DEPARTMENT OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON VA 22202-3231

S: 15 February 2007

NGB-EO

16 October 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army National Guard (ARNG) Equal Opportunity Advisor (EOA) of the Year Award

1. As part of the National Guard Bureau Equal Opportunity/Equal Employment Opportunity and Civil Rights (NGB-EO/EEO & CR) 2007 Conference, NGB-EO will sponsor an awards ceremony to recognize the ARNG EOA of the Year. This award is presented to the EOA who has distinguished him or herself through their contributions in human relations and equal opportunity within the Army National Guard and their local community.

2. A panel of senior equal opportunity specialists, designated by the NGB Director, Office of Equal Opportunity and Civil Rights, will review and evaluate the nominations and select the ARNG EOA winner from the packets submitted. The ARNG EOA of the Year will then go on to represent the Army National Guard and compete with the Army's Major Commands (MACOMs) at the Army Wide EOA Conference in 2007.

a. Sergeant Major Hudson, Swinton W. from the South Carolina National Guard was honored as the ARNG EOA of the Year award winner at the 2006 NGB-EO/EEO Conference. SGM Hudson will represent the ARNG at the Army Wide EOA Conference in December 2006.

3. The nomination packets are based on the following criteria:

a. Identify the significant contributions the EOA has made in the equal opportunity program that has directly impacted the organizational readiness.

b. Identify the significant contributions the EOA has made in designing and/or implementing in the following: Commander's Equal Opportunity Program; Affirmative Actions Plans; EOR Training; Consideration for Others (CO2) Training; and Community Outreach Programs.

c. Identify the significant contributions the EOA has made in fostering positive leadership relationships within the chain of command and community partnership.

d. Identify how the EOA has supported the full integration and promotion of minorities and women within the ARNG and community.

e. Identify how the EOA supports the advancement of fairness, equality, dignity and respect for the soldiers, family members and civilians of their command by:

(1) Fostering an innovative and harmonic environment between the military and civilian community.

(2) Assisting the command in overcoming discrimination and eliminating barriers that hinder equal opportunity.

(3) Promoting the tenets of civil/human rights, equal opportunity, human relations, and public service programs within the ARNG and community.

(4) Creating training opportunities that will support and contribute to the advancement of our understanding and valuing of diversity.

4. The nomination packet must include:

a. A two-page maximum in length, double-spaced narrative outlining "Diversity Specific" and "Equal Opportunity Related" accomplishments and contributions during the previous twelve months as stated above in paragraph 3a through 3e.

b. One page in length maximum double-spaced biography of the nominee.

c. A current (within 12 months) color or black and white official photograph of the individual in Class A uniform.

d. Submit packet with endorsements from soldier's highest-level Commander and the Adjutant General.

e. Forward EOA packet **NLT 15 February 2007** to NGB-EO, 1411 Jefferson Davis Highway, ATTN: ARNG EO Program Manager, Arlington, VA 22202-3231.

NGB-ZC-EO
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5. The point of contact for this action is MAJ Rhonda Pugh at DSN 327-1704 or Comm 703-607-1704 and SGM Victor Angry at DSN 327-0783 or CM 703-607-0783.

FELTON PAGE
Director, Office of EO and Civil Rights
National Guard Bureau

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