

# ASSOCIATION GUIDANCE HANDBOOK

1 AUGUST 2022



CHAPTER ONE

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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 assure that the book is kept current at all times. 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**

<p>You are urged to read and use</p>	<p><b>THIS</b></p>	<p>material. Meet immediately with your officers and committee chairmen to distribute the guidelines outlined in this handbook.</p>
<p>A comprehensive description</p>	<p><b>IS</b></p>	<p>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.</p>
<p>Informed committees are</p>	<p><b>YOUR</b></p>	<p>best committees and the best committees are the most productive.</p>
<p>Get them started early this</p>	<p><b>YEAR!</b></p>	<p>With your leadership they will be well indoctrinated and eager to serve.</p>

## 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-Presidents are tasked by Article III, Section 5b (1), (2), (3) of the By-Laws, 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 By-Laws that will be used in the conduct of Association functions. It is the means of implementing the Articles of Incorporation and By-Laws 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 By-Laws and the Robert's Rules of Order shall prevail. Care should be taken when developing guides to insure 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 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 to 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 By-Laws or the Constitution.
3. **CONCEPT:** The Board of Directors organized by the Articles of Incorporation and By-Laws consists of three branches to govern the National Chapter and is considered the Governing Body for that purpose. They are:
  - a. Titled Directors (President, Vice-Presidents, Secretary and Treasurer)
  - b. Untitled Directors (Three Regional Directors and five Directors at Large)
  - c. President Ex-Officio
4. **PROCEDURES:**
  - a. The Titled Directors serve as the Executive Branch and administer the National Chapter. The President reacts to the membership through the Untitled Directors and is responsible for the National Chapter. The Vice-Presidents are assigned as chairmen for all standing committees, which gives them training and expertise in the affairs of the National Chapter, preparing them to be President. They may appoint cochairmen and committee members from the active membership and delegate authority, but still retain responsibility. The Secretary provides the administrative support to the Board of Directors. The Treasurer safeguards the assets.
  - b. The Untitled Directors constitute our congress and consist of three Regional Directors (Senators) and five Directors at Large (Representatives). 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 non-voting (with the exception of President Ex- Officio) 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.

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**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 By-Laws of the Chapter. The President is elected each year 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 at 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 and President of the Board of Directors. Official actions are under the supervision of the Board of Directors. While certain duties of the President are set forth in the Constitution, the President will be 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 assure that they are completing those responsibilities. It will be the President's responsibility to assist and discipline when necessary.
  - b. See that Board of Directors meeting is held regularly. Preside at 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 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 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. Appoint a Tally Committee at or prior to elections.

- j. Follow accepted rules of parliamentary procedures and Roberts Rules of Order in conducting all meetings.
  - k. Require each Board of Director to submit activity reports as needed.
  - l. Write articles for each issue of the "Graduate".
  - m. Make a personal appearance or send a representative to each graduating class of the Air National Guard Noncommissioned Officers Academy to speak on the purpose and goals of the Association, if TEC allows appropriate time.
  - n. Has the ultimate responsibility for the public web site. Approves AGH [Form 6-25](#), Public Web Site Information Release and forwards to Webmaster. Delegates limited revision authority to 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, and Director at Large (DAL) Membership.
  - o. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to 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 maintain a positive and professional military image at all times.

**NATIONAL BOARD OF DIRECTORS - CHAPTER ONE****1<sup>st</sup> VICE PRESIDENT**

1. Purpose: This chapter provides guidance to the 1<sup>st</sup> 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 By-Laws of the Chapter. The 1<sup>st</sup> 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 a 1<sup>st</sup> Vice President resigns prior to the end of his or her term, the President will appoint the 2<sup>nd</sup> Vice President to complete that term.
2. Responsibility: The 1<sup>st</sup> 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: Pride Thru Recognition, Chapter Activities, Education & Scholarship, and Regional Directors Coordination.
3. Concept: The 1<sup>st</sup> Vice President is a voting member of the Board of Directors 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 1<sup>st</sup> Vice President will turn over all information and materials needed to conduct the business of this position.
  - a. The 1<sup>st</sup> Vice President will review the responsibilities and contact co-chairs assigned to committees under their control. They will:
    - i. Keep in contact with the members of the Education & Scholarship committee. Advertise the scholarship program in the "Graduate". Serve as focal point for all programs related to the scholarship program per [Section 3-4](#) of this handbook.
    - ii. Assist the Regional Director in carrying out their duties and responsibilities. Act as a sounding board for recommendations of the Regional Directors. Assures Regional Directors are carrying out their responsibilities as defined in [Section 2-13](#) of this Handbook.
    - ~~iii. Serves as chairman for the Pride Thru Recognition committee at national General Membership Meetings. Assures selection of winners is in accordance with directives found in this AGH. Is the POC for questions concerning this program throughout the year.~~
    - ~~iv. During the year, works with Regional Directors to assure Chapter Activities are being reported in a timely manner. Serves as the Chairperson for the Chapter Activities committee at the National General Membership Meeting. Defined responsibilities are located in Section 4 of this Handbook.~~
    - v. Purchase a gift for the spouse of the President, to be presented at the National General Membership Meeting.
    - vi. Purchase and present to out-going President a gavel appreciation plaque or appropriate remembrance of the President's choosing.
  - b. Write reports as required by the president and articles for the "Graduate" as appropriate.

- c. Revision authority on the public web site for areas of responsibility – Scholarships and General Membership Meeting Committee Reports.
  - d. Ensure General Membership Meeting Committee folders are ready for General Membership Meeting to include preparing a disk for each committee chair that contains a report template and AGH [Form 6-22](#), Association Guidance Handbook Change Form. Following General Membership Meeting, ensure approved report changes are made to the electronic report and forward to the Webmaster for posting to the public web site.
  - e. Attend all meetings directed by the President.
  - f. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to General Membership Meeting.
  - g. Other duties as assigned by the President.
5. The 1<sup>st</sup> 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 1<sup>st</sup> Vice President is mandatory.
  6. As with all Board of Directors, will maintain a positive and professional military image at all times.

**NATIONAL BOARD OF DIRECTORS - CHAPTER ONE****2<sup>nd</sup> VICE PRESIDENT**

1. Purpose: This chapter provides guidance to the 2<sup>nd</sup> 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 By-Laws of the Chapter. The 2<sup>nd</sup> 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 case they will run for the office of 1<sup>st</sup> Vice President the following year. If the 2<sup>nd</sup> Vice President resigns prior to the end of his or her term, the President will appoint someone to complete that term.
2. Responsibility: The 2<sup>nd</sup> 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 the absence of the President and 1<sup>st</sup> Vice President. Chairs the following committees: Awards & Memorials, Retirees Council, and Special Projects.
3. Concept: The 2<sup>nd</sup> Vice President is a voting member of the Board of Directors. They control and direct the affairs assigned to this position. They are to have the freedom to recommend changes and bring these changes before the body for adoption. This is the beginning stage of preparation for the position of President.
4. Procedures: Once elected the previous 2<sup>nd</sup> Vice President will turn over all information and materials needed to conduct the business of this position.
  - a. The 2<sup>nd</sup> Vice President will review the responsibilities and contact co-chairs assigned to committees under their control. They will:
    - i. Chair the Awards & Memorials Committee. This includes assuring all awards are ordered, presented and appropriate follow-up is made for all General Membership Meeting awards that are given out. Appropriate follow-up includes forwarding names to DAL, Graduate for inclusion in the first issue of The Graduate following General Membership Meeting and forwarding award winners to the Webmaster for posting to the public web site. They will also be the point of contact for persons reporting deaths of Chapter One members and passing this information on to the persons responsible for the memorial at McGhee Tyson TEC. Will be responsible for sending death notice to DAL-Graduate for publication in the TAPS section.
    - ii. Provide guidance and assistance to all DAL members. Serves as a sounding board and assists them where needed, in the completion of their duties. Brings to the attention of the President any DAL who is not completing the requirements of their job.
    - iii. Serve as liaison to the Board of Directors for the Chairman of the Retirees Committee. The retirees will elect a Chairman at each General Membership Meeting. The 2<sup>nd</sup> Vice President will keep the retirees abreast of important issues and communicate on a regular basis with the chairman.
  - b. Write reports as required by the President and articles for the Graduate as appropriate.
  - c. Revision authority on the public web site for areas of responsibility – Awards Recognition Program.

- d. Attend all meetings directed by the President.
  - e. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to General Membership Meeting.
  - ~~f. Coordinate the NCOAGA award presentations for the annual ANG Airman of the Year (OAY) program. POC for the OAY program is the office of the ANG Command Chief.~~
  - g. Other duties as assigned by the President.
5. The 2<sup>nd</sup> Vice President, if planning to run for 1<sup>st</sup> Vice 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 take charge of their duties immediately. Close communication with the 1<sup>st</sup> Vice President during their term as 2<sup>nd</sup> Vice President is mandatory.
  6. As with all Board of Directors, will maintain a positive and professional military image at all times.

**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 By-Laws of the Chapter. The Secretary is elected each odd year at the annual national General Membership Meeting and will hold that office for a period of two (2) years. If a secretary resigns prior to the end of his or her term, the President will appoint someone to complete that term.
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 By-Laws committee.
3. Concept: The Secretary is the recording officer of the Chapter One. Official actions of the Secretary are under the direction of the President and the Board of Directors. The Secretary is a voting member of the Board of Directors.
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 (addresses found in AGH, Section 7, [Appendix 7-1](#))
    - ii. Distribute Board of Director Meeting Minutes to all Board of Director Members (addresses found in AGH, Section 7, [Appendix 7-1](#)).
  - c. Be responsible for all equipment/supplies provided to them by the Association for the accomplishment of their duties. They will make recommendations for improvement of equipment and submit a budget for this equipment as needed. Replenish supplies as needed and submit bill for reimbursement.
    - i. Laptop computer w/carrying case and 3T external hard drive.
    - ii. Tape recorder.
    - iii. Office supplies as needed for the meeting.
  - d. 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.
  - e. Attend all meetings directed by ANG NCOAGA President.
  - f. Revision authority on the public web site for Association Guidance Handbook, Articles of Incorporation and By-Laws, General Membership Meeting Minutes, Board of Directors Listing updates and mission and vision statements.
  - g. Is responsible for the management of the public web site.

- h. Maintain AGH [Form 6-25](#), Public Web Site Information Release “Initial Page” until web page is completely revised or unnecessary/no longer required. Maintain “Unnecessary Page/No Longer Required” forms and/or “Initial Page” forms that have been completed revised for one year.
  - i. Serve as the focal point for changes to this Association Guidance Handbook. Publish approved changes and forward an electronic copy to individuals listed in Section 7, [Appendix 7-1](#). Forwards an electronic version to the Webmaster for posting on the NCOAGA web site.
  - j. 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 By-Laws 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 By-Laws
    - vii. Equipment/supplies listed in 4c.
    - viii. Hard copy of the last meeting minutes
    - ix. Copies of General Membership Meeting Committee Sign-up sheet
    - x. Copies of ANG NCOAGA Sign-in sheet
  - k. Serves as the chairman of the Articles of Incorporation and By-Laws committee at the national General Membership Meeting. Assures that recommended changes are coordinated and processed in accordance with our Articles of Incorporation and By-Laws. Publishes and makes distribution of all changes.
  - l. Responsible for the upkeep of the NCOAGA Regional breakdown map/NCOAGA Board of Directors point of contacts handout.
  - m. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the General Membership Meeting.
  - n. Other duties as assigned by the President.
5. As with all Board of Directors, will maintain a positive and professional military image at all times.

**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 By-Laws of the Chapter. The Treasurer is elected each even year at the annual national General Membership Meeting and will hold that office for a period of two (2) years. If a Treasurer resigns prior to the end of his or her term, the President will appoint someone to complete that term.
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, and chairs the Finance Committee at national General Membership Meetings.
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 voting member of the Board of Directors.
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 insure 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 same at each meeting.
  - f. Prepare and submit financial reports as specified by the Board of Directors.
  - g. Insure 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, Treasurer, and two (2) other Board members can sign checks.
  - j. Attend all meetings directed by the President.
  - k. Prepare Annual Report for the national General Membership Meeting.
  - l. Chair the Finance Committee at the national General Membership Meeting. Serve under the guidance in [Section 3-5](#) of this Handbook.
  - m. Give bond for the faithful discharge of any member of the Board of Directors responsible for handling association monies, in such sum and with such surety as determined by the Board of Directors.
  - n. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the national General Membership Meeting.



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

1. Purpose: This chapter provides guidance to the Director at Large (DAL) - Membership of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter. The DAL - Membership is appointed each even year at the annual national General Membership Meeting and will hold that office for a period of two (2) years. If a DAL - Membership resigns prior to the end of his or her term, the President will appoint someone to complete that term.
2. Responsibility: The DAL - Membership 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. They chair the Membership & Credentials committee at annual General Membership Meetings.
3. Concept: The DAL - Membership provides for a central location for all membership activities of the Association. The DAL – Membership is an Untitled Director and is a voting member of the Board of Directors.
4. Procedures: Previous DAL - Membership 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 to the DAL - Graduate for mailing of the "Graduate" magazine, as needed.
  - c. Enter Travel Log membership into computer. Provide Travel Log chair with list of members and mailing labels for current members of Chapter One. (Reference [Section 3-13](#))
  - d. Provide statistical analysis quarterly to all Board of Directors so trends in membership can be tracked.
  - e. Maintain and account for all Association equipment used in the accomplishment of their duties. Make recommendations for new equipment needs.
  - f. Write reports as required by the president and articles for the "Graduate" as appropriate.
  - g. Attend all meetings directed by the President.
  - h. Chair the Membership & Credentials Committee at the national General Membership Meeting. Serve under the guidance outlined in [Section 3-7](#) of this Handbook.
  - i. Revision authority on the public web site for areas of responsibility – membership related information.
  - j. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the national General Membership meeting.
  - k. Provide red six-inch by two-inch self-adhesive ribbons imprinted with the word DELEGATE for each national General Membership Meeting. Ribbons are located in the Command Post nesting box. An inventory after the first general business meeting needs to be accomplished to determine if a new supply of ribbons need to be ordered.
  - l. Other duties as assigned by the President.

5. As with all Board of Directors, will maintain a positive and professional military image at all times.

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

1. Purpose: This chapter provides guidance to the Director at Large (DAL) - Graduate of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter. The DAL- Graduate is appointed each odd year at the annual national General Membership Meeting and will hold that office for a period of two (2) years. If a DAL - Graduate resigns prior to the end of his or her term, the President will appoint someone to complete that term.
2. Responsibility: The Director at Large - Graduate receives their authority from, and is responsible to, the membership. They will publish four (4) quarterly editions of the Graduate gathering information 30 days prior to March 1<sup>st</sup> and December 1<sup>st</sup> through electronic submission of articles. The June edition (before General Membership Meeting) and the September edition (after General Membership Meeting) publish dates will be at the discretion of the President and DAL-Graduate. They also chair the Publicity and Special Projects Committee.
3. Concept: The Director at Large - Graduate is the point of contact for all “Graduate” articles. The Director at Large - Graduate is an Untitled Director and is a voting member of the Board of Directors.
4. Procedures: Previous Director at Large - Graduate will turn over all information and materials needed to conduct the business of this position. Director at Large – Graduate will:
  - a. Serve as the central point for all "Graduate" articles. Once received he/she will review, edit as necessary, and prepare for publication.
  - b. Coordinate with the President, or designated representative, any special requirements pertaining to each issue of the “Graduate.”
  - c. Send the President the draft, for review, prior to being published. The President will advise the Director at Large – Graduate of any changes noted and when to proceed.
  - d. Send the completed Graduate in soft copy to the webmaster to upload to the NCOAGA website.
  - e. Serve as the Editor-in-Chief of the "Graduate". He/She will have flexibility in the publication of the "Graduate". However, if expenses above normal operation and above budget are expected, they will bring this to the attention of the Chapter One Board of Directors prior to expending any additional funds.
  - f. Two editions will be published electronically on the NCOAGA website in March and September. This will provide information on what transpired during the past General Membership Meeting and information on the upcoming General Membership Meeting. Chapters will continue to provide up to two submissions for this publication.
  - g. Write reports as required by the President and articles for the "Graduate” as appropriate.
  - h. Attend all meetings directed by the President.
  - i. At national General Membership Meeting, will chair the Publicity and Special Projects Committee whose sole purpose is to receive input on how to make the "Graduate" a better newsletter. Although most special projects will be under the direction of the President, it will be this committee's responsibility to suggest special projects to the Association.

- j. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the General Membership Meeting.
  - k. Other duties as assigned by the President.
- 5. As with all Board of Directors, will maintain a positive and professional military image at all times.

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

1. Purpose: This chapter provides guidance to the Director at Large - Ways and Means of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter. The Director at Large - Ways and Means is appointed by the President with the concurrence of the Board of Directors for a period of two (2) years each odd year. If a Director at Large - Ways and Means resigns prior to the end of his or her term, the President will appoint someone to complete that term.
2. Responsibility: The Director at Large - Ways and Means receives their authority from, and is responsible to, the membership. They are to assist the President in raising money for the Association. The Director at Large - Ways and Means will chair the Ways & Means Committee at the annual national General Membership Meeting.
3. Concept: The DAL - Ways and Means is chairman of the Ways and Means Committee. Official acts of the Director at Large - Ways and Means are under the direction of the President and the Board of Directors. The DAL - Ways and Means is an Untitled Director and is a voting member of the Board of Directors.
4. Procedures: Previous Director at Large - TEC will turn over all information and materials needed to conduct the business of this position. The DAL - Ways and Means (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 3-13](#) 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. Be responsible for the Travel Log Sub-Committee. It is recommended that a Co- Chair be appointed by the DAL-WM. Ensure that [Section 3-13](#) is followed in the management of this program.
  - d. 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 General Membership Meeting. These include, but are not limited to:
      1. Selling tickets for any items donated to Chapter One.
      2. Publicizing, recruiting new members, and retaining current members of the Travel Log. This also includes getting items for a drawing that will be held for those that become members or renew their membership in the Travel Log at the national General Membership Meeting.
      3. Publicizing and recruiting new members for the Be Square Society. This includes getting items for a drawing that will be held for those who become members at the national General Membership Meeting.

4. Coordinate on-going special fund raising efforts throughout the year. Ensures that the programs are publicized, program goals and guidelines are being met, etc.
  - e. Chair the Ways and Means Committee at the national General Membership Meeting.
  - f. Work in coordination with the Ways and Means Committee to assure a successful Corporate Sponsorship program. This includes developing programs to publicize the program as well as programs to actively recruit Corporate Sponsors. The Corporate Sponsorship program will be reviewed annually by the Ways and Means Committee during each national General Membership Meeting.
  - g. Work with the General Membership Meeting chair each year to obtain corporate sponsors for the General Membership Meeting. Work to get exhibitors to prepare and present exhibits at each national General Membership Meeting.
  - h. Report no less than semi-annually to the membership in the “Graduate” the status of fund raising efforts by the Association.
  - i. Write reports as required by the president and an article for the “Graduate.”
  - j. Attend all meetings directed by the President.
  - k. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the annual General membership meeting.
  - l. Other duties as assigned by the President.
5. As with all Board of Directors, will maintain a positive and professional military image at all times.

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

1. Purpose: This chapter provides guidance to the Director At Large - TEC of Chapter One regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter. The Director At Large - TEC is appointed by the President with the concurrence of the Board of Directors for a period of two (2) years each even year. If a Director At Large - TEC resigns prior to the end of their term, the President will appoint someone to complete that term.
2. Responsibility: The Director At Large - TEC receives their authority from and is responsible to the membership. ~~They are to act as a liaison person to facilitate communications between the Association and the MG I G Brown Training and Education Center at McGhee Tyson ANGB, Knoxville, Tennessee.~~
3. Concept: The Director at Large - 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 when needed. The Director at Large - is an Untitled Director and is a voting member of the Board of Directors.
4. Procedures: Previous Director at Large - TEC will turn over all information and materials needed to conduct the business of this position. They will:
  - a. Assure that the Memorial Mall area is maintained in accordance with the procedures outlined in [Section 3-1](#) and work with the TEC on matters concerning the Memorial Mall.
  - b. Co-chair Awards and Memorials Committee.
  - c. Ensure that a picture of the obelisk or stone is taken each year after the engraving update has been completed and forward copies (2 for each name) to the 2<sup>nd</sup> Vice President for notification of next of kin and unit Public Affairs office.
  - d. Be responsible for all Association property, such as pictures and plaques, and ensure that all necessary engraving and correct pictures are provided.
  - e. Assure that funds are available from the Association for any expenses that may be incurred.
  - f. Keep the Association President and TEC informed of all accomplishments and problems as they occur.
  - g. In coordination with the NCOA Commandant, make a personal appearance or have a representative of the Association speak to each graduating class of the NCOA/ALS on the purpose and goals of the Association.
  - h. Ensure that all Association flags and banners are stored or secured as required and arrange for shipment as necessary.
  - i. Be present for all meetings to brief on the activities of this position.
  - j. Perform duties as the official NCOAGA Historian.
  - ~~k. Assure that a committee of retired NCOAGA members is assembled each year in April to review and select the Major General I. G. Brown Command Excellence winner from each Region from packages submitted and to review and select an NCOAGA "Outstanding Graduate of the Year" from packages submitted to the committee. The Director at Large~~

~~TEC will be the chairman of this committee and will cast a deciding vote in case of a tie in any category.~~

1. Other duties as assigned by the President.
  
5. As with all Board of Directors, will maintain a positive and professional military image at all times.

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

1. Purpose: This chapter provides guidance to the Director at Large - Parliamentarian of Chapter One regarding duties, areas of responsibility and source of authority. The Director at Large - Parliamentarian is appointed by the President with the concurrence of the Board of Directors for a period of two (2) years each odd year. If a Director at Large - Parliamentarian resigns prior to the end of his or her term, the President will appoint someone to complete that term.
2. Responsibility: The Director at Large - Parliamentarian receives his or her authority from and is responsible to the membership. The Director at Large - 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 General Membership Meeting protocol.
3. Concept: The Director at Large – Parliamentarian offers assistance to ensure that Association meetings are conducted according to Robert's Rules of Order. The Director at Large - Parliamentarian is an Untitled Director and is a voting member of the Board of Directors.
4. Procedures: Previous Director at Large - Parliamentarian will turn over all information and materials needed to conduct the business of this position. He or she will:
  - a. Provide annual General Membership Meeting delegates with a printed list 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. Conduct the election process at the National General Membership Meeting each year.
  - d. Act as a resource to the general membership regarding protocol and parliamentary procedure.
  - e. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to General Membership Meeting.
  - f. Other duties as assigned by the President.
5. As with all Board of Directors, will maintain a positive and professional military image at all times.

**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 By-Laws 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: The President Ex-Officio receives their authority from, and is responsible to, the Association. They act as an advisor and assistant to the President. They also chair the Nominating Committee.
3. Concept: The 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 non-voting 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. Chair the Nominating Committee (Article V, Section 4 of the By-Laws). Procedures for carrying out the duties of this position are located in [Section 3-8](#).
  - b. Communicate with Life members in an effort to promote membership by organizing one mailing and offering a challenge to them to promote membership within their chapter and state.
  - c. Act as Chapter One's Protocol Officer; work with General Membership Meeting host committee to assist them at the annual General Membership Meeting.
  - d. Write reports as required by the president and articles for the "Graduate" as appropriate.
  - e. Order name tags for new Board of Directors from Five Star Awards (address: 601 West 29th Street, South Sioux City, Nebraska, 68776; telephone: (402) 494-2303). Ensure name tags are available for distribution at the first Board of Directors Meeting following General Membership Meeting.
  - f. Ensure General Membership Meeting surveys are reviewed and results tallied for discussion at the first Board of Directors Meeting following General Membership Meeting. President Ex-Officio will brief the General Membership Meeting Committee of the results at the next General Membership Meeting. Send General Membership Meeting survey results to the upcoming General Membership Meeting(s) chairperson and the Webmaster to post on the web site.
  - g. Is responsible for keeping the NCOAGA National Briefing (PowerPoint presentation), which is located on the Association web site, up-to-date with the approval of the President.
  - h. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to General Membership Meeting.
  - i. Other duties assigned by the President.
5. As with all Board of Directors, will maintain a positive and professional military image at all times.

**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 By-Laws 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 By-Laws, Article VII, Section 2, para E. They are 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 assuring communications with each of the local chapters within that region.
3. Concept: Regional Directors act as the glue that holds the region together. They must assure that:
  - a. Full and complete communication happens each month between chapters and the Board of Directors.
  - ~~b. Each chapter submits monthly activity reports as documentation for the Chapter Activities Review Form and submits annual "Pride Thru Recognition" reports.~~
  - ~~c. Chapters are encouraged to submit applicants for "The Outstanding Graduate of the Year Award" and the "Major General I.G. Brown Command Excellence Award" each year.~~
  - d. 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.
  - e. Regional meetings are held annually.
  - f. 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. Submit reports as required by the president to all members of the Board of Directors.
  - b. Make sure current membership listings are disseminated to each local chapter within the region when received from the Director at Large - Membership.
  - c. Send monthly newsletters to local Chapter Presidents. Make personal contact with Chapter Presidents each month.
  - d. Encourage chapters to submit articles to the "Graduate."
  - e. Get from each chapter monthly minutes of chapter meetings, activities reports, plus any other information; keep individual folders for each chapter.
  - f. Write articles for "Graduate" as needed or when appropriate.

- g. Notify Director at Large - Membership whenever there is a change of Chapter President. It is imperative that a current list of Chapter Presidents is maintained at all times.
  - ~~h. Prior to General Membership Meeting prepare the Chapter Activities Review Form and attach the twelve monthly activity reports to this form and submit to the 1<sup>st</sup> Vice President at the first Board of Directors' meeting at National General Membership Meeting. No packages will be accepted after this time.~~
  - i. Prepare agenda and preside over regional meetings at Annual General Membership Meeting.
  - j. Attend all meetings directed by the President.
  - k. Prepare a Written Annual Report for National General Membership Meeting which summaries the last year, to be published in General Membership Meeting Book.
  - l. Ensure all "non-attending chapters" at General Membership Meeting receive notification that committee reports are available on the web or can be obtained, by request, through e-mail or a hard copy.
  - m. Is responsible for preparing an annual budget, which will be submitted to the Finance Committee prior to the annual General Membership Meeting.
  - n. Other duties assigned by the President.
5. Regional Directors will co-chair the following committees:
- a. West Region Director - Education & Scholarship
  - b. Central Region Director - Chapter Activities
  - c. East Region Director - Pride Thru Recognition
- ~~6. The following Regional Awards will be given each year at General Membership Meeting. The Regional Director for his/her Region will select the award winners and submit the names to the 2<sup>nd</sup> Vice President.~~
- ~~a. Outstanding Chapter — Awarded to the Chapter within each Region that is exceptional or outstanding within the Region.~~
  - ~~b. Award of Excellence — Awarded to the Chapter within each Region which deserves to be recognized either for improvement, being an excellent Chapter, very supportive of our Association, or some other good example of excellence.~~
  - ~~c. Regional Directors Award — Awarded to one individual within each Region who deserves recognition for their special efforts within that Region.~~
7. Regional Director Responsibilities during the Director of the ANG Business and Industry Day Program. The Regional Director for the region(s) hosting the event is responsible for setup and manning of the NCOAGA information booth. As a minimum, the booth will consist of Membership Brochures, Corporate Sponsor information, and The Presidents Welcome Letter to Guests. The booth and those working the booth will present a professional image at all times.
8. As with all Board of Directors, will maintain a positive and professional military image at all times.

**NATIONAL BOARD OF DIRECTORS - CHAPTER ONE****LIAISON TO THE DIRECTOR, AIR NATIONAL GUARD**

1. Purpose: This chapter provides guidance to the Liaison to the Director, Air National Guard (ANG) to Chapter One Board of Directors regarding duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter. The Liaison to the Director, ANG is a nonvoting advisor to the Board of Directors.
2. Responsibility: The Liaison to the Director, ANG is responsible to no one on the Board of Directors but is a member of the Board of Directors to assist, provide guidance and serve as an advisor to the Board. The President of the Association and the Director, ANG, shall appoint them.
3. Concept: The Liaison to the Director, ANG acts as a bridge between the Association and the Director of the ANG. They will assist the Association in working with and for the Director of the ANG in projects and special events.
4. Responsibility: When a new Liaison to the Director, ANG is selected, the previous Liaison to the Director, ANG will brief the new one on the Association and the recommended responsibilities to the Association. They will:
  - a. Work closely with the President and the Board of Directors in the operation of the Association, in accordance with the Constitution, By-Laws, and directives established by the National Guard Bureau (NGB) and the President. Execute in the name of the Association such documents and actions as may be authorized.
  - b. Serve as the liaisons to the Director of the ANG and the NGB for the Board of Directors.
  - c. Brief the Board of Directors at annual General Membership Meetings. Makes a presentation to the membership at each annual General Membership Meeting.

**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 By-Laws 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. They shall hold the Charter of the Association.
3. Concept: The Commandant, ANG EPME holds the Charter for new chapters. They provide the order of events for future new chapters to become Chartered members.
4. Responsibility: When notified that a new chapter is forming, the Commandant, ANG EPME, in conjunction with the President of Chapter One, ANG NCOAGA, will:
  - a. Work with the chapter to guide them through the process of becoming a new chapter.
  - b. Once they have determined that the chapter meets all the requirements necessary to become a chartered chapter they will deliver, in person, the Charter.
  - c. They will notify the Regional Director of a new chapter and provide the name of the President and Unit.

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# CHAPTER THREE

# COMMITTEES

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## COMMITTEES

### **AWARDS AND MEMORIALS COMMITTEE**

1. Purpose: This chapter provides guidance to the 2<sup>nd</sup> Vice President of Chapter One regarding the duties, area of responsibility and source of authority concerning ~~an Awards and the Memorial Program to recognize those individuals and/or groups who have contributed significantly to the goals and programs of the Association. Additionally, this guide to establishes~~ procedures for the ANG NCOAGA Memorial Obelisk. This guide applies to all chapters and members of the Association. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter.
2. Responsibility: The 2<sup>nd</sup> Vice President chairs the ~~Awards and~~ Memorials Committee. The DAL-TEC Liaison will serve as co-chair of the program. All members of the Association have a responsibility to establish a means to recognize outstanding accomplishment.
3. Concept: The 2<sup>nd</sup> Vice President is to control and direct the committee. The Association and each local chapter should develop programs recognizing the accomplishments of outstanding groups and individuals. Presentation of appropriate awards should be made during suitable functions or ceremonies. Additionally, all chapters should participate in appropriate memorial services for deceased members.
4. Procedures: The ~~Awards and~~ Memorials Committee will establish definitive guidelines to implement and carry out the ~~Awards and~~ Memorial Program.
  - a. Each chapter, as well as Chapter One, will develop programs to recognize those individuals (both members and non-members) who contribute significantly to the chapter and the Association as a whole.
  - b. Awards should be based on, but not limited to, items and subjects covered in the Association Guidance Handbook.
    - i. Local chapter is responsible to notify DAL-Membership of the demise of any of its members. Use AGH [Form 6-3](#) for this notification.
    - ii. DAL-Membership will verify the deceased person was an active member of the Association, and will ensure the deceased members name is placed on the memorial obelisk at McGhee Tyson TEC, Knoxville, TN. The DAL-Membership will also notify the DAL-Ways and Means of the deceased member so Be Square Society membership can be verified and any bequeathed money can be requested. Any member in good standing at the time of demise whose name was not reported regardless of the year reported to the Association will be added. Additionally, all active members of this Association or any Air National Guard student who dies while attending a Senior NCO Academy, NCO Academy or Airmen Leadership School, will have their name engraved on the obelisk.
    - iii. Upon verification from DAL-Membership of the deceased member's membership status the DAL-TEC Liaison will insure the obelisk is appropriately engraved and maintained. The size of the engraved letters will be standardized on the obelisk and outer stones. Names will be engraved annually in the year following the year of demise. They will be arranged in alphabetical sequence running from top to bottom.

- Names will be engraved with initials for all names other than surname. Those ANG NCOAGA members killed by any hostile force will have a "star" placed to the left of the date on the obelisk. Engraving will start with the front side and continue in a counterclockwise direction, i.e., the second side to be filled will be to the right when facing the front of the obelisk. Upon the demise of Past Presidents of Chapter One, their name will be identified with a "P" placed to the left of the date on the obelisk.
- iv. The obelisk will be mounted on a raised base to allow four-foot stones to be placed around the base. The four foot stones will be reserved for: Front side - Major General Brown, back side - Brigadier General Miller, Right side (when facing) - Colonel Morrissey, and left side - CMSgt Lankford.
  - v. The DAL-TEC Liaison will secure a picture of the Memorial Obelisk and forward, with an appropriate letter, to the next of kin/local chapter as instructed.
- c. The Awards and Memorial Committee shall be responsible for coordinating the Honorary Member program for Chapter One.

*This section reserved for future use.*

## COMMITTEES

### ARTICLES OF INCORPORATION AND BY-LAWS 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 By-Laws of the Chapter.
2. Responsibility: The Secretary chairs the Articles of Incorporation and By-Laws 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, take action 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 control 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, one (1) from each region. 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 constitution. The Chapter should always operate in strict compliance with the constitution.
4. Procedures: The committee:
  - a. May request a meeting devoted to the Articles of Incorporation and By-Laws. 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 particular subject.
  - b. Should always try for prompt, amicable settlements of all disputes involving constitutional questions, but should at all times insist on strict adherence to the constitution.
  - 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 1<sup>st</sup> 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 1<sup>st</sup> Vice-President and duly appointed committee members.
2. Responsibility: The 1<sup>st</sup> Vice-President chairs the Education and Scholarship Program committee. The co-chair of this committee will be the West Region Director.
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. 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 1<sup>st</sup> Vice President will forward the theme(s) and rules to the "Graduate" for publication in the FIRST issue after General Membership Meeting.
  - b. The youth contest will be open **only** to the following of an active member of the Association:
    - i. Dependent children
    - ii. **Grandchildren**
    - iii. **Nieces**
    - iv. **Nephews**
  - c. The dependent youth will compose in his/her own words an essay, poem, or letter on the subject announced. The essay will be double spaced and **in either handwritten, typed, or 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 word "Scholarship" will appear on the outside of the envelope.** The entry will be emailed to the 1<sup>st</sup> 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 ~~write a letter to notify~~ all applicants advising them of the scholarship winner."
- e. At each General Membership Meeting the committee will determine the rules, selection procedures, subject of the essay, poem or letter for the children's awards, number and amounts of each scholarship for the coming year. This will be sent to each chapter president in a packet form for distribution to interested individuals. The dollar amount will need to be coordinated through the Finance Committee prior to final establishment of the amount of each scholarship.
  - f. The committee will also look for ways to encourage chapters to participate in:
    - i. Cooperating with school authorities in educational matters. Conduct educational contests, essays, scholarships, debates, etc.
    - ii. Observing National Education Week, Public School Week.
    - iii. Conducting public lectures and vocational guidance programs.
    - iv. Maintaining close contact with Graduate Association regarding local and national education programs and problems.

## COMMITTEES

### FINANCE COMMITTEE

1. Purpose: This chapter provides guidance to the Finance Committee regarding the duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter.
2. Responsibility: Treasurer is chairperson of the Finance Committee. This committee is appointed by and reports to the President. The body votes on official actions of the Finance committee.
3. Concept: The Treasurer is to control and direct the committee. It 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, one (1) from each region. The members selected should have experience in financial procedures whenever possible. The System of Budget Financing anticipates in advance the income and expenses for a specific period, and prepares a budget on that basis for the guidance of the Board of Directors. This allows the Board of Directors to better handle the financial affairs of the chapter for the budget period. There should be at least one budget for a budget period.
4. Procedures: The committee:
  - a. Prepares the budget and sees that it is adhered to.
  - b. Insures that all funds for activities are available before the activities are undertaken.
  - c. Advise and assist the Treasurer in audit and financial reports to the Board of Directors.
  - d. At the local chapter level, in the event an activity is contemplated, such as fireworks celebrations, circus, building projects, and the like, from which liability might arise to the chapter and its individual members, the committee shall insure that funds are available to purchase insurance.

*This section reserved for future use.*

## COMMITTEES

### MEMBERSHIP AND CREDENTIALS COMMITTEE

1. Purpose: The purpose of this guideline is to provide for a Membership and Credentials Committee to function at the Chapter level and the responsibilities of the Director at Large Membership to the Association and at all National Annual General Membership Meetings conducted by Chapter One.
2. Responsibility: The DAL-Membership is directly responsible for the functions of the Membership and Credentials Committee during the National Annual General Membership Meetings. The Membership and Credentials Committee duly appointed at the chapter level will function in accordance with Robert's Rules of Order. At all meetings the Committee's responsibility is to verify that all persons present are bona fide graduates. DAL-Membership is responsible for keeping membership records of all Chapter One members.
3. Concept: The Committee has the requirement to assure that only members in good standing attend business meetings.
4. Procedures:
  - a. Assure that at all National Annual General Membership Meetings held by Chapter One, only authorized Chapter Delegates speak and vote. However, the Chapter Delegate may yield the floor to another.
  - b. DAL-Membership will be responsible for keeping a database with all current and past members of Chapter One.
    - i. Send out renewal notices as needed.
    - ii. Provide mailing labels for the "Graduate".
    - iii. Provide quarterly listings to Regional Directors and others as requested through the President.
    - iv. Make recommendations to the general membership and Board of Directors concerning membership issues i.e., dues, programs to increase paid membership, etc.

## COMMITTEES

### NOMINATING COMMITTEE

1. Purpose: This chapter provides guidance for nominating and electing a qualified member of the ANG NCOAGA as an officer of the Board of Directors of Chapter One. This applies to all Chapters and members of the ANG NCOAGA.
2. Responsibility: The President Ex-Officio (immediate past president) chairs this committee. It will consist of at least one member from each region. It will be the DAL-Parliamentarian's responsibility to run the election process at the National General Membership Meeting each year.
3. Concept: The official business of the Nominating Committee is under the direction and supervision of the President. The President has a personal interest in the function of the Nominating Committee to provide continuity of programs and the nomination of exceptional and well-qualified candidates.
4. Procedures:
  - a. A sample nominating form must appear in the spring issue of the "Graduate" newsletter. The President Ex-Officio must also publish an article in this issue citing the Articles of Incorporation and By-Laws nominating authority, Annual National General Membership Meeting place and dates, offices to be elected, and nomination cut-off date. Nominations may also be taken from the floor at the Annual National General Membership Meeting.
  - b. Nominations for all offices, whether submitted prior to the General Membership Meeting or from the floor, must be submitted on AGH [Form 6-13](#) and all information required on the form must be submitted at the time of nomination.
  - c. If possible, a minimum of two qualified candidates for each office is desirable.
  - d. The By-Laws governs the election, voting, and tally process.

## COMMITTEES

### RETIREES COMMITTEE

1. Purpose: This chapter provides guidance to the Retirees Committee regarding the duties, area of responsibility and source of authority. It is not intended to circumvent the Articles of Incorporation and By-Laws of the Chapter.
2. Responsibility: The 2<sup>nd</sup> Vice President is responsible for the Retirees Committee. The committee consists of the members of the Association who are retired. At each National General Membership Meeting, from their ranks, they will select a member to serve as Chairman for the following year.
3. Concept: The Retiree Committee will provide guidance to the Association in the areas of historical responsibility. ~~and will serve as the selection committee for the Major General I.G. Brown Command Excellence Award and the Outstanding Graduate of the Year Award.~~
4. Procedures: The Committee will be responsible for the following activities:
  - a. Historical responsibility will include keeping the Association apprised of its history with the following means:
    - i. Quarterly articles of historical significance submitted for publication in the "Graduate".
    - ii. Review of future General Membership Meeting agenda/schedule books to ensure accuracy of listings of Past Presidents, past General Membership Meeting dates and locations, past Outstanding Graduates, and historical anecdotes.
    - iii. Establishment of visual/aural presentations on the history of the Air National Guard, Noncommissioned Officer Academy Graduate Association.
    - iv. Establishment of record archives - locating of previous year's historical data and permanent location to store data.
  - b. ~~MG I. G. Brown Command Excellence Award and the Outstanding Graduate of the Year Award selection:~~
    - i. ~~Review packages forwarded by Regions, using guidelines set forth in the Association Guidance Handbook.~~
    - ii. ~~Select appropriate packages for award and forward to the Association President for presentation.~~

## 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 consist of one voting member from each region. 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 making a decision on whether a chapter is capable of hosting 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. Registration fee.
    - iii. Approximate hotel room rate.
    - iv. Proposed activity schedule.
    - v. Letter of chapter support (including date chapter voted to host a General Membership Meeting, vote totals, and the president's signature.)
    - vi. Approval letter from Group/Wing Commander, Assistant Adjutant General for Air/Chief of Staff and Adjutant General.
    - vii. Any other pertinent information.
    - viii. The General Membership Meeting chair will secure a General Membership Meeting travel agency in order to obtain the best airline rates for travel to and from the General Membership Meeting site.
  - 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 shall 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 in excess of the amount borrowed is made from 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 insure that an after action report is briefed from the previous year's General Membership Meeting.

**COMMITTEES****TALLY COMMITTEE**

1. Purpose: The purpose of this guideline is to provide for a Tally Committee to control the casting of ballots during elections. It applies to the President of Chapter One and the committee members.
2. Responsibility: The President of Chapter One will appoint a Tally Committee at or prior to elections. The committee members will be non-voting delegates to the General Membership Meeting. One representative from each Region will be appointed to the committee. One member of the committee will serve as chairperson, as designated by the President. The chairperson will control the casting of ballots to ensure that the correct number of votes is being cast for each chapter.
3. Concept: Normally, this committee will only exist during the National Annual General Membership Meeting and upon conclusion of their assigned responsibilities, will be relieved of further duties. This does not preclude them from serving on future Tally Committees, if duly appointed.
4. Procedures: The Membership and Credentials Committee, prior to the start of the election, will furnish the Tally Committee with the total number of votes authorized to each chapter.
  - a. A candidate must receive fifty (50) percent plus one of the total available votes to be elected.
  - b. When a candidate is elected to office, the ballots will be placed in an envelope, marked with the office and date, and the envelope will be sealed. When all offices have been filled, the envelopes containing the ballots will be placed in a large envelope marked "election ballots" and the year, and the envelope sealed. This envelope will then be turned over to the Secretary of Chapter One, for safekeeping for one year. One week prior to the next Annual General Membership Meeting, the Secretary of Chapter One will destroy these ballots.
  - c. Review all existing programs within the Association, and recommend to the Chapter One Board of Directors, any changes or revisions it deems necessary.

*This section reserved for future use.*

## COMMITTEES

### WAYS & MEANS COMMITTEE

1. Purpose: This chapter provides guidance to the Ways and Means Committee regarding the 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 By-Laws of the Chapter.
2. Responsibility: The DAL-Ways and Means 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 (Directors/Executive Board) 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. The members selected should have experience in financial procedures whenever possible.
4. Procedures: The Ways and Means Committee will assist the DAL, Ways and Means 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 P MEC, as a means to provide funds to Chapter One for the purpose of perpetuating the Association.
    - i. The Director at Large-Ways and Means 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 solicited 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 – Ways and Means will receipt for 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. The **Travel Log** provides a plan for the Association to raise funds and provide a benefit to Association members.
    - i. The Ways and Means Committee will:

1. Meet to review the Travel Log policies and procedures at the first possible opportunity at each National General Membership Meeting. Planning strategy for recruitment of new members will be reviewed and a schedule for manning a booth will be set. Turn money collected at the General Membership Meeting for the Travel Log over to the Treasurer.
  2. Forward the Travel Log membership list to the DAL - Membership to be entered into the computer.
  3. Publish the Travel Log Directory and mail to all Travel Log members prior to January 1st, of each year.
  4. Publish an article in the "Graduate" to advertise and inform the membership about the Travel Log.
- ii. The DAL-Membership will enter the Travel Log members into the computer; provide the DAL, Ways and Means with a list of members and mailing labels for current members of Chapter One as of 1 Nov each year. They will also notify Travel Log members when they are delinquent of the requirement to be a current member of Chapter One. A list will be provided to the DAL, Ways and Means prior to General Membership Meeting each year as to the membership status of all Travel Log members. They will notify the Treasurer to return Travel Log money collected from delinquent members, if ANG NCOAGA current membership status is not obtained within 30 days of notification.
- c. **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. Insure a certificate is presented to participating businesses/corporations and that acknowledgement is made in the Graduate.

## 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 Director at Large-Graduate has the overall responsibility for the conduct of this committee. The DAL-Graduate 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 for reviewing the "Graduate" newsletter content and make recommendations on how it may be improved. It also makes recommendations for special projects the Association can become involved with.
4. Procedures: The DAL-Graduate 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 for 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- Graduate 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.

## COMMITTEES

### **CHAPTER ACTIVITIES COMMITTEE**

1. Purpose: The chapter provides guidance for Civic Actions, Operation Patriotism, and Parade of Chapters Award Program. The Chapter Activities Committee will administer these three award programs in accordance with the guidelines established in [Section 4-2](#), [Section 4-4](#), and [Section 4-6](#).
2. Responsibility: 1<sup>st</sup> Vice President of the Association has the ultimate responsibility for this committee. The co-chairs of this committee will be the Region 2 and Region 3 Region Central Director. Under their guidance, the Chapter Activities Committee will select the winners in the Civic Actions, Operation Patriotism, and Parade of Chapters Award Programs. To verify number of Graduate articles submitted during scoring of AGH [Form 6-5](#), Chapter Activities Review Form, co-chairs must ensure copies of “The Graduate” are available.
3. Concept: The Chapter Activities Committee will administer the Civic Actions, Operation Patriotism, and Parade of Chapters Award Programs in accordance with the guidelines established in [Section 4-2](#), [Section 4-4](#), and [Section 4-6](#).
4. Procedures: The Chapter Activities Committee will select the award winners using the Chapter’s 12 monthly reports as the basis for their selections. The committee will follow all guidelines established for these award programs outlined in [Section 4-2](#), [Section 4-4](#), and [Section 4-6](#). After they have made their selections, they will then review the established guidelines for any needed changes for the next year, and give to 1<sup>st</sup> Vice President.

**COMMITTEES****PRIDE THRU RECOGNITION COMMITTEE**

1. Purpose: This chapter provides guidance to the Pride Thru Recognition (PTR) Committee regarding the administration of the Pride Thru Recognition award program.
2. Responsibility: The chair of the PTR Committee is the 1<sup>st</sup> Vice President. The co-chairs of this committee will be the ~~Region 4 and Region 5~~ Region East Directors. At the annual General Membership Meeting, the committee will select a first, second, and third place winner.
3. Concept: The PTR Committee will administer the program in accordance with the guidelines established in [Section 4-7](#). The committee will utilize the one annual report submitted to the Regional Director no later than the beginning of the first regional meeting of the annual General Membership Meeting.
4. Procedures: A Chapter President will submit, in June, an annual PTR report. A chapter must participate in at least two of the following to be eligible for the National PTR competition:
  - a. Airman of the Year Program
  - b. Outstanding Graduate of the Year Program
  - c. Command Excellence Award Program
  - d. NCOAGA Scholarship Program
5. The PTR Committee will select the award winners using the AGH [Form 6-7](#), Pride Thru Recognition Scoring Matrix.

# CHAPTER FOUR

# AWARDS

## 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 1<sup>st</sup> Vice President of Chapter One is responsible for this program. Responsibilities are found in [Section 3-4](#).
2. Objective: The objective of the Scholarship Program is to foster a desire to further ones 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 3-4](#), in 12th grade - baccalaureate (years completed) will submit an essay of 750-1000 words to the 1<sup>st</sup> 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 6-11](#), Scholarship Application with the entry.
  - b. Chapter One Junior Division - Eligible dependents in 10th grade - 11th grade (years completed) will submit an essay of 500-750 words to the 1<sup>st</sup> 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 6-11](#), 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. Award of this scholarship will be based on demonstrated leadership in home, school, church and community activities; demonstrated financial need in order to begin or continue a program of study; and educational and life goals. Application and full instructions can be found in AGH [Form 6-12](#). **This paragraph is not to be removed from the AGH as long as NCOAGA Chapter 1 is the administrator of the Bennie Frick Memorial Scholarship.** Should NCOAGA Chapter 1 decide not to continue administration of this scholarship, or if the NCOAGA is dissolved the funds in the MSgt Bennie Frick Memorial Fund will be returned to Chapter 7, the North Carolina Chapter which funded this scholarship. All funds in the MSgt Bennie Frick scholarship fund are restricted funds and can only be used for the administration of the Bennie Frick scholarship. Chapter 7 the Tarheel Chapter manages the Bennie Frick

Scholarship funds and will continue to fund the scholarship each year. 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 1<sup>st</sup> Vice President of Chapter One by 30 June of each year.

## AWARDS

### CIVIC ACTIONS

1. Purpose: This section set forth the responsibilities of the Chapter Activities Committee as it administers the Chapter Activities award program.
2. Responsibility: The Chapter Activities Committee, under the direction of the 1<sup>st</sup> Vice President, will be responsible for administering this program.
3. Concept: Community and civic action are programs designed to provide a helpful service or assistance to the civilian community. Guardsmen can accomplish this with a little initiative, leadership, and a desire to let the community know who you are. There are many different ways this can be accomplished by the Association, or the individual chapters. In developing a program of community service and betterment, chapters should avoid duplicating efforts of competing organizations. Chapters should also be realistic about undertaking activities too costly or too difficult to complete.
4. Procedures: The chapters should develop and sponsors programs, or assist in programs that will contribute to their local communities. Some suggestions:
  - a. Chapter Civic Activities:
    - i. Food drives, blood drives, clothing drives, etc.
    - ii. Conduct tour of base facilities for school children, civic groups, etc.
    - iii. Anti litter campaigns such as Adopt A Highway.
    - iv. Easter Seal Bike A Thon, Memorial Runs, March of Dimes Walks, etc.
  - b. Evaluation Criteria: Chapter monthly activity reports will be the primary source of evaluation. Chapters MUST submit all twelve (12) monthly reports on time and in the format called for in the Association Guidance Handbook, if that chapter is to compete in the Civic Action Award Program. Those chapters failing to submit all twelve (12) of the monthly reports will automatically be disqualified. NOTE: It is understood that with increased Op Tempo, there may be months with no activities having taken place. Therefore, monthly reports that reflect no activity should be submitted. However, because the Association promotes involvement, integrity, and professionalism, a chapter may not submit 12 negative reports and be eligible for certificates and awards. The Regional Director will complete AGH [Form 6-5](#), Chapter Activities Report Form. They will submit the completed form with all 12 chapter monthly reports attached to the 1<sup>st</sup> Vice President at the first Board of Directors meeting of the annual national General Membership Meeting. The Chapter Activities Committee will then validate the score.
  - c. Awards:
    - i. Awards will be in the form of plaques.
    - ii. Plaques will be awarded to the top three chapters.
    - iii. If any doubt exists as to which category an activity should be listed (Operation Patriotism or Civic Action), the Regional Director will make the determination of the appropriate category.

- d. ~~Point Determination: Chapter Civic Activities—Number of activity points determined by the following schedule: 1—10 chapter members involved—1 activity point, 11—20 chapter members involved—2 activity points, 21 or more chapter members—3 activity points.~~
- e. ~~Modifications: These guidelines and rules may be changed by the Board of Directors of the National Chapter or upon recommendation of the general membership at the annual General Membership Meeting. These modifications or changes would then take effect for the ensuing year.~~

## AWARDS

### **MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE TROPHY**

1. Purpose: To acknowledge those Commanders who have performed in an exemplary manner during the last fiscal year (1 October – 30 September).
2. Responsibilities:
  - a. The 2<sup>nd</sup> Vice President, Chapter One and Director at Large, TEC are responsible for determining the Selection Committee.
  - b. The 2<sup>nd</sup> Vice President is responsible for reviewing applications for completeness and accuracy before forwarding to Director at Large, TEC.
  - c. Regional Director and chapter president of the award recipients will ensure all protocol requirements are met to include, but not limited to, itinerary, room reservations, and escort(s).
3. Concept: One commander each year may be recognized each year at the annual national General Membership Meeting for their support of the Air National Guard Noncommissioned Officer Academy Graduate Association (NCOAGA) and the enlisted force.
4. Procedures:
  - a. Submission package will include:
    - i. AGH [Form 6-8](#), Major General I.G. Brown Command Excellence Trophy Nomination Cover Sheet.
    - ii. Endorsement Letters. As a minimum, letters of endorsement from the state Adjutant General, Wing/Group Commander, and Chapter President.
    - iii. Biography. Block format. Reference [Attachment 8-3](#), Sample Biography for Major General I.G. Brown Command Excellence Trophy or Outstanding Graduate of the Year Nomination Package.
    - iv. AF Form 1206, Nomination for Award. Give concrete facts and specific examples. Refer to [Attachment 8-4](#), Sample Major General I.G. Brown Command Excellence Trophy AF Form 1206, Nomination Award for detailed instructions and guidance to complete the “Specific Accomplishment” block of AF Form 1206.
    - v. Draft Citation. Reference [Attachment 8-5](#), Sample Major General I.G. Brown Command Excellence Trophy Citation.
    - vi. Photograph. One 8” x 10” head/shoulder color portrait, with US flag (service dress uniform).
  - b. Nomination packages are to be submitted to the appropriate Regional Director. They are to be emailed no later than 15 February. Packages are to be forwarded to the 2<sup>nd</sup> Vice President no later than 1 March. Packages will be forwarded to the chairman of the Selection Committee no later than 31 March with the names and units of those submitted sent to the ANG Command Chief Master Sergeant.
  - c. Selection. The Selection Committee will be responsible for reviewing the packages submitted using the guidelines set forth in the Association Guidance Handbook. The Committee will use AGH [Form 6-21](#), Major General I.G. Brown Command Excellence Trophy Rating Form. The Committee Chairperson will notify the 2<sup>nd</sup> Vice President,

~~Chapter One of the award recipient with a courtesy copy going to the President, Chapter One.~~

~~d. Committee Members. Members of the Selection Committee will be chosen annually from the available retirees. Representation from each of the six three Regions is desirable.~~

~~e. Ordering Awards. The 2<sup>nd</sup> Vice President will order awards for presentation at the annual General Membership Meeting at least 2-3 months prior to the General Membership Meeting. Orders placed through Minutemanawards.com and recipient receives an eagle statue with walnut base. The plate on the plaque will be engraved as follows:~~

~~“MAJOR I.G. BROWN COMMAND EXCELLENCE AWARD”~~

~~NAME AND RANK OF WINNER~~

~~DUTY POSITION, UNIT OF ASSIGNMENT~~

~~YEAR~~

~~REGION # – CHAPTER #~~

~~f. Presentation of the Award. The Major General I.G. Brown Command Excellence Award trophy will be awarded at the annual General Membership Meeting of the ANG NCOAGA.~~

5. ~~Modifications: These guidelines and rules may be changed by the Board of Directors of Chapter One or upon recommendation of the general membership at the annual General Membership Meeting. These modifications or changes would then take effect the following year.~~\_\_\_\_\_

## AWARDS

### OPERATION PATRIOTISM

1. Purpose: Operation Patriotism is a program designed to support and promote a nationwide policy of Americanism and an endeavor to motivate a spirit of love and appreciation for God and Country. Basically, this endeavor is accomplished with the Operation Patriotism flag ceremony, presentation of colors, rendition of the National Anthem and/or Pledge of Allegiance, etc. Just "being in uniform" is not just cause for consideration under the Operation Patriotism program and does not count as an "event" to be counted under the Operation Patriotism Awards Program.
2. Responsibility: The 1<sup>st</sup> Vice President, in conjunction with the Chapter Activities Committee, will be responsible for the administration of this program.
3. Concept: To ensure its successful existence, it is essential that each chapter strive to establish and maintain a spirit of comradeship and esprit de corps among its members. This achievement is enhanced by activities such as the Pledge of Allegiance and moments of silent or oral meditation. Manifestation of this attitude should not be confined to chapter meetings or UTA's, but prevail on all occasions.
4. Procedures: The following activities and guidelines will be considered under the Operation Patriotism program:
  - a. Suggested Projects:
    - i. Patriotic Speeches: Any patriotic speech should be made available to the entire Association membership. Activities where patriotic speeches may be made are churches, schools, civic and fraternal organizations, military radio, television, etc.
    - ii. Patriotic Displays: Displays of flags and patriotic materials may be made at any number of establishments, e.g., banks, schools, conventions, military bases, fairs, etc.
    - iii. Patriotic Assistance: Provide, upon request, Historical Flag Program (Operation Patriotism), Color Guards for parades, and military funerals. This area provides the most visibility. It is usually a result of a request by an organization of some type resulting in media coverage, announcements in programs, etc.
    - iv. Devices and Materials: Distribute posters, decals, flags, bumper stickers, pins, etc. Some of these materials are available through Chapter One, the ANG Readiness Center, and other chapters of the Association. Funds may be required. (NOTE: Share your experience. If you have an exceptionally unusual patriotic activity—something out of the ordinary—gets it in the newsletter or sends it to the Chapter Activities Committee.)
  - b. Evaluation Criteria: Chapter monthly activity reports will be the primary source of evaluation. Chapters MUST submit all twelve (12) monthly reports ON TIME and in the format called for in the Association Guidance Handbook if that chapter is to compete in the Operation Patriotism Awards Program. Those chapters failing to submit all twelve (12) of the monthly reports will be automatically disqualified. NOTE: It is understood that with increased Op Tempo, there may be months with no activities having taken place. Therefore, monthly reports that reflect no activity should be submitted. However, because the

Association promotes involvement, integrity, and professionalism, a chapter may not submit 12 negative reports and be eligible for certificates and awards. The Regional Director will complete AGH [Form 6-5](#), Chapter Activities Report Form. They will submit the completed form with all 12 chapter monthly reports attached to the 1<sup>st</sup> Vice President at the first Board of Directors meeting of the annual national General Membership Meeting. The Chapter Activities Committee will then validate the scores.

e. Awards:

i. Awards will be in the form of certificates.

ii. Certificates will be awarded to the top three chapters.

iii. If any doubt exists as to which category an activity should be listed, (Operation Patriotism or Civic Action), the Regional Director will make the determination of the appropriate category.

d. Point Determination — One (1) point per activity.

e. Modifications: These guidelines and rules may be changed by the Board of Directors of the National Chapter or upon recommendation of the General Membership at the annual General Membership Meeting. These modifications or changes would then take effect for the following or ensuing year.

## AWARDS

### **OUTSTANDING GRADUATE OF THE YEAR**

1. Purpose: To recognize a current enlisted member, or a member who has retired or earned a commission during the nomination period of NCOAGA Chapter One who is truly outstanding when measured against his/her peers during the last fiscal year (1 October—30 September).
2. Responsibilities:
  - a. The 2<sup>nd</sup> Vice President, Chapter One and Director at Large, TEC are responsible for determining the Selection Committee.
  - b. The 2<sup>nd</sup> Vice President is responsible for reviewing applications for completeness and accuracy before forwarding to Director at Large, TEC.
  - c. Regional Director and chapter president of the award recipient will ensure all protocol requirements are met to include, but not limited to, itinerary, room reservations, and escort(s). In addition, they will provide the 2<sup>nd</sup> Vice President appropriate narrative and photo for inclusion in the “Graduate”.
3. Concept: This award is intended to recognize outstanding accomplishments of one member of the ANG NCOAGA at each national annual General Membership Meeting for the previous fiscal year.
4. Eligibility: The following individuals are not eligible to be submitted for the Outstanding Graduate of the Year awards program:
  - a. Anyone currently serving as a member of the ANG NCOAGA Chapter One Board of Directors.
  - b. A previous winner of the Outstanding Graduate of the Year awards program. A prior nominee from any year, who was not selected, may be re-submitted for the Outstanding Graduate of the Year awards program.
5. Procedures:
  - a. Nomination package will include:
    - i. AGH [Form 6-9](#), Outstanding Graduate of the Year Nomination Cover Sheet.
    - ii. Endorsement Letters. As a minimum, letters of endorsement from the Wing/Group Commander, Wing Command Chief Master Sergeant, and Chapter President.
    - iii. Biography. Not to exceed one page. Block format. Reference [Attachment 8-3](#), Sample Biography for Major General I.G. Brown Command Excellence Trophy or Outstanding Graduate of the Year Nomination Package.
    - iv. AF Form 1206, Nomination for Award. All facts entered on the form must have occurred during the award period with the exception of past positions held in local chapter and attendance at Regional Meetings and national General Membership Meetings. Reference [Attachment 8-6](#), Sample Outstanding Graduate of the Year AF Form 1206 Nomination Award for detailed instructions and guidance to complete the “Specific Accomplishment” block of AF Form 1206.
    - v. Draft Citation. Reference [Attachment 8-7](#), Sample Outstanding Graduate of the Year Citation.

- vi. Photos. One 8" x 10" full length photo, color or black and white, in long or short sleeve shirt/blouse with tie/tab, and no cap. One 8" x 10" color, head and shoulder portrait, service dress uniform, with the United States flag.
  - vii. Local chapter's Constitution and/or By-Laws, whichever explains elected and appointed positions.
  - viii. An email containing AGH [Form 6-9](#), biography, AF Form 1206, draft citation, and digital photograph (jpeg format preferred). Include a scanned copy of other endorsement letters if available.
- b. Selection Committee.
- i. Members of the Selection Committee will be chosen annually from the available retirees. Representation from each of the six three Regions is desirable.
  - ii. The Selection Committee will be responsible for reviewing the packages submitted using the guidelines set forth in the Association Guidance Handbook. The committee will use AGH [Form 6-20](#), Outstanding Graduate of the Year Rating Form. A maximum of one person per year may be recognized as the Outstanding Graduate of the Year. The committee chairperson will notify the 2<sup>nd</sup> Vice President, Chapter One of the award recipient with a courtesy copy going to the President, Chapter One.
- c. Evaluation of Nomination Packages.
- i. Using AGH [Form 6-20](#) each committee member will evaluate the nomination packages submitted and place them in sequence based on the quality of the package. The best package will have the highest score. Example: If there are eight packages, they will all be placed on a priority basis, with the best package being first. The last package would be the one that would be worth the least in value. Each committee member will review each package and make his or her own evaluation.
  - ii. Point accumulations would be based on priority assigned by each committee member. Then, the priority point for each package is added to the points awarded by each committee member. When points are added, the nominee with the most points will be awarded as the "Outstanding Graduate of the Year".
  - iii. The score sheets used and the winning nomination package will not be returned and will become the property of the Association. All non-selected nomination packages will be returned to the Regional Directors. A record of the winning member will be made and kept on file for one year.
6. Recognition: The Outstanding Graduate of the Year will be awarded the following:
- a. Medallion and shadow box suitable for framing. Order these items from MD Engraving, Springfield, Illinois. Previous order number for reference #3525100.
  - b. Minuteman Statue. Order from [minutemanawards.com](http://minutemanawards.com) and assure the smaller statue is purchased with the walnut base.
  - c. Registration fee to the current national General Membership Meeting unless reimbursed by the unit.
  - d. Will be considered a member of the Board of Directors at the current national General Membership Meeting. They will sit at the front of the room with the Chapter One President during the General Business Meetings and will receive copies of all reports. They will be invited to attend and participate in Board of Directors Meetings at the current national General Membership Meeting as a non-voting member.

~~e. Recognized in the first issue of The Graduate following the national General Membership Meeting.~~

~~7. Modifications: These guidelines and rules may be changed by the Board of Directors of the National Chapter or upon recommendations of the general membership at the annual General Membership Meeting. These modifications or changes would then take effect the following year.~~

## AWARDS

### PARADE OF CHAPTERS

1. Purpose: The purpose of this guideline is to provide a recognition program for chapters of the ANG-NCOAGA for their deeds and accomplishments that contribute significantly toward the goals and objectives of the Association. It applies to Chapter One and all field chapters of the Association. This recognition area will be known as the Parade of Chapters Program.
2. Responsibility: The 1<sup>st</sup> Vice President has the overall responsibility for the conduct of this program. Chapter presidents, through their respective Regional Directors, have the responsibility to implement the required reports as outlined herein.
3. Concept: The Parade of Chapters Program provides a means for recognition of field chapter activities, accomplished as a chapter or as an individual participating in areas that concern the Operation Patriotism or Civic Activities.
4. Procedures: The basis for recognition will be the Monthly Activity Reports, and end of the year recapitulation of points/reports for the other major program areas, Graduate articles published, and an optional Pridebook which can be submitted to the Chapter One Chapter Activities Committee Chairperson annually at the beginning of the Annual General Membership Meeting.
  - a. Evaluation: All 12 Chapter Monthly reports will be the primary source for evaluation. NOTE: It is understood that with increased Op Tempo, there may be months with no activities having taken place. Therefore, monthly reports that reflect no activity should be submitted. However, because the Association promotes involvement, integrity, and professionalism, a chapter may not submit 12 negative reports and be eligible for certificates and awards. The Regional Director will complete the Chapter Activities Report [Form 6-5](#). They will submit the completed form with all 12 chapter monthly reports attached to the 1<sup>st</sup> Vice President at the first Board of Directors meeting of the annual national General Membership Meeting. The Chapter Activities Committee will then validate the scores.
  - b. Pridebooks (optional): The items contained shall be sequenced in such a manner as to provide a logical progression of events, maintain uniformity and parallel the Monthly Activity Reports for the current reporting year (Jul-Jun.) The recommended guidelines are as follows:
    - i. Pridebook Outline and Sequence
      1. Part I—The Chapter and Structure (should include Organizational Chart, Membership List, and Brief History of Chapter's Year).
      2. Part II—All 12 monthly reports (should include minutes for all Chapter Meetings and Annual PTR Report).
      3. Part III—External Activities
      4. Each individual activity should be in its own section with a cover sheet detailing the event (what, when, etc.). Include any publicity, letters of appreciation, etc.
      5. Chapter may use any number of photos needed to adequately tell the activity's story.

6. Also included in this section should be a copy of the chapter's Outstanding Graduate submission and Command Excellence Award package.
  - ii. Display: All Pridebooks, if prepared, will be on display at the National General Membership Meeting.
  - iii. Chapters may elect to have more than one volume, i.e., the number of Pridebooks a chapter submits is left to the chapter and its own needs.
- e. Awards:
- i. Certificates will be presented to the top three winning chapters.
  - ii. Certificates will be presented to the top two winning chapters in the Parade of Chapters—Small Chapter. Chapters located at a unit of 500 or fewer personnel will be eligible for these two awards.
  - iii. Winning chapter will be appropriately recognized through the Graduate newsletter.
  - iv. A certificate of recognition for participation in the Chapter Activities award program will be presented to each eligible chapter. A chapter is eligible if they have submitted all 12 monthly Chapter Activity reports.

## AWARDS

### **PRIDE THRU RECOGNITION**

1. Purpose: The purpose of this guideline is to implement the Pride Thru Recognition (PTR) Program, define responsibilities, establish procedures, and provide for reporting. This guide applies to all chapters and members of the Association.
2. Responsibility: 1<sup>st</sup> Vice President of the Association has the ultimate responsibility for implementation of the program as stated in the purpose statement. The 1<sup>st</sup> Vice President will chair the PTR Committee during Annual General Membership Meetings. All members of the Association have a responsibility in the overall PTR Program.
3. Concept: The Association was challenged by the Director of the Air National Guard in August 1982, to develop a program that would enhance the recognition of personnel of the Air National Guard, and that the Association would serve as the vehicle to disseminate and gather data resulting from the program.
  - a. Communication channels currently used for the conduct of Association business will be used. The chairperson may communicate directly with individuals or organizations as deemed necessary to further enhance the program.
  - b. Co chairs may be appointed, as required.
4. Procedures: The chairperson will establish a means of gathering and disseminating PTR Program information as follows:
  - a. The Graduate newsletter and other public affairs media are critical elements of the program. Maximum effort should be made to encourage unit/personal recognition.
  - b. All Association members will be encouraged to become active and instrumental in establishing recognition programs.
  - c. Chapter Reporting: Chapter Presidents will submit reports as outlined in this guideline.
    - i. The Pride Thru Recognition Annual Report must be accomplished as formatted in the AGH [Form 6-6](#) and submitted to the Regional Director no later than the beginning of the first regional meeting of the annual General Membership Meeting.
    - ii. To be eligible for a PTR National Award, a chapter MUST participate in at least two of the following:
      1. Airman of the Year Program.
      2. Outstanding Graduate of the Year (nomination submitted to Chapter One).
      3. I.G. Brown Command Excellence Award (nomination submitted to Chapter One).
      4. Chapter One Scholarship program (entry from members, or dependent of reporting chapter member).
    - iii. See AGH [Form 6-6](#), Pride thru Recognition Annual Report for a complete list of criteria.
  - d. Chapter One Recognition: Recognition of the outstanding chapters will be made at the Annual General Membership Meeting.
    - i. Certificates will be presented to first, second, and third places.

- ~~ii. A news release will be prepared by the Special Projects Committee and mailed to applicable news media covering the PTR winners.~~
- ~~iii. Chapters may either use the PTR reporting form or develop one of their own as long as all information in the order indicated is on the form.~~
- ~~e. The Pride Thru Recognition committee will use the PTR Scoring Matrix form to evaluate all chapters vying for the PTR Recognition Award.~~
- ~~f. Modifications: This guideline may be changed by the Chapter One Board of Directors, or upon recommendation of the General Membership at Annual General Membership Meeting. The modifications or changes would then take effect for the ensuing reporting 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 of time.
2. Responsibility: The 2<sup>nd</sup> Vice President will be responsible for this program.
  - a. The 2<sup>nd</sup> Vice President, Chapter 1 and Director-at-Large TEC are responsible for determining the selection committee.
  - b. Nominating Regional Director and Chapter President will ensure that all protocol requirements are met to include, but not limited to, itinerary, room reservations, escort(s) and funding.
3. Concept: This is the highest and most prestigious award that the NCOAGA can award to its members.
4. Procedures:
  - 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 should be submitted by a local NCOAGA Chapter.
    - ii. Nomination packages are to be submitted to the appropriate Regional Director. They are to be emailed no later than 15 February. Packages are to be forwarded to the 2<sup>nd</sup> Vice President no later than 1 March. Packages will be forwarded to the chair of the Selection Committee no later than 31 March (Selection Committee, see [Section 4-5](#), paragraph 5.c)
    - 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 2/3's approval written vote by the official delegates of the general membership is required to elect an individual into the NCOAGA Hall of Fame.
  - 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 the 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 MINUTEWOMAN AWARD**

1. Purpose: To recognize women who have served the goals of the Association through unselfish, faithful contributions over an extended period of time.
2. Responsibility: The 2<sup>nd</sup> 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:
  - a. Criteria:
    - i. The honoree must have made outstanding contributions to and had significant involvement with the Association over an extended period of time 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.
  - b. How to Submit:
    - i. The individual should be submitted by a local NCOAGA Chapter.
    - ii. Nomination packages are to be submitted to the appropriate Regional Director. They are to be emailed no later than 15 February. Packages are to be forwarded to the 2<sup>nd</sup> Vice President no later than 1 March. Packages will be forwarded to the chair of the Selection Committee no later than 31 March (Selection Committee: see [Section 4-5](#), paragraph 5.c).
    - 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. The honoree will be presented with a likeness of the "The Minutewoman" statue sculpted by Chief Vega at the next annual General Membership Meeting. Order trophy from [minutemanawards.com](http://minutemanawards.com).
    - ii. For a deceased honoree, their next of kin will be presented the award.
    - iii. The nominating chapter will be responsible for ensuring the honoree's presence at the appropriate General Membership Meeting.

# 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 Commandant of the ANG NCO Academy provides 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 a 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 ANG NCO Academy, with the base commander's & State Headquarters' approval attached.
  - d. The Commandant of the ANG NCO Academy, in conjunction with 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 34-123. 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 In-residence graduates of the USAF Senior NCO Academy, USAF-certified Command NCO Academies and Leadership Schools, and Airman Leadership/NCO Preparatory Schools are eligible for "Regular" membership. Those individuals, who have completed the Senior NCO Academy and NCO Academy Career Development Course (CDC), are eligible for "Associate" membership. Local chapter officers must be paid members of Chapter One (reference the "National" Constitution, page 4, section 6).
  - 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 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. Air Force Instruction 34-123, Attachment 5 as modified by this section will be used.
2. Responsibility: The President of Chapter One, ANG NCOAGA, will function as liaison with the Commandant, ANG NCO Academy at McGhee Tyson ANG Base, Knoxville, Tennessee.
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 Articles of Incorporation and By-Laws from the President, Chapter One, ANG NCOAGA. Upon receipt, the Articles of Incorporation and By-Laws of the proposed chapter will be prepared.
  - b. When prepared, the new chapters proposed Articles of Incorporation and By-Laws 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 Articles of Incorporation and By-Laws attached, along with Base Commander's and State Headquarters' endorsements. Insure 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 is meeting regularly (at least once a quarter).
      2. The Chapter holds regular elections as written in their constitution.
      3. The Chapter is communicating regularly with the Regional Director (at least once a quarter).
      4. 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 with the Commandant of the ANG NCO Academy. If approved, the Commandant of the ANG NCO Academy or his/her representative should deliver the charter to the new chapter. Chapter numbering will be sequential in order to maintain a degree of continuity and order.
  - d. The President, Chapter One, ANG NCOAGA, will provide the appropriate Regional Director and the Director-At-Large, Membership, with all required information. Regional Director will assure publicity pertaining to the new chapter is published in the next issue of the "Graduate" newsletter.

- e. Any chapter wishing to change their name after they have been established must write a letter to their Regional Director, Chapter One President, and the NCOA commandant, in-turn, 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 Articles of Incorporation and By-Laws 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 Articles of Incorporation and By-Laws
  - b. Members of the Board of Directors shall be the President, Vice-President(s), Secretary, Treasurer, and elected Directors. The President Ex-Officio is the immediate Past President and will function as prescribed in the chapter's Articles of Incorporation and By-Laws. 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 paid 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 Drill 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(s).
- 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/General Membership meetings scheduled.
- ix. Questions and open discussion.
- x. Adjournment.

## LOCAL CHAPTERS

### CHAPTER PRESIDENTS

1. Purpose: This guideline provides general guidance for the Chapter President. It is not the intent of this guideline to circumvent the chapter's Articles of Incorporation and By-Laws but to provide general direction for the Chapter President in the performance of duties.
2. Responsibilities: The Chapter President shall:
  - a. Preside at 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 insure 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 Articles of Incorporation and By-Laws, experience has shown it is important that the President do certain things, which may not be specifically stated in the Articles of Incorporation and By-Laws.
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 insure 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 so decide.
  - 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. Submit monthly reports in a timely manner.
  - n. Require Secretary to provide monthly minutes and Treasurer to provide monthly financial statement.
  - o. Ensure an article is written for publication in each issue of the "Graduate" newsletter, as well as unit newspaper.
  - p. Make personal contact with new Graduates, extend personal invitation to attend next meeting, and encourage involvement.
  - q. 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. Telephone 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, and Senior Enlisted Advisor.

## 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 Regional Director will be responsible for identifying those chapters needing to be deactivated. The President of Chapter One, ANG NCOAGA, will function as the liaison with the Commandant ANG NCO Academy at McGhee-Tyson ANG Base, Knoxville, Tennessee.
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 Regional Director.
4. **PROCEDURES:**
  - a. The Regional Director of 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 Regional Director 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 President.
  - 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 return to good standing.
  - c. Upon deactivation of the chapter, DAL-Membership 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 not be eligible to participate in the awards program with the exception of scholarships.
  - 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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## LOCAL CHAPTERS

### REGIONAL MEETING HOW TO

1. **RESPONSIBILITY.** It is the Regional Director's responsibility to see that the Regional Meeting is brought to a successful completion. This guide is met to provide primary points to consider when putting on a Regional Meeting.
2. **CONCEPT.** This guide is written on the assumption that the Regional Meeting is a three-day event, which includes two travel days and one day of meetings. Regional Meetings vary from one to the other – be flexible.
3. **PRIMARY POINTS TO CONSIDER:**
  - a. **Coordination.** Select a chapter that will host the Regional Meeting. Regional Director and host chapter work closely together.
  - b. **Location.** Host chapter will inquire availability of local hotels for dates Regional Director has selected.
  - c. **Regional Meeting Dates.**
    - i. Consider possible deployment conflicts.
    - ii. Remember holidays.
    - iii. Keep in mind Unit Training Assembly (UTA) dates.
    - iv. Other date conflicts such as EANGUS and Family Readiness events.
  - d. **Hotel.** Try not to pick a hotel that will be difficult to find. Attendees are not always familiar with the host Chapter's local community.
    - i. **Room Rate.**
      1. Flat Rate up to four adults per room.
      2. Do not exceed per diem.
    - ii. **Block Rooms.**
      1. Block appropriate number for your Region.
      2. Try to keep all rooms centrally located in the hotel.
    - iii. **Hotel Reservations.**
      1. Individuals make their own reservations.
      2. Confirm with hotel representative the cutoff date for turning in blocked rooms. (Generally 2 – 4 weeks before event start date.)
      3. Reserve room(s) for guest speaker(s).
    - iv. **Meeting Room.**
      1. Reserve room large enough to hold meeting. This room is generally free due to number of sleeping rooms purchased.
      2. Set up (classroom style suggested).
      3. Coordinate Audio Visual requirements. Consider the items you can check out from the unit versus need to make arrangements with the hotel
      4. Ensure pens, writing tablet, and water is available.
    - v. **Hospitality Room.**
      1. Does the hotel allow you to setup a Hospitality Room? Can you bring in your own food and beverage?
      2. Is there space to mingle?

3. Space for tables of food and drink.
  4. Setup chairs and tables to eat at and talk around.
  5. Don't forget non-alcoholic beverages.
  - vi. Registration Area.
    1. If possible, setup registration close to Hospitality Room.
    2. Consider an evening registration period on the first travel day.
    3. For late arrivals on day of meeting, consider setting up an early morning registration.
  - vii. Directions to Hotel. Prepare a map for distribution with the registration form.
4. OTHER CONSIDERATIONS:
- a. Registration Fee.
    - i. What does it include?
      1. Morning and afternoon break(s).
      2. Lunch.
      3. Banquet.
      4. Evening entertainment.
      5. Hospitality Room.
      6. Administrative expenses.
      7. Will youth and adult activities be applicable at your Regional Meeting?
    - ii. Regional Director Donation. If need, you are authorized to give the host chapter \$100 from your budget to support the Regional Meeting. To do so, submit AGH [Form 6-18](#), Request for Reimbursement Form to the Chapter One Treasurer.
  - b. Invitations. Except for Opening Ceremonies, it is recommended that the Regional Director extend an invitation to attend the Regional Meeting. Samples of invitation letters follow at the end of this section.
    - i. Suggested Guest Invitations.
      1. NCOAGA Board of Directors.
      2. NCO Academy Commandant.
      3. State Command Chief Master Sergeants of the Region.
      4. Wing Command Chief Master Sergeants of the Region.
    - ii. Suggested Opening Ceremonies Invitations.
      1. Adjutant General of the host chapter's state.
      2. Unit Commander and senior leadership of host chapter's unit.
      3. State Governor.
      4. Local Mayor or Chamber of Commerce representative.
  - c. Hotel and Transportation Arrangements. Ensure invited guests who are arriving from out-of-town are taken care of.
    - i. Have hotel reservations been made.
    - ii. If arriving by air, have arrangements been made to get them to/from the hotel.
    - iii. If driving, do they have directions to the hotel?
5. SPECIFIC TASKS ASSIGNMENTS.
- a. Regional Director.

- i. Agenda. Develop and publish the agenda. If applicable, confirm times of lunch, banquet and/or Hospitality Room with host chapter so correct times are annotated. A sample meeting agenda follows at the end of this section.
  - ii. Registration Form. Once hotel and registration fee are confirmed, a registration form can be developed. Distribute registration forms to chapters within the Region for further distribution amongst their membership.
  - iii. Invitations. Invitations to your guests (speaker or non-speaker) should be made approximately should be made far enough in advance for the guest to arrange their schedule, however, not too far that the Regional Meeting is forgotten about. An ideal time frame is three months prior. When preparing your invitations consider the following:
    1. Formal Invitation. Hand-written. Delivered by hand or through the United States mail system.
    2. Personal Invitation. Determine what is best between verbal, or hand-written. Delivered by hand, through the United States mail system or email.
  - iv. Chapter Folder. Prior to the meeting, prepare a "Chapter Folder" for each chapter within the Region. Include items that will be discussed during the meeting, for example:
    1. Regional Point of Contact Listing.
    2. Business Card.
    3. Association Guidance Handbook.
    4. Constitution/By-Laws and proposed changes.
    5. Chapter's national Membership Listing.
    6. Membership applications.
    7. Upcoming General Membership Meeting information.
    8. Applicable fund raiser information.
    9. Travel Log information.
    10. Be Square information.
    11. Scholarship information.
  - v. Host Chapter Appreciation Plaque. If making a presentation to the host chapter for hosting Regional Meeting, ensure you are ready.
  - vi. Thank You Notes. Following the meeting, don't forget to mail thank you notes to host chapter and invited guests.
- b. Host Chapter.
- i. Coordinate hotel deadlines.
    1. Blocked room reservations.
    2. Lunch and/or banquet numbers.
  - ii. Coordinate donations.
    1. Hospitality Room needs such as food, drink, paper plates and glasses, napkins, and silverware.
    2. Host chapter fund raiser.
    3. Door prizes.
  - iii. Coordinate Opening Ceremonies.
  - iv. Volunteers. As a minimum, areas which will need to be addressed include:
    1. Hotel Coordinator.
    2. Registration.

3. Transportation.
  4. Hospitality Room.
  5. Escorts for youth and/or adult activities.
  6. Point of contact for emergencies.
- v. Thank You Notes. Following the meeting, do not forget to send thank you notes to individuals involved in the Opening Ceremonies, businesses who donated items, etc.

**LOCAL CHAPTERS****SAMPLE REGIONAL MEETING AGENDA****NCOAGA REGION XXXXX MEETING  
(INSERT MEETING DATES)****Friday**

1400 – 2000 Registration  
1600 – 2330 Hospitality Room Open

**Saturday**

0700 – 0800 Hospitality Room Open  
0715 – 0745 Late Registration  
0800 – 0830 Opening Ceremonies  
(Posting of Colors, Pledge of Allegiance, Welcoming Remarks)

0830 – 0930 Regional Director's Time  
0940 – 1030 Air National Guard NCO Academy Update  
1030 – 1100 Air National Guard NCOAGA President  
1110 – 1200 Air National Guard NCO Academy Curriculum Training  
1200 – 1300 Luncheon  
1630 – 1800 Hospitality Room Open  
1800 – 1830 Cocktails (Cash Bar)  
1830 – 2100 Banquet

**Sunday**

0700 – 1200 Hospitality Room Open  
1200 Check-Out Time/Departure

**Sample Regional Meeting Agenda (Back Side)****REGION XXXXX MEETING SPOUSE/GUEST AGENDA****Saturday**

0700 – 1000 Hospitality Room Open  
1200 – 1300 Luncheon  
1315 – 1630 To Be Announced  
1630 – 1800 Hospitality Room Open  
1800 – 1830 Cocktails (Cash Bar)  
1830 – 2100 Banquet

**Sunday**

0700 – 1200 Hospitality Room Open  
1200 Check-Out Time/Departure

**REGION XXXXX MEETING NOTES:**

1. No children's activities are planned. However, if children are in attendance, pizza will be served with movies in the Hospitality Room during the banquet. You may be asked to assist in covering expenses.

2. What to wear?

Meeting: Graduates who are active military members: Any combination of the Service Uniform. Graduates who are retirees and spouses/guests: Appropriate civilian attire.

Banquet: Graduates and spouses/guests: Appropriate civilian attire.

**Sample Registration Form**

**NCOAGA REGION XXXXX MEETING**

*(INSERT WORKSHOP DATES)*

**REGISTRATION FORM**

Name: \_\_\_\_\_ Unit: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Spouse/Guest: \_\_\_\_\_

Chapter: \_\_\_\_\_ DSN/Commercial Phone: \_\_\_\_\_

Transportation: POV \_\_\_\_\_ Military Air \_\_\_\_\_ Commercial Air \_\_\_\_\_

\*\*\*\*\*

**REGISTRATION FEE**

Graduate: \$XXXXX Spouse/Guest: \$XXXXX

Please make checks payable to NCOAGA Chapter XXXXX

**HOST HOTEL**

Hotel Name

Hotel Address

City, State, Zip

Telephone Number

Room Rate: \$XXXXX Group ID: XXXXX

Please make your reservations no later than two (2) weeks

Prior to the meeting (insert date)

\*\*\*\*\*

MAIL REGISTRATION FORM AND FEE TO:

XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXX

**Sample Invitation to NCO Academy Commandant**

(DATE)

MEMORANDUM FOR ANG NCOA COMMANDANT

FROM: NCOAGA Region XXXXX Director  
Address  
City, State, Zip Code

SUBJECT: NCOAGA Region XXXXX Meeting

On behalf of the men and women of the Noncommissioned Officer Academy Graduate Association (NCOAGA), Region XXXXX, I would like to personally invite you to attend the NCOAGA Region XXXXX Meeting. The meeting, which will be hosted by Chapter XXXXX will be held at the (HOTEL NAME) in (CITY/STATE) on (DATE) (XXXXX and XXXXX are travel days).

NCOAGA Region XXXXX consists of XXXXX chapters from a XXXXX state area including (LIST ALL STATES IN REGION). It is anticipated XXXXX Association members, spouses, and guests will be in attendance this year. In addition, I would also like to extend an invitation to you and/or a member of your staff to present a 50 – 60 minute Air National Guard Noncommissioned Officer Academy update, along with an hour of curriculum training. Budgets are tight for our members, spouses and guests; therefore, our host chapter has made every effort to keep the costs down. Registration fee, which includes lunch and dinner, is \$XXXXX per graduate and \$XXXXX per spouse/guest. Room rate at the host hotel is \$XXXXX per night.

I know you and your staff is busy; however, I hope you will be able to join Region XXXXX at this year's Regional Meeting. Please RSVP by XXXXX to myself at DSN XXXXX/ Commercial XXXXX or e-mail XXXXX. Thank you in advance for your consideration in attending the NCOAGA Region XXXXX Meeting!

NAME, Rank, State  
NCOAGA Region XXXXX Director

**Sample Invitation to Board of Director or Guest with an Invitation to Speak**

(DATE)

MEMORANDUM FOR XXXXXXXXXXXXXXX

FROM: NCOAGA Region XXXXX Director  
Address  
City, State, Zip Code

SUBJECT: NCOAGA Region XXXXX Meeting

On behalf of the men and women of the Noncommissioned Officer Academy Graduate Association (NCOAGA), Region XXXXX, I would like to personally invite you to attend the NCOAGA Region XXXXX Meeting. The meeting, which will be hosted by Chapter XXXXX (CITY/STATE) will be held at the (HOTEL NAME) in (CITY/STATE) on (DATE) (XXXXXX and XXXXX are travel days).

NCOAGA Region XXXXX consists of XXXXX chapters from a XXXXX state area including (LIST ALL STATES IN REGION). It is anticipated XXXXX Association members, spouses, and guests will be in attendance this year. In addition to joining Region XXXXX at this year's Regional Meeting, I would like to extend an invitation to you to give a 50 – 60 minute presentation, bringing our chapter members up-to-date on the activities that are occurring within your position.

Budgets are tight for our members, spouses and guests; therefore, our host Chapter has made every effort to keep the costs down. Registration fee, which includes lunch and dinner, is \$XXXXXX per graduate and \$XXXXXX per spouse/guest. Room rate at the host hotel is \$XXXXXX per night.

I know that your schedule is busy, however, please RSVP by XXXXX to myself at DSN XXXXX/Commercial XXXXX or e-mail XXXXX. Thank you in advance for your consideration in attending the NCOAGA Region XXXXX Meeting!

NAME, Rank, State  
NCOAGA Region XXXXX Director

**Sample Invitation to Board of Director or Guest without Invitation to Speak**

(DATE)

MEMORANDUM FOR XXXXXXXXXXXXXXX

FROM: NCOAGA Region XXXXX Director  
Address  
City, State, Zip Code

SUBJECT: NCOAGA Region XXXXX Meeting

On behalf of the men and women of the Noncommissioned Officer Academy Graduate Association (NCOAGA), Region XXXXX, I would like to personally invite you to attend the NCOAGA Region XXXXX Meeting. The meeting, which will be hosted by Chapter XXXXX (CITY/STATE) will be held at the (HOTEL NAME) in (CITY/STATE) on XXXXX (XXXXX and XXXXX are travel days).

NCOAGA Region XXXXX consists of XXXXX chapters from a XXXXX state area including (LIST ALL STATES IN REGION). It is anticipated XXXXX Association members, spouses, and guests will be in attendance this year.

Budgets are tight for our members, spouses and guests; therefore, our host Chapter has made every effort to keep the costs down. Registration fee, which includes lunch and dinner, is \$XXXXX per graduate and \$XXXXX per spouse/guest. Room rate at the host hotel is \$XXXXX per night.

I know that your schedule is busy, however, please RSVP by XXXXX to myself at DSN XXXXX/Commercial XXXXX or e-mail XXXXX. Thank you in advance for your consideration in attending the NCOAGA Region XXXXX Meeting!

NAME, Rank, State  
NCOAGA Region XXXXX Director

# CHAPTER SIX

# FORMS

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**FORMS**

**APPLICATION FOR MEMBERSHIP**

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

Mail to: Director at Large – Membership  
116 Centennial Drive  
Harvest, AL 35749

**FORMS**

**LETTER OF AUTHORITY**

Date: \_\_\_\_\_

MEMORANDUM FOR Credentials Committee, Chapter One

FROM: NCOAGA Chapter Number \_\_\_\_\_

SUBJECT: Letter of Authority

This letter authorizes the below named member as the Official General Membership Meeting voting delegate for NCOAGA Chapter \_\_\_\_\_.

Delegate Name: \_\_\_\_\_  
(Please Print)

Dues Status: \_\_\_\_\_  
(Expiration Date)

\_\_\_\_\_  
(Name, Rank)

President, Chapter \_\_\_\_\_

**NOTE: This letter of authority must be submitted to the applicable Regional Director two weeks prior to the opening date of the National Annual General Membership Meeting.**

**NOTE: Delegates must be a member in good standing with Chapter One (dues paid.)**

**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.

MEMORANDUM FOR DAL, MEMBERSHIP (Initials \_\_\_\_\_)  
DAL, TEC LIAISON (Initials \_\_\_\_\_)  
2ND VICE PRESIDENT (Initials \_\_\_\_\_)  
DAL, WAYS & MEANS (Initials \_\_\_\_\_)  
IN TURN

FROM: \_\_\_\_\_

SUBJECT: Death of a Member

Name & Rank of Deceased Member: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Chapter 1 Past President Yes  No

**Next of Kin (Primary)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**Next of Kin (Secondary)**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**Local Chapter Contact**

Chapter Number/Region: \_\_\_\_\_

Name of Submitter: \_\_\_\_\_

Chapter Title: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

DSN/Commercial Telephone: \_\_\_\_\_

**Local Unit's Public Affairs Office**

Unit: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

DSN/Commercial Telephone: \_\_\_\_\_

**\*\*\*\*\*FOR USE BY 2ND VICE PRESIDENT\*\*\*\*\***

Confirmed that deceased was a member in good standing of Chapter 1: Yes \_\_\_\_\_ No \_\_\_\_\_

Notified Liaison to ANG NCOA/ALS on: \_\_\_\_\_

Requested photos of obelisk showing name on: \_\_\_\_\_

Notified Regional Director: \_\_\_\_\_

Notified DAL, Graduate: \_\_\_\_\_

Mailed photo and letter to next of kin on: \_\_\_\_\_

Mailed photo and news release to local unit's Public Affairs Office on: \_\_\_\_\_

FORMS

CHAPTER MONTHLY ACTIVITY REPORT

MONTH: \_\_\_\_\_ CHAPTER: \_\_\_\_\_ REGION: \_\_\_\_\_

UNIT SIZE: \_\_\_\_\_

PME: IN RESIDENCE: \_\_\_\_\_ CORRESPONDENCE: \_\_\_\_\_

REPORT SUBMITTED BY: \_\_\_\_\_ OFFICE: \_\_\_\_\_

List each chapter-sponsored activity completed during this month to include the date, place, and a short description. LIST COMPLETED ACTIVITIES ONLY - DO NOT LIST MEETINGS!

\*\*\*\*\* MONTHLY ACTIVITIES \*\*\*\*\*

	Number of Chapter
Operation Patriotism	Members Involved in the Activity

Association Guidance Handbook 30 January 2016  
Section 5-2

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

	Number of Chapter
Chapter Civic Activities	Members Involved in the Activity

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**FORMS**

**CHAPTER ACTIVITIES REVIEW FORM**

Region: \_\_\_\_\_ Chapter: \_\_\_\_\_ Year: \_\_\_\_\_ Size: \_\_\_\_\_

The following information will be used by the Chapter Activities Committee to judge local chapters for awards at the annual General Membership Meeting:

1. Operation Patriotism — 1 point per activity:

Total Activities: \_\_\_\_\_ Total Points: \_\_\_\_\_

2. Civic Action — Number of chapter members involved per activity:

1-10 members — 1 point, 11-20 members — 2 points, 21 members or more — 3 points.

Total Activities of 1-10 Involved \_\_\_\_\_ Total Points (1 EA) \_\_\_\_\_

Total Activities of 11-20 Involved \_\_\_\_\_ Total Points (2 EA) \_\_\_\_\_

Total Activities of 21 or More Involved \_\_\_\_\_ Total Points (3 EA) \_\_\_\_\_

Grand Total Points \_\_\_\_\_

3. Graduate Articles — 5 points per article

Number of Articles: \_\_\_\_\_ Total Points: \_\_\_\_\_

4. Pridebook — 30 points if submitted

Pridebook Submitted: \_\_\_\_\_ Total Points: \_\_\_\_\_

**TOTAL SCORES:**

1. Operation Patriotism (Total Points From Above Item 1) \_\_\_\_\_

2. Civic Activities (Total Points From Above Item 2) \_\_\_\_\_

3. Parade of Chapters (Total Points From Above Items 1-4) \_\_\_\_\_

NOTE: Regional Directors will submit this form to the 1<sup>st</sup> Vice President at the first Board of Directors Meeting of the annual National General Membership Meeting. None will be accepted after that time.

**FORMS**

**PRIDE THRU RECOGNITION ANNUAL REPORT**

**CHAPTER:** \_\_\_\_\_ **REGION:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

The following information will be used by the Pride Thru Recognition Committee to determine National Award Winners at the Annual General Membership Meeting.

1. Local chapters programs, explain in detail (add additional sheets as necessary) chapter's participation in, or sponsorship of the Airman of the Year, Outstanding Graduate of the Year, Command Excellence Program, and NCOAGA Scholarship Program. (For example; was a member on the selection board, assist with compiling nomination packets, assist with preparing a candidate to meet selection board, how many members were candidates, did chapter promote program.
  - a. Airman of the Year Program
  - b. Outstanding Graduate of the Year Program (Participating in the Program)
  - c. Command Excellence Program (Participating in the Program)
  - d. NCOAGA Scholarship Program (Entry submitted to Chapter One)
  - e. Hall of Fame Award Program

(Local chapter **must** participate in at least **two** of the above to be eligible for national PTR competition.)

2. Did the local chapter promote and support employer oriented programs such as Boss Lift, Bring a Boss to Work Day, Employer Recognition day, in their unit? Explain.
3. Did the local chapter promote and support the awarding of "Boss Certificates" as outlined by the Employer Support of the Guard/Reserve (ESGR) Program? Explain.
4. Did the local chapter get involved with or support local Awards and Decorations briefings/classes? Explain.
5. Other special PTR Programs: (Explain in detail, for example, sponsorship or participation in programs like "Order of the Sword," "Unit Career Advisor of the Quarter/Year," "Outstanding Safety NCO of the Quarter/Year," "Information Management Awards," etc.)
6. Explain any special Recognition Program in which the local chapter was involved, promulgated, supported, or otherwise participated.

**\*\* NOTE** (Answer questions above in detailed bullet statements. Maintain number alignment.)



**FORMS**

**MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE TROPHY  
NOMINATION COVER SHEET**

Commander's Name: \_\_\_\_\_

Duty Title: \_\_\_\_\_

Unit: \_\_\_\_\_ Unit Size: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Numbers: DSN \_\_\_\_\_ Commercial \_\_\_\_\_ Home \_\_\_\_\_

Nominated By: Chapter # \_\_\_\_\_ Region \_\_\_\_\_

Unit Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chapter President: \_\_\_\_\_

Signature: \_\_\_\_\_

**FORMS**

**OUTSTANDING GRADUATE OF THE YEAR NOMINATION COVER SHEET**

Nominee's Name: \_\_\_\_\_

Grade/DOR: \_\_\_\_\_

Duty Title: \_\_\_\_\_ DAFSC: \_\_\_\_\_

Unit of Assignment: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: DSN \_\_\_\_\_ Commercial \_\_\_\_\_ Home \_\_\_\_\_

Professional Military Education Completed:

<b>Course Title</b>	<b>Residence Date Completed</b>	<b>Correspondence Date Completed</b>
NCO Preparatory Course		
Airman Leadership School		
NCO Leadership School		
NCO Academy		
Senior NCO Academy		

Nominated By: Chapter # \_\_\_\_\_ Region \_\_\_\_\_

Unit Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chapter President: \_\_\_\_\_

Signature: \_\_\_\_\_





**MSGT BENNIE S. FRICK MEMORIAL EDUCATIONAL AWARD APPLICATION**

1. \_\_\_\_\_  
Name and Address of Applicant

2. \_\_\_\_\_  
Name and Address of NCOAGA Member

Member's Region: \_\_\_\_\_ Chapter: \_\_\_\_\_ Dues Status: \_\_\_\_\_  
(Expiration Date)

3. Educational Status       High School       College       University  
    Business                     Trade                     Vocational

4. \_\_\_\_\_  
Name and address of college, university, etc., I plan to attend:

5. \_\_\_\_\_  
Number of brothers and sisters and ages (if living at home):

6. \_\_\_\_\_  
Activities I have participated in (School/Church/Community):

7. \_\_\_\_\_  
Offices I have been elected (in any organization):

8. \_\_\_\_\_  
Honors which I have received (School/Athletic/Citizenship):

(If additional space is needed to answer questions, you may use separate sheets and attach.)

9. I have answered the above questions to the best of my knowledge and belief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

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 objects to providing this information, which might be made pursuant to 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.

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 Date

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 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 are made payable jointly to 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. Minimum amount of award will be Five Hundred Dollars (\$500.00).

Applicants need not be currently enrolled in school to compete for an award. Applicants who are currently enrolled in a post-secondary educational institution must submit a record of grades. A high school transcript is required 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 in order to begin or continue a program of study.
3. Educational life goals.
4. Meeting requirements for entrance in 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.

**\*\*Applications must be electronically submitted and the essay must be in word document format to the 1<sup>st</sup> Vice President, ANG NCOAGA by 30 June of each year.**

**FORMS**

**NOMINATING FORM**

In accordance with Article III, Officers, ANG NCOAGA By-Laws, as amended, the election of officers and directors will be conducted at the Annual General Membership Meeting. Nominations should be sent NLT 30 days prior to the General Membership Meeting, to the President Ex-Officio 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 type 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)

Nominee's Name: \_\_\_\_\_

Unit and State: \_\_\_\_\_ Region: \_\_\_\_\_ Chapter: \_\_\_\_\_

Office to Which Nominated: \_\_\_\_\_

**QUALIFICATIONS:**

NCOAGA participation at the Chapter, Region, and/or National level:

Length of time for any offices held:

Any significant NCOAGA accomplishments:

Enlisted PME History (Specify by In-Residence and Correspondence Course):

List community activities to include offices held in any organization:

Any personal goals that might be association related:

Any special awards received, e.g., NCO of the Qtr./Yr., Outstanding Graduate of the Year, etc.:

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**

**GENERAL MEMBERSHIP MEETING COMMITTEE SIGN-UP**

**GENERAL MEMBERSHIP MEETING/\_\_\_\_\_ REGION \_\_\_\_\_**

<u>COMMITTEE</u>	**	<u>NAME</u>
Articles of Inc./By-Laws (*1)	1	
Finance (*1)	1	
Ways and Means (*1)	1	
Membership/Credentials (*1)	1	
Publicity/Special Projects (*1)	1	
General Membership Meeting (*1)	1	
Education/Scholarship (*3)	1	
	2	
	3	
<del>Chapter Activities (*2)</del>	<del>1</del>	
	<del>2</del>	
<del>Pride Through Recognition (*2)</del>	<del>1</del>	
	<del>2</del>	
<del>Awards and Memorials (*1)</del>	<del>1</del>	

**\*\*Minimum Number of Participants Required**

**FORMS**

**GENERAL MEMBERSHIP MEETING COMMITTEE REPORTS FORMAT**

All committees during National General Membership Meeting will submit their final committee report in the following format. Reports will be submitted to the General Membership Meeting Administrative Office for typing and reproduction. Copies will be placed in the State mailboxes as they are completed, one for each chapter in the state. No acceptance vote is needed on a Committee Report since it is only a report. Only actual motions (attachments to this report) will be read during the Business Session. Only motions pertaining to that committee will be allowed at that time. Recommendation of a committee can only be put into effect if they are put in the form of a motion and approved by the voting members.

(Date)

MEMORANDUM FOR ANG NCOAGA PRESIDENT

FROM: *(Name of Committee)*

SUBJECT: Committee Report for *(Name of Committee)*

1. A meeting of the *(Name of Committee)* Committee was held at *(Time)* hours on *(Date)*. Reference the attached AGH Form 6-19, ANG NCOAGA Sign-In Sheet for those members who were in attendance.
2. The following items were discussed:
  - a. XXXX
    1. XXXX
3. The following recommendations were made:
  - a. XXXX
    1. XXXX
4. There being no further business, the meeting adjourned at *(Time)* hours on *(Date)*.

\_\_\_\_\_  
 (Signature of Chairman)  
 NAME, Rank, Unit (i.e. SDANG)  
 Title

\_\_\_\_\_  
 (Signature of Co-Chairman)  
 NAME, Rank, Unit (i.e. NEANG)  
 Title

Attachments:

1. AGH [Form 6-19](#), ANG NCOAGA Sign-In Sheet
2. *(Itemize written motions as a result of committee recommendations)*

**FORMS**

**BE SQUARE SOCIETY PLEDGE FORM**

**“BE SQUARE SOCIETY”**

The BE SQUARE SOCIETY was developed by Colonel Ed Morrissey, first Commander of the Professional Military Education Center, as a means 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

Gold - \$1,000   Silver - \$500   Bronze - \$250   Other - \_\_\_\_\_

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.

Signed this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

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



For those people who do not travel and; therefore, do not have use for a membership or are not able to pay for a membership, but would like to support the ideal behind the TRAVEL LOG, you can provide your contact information below without charge. If you choose this option, you will not receive the list of contacts that paying members receive. You may change your status at any time by contacting the DAL – Ways and Means via the information on the TRAVEL LOG application form.

Member’s Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone-Home: \_\_\_\_\_ Work: \_\_\_\_\_ DSN: \_\_\_\_\_

Email Address-Home: \_\_\_\_\_ Work: \_\_\_\_\_

-----

*The following points of interest are located near my location:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----

**Thank you for your support of the TRAVEL LOG and your Air National Guard  
Noncommissioned Officer Academy Graduates Association.**

DAL – Ways and Means Use:

Paid Date: \_\_\_\_\_ Total: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash \_\_\_\_\_

Date Received by DAL – Ways and Means: \_\_\_\_\_

Date Updated in TRAVEL LOG Directory: \_\_\_\_\_

**FORMS**

**ANG NCOAGA CHAPTER ONE REQUEST FOR REIMBURSEMENT**

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

TO: Chapter One Treasurer

Date: \_\_\_\_\_

FROM: \_\_\_\_\_ Title: \_\_\_\_\_

#	Description and Purpose	Amount	AGA Account

**\*\*\*\*\*ATTACH RECEIPTS\*\*\*\*\***

Requester's Signature: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**FORMS**

**ANG NCOAGA SIGN-IN SHEET**

FUNCTION: \_\_\_\_\_ DATE: \_\_\_\_\_

Rank:	Name:	State:	Reg/Ch#:	/
Home Address:	Street:			
	City:		State:	Zip Code:
Home Phone: ( ) -		Unit:		
Unit Address:	Street:			
	City:		State:	Zip Code:
DSN: -	E-Mail:			@

Rank:	Name:	State:	Reg/Ch#:	/
Home Address:	Street:			
	City:		State:	Zip Code:
Home Phone: ( ) -		Unit:		
Unit Address:	Street:			
	City:		State:	Zip Code:
DSN: -	E-Mail:			@

Rank:	Name:	State:	Reg/Ch#:	/
Home Address:	Street:			
	City:		State:	Zip Code:
Home Phone: ( ) -		Unit:		
Unit Address:	Street:			
	City:		State:	Zip Code:
DSN: -	E-Mail:			@

Rank:	Name:	State:	Reg/Ch#:	/
Home Address:	Street:			
	City:		State:	Zip Code:
Home Phone: ( ) -		Unit:		
Unit Address:	Street:			
	City:		State:	Zip Code:
DSN: -	E-Mail:			@

Rank:	Name:	State:	Reg/Ch#:	/
Home Address:	Street:			
	City:		State:	Zip Code:
Home Phone: ( ) -		Unit:		
Unit Address:	Street:			
	City:		State:	Zip Code:
DSN: -	E-Mail:			@

**FORMS**

**OUTSTANDING GRADUATE OF THE YEAR RATING FORM**

Nominee's Name:		Rank:	
Submitted By:	Chapter:	Region:	
Rater's Initials:			

\*\*\*\*\*

<b>CRITERIA</b>	<b>RATING POINTS</b>	<b>RATER'S POINTS</b>	<b>TOTAL POINTS</b>
AGH Form 6-9 (Cover Sheet)	0—1		
Endorsement Letters			
— Wing / Group Commander	0—3		
— Wing Command CMSgt	0—3		
— Chapter President	0—3		
— Other	0—3		
Biography	0—1		
AF Form 1206			
— Academy Graduate Association Participation	0—30		
— Number of chapter meetings held/ number of meetings attended			
— Current position and/or past positions held in local chapter			
— Operation Patriotism			
— Participation in chapter sponsored community activities			
— Attendance at Regional Meetings			
— Attendance at National Meetings/General Membership Meetings			
— Promotion of membership growth within local chapter			
— Community Projects			
— Active participant, not just membership (separate bullet for each project/organization)			
— Offices held, project/committees chaired and actively participated in, outcome/results	0—20		
— Professional Development (during rating period)			
— PME completed			
— AFSC cross training and/or technical training			
— Civilian education/training	0—1		
8" x 10" Color or B&W (full length portrait)			
8" x 10" Color (head and shoulder portrait)	0—1		
Local Chapter's Constitution and/or By Laws			
<b>GRAND TOTAL</b>			

**FORMS**

**MAJOR GENERAL I.G. BROWN COMMAND  
EXCELLENCE TROPHY  
RATING FORM**

Commander's Name:		Rank:	
Submitted By:	Chapter:	Region:	
Rater's Initials:			

\*\*\*\*\*

<b>CRITERIA</b>	<b>RATING POINTS</b>	<b>RATER'S POINTS</b>	<b>TOTAL POINTS</b>
AGH Form 6-8 (Cover Sheet)	0—1		
<b>Endorsement Letters</b>			
—State Adjutant General	0—3		
—Wing / Group Commander	0—3		
—Chapter President	0—3		
—Other	0—3		
Biography	0—1		
<b>AF Form 1206</b>			
—NCOAGA Support	0—25		
—Support of PME	0—20		
—Command Excellence	0—15		
—Community Involvement	0—10		
8" x 10" Color (head and shoulder portrait)	0—1		
<b>GRAND TOTAL</b>			

**FORMS**

**ANG NCOAGA ASSOCIATION GUIDANCE HANDBOOK, ARTICLES OF INCORPORATION OR BY-LAWS CHANGE FORM**

This form will be used when requesting changes to this AGH, Constitution or By-Laws of this association. It must be submitted to the national secretary for inclusion, once approved.

CHAPTER NUMBER/COMMITTEE: \_\_\_\_\_

REFERENCE (SECTION, FORM #, PAGE #, PARA, ETC): \_\_\_\_\_

AUTHOR’S/COMMITTEE NAME: \_\_\_\_\_

POC PHONE NUMBERS: \_\_\_\_\_

**PROPOSED CHANGE/EXPLANATION:**

Reads As:

To Read:

Reason for Change:

**ATTACH HARD COPY OF CHANGE TO THIS FORM  
IF ON DISK (WORD FORMAT) ALSO PROVIDE DISK TO NATIONAL SECRETARY**

**FORMS**

**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****CONTENT (25 Points)**

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

**STRUCTURE (15 Points)**

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

**SPELLING (5 Points)**

- This is pretty much self-explanatory. 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.”

**GRAMMAR/PUNCTUATION (5 Points)**

- Subjects/verb agreement. For example: Plural verb with plural noun.
- 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**

**NCOAGA SCHOLARSHIP WINNERS GENERAL MEMBERSHIP MEETING**

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

<b>SENIOR DIVISION SCHOLARSHIP AWARD</b>					\$
NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
SPONSOR:					
CHAPTER:		REGION:			

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

<b>BETTY FEARN SCHOLARSHIP AWARD</b>					\$
NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
SPONSOR:					
CHAPTER:		REGION:			

<b>JUNIOR DIVISION SCHOLARSHIP AWARD</b>					\$
NAME:					
ADDRESS:					
CITY:		STATE:		ZIP:	
SPONSOR:					
CHAPTER:		REGION:			

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

*This page intentionally left blank.*

**FORMS**

**PUBLIC WEB SITE INFORMATION RELEASE**

The following form will be used by anyone submitting content to the NCOAGA public web site. The submitter will:

1. Complete AGH Form 6-25 and forward along with content and/or web page(s) to NCOAGA President for approval.
  2. Ensure content and/or web page(s) is developed in accordance with the Public Web Site Checklist that is listed below.
  3. Keep their content and/or web page(s) current.
- 

1. UNIFORM RESOURCE LOCATOR (URL) ADDRESS: <http://www.ncoaga.com>

2. REQUIREMENT:

Initial Page       Completely Revised       Unnecessary Page/No Longer Required

3. PAGE NAME: \_\_\_\_\_

4. FILE NAME: \_\_\_\_\_

5. PURPOSE, JUSTIFICATION AND INTENDED AUDIENCE: \_\_\_\_\_

\_\_\_\_\_

6. LINKS:

\_\_\_\_\_

7. JUSTIFICATION FOR COMMERCIAL LINKS: \_\_\_\_\_

\_\_\_\_\_

8. INFORMATION SUBMITTED BY: \_\_\_\_\_

9. APPROVED BY NCOAGA PRESIDENT / FORWARD TO WEBMASTER:

Signature \_\_\_\_\_ Date \_\_\_\_\_

10. DATE NCOAGA WEBMASTER POSTED TO WEB SITE: \_\_\_\_\_

PUBLIC WEB SITE CHECKLIST

1. Appearance of web should be professional. 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. Site provides a 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**

**NATIONAL AWARDS ANNOUNCEMENT FORM  
GENERAL MEMBERSHIP MEETING**

*(Information provided by the 1<sup>st</sup> Vice President to the 2<sup>nd</sup> Vice President)*

<b>PRIDE THROUGH RECOGNITION</b>					
3 <sup>rd</sup> Place	Region		Chapter #		Chapter Name
2 <sup>nd</sup> Place	Region		Chapter #		Chapter Name
1 <sup>st</sup> Place	Region		Chapter #		Chapter Name

<b>OPERATION PATRIOTISM</b>					
3 <sup>rd</sup> Place	Region		Chapter #		Chapter Name
2 <sup>nd</sup> Place	Region		Chapter #		Chapter Name
1 <sup>st</sup> Place	Region		Chapter #		Chapter Name

<b>CIVIC ACTIONS</b>					
3 <sup>rd</sup> Place	Region		Chapter #		Chapter Name
2 <sup>nd</sup> Place	Region		Chapter #		Chapter Name
1 <sup>st</sup> Place	Region		Chapter #		Chapter Name

<b>PARADE OF CHAPTERS</b>					
3 <sup>rd</sup> Place	Region		Chapter #		Chapter Name
2 <sup>nd</sup> Place	Region		Chapter #		Chapter Name
1 <sup>st</sup> Place	Region		Chapter #		Chapter Name

<b>PARADE OF CHAPTERS, SMALL CHAPTERS</b>					
3 <sup>rd</sup> Place	Region		Chapter #		Chapter Name
2 <sup>nd</sup> Place	Region		Chapter #		Chapter Name
1 <sup>st</sup> Place	Region		Chapter #		Chapter Name

**FORMS**

**REGIONAL AWARDS ANNOUNCEMENT FORM**

**GENERAL MEMBERSHIP MEETING**

*(Information provided by the three (3) Regional Directors to the 2<sup>nd</sup> Vice President)*

<b>WEST REGION</b>				
Regional Director:				
Outstanding Chapter	Chapter #		Chapter Name	
Award of Excellence	Chapter #		Chapter Name	
Regional Directors Award			Individual's Name	

<b>CENTRAL REGION</b>				
Regional Director:				
Outstanding Chapter	Chapter #		Chapter Name	
Award of Excellence	Chapter #		Chapter Name	
Regional Directors Award			Individual's Name	

<b>EAST REGION</b>				
Regional Director:				
Outstanding Chapter	Chapter #		Chapter Name	
Award of Excellence	Chapter #		Chapter Name	
Regional Directors Award			Individual's Name	

**FORMS**

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

Name of committee member: \_\_\_\_\_ Date: \_\_\_\_\_

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

*This section is reserved for future use.*

**FORMS**  
**CORPORATE SPONSOR INFORMATION**  
*Please see website for most recent form.*



**CORPORATE SPONSORSHIP INFORMATION FORM**

<b>Sponsor Name:</b>	Complete Name of company
<b>POC at Sponsor:</b>	Complete name, as well as title
<b>Mailing Address:</b>	Street or PO Box
	Street or PO Box (Line 2)
	City
	State Zip Code
<b>Email Address:</b>	contact@corporatesponsor.com
<b>Phone Number:</b>	(Area code) XXX-XXXX
<b>Type of Business:</b>	i.e. Manufacturing, Retail, Finance, Restaurants, etc.
<b>Liaison Name:</b>	Name and Rank
<b>Email Address:</b>	<a href="mailto:Liaison@ang.af.mil">Liaison@ang.af.mil</a> or personal
<b>Phone Number:</b>	DSN or Personal to include area code
<b>Region:</b>	# # #, Location

**SPONSORSHIP LEVELS - To Be Completed by DAL-Ways and Means**

<input type="checkbox"/> <b>Gold Level Sponsor (\$1000-\$2499)</b>	<input type="checkbox"/> <b>Platinum Level Sponsor (\$2500 +)</b>
Mail this Completed form to: <b>CMSgt (Ret) Susan K. Turner, DAL – Ways and Means</b> 345 W. 7 <sup>th</sup> Street, Crete, NE 68333	

**FORMS****CORPORATE SPONSORSHIP HOW TO**

This document is to be the guide for administering a Corporate Sponsorship. Any ideas on how to make this program work better are always entertained.

1. 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.
2. Upon interest from the potential benefactor the member shall contact DAL-Ways and Means via email with contact information. See attached Corporate Sponsor Contact Information Form for required information.
3. DAL – Ways and Means will contact the potential sponsor via phone, as well as, with a standardized informational form letter naming the member as the direct liaison between the DAL 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.
4. DAL – Ways and Means will then contact the member and inform them that the letter has been sent and that they have been selected as the liaison to accomplish all involved paperwork.
5. Member/liaison will then re-connect with potential sponsor. This is the time for you to sell the NCOAGA. Honesty, integrity and professionalism, is key. If you don't glow with enthusiasm and professionalism, it will be hard to sell those ideals.
6. 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.
7. Report, via email, to DAL – Ways and Means, as well as Treasurer, donation information.
8. DAL – Ways and Means will send appreciation letter to donor.
9. Member/Liaison will send check to DAL-Ways and Means, who will in turn send it to Treasurer for deposit.

10. 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.

**FORMS**

**CORPORATE SPONSORSHIP BROCHURE**

*Please see website for most recent form.*

**Partner with us  
by becoming a  
Corporate Sponsor**

- Bronze Sponsor*  
\$250-\$499
- Silver Sponsor*  
\$500-\$999
- Gold Sponsor*  
\$1000-\$2499
- Platinum Sponsor*  
\$2500 or More

*Company*

*Address*

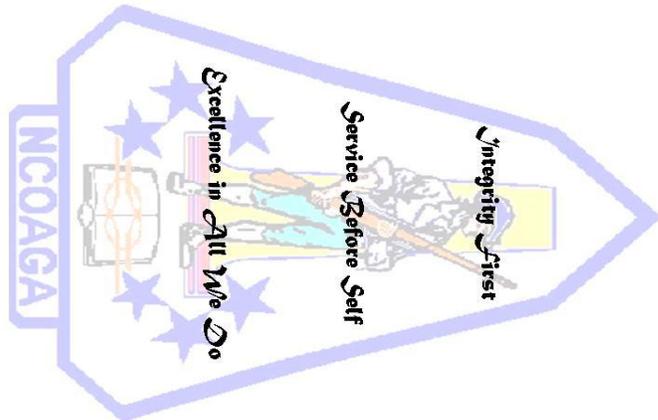
*City, State, Zip Code*

*Point of Contact*

*Phone Number*

*Email*

*Please make check payable to:*  
**NCOAGA, Chapter 1**  
*Mail this completed form and check to:*  
**MSGT Eric D Vickrey**  
*Director at Large, Ways and Means*  
**3504 South 500 East**  
**Markle, IN, 46770-9098**



**Thank you for taking the time to learn a little about who we are. We look forward to partnering with you to increase the positive impact of the Airman in your communities.**



**The Air National Guard Noncommissioned Officer Academy Graduate Association**

was founded in 1968 to support Air National Guard Commanders at every level of through the leadership, knowledge and experience of its members. Through countless community projects our Association members are actively involved in improving 'Esprit-de-Corps' and the quality of life in our neighborhoods.

**Association Objectives**

Provide highly motivated and professionally educated manpower to accomplish the mission of the Air National Guard and further the ideals of our nation through the following goals:

- Continually updating management programs
- Promoting improved employer, employee and Guard member relationships
- Adopting and supporting a nationwide program of dedication to "God and Country" known as Operation Patriotism
- Creating programs to improve relationships and understanding within our communities
- Cooperating and coordinating with other service organizations
- Promoting and supporting the I.G. Brown Air National Guard Developmental Education Program and encouraging fellowship and understanding among all members
- Encouraging graduates of Developmental Education to actively participate in the Association
- Revitalizing dormant chapters and supporting the formation of new chapters

**The NCOAGA at a glance**

**Business & Industry Days**

Our Business & Industry Day program is held at sites selected by the Director, Air National Guard Bureau and hosted by regional chapters and units. Local business, community and educational leaders are invited to witness and be a part of the mission of their hometown Air Guard. This involves facility tours, dialogue with members and career field-specific, technical demonstrations.

**Civic Activities**

Civic activities involves members and chapters in programs in their local communities and bases. Chapters promote programs for veterans, senior citizens, the handicapped and children; this is the Association's way of improving our communities and making them better places to live.

**Operation Patriotism**

This program promotes patriotism through historic flag ceremonies and color guards. Thousands of travel miles and hundreds of man-hours are invested yearly by Association members promoting dedication to love of country and Old Glory.

**Scholarships and Education**

Each year, at the national seminar, scholarship awards are presented to dependents of Association members. Cash awards are based upon the student's written essay, academic achievement and application. Scholarships are also available to Association members in good standing.

We work closely with the Training and Education Command Commandant to enhance the education of our members and maintain the relevance of the training and how it relates to and influences the mission.

**National Seminar**

Each year a local chapter/state/region hosts a reunion and advanced management training seminar. It is a great time to renew old friendships, develop new ones and advance one's management techniques. Industry partners are highly encouraged and invited to attend.

**"The Graduate"**

The Association's bi-annual newsletter keeps members informed of what is happening within our local chapters, the Association and the Military's Developmental Education community.

**Association Funding**

The Air National Guard Noncommissioned Officer Academy Graduate Association is self-funded through annual membership fees and supporters like you.

*The NCOAGA is a Non-Profit organization, 501(c)3 status, making your contribution tax deductible.*

**NCOAGA**

For more information, please contact:

MSgt Eric D Vickrey,  
DAL-Ways and Means  
eric.vickrey@ang.af.mil  
(260) 615-1992

Find out more about us by visiting:  
[www.ncoaga.com](http://www.ncoaga.com)

AND

Check us out on  NCO Academy  
Graduates Association

# 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**

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

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

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

**APPENDICIES  
PRESIDENT'S AWARD RECIPIENTS**

<b>1982</b>	SMSgt William and Pat Stone	<b>1983</b>	Ms. Billie Laux
<b>1984</b>	1Lt Gary Brinner	<b>1985</b>	Lt Col Sidney Shoemaker
<b>1986</b>	CMSgt Leo M. Skille	<b>1987</b>	MSgt Wharton C. Brown, Jr.
<b>1988</b>	MSgt Robert H. Connal	<b>1989</b>	SMSgt Frank Migliorelli
<b>1990</b>	Col Edmund C. Morrissey (Ret)	<b>1991</b>	CMSgt Bill J. Quinn
<b>1992</b>	MSgt Philip J. Birchall	<b>1993</b>	CMSgt Richard A. Moon (SEA)
<b>1994</b>	CMSgt Roger A. Stolen (Ret)	<b>1995</b>	MSgt Jerome D. (Jerry) Rupp
<b>1996</b>	MSgt Mike Mankin	<b>1997</b>	MSgt Dale Lahrs (Ret) & Ms. Wilma Ward
<b>1998</b>	CMSgt Ed Brown (Ret)	<b>1999</b>	Ms. Wilma Ward & CMSgt Jimmy Evans (Ret)
<b>2000</b>	SMSgt Sandra Martin	<b>2001</b>	SMSgt Petrina I. Merritt
<b>2002</b>	MSgt Phyllis Oster	<b>2003</b>	CMSgt (Ret) Jimmy Evans
<b>2004</b>	Col (Ret) Donald R. Durbin, Jr.	<b>2005</b>	MSgt Lori Hoop
<b>2006</b>	MSgt Linda Dahl & MSgt Belinda Creasser (Ret)	<b>2007</b>	CMSgt Larry G. Miller
<b>2008</b>	SMSgt Christine Akers	<b>2009</b>	MSgt Kevin Uthe
<b>2010</b>	MSgt Darin Hubble	<b>2011</b>	MSgt Lori Hoop
<b>2012</b>	CANCELLED	<b>2013</b>	MSgt Linda Dahl (Ret)
<b>2014</b>	MSgt Belinda Creaser (Ret)	<b>2015</b>	MSgt Phyllis Oster (Ret)

<b>2016</b>	CMSgt Janice Richardson (Ret)	<b>2017</b>	MSgt Phyllis Oster (Ret)
<b>2018</b>	CMSgt Bruce Damrow (Ret)	<b>2019</b>	Mrs. Carol Schulz
<b>2020</b>	CANCELLED	<b>2021</b>	CANCELLED
<b>2022</b>			

**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**

<b>1969</b>	Knoxville, TN	<b>1970</b>	Knoxville, TN
<b>1971</b>	Knoxville, TN	<b>1972</b>	Wisconsin Dells, WI
<b>1973</b>	Honolulu, HI	<b>1974</b>	Dayton, OH
<b>1975</b>	Salt Lake City, UT	<b>1976</b>	Charlotte, NC
<b>1977</b>	Atlantic City, NJ	<b>1978</b>	Fresno, CA
<b>1979</b>	Minneapolis-Saint Paul, MN	<b>1980</b>	Portland, OR
<b>1981</b>	San Juan, Puerto Rico	<b>1982</b>	Springfield, IL
<b>1983</b>	Houston, TX	<b>1984</b>	Jacksonville, FL
<b>1985</b>	Lincoln, NE	<b>1986</b>	Louisville, KY
<b>1987</b>	Charleston, SC	<b>1988</b>	Portland, OR
<b>1989</b>	Denver, CO	<b>1990</b>	Cape Cod, MA
<b>1991</b>	Des Moines, IA	<b>1992</b>	Springfield, IL
<b>1993</b>	Knoxville, TN (25 <sup>th</sup> Anniversary Celebration)	<b>1994</b>	Madison, WI
<b>1995</b>	Great Falls, MT	<b>1996</b>	Salt Lake City, UT
<b>1997</b>	Tulsa, OK	<b>1998</b>	Syracuse, NY
<b>1999</b>	Knoxville, TN	<b>2000</b>	Honolulu, HI
<b>2001</b>	Reno, NV	<b>2002</b>	Omaha, NE
<b>2003</b>	Little Rock, AR	<b>2004</b>	Charlotte, NC
<b>2005</b>	San Juan, Puerto Rico	<b>2006</b>	Long Island, NY
<b>2007</b>	Springfield, IL	<b>2008</b>	Knoxville, TN
<b>2009</b>	Sparks, NV	<b>2010</b>	Sioux Falls, SD
<b>2011</b>	Fort Wayne, IN	<b>2012</b>	CANCELLEKD
<b>2013</b>	Knoxville, TN	<b>2014</b>	Charlotte, NC
<b>2015</b>	Washington DC	<b>2016</b>	Lincoln, NE
<b>2017</b>	Sioux Falls, SD	<b>2018</b>	Knoxville, TN
<b>2019</b>	Kansas City, MO	<b>2020</b>	CANCELLED
<b>2021</b>	CANCELLED	<b>2022</b>	ZOOM

## APPENDICIES

## CHAPTERS BY REGION

(D – Deactivated)

CHAPTER NUMBER	NAME	LOCATION
Chapter 1	National Chapter	Knoxville, TN
<b>WEST REGION</b>		
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
<b>CENTRAL REGION</b>		
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
<b>EAST REGION</b>		
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

**APPENDICIES****CHAPTERS BY NUMBER**

(D – Deactivated)

<b>CHAPTER NUMBER</b>	<b>CHAPTER NAME</b>	<b>LOCATION</b>
Chapter 1	National Chapter	Knoxville, TN
Chapter 2	Puerto Rico Chapter	Carolina, PR
Chapter 3 (D)	Jefferson Barracks Chapter	Saint Louis, MO
Chapter 4	Florida Chapter	Jacksonville, FL
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Chapter 6 (D)	Minnesota Chapter	Duluth, MN
Chapter 7	The Tarheel Chapter	Charlotte, NC
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 12 (D)	Rosecrans Chapter	Saint Joseph, MO
Chapter 13	The Allan C. Snyder Chapter	Westhampton Beach, NY
Chapter 14 (D)	Robertson Chapter	Saint Louis, MO
Chapter 15 (D)	O'Hare Chapter	Scott AFB, IL
Chapter 16 (D)	Wyoming Chapter	Cheyenne, WY
Chapter 17 (D)	Alaskan Chapter	Anchorage, AK
Chapter 18 (D)	Fort Ruger Chapter	Honolulu, HI
Chapter 19	McEntire Chapter	Eastover, SC
Chapter 20 (D)	Ellington Chapter	Houston, TX
Chapter 21	Montgomery Chapter	Montgomery, AL
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 26 (D)	Charleston Chapter	Charleston, WV
Chapter 27 (D)	Big Sky Chapter	Great Falls, MT
Chapter 28 (D)	Flying Yankee Chapter	East Granby, CT
Chapter 29 (D)	Old Dominion Chapter	Sandston, VA
Chapter 30 (D)	Tulsa Patriots Chapter	Tulsa, OK
Chapter 31 (D)	Keystone Chapter	Harrisburg, PA
Chapter 32 (D)	Buckeye Chapter	Springfield, OH
Chapter 33 (D)	Delaware Chapter	New Castle, DE
Chapter 34 (D)	Massachusetts Chapter	Falmouth, MA
Chapter 35 (D)	Razorback Chapter	Fort Smith, AR
Chapter 36 (D)	Toledo Chapter	Toledo, OH
Chapter 37 (D)	Peoria Chapter	Peoria, IL
Chapter 38 (D)	Idaho Chapter	Boise, ID
Chapter 39	Crescent City Chapter	New Orleans, LA
Chapter 40 (D)	Golden Gate Chapter	Moffet NAS, CA
Chapter 41	Green Mountain Chapter	Winooski, VT
Chapter 42	Michigan Chapter	Detroit, MI
Chapter 43 (D)	El Tigre Chapter	Tucson, AZ
Chapter 44 (D)	Maine Chapter	Portland, ME
Chapter 45 (D)	Martinsburg Chapter	Martinsburg, WV
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 49 (D)	New Jersey Chapter (D)1Sep94	McGuire AFB, NJ
Chapter 50	The Syracuse Chapter	Syracuse, NY
Chapter 51	Alpena Chapter	Alpena, MI
Chapter 52 (D)	Wiregrass Chapter	Dothan, AL
Chapter 53	Hawkeye Chapter	Des Moines, IA
Chapter 54	Razorback One Chapter	Little Rock, AR
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 58 (D)	Battle Creek Chapter	Battle Creek, MI
Chapter 59	Savannah Chapter	Savannah, GA
Chapter 60 (D)	Kentucky Chapter	Louisville, KY
Chapter 61 (D)	Mile High Chapter	Denver, CO
Chapter 62	District Of Columbia Chapter	Washington, D.C.
Chapter 63 (D)	Enchilada Chapter	Albuquerque, NM
Chapter 64 (D)	Jersey Devils Chapter	Atlantic City, NJ
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
Chapter 68	Birmingham Chapter	Birmingham, AL
Chapter 69 (D)	Coyote Chapter	Topeka, KS
Chapter 70	Pheasant Country Chapter	Sioux Falls, SD
Chapter 71	David Yokum Chapter	Columbus, OH
Chapter 72 (D)	Wichita Chapter	Wichita, KS
Chapter 73 (D)	Granite State Chapter	Portsmouth, NH
Chapter 74	Maineiacs Chapter	Bangor, ME
Chapter 75	Fly'n Illini Chapter	Springfield, IL
Chapter 76	Big Red Chapter	Lincoln, NE
Chapter 77 (D)	Liberty Chapter	Memphis, TN
Chapter 78 (D)	California Grizzly Chapter	Channel Island, CA
Chapter 79 (D)	Niagara Falls Chapter	Niagara Falls, NY
Chapter 80 (D)	Hoosier Chapter	Terre Haute, IN
Chapter 81 (D)	Capitol District Chapter	Schenectady, NY
Chapter 82 (D)	Radar Warriors Chapter	Rome, NY
Chapter 83	Ocean State Chapter	Warwick, RI
Chapter 84 (D)	The Rebel Chapter	Meridian, MS
Chapter 85 (D)	State Of Washington Chapter	Spokane, WA
Chapter 86 (D)	Billy Mitchell Chapter	Milwaukee, WI
Chapter 87 (D)	Three Rivers Chapter	Pittsburgh, PA
Chapter 88	Chesapeake Chapter	Andrews AFB, MD
Chapter 89	Old Fort Chapter	Fort Wayne, IN
Chapter 90	Nevada Highrollers Chapter	Reno, NV
Chapter 91	Georgia Crackers Chapter	Dobbins AFB, GA
Chapter 92 (D)	Garden State Chapter	McGuire AFB, NJ
Chapter 93 (D)	Eastern Cascade Chapter	Klamath Falls, OR
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 97 (D)	Granite State Chapter	Tacoma, WA
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 101 (D)	Shooting Star Chapter	March ARB, CA
Chapter 102 (D)	State Of Alaska Chapter	Eielson AFB, AK
Chapter 103	Gulf Coast Chapter	Gulfport, MS
Chapter 104	The Emerald Coast Chapter	Tyndall AFB, FL
Chapter 105	Liberty Bell Association	Willow Grove, PA
Chapter 106	The Bluffs Chapter	Volk Field, WI

**APPENDICIES****OUTSTANDING GRADUATES OF THE YEAR RECIPIENTS**

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

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

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

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

**2015**

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

**2016**

No submissions

**2017**

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

**2020**

CANCELLED

**2021**

CANCELLED

**APPENDICIES**

**NCOAGA MEMORIAL OBELISK – ANG TEC**

<b><u>EAST FACE OF THE OBELISK</u></b>	<b><u>NORTH FACE OF THE OBELISK</u></b>
<p>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</p>	<p>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</p>
<p><b>IN MEMORY OF MAJ GEN I. G. BROWN</b>  <b>OUR GRANDDAD</b>  <b>11 JUN 1915 – 26 SEP 1978</b>                      (Small stone at the base of obelisk)</p>	<p><b>“LIFE AT THE ACADEMY IS LIKE A TRAIN.”</b>  <b>CMSgt PAUL H. LANKFORD</b>  <b>MAY 1, 1919 – 2008</b>                      (Small stone at the base of obelisk)</p>

<b><u>SOUTH FACE OF THE OBELISK</u></b>	<b><u>WEST FACE OF THE OBELISK</u></b>
<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. JOHNSON - 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><b>“A PROBLEM IS JUST AN OPPORTUNITY”                      COLONEL EDMUND C. MORRISSEY, JR                      JUNE 2, 1929 -                      (Small stone at the base of obelisk)</b></p>	<p><b>IN MEMORY OF                      BRIG GEN RAY S. MILLER FROM HIS                      BOYS AND GIRLS IN BLUE                      (Small stone at the base of obelisk)</b></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.

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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

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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

### 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. The number one represents Chapter One and those individuals who formed our Association, its ideals and principals. Tapered as it rises above the Guardsman's head, it stretches toward the future, showing continued growth in an Association.

**APPENDICIES****MEMBERSHIP DUES, SPONSORSHIP FEES  
AND FRIENDS OF THE ASSOCIATION****1. Membership Dues**

All regular and/or associate members will pay dues for one year, three years or Life Time Membership.

**2. Sponsorship Fees**

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

- Bronze Sponsor*      \$250-\$499
- Silver Sponsor*      \$500-\$999
- Gold Sponsor*      \$1000-\$2499
- Platinum Sponsor*      \$2500 or more

**3. Friends of the Association**

Purpose of this type of Membership shall be to show support for the Association and will pay dues for either one year or three years based on general Membership fees.

**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 MINUTEWOMAN RECIPIENTS**

Mrs. Betty Fearn - 2005

Chief Master Sergeant Lynn Rhine - 2010

Chief Master Sergeant Janice Richardson - 2015

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# CHAPTER EIGHT

# ATTACHMENTS

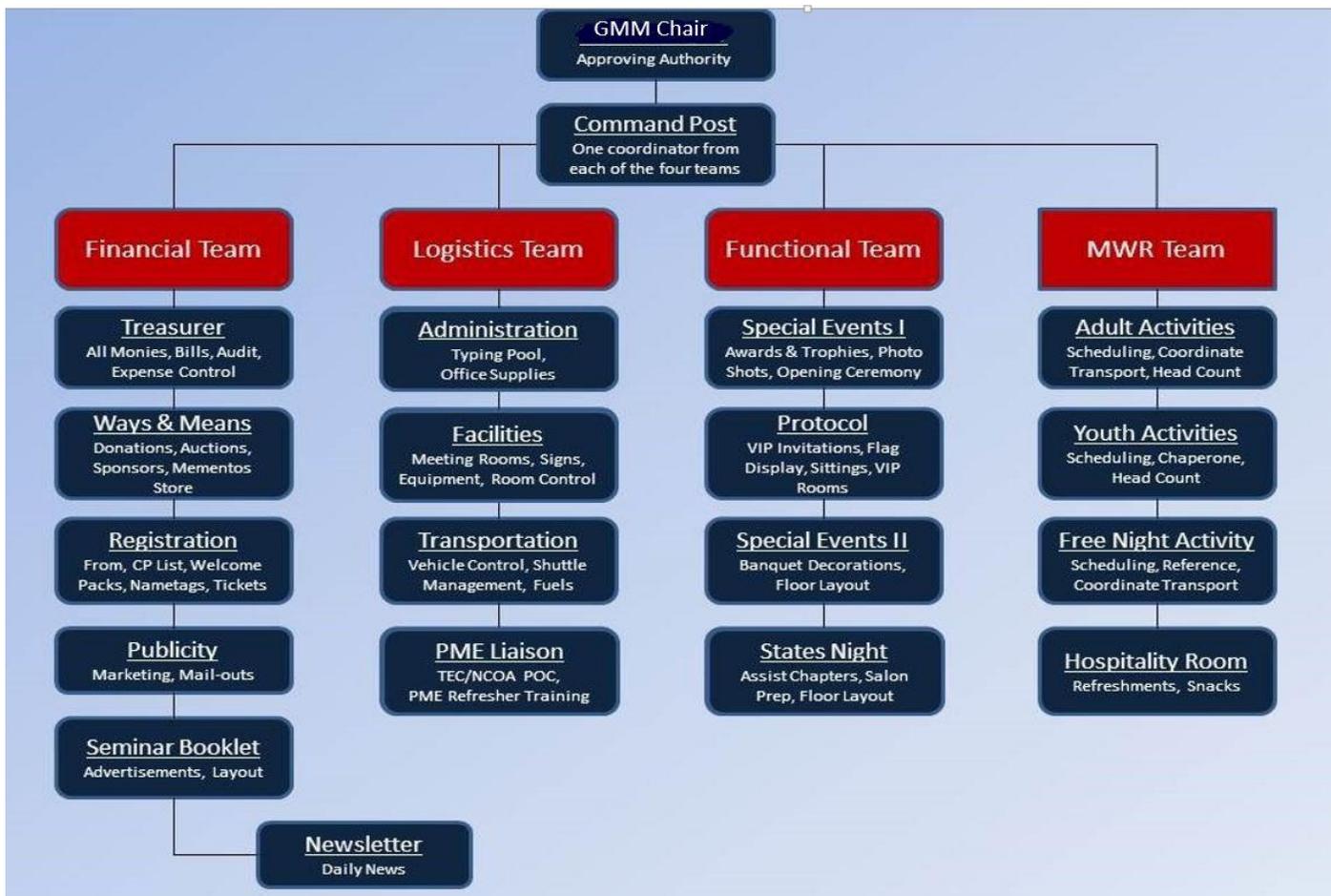
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## ATTACHMENTS

### 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 past history that this guide is 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 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. Command Post
    - v. Administration
    - vi. Registration
    - vii. General Membership Meeting Newsletter
    - viii. Facilities
    - ix. Special Events
    - x. Adult Guest Activities
    - xi. States Night
    - xii. Free Night Activity
    - xiii. Transportation
    - xiv. Hospitality Room
    - xv. Publicity
    - xvi. General Membership Meeting Booklet
    - xvii. Protocol
    - xviii. PME Liaison
  - b. Each committee is required to submit a monthly report in writing to the General Membership Meeting Chairs. The report will include, but not be limited to:
    - i. Summary of monies obligated or spent for the month and to date.
    - ii. Accomplishments for the month and to-date.
    - iii. Anticipated or actual problems encountered.
    - iv. Items to be completed to accomplish the committee's work.

- v. Status report of committee members: who, where, etc.
- c. Committee meetings will be held at the call of the Chairman.
- d. All expenditures and or obligations must have the prior approval of the General Membership Meeting Chairman.
- e. Each committee may solicit help from other sources as may be required. All committee members must receive appropriate approvals at their local level prior to receiving their assignments.
- f. 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.
- g. Each committee head must provide an info copy of all correspondence to the General Membership Meeting Chairman.
- h. Each committee head should check local resources to obtain services and/or material requirements at no charge before requesting funds.
- i. Coordination between committees is paramount due to the large number of activities scheduled. General Membership Meeting Chairs will resolve any conflicts that arise.
- j. 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.



## 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, States Night, audio/visual equipment usage, etc.
  - ii. Chairing meetings to allow for cross-feed between committee heads and members.
  - iii. Consolidating monthly reports received from committee heads and presenting General Membership Meeting status to Chapter One, and other interested persons.
  - iv. Directing the overall operation of the General Membership Meeting and assigning tasks and positions.
  - v. Approving all expenditures and/or obligations.
  - vi. Approving all budgets.
  - vii. Endorsing all requests for manpower, workdays, and/or equipment. (Requests will be initiated by the committee chair requiring the assistance and include justification.)
  - viii. Resolving conflicts between committee chairs.
  - ix. Relieving any committee chair not considered to be completing his/her duties in a competent manner.
  - x. Serve as the Master of Ceremonies or appoint someone to do so.
  - xi. An after action report will be presented to the General Membership Meeting Committee at 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. Command Post is responsible for:
  - i. Being General Membership Meeting focal point
  - ii. Securing adequate manpower to operate Command Post throughout General Membership Meeting.
  - iii. Working in concert with Admin Committee in securing equipment for General Membership Meeting use.
  - iv. Obtaining sufficient radios or cellular phones for General Membership Meeting. At a minimum, the following should have communication equipment:
    1. General Membership Meeting Chairman/Co-Chair
    2. Treasurer
    3. Facilities Chair

4. Hospitality Room Chair
  5. States' Night Chair
  6. Transportation Chair
  7. Registration Chair
  8. Command Post
  9. Adult Guests Committee Chair
  10. Youth Activities Committee Chair
- v. Obtaining and maintaining all special equipment required for operation of General Membership Meeting (computers, message boards, etc.). Work with each Committee Chair on the above.
  - vi. Storing the Command Post nesting box and all materials required for General Membership Meeting (trophies, awards, pictures, etc.). Command Post nesting box will contain as a minimum: 100 manila folders, three staplers, three tape dispensers, one three-hole punch, one two-hole punch, two power strips, two calculators, three scissors, one electric pencil sharpener, one dictionary, red delegate ribbons, the Betty Squire hooked rug, and the ANG NCOAGA Hall of Fame award.
  - vii. Having a 24-hour emergency telephone number available during General Membership Meeting duration.
  - viii. Ensuring hosting and follow-on General Membership Meeting representative inventory nesting box.
- e. Administration is responsible for:
- i. Accomplishing all typing for committees, Board of Directors, or others in support of the General Membership Meeting.
  - ii. Providing typing assistance to Registration Committee during in processing of delegates.
  - iii. Insuring a minimum of one (1) copying machine, three (3) computers, two (2) printers, and personnel are available during the General Membership Meeting for typing minutes, committee reports, etc.
  - iv. Being responsible for all publication and duplication not covered by other committees. Serve as a Distribution Center.
  - v. Providing all office supplies for General Membership Meeting use.
  - vi. PME certificates provided by NCOA staff, POC – TEC Liaison.
- f. 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. Handling all pre-registrations by mail.
  - iv. Providing personnel and promotional items for pre-registration at the previous year's General Membership Meeting.
  - v. Establishing a registration desk in a prominent location in the hotel and insuring it is adequately manned.
  - vi. Coordinating with appropriate committees to insure that all information needed from the attendee is obtained during registration.
  - vii. Maintaining and providing to the Command Post list on disk.
  - viii. Preparing and distributing registration packets to include as a minimum:
    1. Agenda and General Membership Meeting Book.
    2. City/Area Map.
    3. Pamphlets/Souvenirs.
  - ix. Collecting fees from other guests as necessary.
  - x. Providing all registered attendees with a nametag.

- xi. If applicable, collect money for special events.
- xii. Preparing and distributing banquet tickets, luncheon tickets, and if applicable, tickets for special events.
- xiii. Coordinating with Treasurer to verify registrations and funds collected/owed.
- xiv. Providing a monthly report on pre-registrations to General Membership Meeting Chairman.
- g. General Membership Meeting Newsletter is responsible for:
  - i. Obtaining materials for publication in a daily newsletter to all General Membership Meeting attendees.
  - ii. Publishing and distributing said newsletter on a daily basis.
- h. 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. Acquiring and posting signs on all meeting rooms and making sure they are changed as required.
  - iv. Setting up location directories in high traffic areas of the Hotel.
  - v. Providing manpower to collect all tickets at all events.
  - vi. Providing the hotel staff with a list of all requirements for each day of the General Membership Meeting, i.e., meeting rooms, coffee requirements, tables needed for rooms, room arrangements, movie screen requirements, etc.
  - vii. Obtaining room list from Hotel on a monthly basis to verify registrations.
- i. Special Events are responsible for:
  - i. Securing a trophy company to engrave all awards and trophies.
  - ii. Coordinating with Chapter One Second Vice President for all awards.
    - 1. Ensure all awards are ready for presentation during appropriate activities.
    - 2. Arrange for photo support.
  - iii. Arranging for transportation, storage, display, and disassembly of State Flags, Regional signs, distribution box and special display boards and Command Post nesting box. Shipment must be coordinated with previous General Membership Meeting host. Should there be a cost incurred in shipping the banners and flags to your General Membership Meeting site, Chapter One will reimburse the costs of shipping. Host Chapter of General Membership Meeting receiving state flag containers and mail boxes will make necessary repairs to the containers and mail boxes with the cost to be reimbursed by Chapter One.
  - iv. Obtaining and ensuring the US Flag is properly displayed at Opening Ceremony, General Business Session, and General Membership Meeting Banquet.

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*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.*

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- v. Opening Ceremony

1. Posting the colors at the opening ceremony.
  2. Coordinating opening activities with President to include; seating arrangements, Sgt-at-Arms, “Colors” presentation, Invocation and opening address by local dignitaries or AG, etc.
  3. Providing a bugler to play taps, or have a recorded version. Taps will be played directly following the reading of deceased members’ names.
- vi. The Recognition Program
1. Awards presented at General Membership Meeting Banquet:
    - a. Outstanding Graduate of the Year Award
    - b. Major General I.G. Brown Command Excellence Award
    - c. National Awards
    - d. Board of Directors Awards
  2. Awards presented at a luncheon, during general business or sometime other than during the General Membership Meeting Banquet:
    - a. Region Director Awards
    - b. Miscellaneous awards such as Scholarships, Membership and Chapter Presentation
- vii. Recognition Luncheon Procedures (if applicable).
1. Coordinate with Registration Committee to determine numbers of required meals.
  2. Select a menu.
  3. Publish a Banquet program.
- viii. General Membership Meeting Banquet Procedures.
1. Coordinate with Registration Committee to determine number of Banquet meals.
  2. Select a menu.
  3. Arrange for entertainment/music if desired (optional item).
  4. Coordinate seating arrangements including head table with Chapter 1 President.
  5. Complimentary meals/tickets, if applicable.
    - a. Committee determines number of complimentary meals to be provided.
    - b. Committee ensures Finance Committee has paid for complimentary meals.
  6. Arrange for Banquet decorations.
  7. Publish a Banquet program.
- j. Adult Guest Activities are responsible for:
- i. Ensuring that there are planned activities for each day of the General Membership Meeting. Plan no activities to last later than 4 p.m.
  - ii. Enlisting the assistance of graduate’s spouses, unit members, and others.
  - iii. Coordinating all transportation requirements.
  - iv. Coordinating all entry fees for planned activities with the Treasurer.
  - v. Coordinating with Youth Activities Committee to ensure adults return to the hotel prior to the youth being released.
- k. Youth Activities is responsible for:
- i. Ensuring there are planned activities for each day of the General Membership Meeting.
  - ii. Developing and operating a Youth Hospitality Room at the hotel if possible, (check local liquor ordinances).
  - iii. Obtaining adequate manpower to chaperone/manage youth events.
- l. States Night (if applicable) is responsible for:
- i. Distributing participation form to chapters. Form must include the State POC, equipment requirements, and what each state will be providing.
  - ii. Managing States Night display setup and teardown.
- m. Free Night Activity is responsible for:

- i. Putting together activities for a free night for attendees and guests.
  - ii. Determining feasibility of taking group(s) to different places and after approval, making necessary arrangements.
  - iii. Developing a list of potential activities for consideration.
  - iv. Providing maps/directions to points of interest.
- n. Transportation is responsible for:
  - i. Securing enough vehicles and qualified drivers to cover all General Membership Meeting requirements.
  - ii. Use military vehicles if available.
  - iii. Obtaining information and bids on civilian rental vehicles if required.
  - iv. Coordinating with each committee chair to insure all transportation requirements are met.
  - v. Providing one vehicle to be available for use by General Membership Meeting Command Post.
  - vi. Ensuring all transportation needs are met if military airlift is available.
  - vii. Providing shuttle service to and from the airport if not provided by the hotel.
- o. 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. Publishing a schedule of the hours of operation for the Hospitality Room and providing adequate manning.
  - iv. Ensuring Hospitality Room is maintained in an orderly manner and is open according to published schedule.
  - v. Ensuring a sufficient quantity of cups, napkins, trash containers, etc. is available.
- p. Publicity is responsible for:
  - i. Providing sufficient publicity to all members with the goal of encouraging the maximum number of graduates and guests to attend.
  - ii. Accomplishing mail-outs and insuring each committee chair is allowed to include his/her material in the mail-outs.
  - iii. Coordinating with Chapter One to obtain mailing lists.
- q. General Membership Meeting Booklet is responsible for:
  - i. Preparing General Membership Meeting Booklet to include items required by Chapter One President.
  - ii. Obtaining Annual Reports from Board of Directors and publishing as part of the General Membership Meeting Booklet.
  - iii. Securing advertisements from local chapters, companies, etc. for General Membership Meeting Booklet.
- r. Protocol Committee is responsible for:
  - i. Recommended VIP Invitations
    1. Chief, National Guard Bureau
    2. Director Air National Guard
    3. Command Chief Master Sergeant of the Air National Guard
    4. Governor of Host State
    5. TAG - Host State
    6. State Air Commander
    7. Local City Mayor
    8. City Council
    9. Legislators
    10. State Senator

11. NCOAGA Outstanding Graduate of the Year
  12. Major General I.G. Brown Command Excellence Winners
  13. Commander, I.G. Brown ANG Training and Education Center
  14. Commandant, ANG Enlisted PME
  15. State Command Chief Master Sergeant
  16. Commander, Air Force Reserve Command
  17. Command Chief Master Sergeant, Air Force Reserve Command
  18. Chief Master Sergeant of the Air Force
  19. Host Base Commander
  20. Host Base Command Chief Master Sergeant
  21. Local CEOs
  22. Local Military Affairs Committee
  23. Chamber of Commerce
  24. Local Hotel Manager
- ii. Sending invitations to VIP guest(s).
  - iii. Ensuring seating at all functions adheres to proper protocol as follows:
    1. Luncheon and/or Banquet
      - a. Head Table (HT) consists of President, OGY, Commandant, and their guests.
      - b. Regional Table consists of Regional Director, I.G. Brown Winner, Chapter Representative of I.G. Brown winner, and their guests (minimum).
      - c. VIP tables close to HT.
      - d. TEC Staff Table (optional at discretion of the Association President).
    2. General Business Meeting
      - a. Head Table consists of President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, President Ex-Officio, Treasurer, Secretary, Parliamentarian, and OGY. (Treasurer and Secretary will need 2 positions each.)
      - b. Assembly seating by region.
  - iv. Display of flags will be in accordance with published Air Force Instructions (AFIs) at all conferences/General Membership Meetings/meetings when it is appropriate. This applies to the National Flag, State Flags, General Officer's Flags, the Air Force Flag (if appropriate) and other appropriate flags.
  - v. Room assignments (VIPs):
    1. 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.
    2. Follow-up with hotel on invited VIP guest list two weeks prior to reservation cutoff date.
  - vi. The Sgt(s)-At-Arms is responsible for:
    1. Escorting all special guests for all meetings.
    2. Maintaining order at all activities.
    3. Ensuring protocol is maintained at all times.
  - s. PME Liaison is responsible for:
    - i. Establishing all lines of communications between General Membership Meeting Committee and the TEC.
    - ii. Obtaining instructor personnel from TEC/NCOA to present PME refresher training at General Membership Meeting.

- iii. Coordinating with the Commandant, ANG Enlisted PME to ensure that training certificates are brought to the General Membership Meeting site in sufficient number to cover registrants.
- iv. Many committee duties overlap thereby necessitating close coordination among committees. It is incumbent upon all committee members to read the duties of each committee. This will ensure overlapping duties are properly coordinated among committees. The General Membership Meeting Chairman will resolve overlapping responsibilities that cannot be clearly placed on one committee.

**ATTACHMENTS**

**NCOAGA GENERAL MEMBERSHIP MEETING SURVEY**

**General Membership Meeting** \_\_\_\_\_ **Location** \_\_\_\_\_ **Date** \_\_\_\_\_

1. Which enlisted Professional Military Education (PME) did you complete and what year?

COURSE	CDC	IN-RESIDENCE
Senior NCO Academy	_____	_____
NCO Academy	_____	_____
NCO Leadership School	_____	_____
Airman Leadership School	_____	_____
NCO Preparatory Course	_____	_____

2. What is your military status?

AGR	_____	Retired	_____	Stat Tour	_____
Technician	_____	DSG	_____		

3. What is your rank? (If retired, please select your retired rank?)

Officer	_____	CMSgt	_____	SMSgt	_____
MSgt	_____	TSgt	_____	SSgt	_____
SrA	_____				

4. What is your age group?

Under 19	_____	20 – 29	_____	30 – 39	_____
40 – 49	_____	50 – 59	_____	Over 60	_____

5. Did you bring guests? (If yes, check any that are applicable.)

<u>Yes</u>	_____	<u>No</u>	_____		
Spouse	_____	Parents	_____	Friends	_____
Children	_____	Significant	_____	Other	_____
Grandchildren		Other			

6. How many General Membership Meetings have you attended to include this one?

Number \_\_\_\_\_

7. What committee(s) have you served on? (Check all that apply)

- |                                       |       |                               |       |
|---------------------------------------|-------|-------------------------------|-------|
| <b>Awards and</b> Memorials           | _____ | <b>Chapter Activities</b>     | _____ |
| Articles of Incorporation and By-Laws | _____ | Education and Scholarship     | _____ |
| Finance                               | _____ | Tally                         | _____ |
| Membership and Credentials            | _____ | <b>Pride Thru Recognition</b> | _____ |
| Publicity and Special Projects        | _____ | Ways and Means                | _____ |
| General Membership Meeting            | _____ | Retirees                      | _____ |
| Nominating                            | _____ |                               |       |

8. How would you rate the amount of time spent in committee meetings?

Too Much \_\_\_\_\_ Just Right \_\_\_\_\_ Not Enough \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. How would you rate the amount of time spent in business session?

Too Much \_\_\_\_\_ Just Right \_\_\_\_\_ Not Enough \_\_\_\_\_

Why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Is there enough information about General Membership Meeting published in The Graduate?

Too Much \_\_\_\_\_ Just Right \_\_\_\_\_ Not Enough \_\_\_\_\_

What else would you like to see? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Would you like to see options for spouse/children’s activities at General Membership Meeting?

Yes \_\_\_\_\_ No \_\_\_\_\_

What sort of activities would you like to see? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. List four things you like about General Membership Meetings.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

13. List four things you dislike about General Membership Meetings. Please recommend a solution.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

14. What other suggestions do you have for improving the General Membership Meeting?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

15. Are you aware the NCOAGA has a web site? ([www.ncoaga.com](http://www.ncoaga.com))

	Yes	_____	No	_____
If yes, have you visited the web site?	Yes	_____	No	_____
Please provide comments about the site.	_____			
	_____			
	_____			

\*\*\*\*\* THANK YOU FOR COMPLETING OUR SURVEY! \*\*\*\*\*

Please return the completed survey to the Command Post or if completing the survey after General Membership Meeting, please send it to the President Ex-Officio of the NCOAGA.

(The name and address of the new President Ex-Officio can be found at [www.ncoaga.com/directors.php](http://www.ncoaga.com/directors.php))

*This section reserved for future use.*

**ATTACHMENTS****SAMPLE BIOGRAPHY FOR MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE TROPHY OR OUTSTANDING GRADUATE OF THE YEAR NOMINATION PACKAGE****COLONEL JOHN J. JONES  
Commander, 152nd Air Operations Group  
New York Air National Guard**

Colonel John J. Jones is the Commander of the 152nd Air Operations Group, assuming this position in February of 1998.

He was assigned as the Director of the minimum Essential Airfield (MEA) in Rome, New York from October 1995 to February 1998.

Colonel Jones was born on October 19th, 1946, in Rochester, Minnesota, and graduated from Lourdes High School. He earned a Bachelor of Arts degree in liberal arts from the University of Minnesota in 1969. He has completed many career-related schools during his military career. This includes the Army War College in July 1992.

Colonel Jones completed Officer Training School in May 1972, and joined the 174th Fighter Wing in January 1975. He attended undergraduate pilot training at Williams AFB, Arizona and spent several years as a traditional guardsman pilot in Ohio and New York while continuing his civilian career. He began his full-time military career with the 174th Fighter Wing as a Quality Control Officer, then became the Maintenance Squadron Commander in 1985. Colonel Jones was assigned as the Maintenance Squadron Commander for the for the 138th Fighter Squadron, 4th Tactical Fighter Wing (Provisional) at Al Kharj Air Base in Saudi Arabia during Operation Desert Shield/Storm. He returned to the 174th Fighter Wing as the Maintenance Squadron Commander in May 1991. In 1992 he became Vice Wing Commander of the 174th Fighter Wing and Air Commander of the full-time force.

Colonel Jones is a command pilot with more than 2500 flying hours in fighter aircraft, including the A-10 and F-16. Colonel Jones's military decorations include the Meritorious Service Medal, the Bronze Star Medal and the Air Force Commendation Medal. His unit and service awards include the Air Force Outstanding Unit Award with Valor "V" device and five oak leaf clusters. His service awards include the Combat Readiness Medal with two oak leaf clusters; the National Defense Service Medal; the Southwest Asia Service Medal with three campaign stars; the Air Force Longevity Service Award with six oak leaf clusters; the Armed Forces Reserve Medal with Silver hourglass and mobilization "M" device; the Small Arms Expert Marksmanship Ribbon; and the Air Force Training Ribbon. His Foreign Service awards include the Kuwait Liberation Medal from Saudi Arabia and Kuwait Liberation Medal from Kuwait. His New York State Military Awards include the New York State Long and Faithful Service Award with one gold shield device; the New York State Desert Storm Service Medal; the New York State Conspicuous Service Cross; and the New York State Exercise Support Ribbon.

Colonel Jones is married to the former Jane Smith. They live in Baldwinsville, New York and have two sons, Paul and Nicholas.

ATTACHMENTS

**SAMPLE MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE TROPHY  
AF FORM 1206, NOMINATION AWARD**

<b>NOMINATION FOR AWARD</b>		
<b>AWARD</b> I.G. Brown Excellence Award	<b>CATEGORY (If Applicable)</b> N/A	<b>AWARD PERIOD</b> FY 20__
<b>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</b>	<b>SSN (Enter Last 4 Only)</b> N/A	<b>MAJCOM, FOA, OR DRU</b> N/A
<b>DAFSC/DUTY TITLE</b>	<b>NOMINEE'S TELEPHONE (DSN &amp; Commercial)</b>	
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE</b>		
<b>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN &amp; Commercial)</b>		
<b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b>		
<b>GUIDANCE/DIRECTIONS</b>		
<ul style="list-style-type: none"> <li>-Nomination limited to page 1 of the AF Form 1206, no continuation pages</li> <li>-Use the headings below to note nominee's actions/support during the award period—bullets under headings are suggested areas for inclusion</li> <li>-Use bullet statements, not narrative</li> <li>— Complete sentences not required</li> <li>— May use sub-bullets (like this)</li> <li>-Be specific with demonstrated leadership actions that resulted in this nomination</li> <li>-Emphasis should be on NCOAGA support</li> </ul>		
<b>NCO ACADEMY GRADUATE ASSOCIATION SUPPORT (During the Award Period)</b>		
<ul style="list-style-type: none"> <li>-Encouraging membership</li> <li>-Support for chapter meetings, allowing/encouraging members to attend</li> <li>-Requests for chapter support of base/unit functions, i.e., open house, family day, etc.</li> <li>-Chapter involvement in resident PME selection process and briefing students prior to departure</li> <li>-Chapter meetings attended</li> <li>-Regular meetings with chapter leadership</li> <li>-Recognition of chapter at commander's calls</li> </ul>		
<b>SUPPORT FOR RESIDENT PROFESSIONAL MILITARY EDUCATION (During the Award Period)</b>		
<ul style="list-style-type: none"> <li>-Encouraging resident completion by both enlisted members and officers</li> <li>-Number of resident ALS and NCO Academy attendees</li> <li>-Number of unit applicants for the resident Senior NCO Academy</li> <li>-Number of unit applicants for each level of officer PME (Squadron Officer School, Intermediate and Senior Service Schools)</li> <li>-Recognizes graduates at Commander's Calls</li> </ul>		
<b>COMMAND EXCELLENCE (From Enlisted Perspective)</b>		
<ul style="list-style-type: none"> <li>-Communicates effectively and often</li> <li>-Supports enlisted leadership, i.e., the Command CMSgt, Chiefs, First Sergeants, supervisors</li> <li>-Encourages/supports participation in the Chiefs Council, First Sergeant Council, and/or other Enlisted councils</li> <li>-Solicits Enlisted participation in decision making</li> <li>-Recognizes deserving unit members with state and federal decorations (can include number of decorations during award period)</li> <li>-Nominees for/winners of unit/state/national Airman, NCO, and Senior NCO of the Quarter/Year</li> </ul>		
<b>COMMUNITY INVOLVEMENT</b>		
<ul style="list-style-type: none"> <li>-Active participation in community projects and other civic organizations</li> <li>-Separate bullet for each activity or project</li> <li>-Emphasize benefits to the unit, ANG, and DoD</li> </ul>		

AF IMT 1206

**ATTACHMENTS**

**SAMPLE MAJOR GENERAL I.G. BROWN COMMAND EXCELLENCE TROPHY  
CITATION**

**CITATION TO ACCOMPANY THE AWARD OF**

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

**REGION THREE I.G. BROWN COMMAND EXCELLENCE AWARD FOR 20\_\_**

**TO**

**CAPTAIN JOHN J. DOE**

**(Opening Statement) Captain John J. Doe displayed exceptional support of the Air National Guard Noncommissioned Officer Academy Graduate Association and Chapter 53, "The Hawkeye Chapter," as the 132nd Fighter Wing, Military Personnel Flight Commander from 1 October 20\_\_ to 30 September 20\_\_.**

**(Narrative) During this period, Captain Doe... (Limit your narrative to three to four sentences and briefly describe what the Commander did to support the local/national chapter, base and community events, enlisted PME, etc.)**

**(Closing Statement) Captain Doe clearly demonstrates the esprit de Corps and leadership abilities that truly exemplify his support of the enlisted force, Chapter 53, and the Air National Guard Noncommissioned Officer Academy Graduate Association.**

**ADDITIONAL INSTRUCTIONS:**

**Print Citation in "Landscape Format"**

**Top margin between 1" to 1-1/2"**

**Bottom Margin: 3"**

**Side Margins: 1-1/2" to 3"**

**ATTACHMENTS**

**SAMPLE OUTSTANDING GRADUATE OF THE YEAR  
AF FORM 1206, NOMINATION AWARD**

<b>NOMINATION FOR AWARD</b>		
<b>AWARD</b> Outstanding Graduate of the Year	<b>CATEGORY (If Applicable)</b> N/A	<b>AWARD PERIOD</b> FY 20__
<b>RANK/NAME OF NOMINEE (First, Middle Initial, Last)</b>	<b>SSN (Enter Last 4 Only)</b> N/A	<b>MAJCOM, FOA, OR DRU</b> N/A
<b>DAFSC/DUTY TITLE</b>	<b>NOMINEE'S TELEPHONE (DSN &amp; Commercial)</b>	
<b>UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE</b>		
<b>RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) / COMMANDER'S TELEPHONE (DSN &amp; Commercial)</b>		
<b>SPECIFIC ACCOMPLISHMENTS (Use single spaced, bullet format)</b>		
<p><b><u>GUIDANCE/DIRECTIONS</u></b></p> <ul style="list-style-type: none"> <li>- Accomplishments limited to the AF Form 1206, no additional pages</li> <li>- Use the headings below to note nominee's accomplishments during the award period</li> <li>- Use bullet statements, not narrative</li> <li>- Complete sentences not required</li> <li>- May use sub-bullets (like this)</li> <li>- Be specific, emphasizing results/outcomes of projects and activities</li> <li>- Emphasis should be on NCOAGA participation</li> </ul> <p><b><u>NCO ACADEMY GRADUATE ASSOCIATION PARTICIPATION (During Award Period)</u></b></p> <ul style="list-style-type: none"> <li>- Number of chapter meetings held/number of meetings individual attended</li> <li>- Current position and/or past positions held in local chapter</li> <li>- Operation Patriotism participation</li> <li>- Participation in chapter supported community activities</li> <li>- Attendance at Regional Meetings and national General Membership Meetings</li> <li>- Promotion of membership growth within the local chapter</li> </ul> <p><b><u>PARTICIPATION IN COMMUNITY PROJECTS AND OTHER CIVIC ORGANIZATIONS</u></b></p> <ul style="list-style-type: none"> <li>- Active participation, not just membership</li> <li>- Separate bullet for each project/organization</li> <li>- Offices held, projects/committees chaired and actively participated in, outcomes/results</li> </ul> <p><b><u>PROFESSIONAL DEVELOPMENT</u></b></p> <ul style="list-style-type: none"> <li>- PME completed</li> <li>- AFSC cross training and/or technical training</li> <li>- Civilian education and training</li> </ul>		

**AF IMT 1206**

**ATTACHMENTS**

**SAMPLE OUTSTANDING GRADUATE OF THE YEAR CITATION**

**CITATION TO ACCOMPANY THE AWARD OF**

**THE AIR NATIONAL GUARD NONCOMMISSIONED OFFICER ACADEMY GRADUATE  
ASSOCIATION OUTSTANDING GRADUATE OF THE YEAR AWARD FOR 20\_\_**

**TO**

**TECHNICAL SERGEANT JOHN J. JONES**

(Technical Sergeant John J. Jones displayed exceptional support of the Air National Guard Noncommissioned Officer Academy Graduate Association and Chapter 53, "The Hawkeye Chapter," from 1 October 20\_\_ to 30 September 20\_\_.

(Narrative) During this period, Sergeant Jones... (Limit your narrative to three to four sentences and briefly describe what the person did to support and/or promote the local/national chapter, base and community events, enlisted PME, etc.)

(Closing Statement) The distinctive accomplishments of Sergeant Jones truly exemplify the goals and objectives of the Association, and reflect credit upon himself and the Air National Guard Noncommissioned Officer Academy Graduate Association.

**ADDITIONAL INSTRUCTIONS:**

**Print Citation in "Landscape Format"**

**Top margin between 1" to 1-1/2"**

**Bottom Margin: 3"**

**Side Margins: 1-1/2" to 3"**

**ATTACHMENTS****RECORD OF CHANGES**

<b>REVISION/CHANGE NUMBER</b>	<b>DATE OF CHANGE</b>
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 August 2022

**Changed/Replaced:**

Attachment 8-8, 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 August 2022 WORKING COPY

1. The following are approved changes to the AGH dated 1 August 2022 Working Copy.
2. AGH 1 August 2022, Section 3-4; EDUCATION AND SCHOLARSHIP PROGRAM.
  - a. General Membership Meeting (GMM) 51 voted to approve the change to Section 3-4; page 52, 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
3. AGH 1 August 2022, Chapter 4 – AWARDS.
  - a. 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
    - vii. NCOAGA Minutewoman Award
  - 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 August 2022, 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 August 2022, Chapter 6 – FORMS. The form numbers will be changed to be consecutive in number order with the publication of the new AGH.
6. Approved changes are highlighted in yellow.
  - a. Highlighted and lined through is a complete elimination of the information.
  - b. Highlighted and lined through with new information following indicates a change that is a new procedure.
7. The publication of the new AGH with all the approved changes will occur after the new Articles of Incorporation and Bylaws are finalized by the General Membership.

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



# CHAPTER ONE