**Arkansas National Guard**

**Camp Joseph T. Robinson**

**North Little Rock, Arkansas 72199-9600**

**DD MMMMM 2020**

**AR NG OPORD 20-xx (NGAA Company Grade Awards 2019) (UNCLASSIFIED)**

**References:** None

**Time Zone Used Throughout the OPORD:** Local.

**Task Organization:** No Change

1. **Situation.** Each year, the General Conference of the National Guard Association of Arkansas (NGAA) honors three company grade officers from the Arkansas Army and Air National Guard for service to their country, state, and community through its Company Grade Officer Awards program. Awards include one each for Army and Air National Guard officers within the ranks of second lieutenant to captain and one for a warrant officer in grade WO1 or CW2.
2. **Mission.** NLT 151500 March 2020, Battalion/Squadron and higher echelon units of the Arkansas National Guard and Air National Guard submit company grade awards nominations to NGAA IOT recognize outstanding officer and warrant officer leadership at the company grade level within calendar year 2019.
3. **Execution.**
	1. Commander's Intent. Deserving company grade officers of the organization are submitted for 2019 NGAA Company Grade Officer of the year award nomination.
	2. Concept of Operations. Battalion/Squadron commanders or their designated representative with the rank of Major/CW3 or greater will nominate individuals to receive the company grade officer award for the year 2019. Nominations must be in letter/memorandum format and include complete point of contact information of the nominating officer. Include any clippings from newspapers, official military documents (honor graduate, commandant’s list, etc.). Nominations are limited to one commissioned and one warrant officer per battalion/squadron-sized element. The awards committee will select recipients of the Company Grade Officer Award for presentation on Saturday, 25 April 2020, during the NGAA general conference in Little Rock, AR.
	3. Tasks to Subordinate Units.
		1. Arkansas Army National Guard.
			1. 39th IBCT. See coordinating instructions.
			2. 77th CAB. See coordinating instruction.
			3. 87th TRP CMD. See coordinating instructions.
			4. 142nd FAB. See coordinating instructions.
			5. MEDCOM. See coordinating instructions.
		2. Arkansas Air National Guard.
			1. HQ. See coordinating instructions.
			2. 188th WG. See coordinating instructions.
			3. 189th AW. See coordinating instructions.
		3. JFHQ-Arkansas. See coordinating instructions.
			1. 233rd RTI. See coordinating instructions.
			2. NGMTC. See coordinating instructions.
			3. FCJMTC. See coordinating instructions.
			4. RMTC. See coordinating instructions.
			5. JFHQ-Detachment. See coordinating instructions.
	4. Tasks to Staff.
		1. DCSPER (G1). None.

 JSS (J1). None.

* + 1. Security/Intel (G2). None.
		2. DCSOPS (G3). None.
		3. DCSLOG (G4). None.
		4. DCSIM (G6). None.
		5. DCSEN. None.
		6. DCSAVN. None.
		7. Safety. None.
		8. DOMS (J3/7). None.
		9. HRO (J1). None.
		10. STRAT (J5). None.
		11. PAO. None.
		12. IG. None.
		13. SJA. None.
		14. Chaplain. None.
	1. Coordinating Instructions.
		1. USPFO Coordination. None.
		2. Nominations must be in letter/memorandum format and include complete point of contact information of the nominating officer. Include any clippings from newspapers, official military documents (honor graduate, commandant’s list, etc.), certificates, etc. which will lend additional support to the nomination.
		3. Criteria for the award are as follows:
			1. Current annual or life member of NGAA.
			2. Appropriate grade at time of submission.
			3. Narrative of commendable military accomplishments in the year **2019.**
			4. Narrative of commendable civilian accomplishments in the year **2019.**
			5. Narrative of leadership traits and/or other factors of personal nature that commends the candidate for recognition.
		4. Submit all nomination packets to NGAA, Attention: Company Grade Officer Awards Committee, Post Office Box 663, North Little Rock, Arkansas 72115 or via e-mail to Lt Col Paul Needham at paul.j.needham.mil@mail.mil, (479-573-5335).
		5. All nominations must be received by NGAA NLT 15 March 2020.
1. **Sustainment.**
2. **Command.**
	1. Command. No Change.
	2. Control. None.
	3. Signal. Point of contact for this order is Lt Col Paul Needham, NGAA Company Grade Committee Chair, at (479) 573-5335 or paul.j.needham.mil@mail.mil.

**ACKNOWLEDGE**

 **PENN**

 **Maj Gen**

**OFFICIAL:**

**VINES**

Director of the Joint Staff

**ATTACHMENTS:**

1. Nominee Cover Letter Example
2. Nominee POC Information Example