, MOANG (Chapter 14)

Region 3 – Colonel George R. Skudas, Commander, 155th Mission Support Group, NEANG (Chapter 76)

Region 4 – Colonel Jorge R. Cantres, Commander, 156th Air Wing, PRANG (Chapter 2)

Region 5 – Colonel Phillip E. Murdock, Commander, 158th Fighter Wing, VTANG (Chapter 41)

2007

Region 1 - Colonel Kelvin G. Findlay, 151st Logistics Readiness Squadron, Commander UTANG, (Chapter 9)

Region 4 - Colonel Albert J. Bowley, Jr., CEPME Commander, Maxwell-Gunter AFB, ALANG (Chapter 21)

Region 6 - Second Lieutenant William B. Bilbruck, 183rd Fighter Wing, Services Flt Commander, ILANG (Chapter 75)

2008

Region 1 – Lieutenant Colonel William G. Siddoway, 169th Intelligence Squadron, Commander UTANG (Chapter 9)

Region 2 – Colonel James R. Summers, 189th Airlift Wing, Commander, ARANG (Chapter 54)

Region 3 – Lieutenant Colonel Steven H. Plamann, 155th Operations Group, Commander, NEANG (Chapter 76)

Region 4 – Brigadier General Iwan B. Clontz, JFHQ-NC/AAGA, NCANG (Chapter 7)

Region 5 – Lieutenant Colonel Robert P. Lemieux, ANGRC/CV, ANGRC, (Chapter 88)

Region 6 – Captain James E. Robinson, 183rd Fighter Wing, SFS Commander, ILANG (Chapter 75)

2009

Region 1 – Colonel Kenneth L. Gammon, Commander, 151st Mission Support Group, UTANG (Chapter 9)

Region 2 – Colonel Harold S. Eggersperger, Commander, 189th Operations Group, ARANG (Chapter 54)

Region 3 – Colonel Matthew P. Jamison, Commander, 114th Operations Group, SDANG, (Chapter 70)

Region 4 – Lieutenant Colonel Quincy N. Huneycutt, DCO, 145th Mission Support Group, NCANG, (Chapter 7)

Region 5 – Brigadier General Joseph L. Lengyel, Commander, ANGRC, DCANG, (Chapter 88)

2010

Region 1 – Colonel Darwin L. Craig, Commander, 151st Operations Group, UTANG (Chapter 9)

Region 3 – Colonel Wayne M. Shanks, Commander, 114th Maintenance Group, SDANG (Chapter 70)

Region 4 – Col Tony E. McMillan, Commander, 145th Airlift Wing, NCANG (Chapter 7)

Region 6 – Colonel Ronald E. Paul, Commander, 183rd Mission Support Group, ILANG (Chapter 75)

2011

Region 3 – Colonel Wendy K. Johnson, Commander, 155th Mission Support Group, NEANG, (Chapter 76)

Region 4 – Colonel Roger E. Williams, Jr., Commander, 145th Operations Group, NCANG, (Chapter 7)

Region 6 – Colonel Christopher R. Alderdice, Commander, 122nd Maintenance Group, INANG, (Chapter 89)

2012

CANCELLED

2013

Region 3 – Colonel Russ A. Walz, Commander, 114th Fighter Wing, SDANG, (Chapter 70)

Region 6 – Colonel David L. Augustine, Commander, 122nd Fighter Wing, INANG, (Chapter 89)

2014

Region 3 – Colonel Keith A. Schell, Commander 155th Air Refueling Wing, NEANG, (Chapter 76)

Region 4 – Colonel Clarence Ervin, Vice Wing Commander, 145th Airlift Wing, NCANG, (Chapter 7)

Region 6 – Lieutenant Colonel Shawn L. Green, Commander, Comptroller Flight, 183rd Fighter Wing, ILANG (Chapter 75)

2015

Region 4 - Colonel Marshall Clark Collins, Commander, 145th Airlift Wing, NCANG, Charlotte, NC (Chapter 7).

2016

No submissions

2017

Colonel Barbara Doncaster, Vice Commander, 145th Airlift Wing, NCANG, Charlotte, NC (Chapter 7).

2018

Region West – Colonel Mary W. Mild, Chief of the Joint Staff, Joint Force Headquarters, Nebraska National Guard, NEANG (Chapter 76).

2019

Region East – Colonel Allan R. Cecil, Commander, 145th Airlift Wing, NCANG, Charlotte, NC (Chapter 7).

APPENDICIES**NCOAGA MEMORIAL OBELISK – ANG TEC**

<u>EAST FACE OF THE OBELISK</u>	<u>NORTH FACE OF THE OBELISK</u>
F. G. CRUMP - 1972 N. E. JOHNSON - 1972 D. A. YOCUM - 1972 L. L. LADART - 1972 A. A. LUNN - 1972 A. L. OLIVERAS - 1972 T. KICKLIGHTER - 1972 W. R. RICKER - 1973 D. W. BABB - 1974 L. FLETCHER - 1974 F. A. ROHRMAN - 1974 J. BONITE - 1975 J. W. BRANHAM - 1975 O. E. COTTET - 1975 F. MARTIN - 1975 J. A. McNeil - 1975 A. M. MURRAY - 1975 J. M. HUNT - 1976 G. M. MATSUGUMA - 1977 R. A. MENDEZ-FALCON - 1977 J. E. MCELEYEEN – 1977 T. NESWICK - 1977 M. TORRES-TORRES - 1977 J. N. HOLLINGSWORTH- 1978 C. W. HOWARD - 1978 G. S. JONES - 1978 R. W. RUSSELL - 1978 G. RUSSO - 1978 A. C. SNYDER - 1978 W. M. GOYER - 1978 R. D. METRAS - 1978 W. C. BRADY - 1979 T. H. JACKSON - 1979 F. E. JOSEPH - 1979 R. F. BEHRENS - 1980 F. G. GARNER - 1980 H. L. KARST - 1980 M. MOSQUEDA - 1980 D. J. MULA - 1980 W. P. THORNTON – 1980	S. R. PRICE - 1980 M. J. KOENIG - 1981 M. J. DOROSZ - 1981 A. E. SHELTON - 1981 R. D. BLOMBERG - 1981 G.L.G. MARTIN - 1981 G. A. DUROSKO - 1982 H.R. HIGHTOWER - 1982 C. ORCUTT - 1982 T. L. ROLLISON - 1982 K. L. BROOKS-ACHTERBERG - 1983 C. E. KENNEMUR - 1983 E. McELHENNY, SR - 1983 M. E. ALLEN - 1984 A. DEESE - 1984 G. P. ECONOMON - 1984 R. GARICA-PEREZ - 1984 M. K. KALAIWAA - 1984 C. E. MORGAN - 1984 C. S. PATCH - 1984 H. S. PERRY - 1984 V. E. SHERMAN - 1984 R. E. SHINN - 1984 A. S. STABLE - 1984 J. VICTOR - 1984 J. B. CANFIELD - 1985 S. J. FOSTER - 1985 T.W. GRUNEWALD - 1985 D. A. HOUSER - 1985 C. F. MURRIN - 1985 J. K. SUMMERYILLE - 1985 S. L. CZYZ - 1985 V. DATTILIO - 1986 A.R. DORSEY - 1986 J. O. ELLSWORTH - 1986 E. L. MACOMBER, JR - 1986 R. L. MITCHELAR - 1986 J. L. REED - 1986 W. VALENTIN - 1986 W. G. WILLEY - 1986 B. S. FRICK - 1987 W. H. FRISBY, JR - 1987 R. H. MYERS - 1987 R. B. SUMMERVILLE – 1987
IN MEMORY OF MAJ GEN I. G. BROWN OUR GRANDDAD 11 JUN 1915 – 26 SEP 1978 (Small stone at the base of obelisk)	“LIFE AT THE ACADEMY IS LIKE A TRAIN.” CMSgt PAUL H. LANKFORD MAY 1, 1919 – 2008 (Small stone at the base of obelisk)

<u>SOUTH FACE OF THE OBELISK</u>	<u>WEST FACE OF THE OBELISK</u>
<p> T. KATO - 1986 S. W. FEBRUARY - 1986 A. J. WEBER - 1987 M. A. BRASWELL - 1989 B. H CONNAL - 1989 R. C. CHICOINE - 1989 E. J. GIGNAC - 1989 T. L. SCHUH - 1989 H. L. STRANGE, - 1989 A. N. HOPPE - 1990 F. N. KLINE - 1990 C. C. KEMP - 1990 J. A. MCHARG - 1990 T. H. PARENT - 1990 I. A. SIVE - 1990 T.W. SUTTON, III - 1990 J. C. TOLLIVER - 1990 T. WELDON - 1990 S. ENGRAM - 1990 J. D. MARSHALL - 1991 F. H. NEFF - 1991 E. E. DOYLE, JR - 1992 W. E. BARBER - 1992 K. L. INZER - 1993 M. L. PIGG (P) - 1993 D. YARASHESKI - 1993 H. V. WHITE - 1993 G. S. BONE (P) - 1994 F. DAVITO - 1994 W. R. ANDERSON - 1994 B. V. MASON - 1994 M. K. GEARLOCK - 1995 S. E. FOUST - 1995 S. K. KINGSTON - 1995 B. E. SHOULDERS - 1995 D. BEMRICH - 1996 R. M. BETCHER - 1996 W. O. CLARY - 1996 G. E. GUILD - 1996 W. E. JOHNSON - 1996 G. E. RICCI - 1996 L. SIZEMORE - 1996 E. H. TAKABAYASHI - 1996 R. E. HAMILTON - 1997 M. F. LATHROP - 1997 S. SATTERFIELD - 1998 </p>	<p> K. M. BARKER - 1999 L. BEARD - 1999 W. T. CATON - 1999 W. N. HAWLEY - 1999 G. G. KNISKERN - 1999 J. E. WEIS - 1999 R. P. WHITE - 1999 A. J. ALBRIGHT - 2000 G. A. ANDERSON - 2000 H. M. AWANA, JR (P) - 2000 K. E. HEIM - 2000 J. D. KINNEY - 2000 R. K. KMENT - 2000 L. R. SEEDERS - 2000 J. L. STRANG - 2000 R. Y. F. FARM - 2000 R. K. LARSEN - 2001 G. R. AUTEN - 2001 D. E. BABCOCK - 2001 J. J. CARROLL - 2001 W. H. COMSTOCK - 2001 D. I. KANAGA - 2001 B. L. McVICKER - 2001 M. L. POLLARD - 2001 E. J. SUEK - 2001 L. S. WISEMAN - 2001 M. LLANERA - 2002 A. A. MENDEZ - 2002 B. J. QUINN (P) - 2002 D. L. MCCROCKLIN - 2002 D. S. BESHORE - 2003 T. S. CURRY - 2003 B. L. JOHSON - 2003 R. L. KASH - 2003 N. SORENSON - 2003 W. A. GARRISON - 2004 H. LEON - 2004 D. OSBORN - 2004 P. SHAUNESSEY - 2006 P. FOOTE - 2007 P. GORMLY - 2007 R. TROTTER - 2007 A. LEEDY - 2007 L. CARR - 2007 J. SHUCK - 2007 </p>
<p> “A PROBLEM IS JUST AN OPPORTUNITY” COLONEL EDMUND C. MORRISSEY, JR JUNE 2, 1929 - (Small stone at the base of obelisk) </p>	<p> IN MEMORY OF BRIG GEN RAY S. MILLER FROM HIS BOYS AND GIRLS IN BLUE (Small stone at the base of obelisk) </p>

The preceding deceased NCOAGA members are engraved on the NCOAGA Memorial Obelisk located north of the NCO Academy Dormitory (Lankford Hall) at the ANG Technical Education Center on McGhee-Tyson Air Base Knoxville, Tennessee. At the top of the Obelisk are engraved the words “IN MEMORIAM.” At the bottom of the Obelisk are engraved the words “NCO ACADEMY GRADUATE ASSOCIATION.” The names and year of death are listed on the face of the Obelisk as indicated.

The following deceased NCOAGA members are engraved on the first memorial flat marble stone located to the left of the NCOAGA Memorial Obelisk as you face the Obelisk from the East of the NCO Academy Dormitory (Lankford Hall) at the ANG Technical Education Center on McGhee-Tyson Air Base at Knoxville, Tennessee. The names on this stone are not in chronological order as the names were submitted a few years after the member died.

L. D. IDLE – 1989

C. A. GOETHE – 1998

P. R. HANSEN – 1998

J. R. JAYNES – 1998

P. M. MCCOLLUM – 1998

R. M. BURCH – 2000

K. ZEILERMEIR – 2000

A memorial stone for the NCOAGA memorial obelisk is placed in front of the tower obelisk. The display reads “**IN MEMORIUM – On these stones are the names of NCOAGA members and year of their passing. We thank them for their service and support of this great Association.**”

(added)

APPENDICIES

NCOAGA HALL OF FAME RECIPIENTS

Chief Master Sergeant Myron Pigg -2004

Chief Master Sergeant Leo M. Skille – 2007

Master Sergeant Dennis Ruffell - 2007

Chief Master Sergeant Ferdinand Vega - 2009

Chief Master Sergeant Paul H. Lankford – 2012

Colonel Edmund C. Morrissey – 2015

SMSgt Dahl Lahrs – 2018

MSgt Jerry Rupp - 2019

APPENDICIES

NCOAGA MINUTE WOMAN RECIPIENTS

Mrs. Betty Fearn - 2005

Chief Master Sergeant Lynn Rhine - 2010

Chief Master Sergeant Janice Richardson - 2015

APPENDICIES**MEMBERSHIP DUES AND SPONSORSHIP FEES****1. Membership Dues**

All members will pay dues for one year, three years or Lifetime Membership. See [Membership \(ncoaga.com\)](https://ncoaga.com) for cost amount.

2. Sponsorship Fees

A corporate sponsorship falls into four categories and will be assessed as follows:

- | | |
|--|----------------|
| <input type="checkbox"/> <i>Bronze Sponsor</i> | \$250-\$499 |
| <input type="checkbox"/> <i>Silver Sponsor</i> | \$500-\$999 |
| <input type="checkbox"/> <i>Gold Sponsor</i> | \$1000-\$2499 |
| <input type="checkbox"/> <i>Platinum Sponsor</i> | \$2500 or more |

APPENDICIES

THE NCOAGA EMBLEM

The Guardsman *Ultramarine Blue and White*

What better symbol for a central theme, a representation of our heritage. The Guardsman has been altered slightly from what is used on the Air National Guard emblem. His stance shows that he is ready and willing to accept any challenge presented, as we all are. The Guardsman represents the American citizen soldier dedicated to home, God, and country.

The Book of Knowledge *Yellow, Sepia and White*

As graduates of the Noncommissioned Officer Academy and Leadership schools we learn, grow, and mature into the leaders of tomorrow. As graduates we make available to local commanders a core of highly trained and motivated Noncommissioned Officers. What better symbol to use than the Book of Knowledge showing the Association's affiliation and continued sponsorship of education of the enlisted men and women of the Air Force and the Air National Guard.

The Outer Design and Background *Ultramarine Blue and Light Blue*

The background is sky blue depicting the Air Force Theater of operation. The outer design is unique and deviates from the standard emblem design. Progressive and innovative it represents the Association's ideals. As the symbolic shape of the obelisk that stands at the Academy, we honor our past members, the deeds, ideals, and leadership of those who have gone before us and have shown us love of home, God and country, and the way to a better future. The top of the emblem comes to a point forming a pyramid showing strength and unity.

The Square Knot *Sepia*

The square knot represents the history of the Professional Military Education Center and its founder Major General I.G. Brown. It is symbolic of the motto, "Be Square" that challenges us to be solid in our strength, unit, and discipline as Noncommissioned Officers.

The Stars *Silver (White) and Ultramarine Blue*

The six stars represent the six regions (reorganized and combined the regions into three, 1 August 2017) within the Association. They also represent the Noncommissioned Officer, the first line supervisor, the nucleus of the Air Force and the Air National Guard.

The Double Solid Bars *Red*

The small solid bar represents the Noncommissioned Officer Leadership School, a school prepared to instruct junior Noncommissioned Officers in leadership and management skills. As graduates of Leadership School these junior Noncommissioned Officers become eligible for membership in the Association thereby adding their talent and knowledge to the organization.

The large solid bar represents the Noncommissioned Officer Academy. The Academy prepares Noncommissioned Officers for positions of greater responsibility, emphasizing the Noncommissioned Officers role in the modern aerospace force. These graduates also become eligible for membership in the Association, providing leadership and management, capable of synthesizing the role of the military professional in the Air National Guard and the civilian community.

Both bars are superimposed on the base of the number one providing a stronger foundation showing the basis for our Association and Professional Military Education.

The Number One *Yellow*

Futuristic in design, the number one is the foundation of the Graduate Association. Number one represents Chapter One and those individuals who formed our Association, its ideals, and principles. Tapered as it rises above the Guardsman's head, it stretches toward the future, showing continued growth in an Association.

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CHAPTER EIGHT

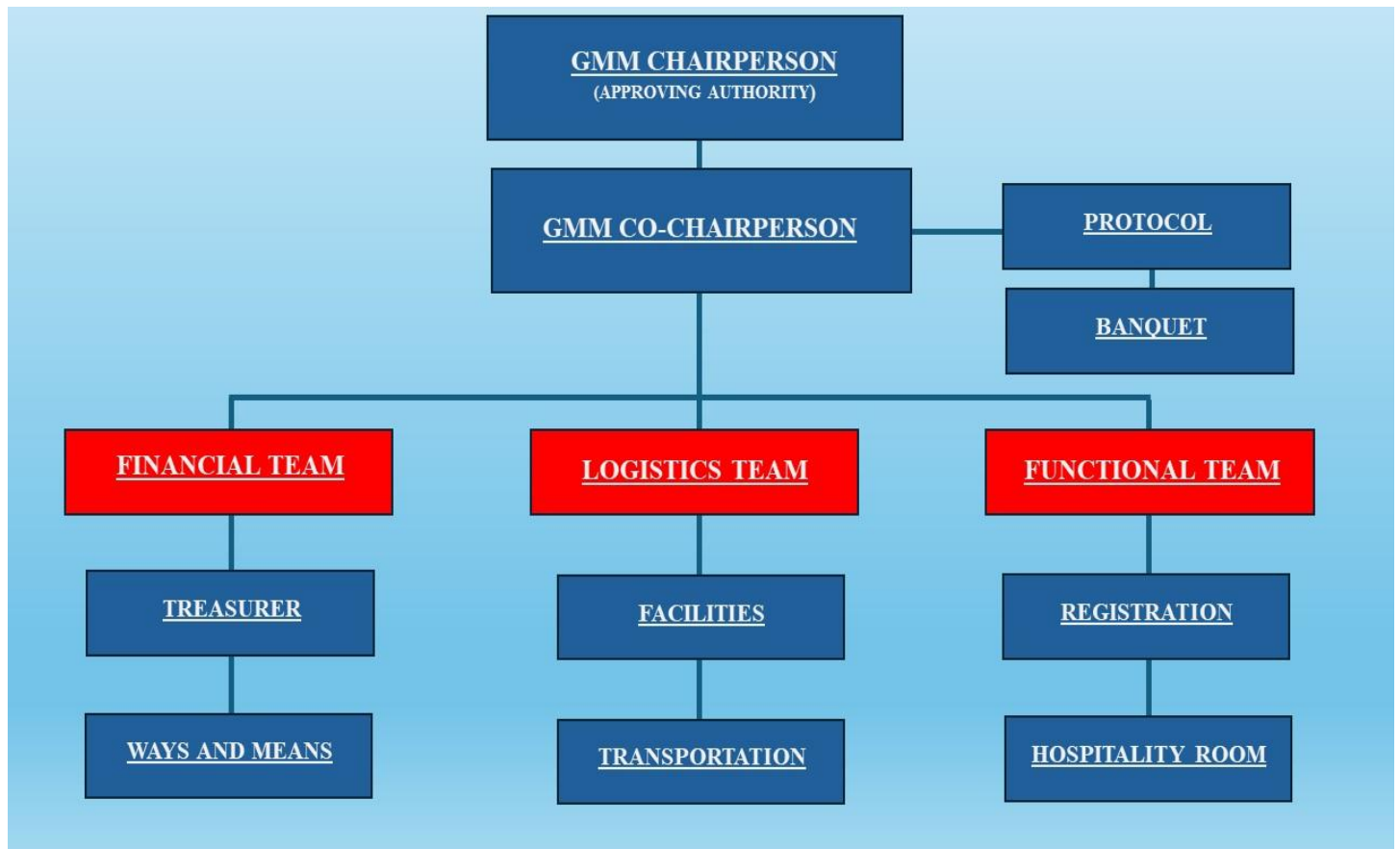
ATTACHMENTS

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ATTACHMENTS**GENERAL MEMBERSHIP MEETING HOW TO**

1. **PURPOSE:** To provide a guide for all chapters planning a National General Membership Meeting. It is through 25 years of history that this guide has been prepared. Use it well and it will work for you.
2. **RESPONSIBILITY:** It is the General Membership Meeting Chairman's responsibility to see that the General Membership Meeting is brought to a successful completion. This guide is meant to provide the steps and the committees required to conduct a national General Membership Meeting. This responsibility is not to be taken lightly. The Board of Directors will provide you with guidance throughout the process.
3. **CONCEPT:** General Membership Meetings vary from one to the other. Attendance at the past three General Membership Meetings should serve as a guide for expected numbers of graduates, spouses, guests, and youth. Be flexible.
4. **PROCEDURES:** Committees will provide maximum service with a minimum of funds.
5. **COMMITTEES:**
 - a. Establish committees, as necessary, to function individually, in bringing the General Membership Meeting to a successful completion under the direction of the General Membership Meeting Chairman.
 - i. General Membership Meeting Chairman/Co-Chairs
 - ii. General Membership Meeting Treasurer
 - iii. Ways & Means
 - iv. Registration
 - v. Facilities
 - vi. General Membership Meeting Banquet Procedures
 - vii. Transportation
 - viii. Hospitality Room
 - ix. Protocol
 - b. Committee meetings will be held at the call of the Chairman.
 - c. All expenditures and or obligations must have the prior approval of the General Membership Meeting Chairman.
 - d. Each committee may solicit help from other sources as may be required.
 - e. Each committee head will provide a proposed budget to the General Membership Meeting Chairman. Care must be taken in preparation since the financial success or failure of the General Membership Meeting hinges on the accuracy of these budgets.
 - f. Each committee head must provide an info copy of all correspondence to the General Membership Meeting Chairman.
 - g. Each committee head should check local resources to obtain services and/or material requirements at no charge before requesting funds.
 - h. Coordination between committees is paramount due to the large number of activities scheduled. General Membership Meeting Chairs will resolve any conflicts that arise.

- i. General Membership Meeting Organizational Chart. The following organizational chart is a sample of what the various General Membership Meeting committees are responsible for and how the assigned committees work together.



*The following paragraph is Association history and should never be removed from the AGH:
 SMS William T. Stone, Illinois ANG, presented the Association Banner to Chapter 1 at the Dellview Hotel,
 Wisconsin Dells, Wisconsin, on 7 September 1972. It was presented by him in memory of his deceased wife
 Mary Ann, and to his present wife Pat, and all members' wives of the Association. This is documented in the
 minutes of the Fourth National Annual Seminar of this Association.*

6. COMMITTEE RESPONSIBILITIES:

- a. General Membership Meeting Chairman/Co-Chairs is responsible for:
 - i. All coordination with Chapter One. Local chapter President and General Membership Meeting chairs will sign the hotel contract AFTER contract has been read and approved by Chapter One Board of Directors (BOD). NOTE: Minimum requirements to be included in the contract would include a war clause, meeting room requirements, audio/visual equipment usage, etc.
 - ii. Chairing meetings to allow for cross-feeding between committee heads and members.
 - iii. Directing the overall operation of the General Membership Meeting and assigning tasks and positions.
 - iv. Approving all expenditures and/or obligations.
 - v. Approving all budgets.
 - vi. Endorsing all requests for manpower, workdays, and/or equipment. (Requests will be initiated by the committee chair requiring assistance and include justification.)
 - vii. Resolving conflicts between committee chairs.
 - viii. Relieving any committee chair not considered to be completing his/her duties in a competent manner.
 - ix. Serve as the Master of Ceremonies or appoint someone to do so.
 - x. An after-action report will be presented to Chapter 1 Board of Directors prior to the next National General Membership Meeting.
- b. General Membership Meeting Treasurer is responsible for:
 - i. Recording all incomes and expenditures.
 - ii. Ensuring receipts are received for all expenditures.
 - iii. Keeping an accurate and up-to-date record of all finances.
 - iv. Obtaining General Membership Meeting Chairman approval before obligating any funds.
 - v. Paying all bills promptly!
 - vi. Compiling proposed committee budgets and presenting it in final form to the General Membership Meeting Chairman.
 - vii. Opening a special checking account for all General Membership Meeting funds. All checks require two signatures.
- c. Ways & Means is responsible for:
 - i. Raising all additional monies required for General Membership Meeting.
 - ii. Obtaining donation drawing and silent auction items.
 - iii. Securing sponsors for various events, i.e., coffee breaks, printing, etc.
 - iv. Obtaining and selling mementoes.
- d. Registration is responsible for:
 - i. Developing a registration form to be used for all pre-registrations.
 - ii. Developing and implementing a promotion plan to get pre-registrations, mailings, and forms in the Graduate.
 - iii. Providing personnel and promotional items for pre-registration at the previous year's General Membership Meeting.
 - iv. Establishing a registration desk in a prominent location in the hotel and insuring it is adequately manned.
 - v. Preparing and distributing registration packets to include as a minimum:
 - a. City/Area Map.
 - b. Pamphlets/Souvenirs.
 - vi. If applicable, collect money for special events.
 - vii. Providing a report on pre-registrations to General Membership Meeting Chairman.

- e. Facilities is responsible for all coordination with the host hotel, to include:
 - i. Obtaining meeting rooms as required.
 - ii. Determining equipment requirements and ensuring meeting rooms are arranged/set up, as necessary.
 - iii. General Business Meeting Requirements. Head table consists of: President, Secretary and DAL-Parliamentarian.
- f. General Membership Meeting Banquet Procedures.
 - i. Coordinate with Registration Committee to determine number of Banquet meals.
 - ii. Select a menu.
 - iii. Arrange for entertainment/music if desired (optional item).
 - iv. Coordinate seating arrangements including head table with Chapter 1 President.
 - v. Complimentary meals/tickets, if applicable.
 - a. Committee determines number of complimentary meals to be provided.
 - b. Committee ensures Treasurer has paid for complimentary meals.
 - vi. Arrange for Banquet decorations.
 - vii. Publish a Banquet program.
- g. Transportation is responsible for:
 - i. Coordinating with each committee chair to ensure all transportation requirements are met.
 - ii. Providing shuttle service to and from the airport if not provided by the hotel.
- h. Hospitality Room is responsible for:
 - i. Securing appropriate liquid refreshments to last the entire General Membership Meeting.
 - ii. Ensuring sufficient food items are available in the Hospitality Room. Where possible, food/snack items should be donated.
 - iii. Providing adequate staffing.
 - iv. Ensuring the Hospitality Room is maintained in an orderly manner.
 - v. Ensuring enough cups, napkins, trash containers, etc. are available.
- i. Protocol – Chairman/Co-chairman will act as protocol (if needed) for:
 - i. Recommended VIP Invitations
 - a. Chief, National Guard Bureau
 - b. Director Air National Guard
 - c. Command Chief Master Sergeant of the Air National Guard
 - d. Governor of Host State
 - e. TAG - Host State
 - f. State Air Commander
 - g. Local City Mayor
 - h. City Council
 - i. Legislators
 - j. State Senator
 - k. Commander, I.G. Brown ANG Training and Education Center
 - l. Commandant, ANG Enlisted PME
 - m. State Command Chief Master Sergeant
 - n. Host Base Commander
 - o. Host Base Command Chief Master Sergeant
 - p. Local CEOs
 - q. Local Military Affairs Committee
 - r. Chamber of Commerce
 - s. Local Hotel Manager

- ii. Sending invitations to VIP guest(s).
- iii. Ensuring seating at all functions adheres to proper protocol as follows:
 - a. Banquet.
 - 1. Head Table (HT) consists of President; Master of Ceremonies; Guest Speaker; and their guests.
 - 2. VIP tables close to HT.
- iv. Room assignments (VIPs):
 - a. Invited guest(s) will make individual hotel reservations (telephone number should be provided on invitation). Reservations need to be made prior to the hotel reservation deadline.
 - b. Follow-up with hotel on invited VIP guest list two weeks prior to reservation cutoff date.

ATTACHMENTS**RECORD OF CHANGES**

REVISION/CHANGE NUMBER	DATE OF CHANGE
Revised	1 January 1999
Revised	1 July 1999
Revised	1 January 2000
Revised	1 September 2000
Revised	1 November 2001
Revised	15 August 2002
Revised	1 October 2003
Revised	1 September 2004
Revised	1 October 2005
Revised	1 October 2007
Revised	1 October 2008
Revised	25 August 2009
Revised	12 January 2011
Revised	7 March 2013
Revised	1 January 2014
Revised	31 January 2015
Revised	30 January 2016
Revised	1 March 2019
Revised	1 March 2022
Revised	1 March 2024

Changed/Replaced:

Attachment 8-2, Record of Changes

MEMORANDUM FOR ANG NCOAGA GENERAL MEMBERSHIP

FROM: SECRETARY, MSGT (RET) PHYLLIS OSTER

SUBJECT: MEMO OF RECORD–SUMMARY OF CHANGES TO AGH, 1 MARCH 2024.

1. The following are approved changes to the AGH dated 1 MARCH 2024.
2. AGH 1 MARCH 2024, Section 3-2; EDUCATION AND SCHOLARSHIP PROGRAM.
 - a. General Membership Meeting (GMM) 51 voted to approve the change to Section 3-2; para 4.b; to open the eligibility of youth scholarship of an active member of the Association to:
 - i. Dependent children
 - ii. Grandchildren
 - iii. Nieces
 - iv. Nephews
 - b. General Membership Meeting (GMM) 53 voted to increase the word amounts for the scholarship essays:
 - i. Senior Division: Section 4-1; para 4.a, will submit an essay of 1500-2000 words.
 - ii. Junior Division: Section 4-1; para 4.b, will submit an essay of 750-1000 words.
3. AGH 1 MARCH 2024, Chapter 4 – AWARDS.
 - a. The General Membership Meeting (GMM) 51 voted to eliminate the following Awards.
 - i. Civic Actions
 - ii. Major General I.G. Brown Command Excellent Award
 - iii. Operation Patriotism
 - iv. Outstanding Graduate of the Year
 - v. Parade of Chapters (Chapter Activities)
 - vi. Pride Thru Recognition
 - b. Any reference to these awards will be removed with the publication of the new AGH.
 - c. The eliminated Award Programs were approved based on the General Membership voting to approve our status as an Alumni Association.
4. AGH 1 MARCH 2024, Chapter 4 – AWARDS.
 - a. Section 4-1, para 4, d., Bennie Frick Memorial Scholarship funds returned to Chapter 7, the North Carolina Chapter.
5. AGH 1 MARCH 2024, Chapter 6 – FORMS. The form numbers will be changed to be consecutive in number order with the publication of the new AGH.
6. The AGH, 1 MARCH 2024, has been updated with all the approved changes when new Articles of Incorporation and Bylaws were finalized at the General Membership 53, 7 October 2023, Lincoln, NE.

//submitted//

PHYLLIS R. OSTER, MSgt (Ret)
Secretary
NCOAGA, Chapter 1

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