

# Headquarters Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 1250.31

July 8, 2013

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NOP

SUBJECT: Outreach Program

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Replaces the National Committee for Employer Support of the Guard and Reserve (NCESGR) Instruction 1250.31 (Reference (a)). Additionally, cancels NCESGR Instruction 1250.28, "Employer Awards," October 1, 2008, and incorporates into Enclosure 3 of this instruction.

b. Establishes policy and assigns responsibilities for the Employer Support of the Guard and Reserve (ESGR) Outreach Program consistent with Department of Defense (DoD) Directive (DODD) 1250.01; DoD Instruction 1205.12; ESGR Strategic Plan; NCESGR Instruction 1250.21; ESGR Instruction 1250.30; NCESGR Instruction 1250.40; HQ, ESGR Instruction 1250.02; ESGR Operational Memo 2006-01; ESGR Operational Memo 2008-02; HQ ESGR Instruction 1250.05; ESGR Operational Memo 2008-01 (References (b) through (l)).

2. APPLICABILITY. This Instruction applies to all ESGR.

3. INTENT. The intent of the ESGR Outreach Program is to execute balanced and integrated outreach to ESGR's primary customers: Reserve Component (RC) Service members (Guardsmen and Reservists) and their employers. As ESGR seeks to promote a culture in which employers support and value the military service of their employees, RC Service members and their employers need to be informed of their respective Uniformed Services Employment and Reemployment Rights Act (USERRA) responsibilities and rights and encouraged to make ESGR their initial contact for any USERRA or employer support issue.

4. PROCEDURES

- a. Conduct focused outreach efforts to brief employers and affirm their level of support as evidenced by achievement of the goals for Statement of Support (SoS) signings and other criteria outlined in the ESGR Strategic Plan.
- b. Brief all mobilizing Guard and Reserve Service members on USERRA.
- c. Ensure all RC unit leaders are briefed on USERRA rights and ESGR services annually.
- d. Educate employers on the value, experience, leadership and unique skills Service members can bring to the workforce.
- e. Facilitate employment opportunities by helping Service members be more competitive in the job market.

5. POLICY

- a. ESGR customers, namely RC Service members and their employers, will be informed about USERRA and ESGR.
- b. Employers of RC Service members will be recognized for their outstanding support.
- c. An ESGR Employer Outreach Director (EOD) and a Military Outreach Director (MOD) will be identified within each State Committee (SC) for the primary purpose of planning and executing SC outreach activities, per Reference (j).
- d. The SC shall execute outreach programs in alignment with the ESGR Strategic Plan and other guidance.
- e. The ESGR mission statement specifically notes that ESGR facilitates and promotes a cooperative culture of employer support for National Guard and Reserve service by developing and advocating mutually beneficial initiatives; recognizing outstanding employer support; increasing awareness of applicable laws and policies; resolving potential conflicts between employers and their Service members; and acting as the employers' principal advocate within DoD. To that end, Headquarters Employer Support of the Guard and Reserve (HQ ESGR) has developed a sequential and progressive employer awards program that provides increasing levels of recognition based on civilian employer support of National Guard and Reserve members. Four awards are currently utilized by ESGR SC to honor deserving employers.

6. RESPONSIBILITIES. See Enclosure 2.

7. RELEASABILITY. **Unlimited**. This Instruction is approved for public release. Copies may be obtained online from the ESGR Website at <http://www.esgr.mil/Volunteers/Volunteer-Resources.aspx>

8. EFFECTIVE DATE. This Instruction is effective immediately.



Ronald G. Young  
Executive Director

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ENCLOSURE 1

REFERENCES

- (a) NCESGR Instruction 1250.31, "Outreach Program," October 1, 2008, as amended (hereby canceled)
- (b) DoD Directive 1250.01, "National Committee for Employer Support of the Guard and Reserve (NCESGR)," March 17, 1997
- (c) DoD Instruction 1205.12, "Civilian Employment and Reemployment Rights of Applicants for, and Service Members and Former Service Members of the Uniformed Services," April 4, 1996
- (d) ESGR FY13-FY18 Strategic Plan, January 17, 2013
- (e) NCESGR Instruction 1250.21, "Statement of Support Program," October 1, 2008
- (f) ESGR Instruction 1250.30, "Secretary of Defense Employer Support Freedom Awards," January 4, 2011
- (g) NCESGR Instruction 1250.40, "Public Affairs Policy and Procedures," October 1, 2008
- (h) HQ, ESGR Instruction 1250.02, "ESGR Structure & Operating Procedures," August 11, 2010
- (i) ESGR Operational Memo 2006-01, "Civilian Employment Information," January 13, 2006
- (j) ESGR Operational Memo 2008-02, "ESGR Products," May 6, 2008
- (k) HQ ESGR Instruction 1250.05, "Employer Support of the Guard and Reserve (ESGR) Subcommittee Management," October 23, 2011
- (l) ESGR Operational Memo 2008-01, "FY-09 Fiscal Guidance to Field Committees (FC) – FC Business Plans," February 28, 2008

ENCLOSURE 2

RESPONSIBILITIES

1. HEADQUARTERS EMPLOYER SUPPORT OF THE GUARD AND RESERVE (HQ ESGR). HQ ESGR will:

- a. Provide overall outreach program objectives, guidance, policy, products, resources and oversight.
- b. Provide electronic “how-to” and “best practices” materials for SC use.
- c. Provide one HQ ESGR EOD and one HQ ESGR MOD to be the single source of information dissemination and collection to and from the SCs.
- d. Develop training materials and template products for RC units to assist in the implementation of employer relations/USERRA training.
- e. Develop training material and template products for employers to assist in the implementation of RC Service member relations/USERRA training.
- f. Provide Civilian Employment Information (CEI) data when available.
- g. Ensure SCs have access to the most current products from the fulfillment vendor.
- h. Establish reporting requirements and procedures for outreach activities and collect data as reported by SC.
- i. Ensure Outreach Subcommittee is fully operational in accordance with (IAW) Subcommittee Instruction (Reference (I)).
- j. Coordinate with the RC Service Chiefs via the Reserve Component Liaisons (RCLs) to ensure consistent chain-of-command involvement across all RC Services.

2. STATE COMMITTEE (SC) CHAIR. The SC Chair will:

- a. Appoint a SC MOD to manage and monitor the Military Outreach (MO) Program.
- b. Appoint a SC EOD to manage and monitor the Employer Outreach (EO) Program.
- c. Ensure the SC EOD and MOD receive appropriate training for their respective positions and are aware of the expectations of their roles.

d. Ensure planning, execution, and reporting of outreach programs is in alignment with the ESGR Strategic Plan and guidance from HQ ESGR Executive Director.

e. Ensure that outreach programs take advantage of, and are IAW, the full spectrum of outreach products, services, and programs, as per (References (d) through (i)).

f. Ensure that ESGR outreach is accomplished with approved ESGR products secured through the online store maintained by the fulfillment vendor. Ensure compliance IAW (Reference (k)) for the creation and use of all ESGR products.

g. Gain and maintain relationships with centers of influence, such as senior military, government, and industry leaders, within the SC area of responsibility (AOR).

3. MILITARY OUTREACH DIRECTOR (MOD). The SC MOD will:

a. Ensure briefings are conducted at mobilization/demobilization activities in their AOR to ensure RC Service members understand their responsibilities to their employer and rights under USERRA.

b. Lead SC initiatives to brief all RC units' leadership (commander and senior enlisted as a minimum) on USERRA rights and responsibilities and ESGR services in the SC's AOR on an annual basis.

c. Design and execute an appropriate MO SC structure as necessary to accomplish the MO mission.

d. Maintain regular contact with the HQ ESGR MO office. Recommend communicating at least once a month via email, phone or other suitable means.

e. Use Patriot Awards opportunities to obtain SoS.

f. Promote Patriot Award nominations for employers of Service members and the spouses of Service members.

g. Ensure MO volunteers have the necessary materials, resources and training to implement the MO Program.

h. Consolidate and report MO activities through SC Chair or appropriate SC representative to HQ ESGR MO office as required.

i. Maintain a SC listing of actively-serving MO volunteers.

j. Coordinate with State Chair and Area Chairs to ensure a Military Outreach Coordinator (MOC) is appointed to each RC command/unit in the State as necessary.

- k. Train and supervise MOCs to include USERRA training and Military Outreach E-Learning modules.
- l. Ensure MOCs have necessary materials and resources to effectively accomplish the mission.
- m. Provide unit location, contact information, and available administrative data for all units in assigned area.
- n. Maintain a SC listing of actively serving MOCs

4. EMPLOYER OUTREACH DIRECTOR (EOD). The SC EOD will:

- a. Lead SC initiatives to gain SoS from known and potential employers of Guardsmen and Reservists in the SC AOR each fiscal year (FY).

(1) Conduct focused outreach efforts to brief employers to affirm their level of support as evidenced by achievement of the goals for SoS signings and other criteria outlined in the ESGR Strategic Plan.

(2) SC SoS projected goals should be submitted to HQ ESGR via the respective Regional Deputy Director (RDD) by May 31st of each calendar year for the following FY.

(3) The computation of SoS goals for each FY should be in accordance with current ESGR Strategic Plan guidance.

(4) Even though all SoSs count equally, continue to stay focused and apply most of the SoS program effort on the “known employers” of Guard and Reserve when obtaining SoSs. This emphasis is based on the understanding that employers with Guard and Reserve Service member employees have a higher likelihood of hiring additional Service members.

(5) Use SC historical average of SoSs as a starting point to compute the SC goal for each FY and the total population within your State that have not already signed an SoS.

- b. Use Patriot Award submissions to identify employers likely to sign a SoS.
- c. Design and execute an appropriate EO SC structure as necessary to accomplish the EO mission.
- d. Manage and distribute CEI data to SC members for execution of outreach initiatives and activities, as available.
- e. Maintain regular contact with the HQ ESGR EO Office. Recommend communicating at least once a month via email, phone or other suitable means.

f. Ensure EO volunteers have the necessary materials, resources and training to implement the EO Program.

g. Consolidate and report EO activities through SC Chair or appropriate SC representative to HQ ESGR EOD as required.

h. Maintain a SC listing of actively-serving EO Volunteers.

5. MILITARY OUTREACH COORDINATOR (MOC). The SC MOC will:

a. Gain an understanding of the RC and the Operational Reserve.

b. Identify assigned unit(s) and maintain contact as appropriate.

c. Build and maintain units file on assigned unit(s).

d. Promote unit EO activities at the unit level and provide assistance as requested.

e. Promote Patriot Award nominations for Employers of Service members and the spouses of Service members.

f. Provide employer relations and USERRA training assistance during mobilization and demobilization activities, as requested.

g. Report outreach activities and results through the established reporting system to the SC and the HQ ESGR.

h. Assist the MOD in all MO functions.

ENCLOSURE 3

EMPLOYER AWARDS

1. PATRIOT AWARD

a. Description. The Patriot Award is the first in a series of employer awards. It is intended to recognize individual supervisors, not the employer organization as a whole. Patriot Award nominations may be initiated by RC members or their spouses. Nominated employers will receive a Patriot Award certificate and a lapel pin.

b. Eligibility

(1) Nominators. Only RC members actively serving in a RC unit or serving on Active duty or members of their immediate family are eligible nominators.

(2) Recipients. Only persons who are supervisors or other managerial level personnel of the RC member or their spouse are eligible to receive the award. Employers of members of a Service member's immediate family are not eligible to receive the award. SCs are authorized maximum discretion to consider the Seven Seals Award, Above and Beyond Award, or other award for smaller employers, nominations without an individually named supervisor, etc.

c. Processing

(1) Nominators are encouraged to use the online form available at <http://www.esgr.mil> or submit a nomination form to the appropriate SC. A detailed questionnaire is an integral portion of the nomination form. The nomination form (Enclosure 4) may also be mailed to HQ ESGR. The mailing address is located on the form.

(2) The fulfillment contractor receives, reviews and prepares the certificate. Total processing time is to be accomplished within 15 business days.

(3) Nominators may indicate where the certificate and award are to be sent (i.e. to the nominator, or to the local SC). If the nominator chooses their local SC as the recipient, the certificate is mailed to the designated ESGR representative who will coordinate presentation of the award.

(4) The Program Support Technician (PST) will advise the appropriate SC members of the award. SCs are then encouraged to use the pool of award recipients for consideration for other ESGR awards such as the Above and Beyond and the Pro Patria Awards.

(5) Patriot Awards are funded by ESGR.

d. Award Presentation

(1) ESGR SC will take full responsibility for and encourage unit commanders to assist with the following in the presentation of the Patriot Award:

(a) Verify the information on the award is correct.

(b) Contact the nominator and award recipient, or the employer, to arrange the date, time and location of the presentation. The goal is to present the award to the recipient within 45 days of the initial recommendation.

(2) Issues to consider when arranging a presentation:

(a) If the recipient is a member of a local business or civic club, arrange to make the presentation at a meeting of that club.

(b) If the recipient is in local government, consider making the presentation in the mayor's office, at a town council meeting, or at any venue that is deemed appropriate for government employees.

(c) If possible, invite the family of the recipient.

(d) For employers of statewide or national stature, inform the RDD who will inform ESGR National Outreach and Plans (NOP) Directorate so they have the opportunity to coordinate a representative from HQ ESGR and/or DoD and also provide additional public affairs (PA) support.

(e) Whenever possible, utilize media and the employer's public relations office to publicize the award. To assist the SC, HQ ESGR has created a PA toolkit with press release templates, available on the internet at <http://www.esgr.mil>. NOP may also provide PA support upon request.

(3) Post presentation follow-up by the SC with the employer is strongly encouraged.

(4) Facilitate obtaining a SoS, if one has not already been obtained.

## 2. ABOVE AND BEYOND AWARD

a. Description. The Above and Beyond Award honors employers of RC members who go above and beyond the USERRA requirements. Examples of above and beyond support from employers of RC members include continuation of benefits, providing pay differential and assisting with childcare. This award is given by an individual ESGR SC.

b. Eligibility. Employers who have at least one supervisor or other representative that has previously received the Patriot Award and have signed a SoS are eligible to receive the Above and Beyond Award. If a SoS has not been signed by the recipient, a SoS signing ceremony may be combined with the Above and Beyond Award presentation.

c. Processing

(1) The Above and Beyond Award is requested by the SC Chair or, upon approval by the SC Chair, by the Awards Chair or designated representative to the fulfillment contractor.

(2) The employer's name, business address, business phone, e-mail address and the point of contact will be provided to the award fulfillment contractor by the SC for processing of the award.

(3) 15 business days processing time is required.

(4) The award is sent to the requesting ESGR SC representative who coordinates presentation of the award. The SC representative ensures the award inscription is correct when received from the fulfillment contractor.

(5) The cost of Above and Beyond Awards ordered by a SC is deducted from its annual allotment of fulfillment spending.

d. Award Presentation. The Above and Beyond Award follows the same guidelines as those discussed for the Patriot Award in paragraph 1d of this enclosure, except there is no Service member nominator to coordinate with.

3. PRO PATRIA AWARD

a. Description. The Pro Patria Award is the highest award that an ESGR SC may bestow upon employers within their purview.

b. Eligibility. Employers who have at least one supervisor or other representative that has previously received the Patriot Award, the Above and Beyond Award, and have signed an SoS are eligible to receive the Pro Patria Award.

(1) Each calendar year, a SC may present one Pro Patria Award to an employer in each of the following three employer categories: Public Sector, Large Private Employer, and Small Private Employer.

(2) In cases where a SC wishes to present more than three Pro Patria Awards in a calendar year, the ESGR Executive Director or Deputy Executive Director must authorize the additional award(s).

c. Processing

(1) SC are encouraged to submit a request (but are not required) to the ESGR Ombudsman (OMB) Directorate to conduct a USERRA compliance review of the Pro Patria nominees prior to presentation of the award.

(2) The cost of Pro Patria Awards ordered by a SC is deducted from its annual allotment of fulfillment spending.

(3) 15 business days processing time is required.

(4) The award is sent to the requesting ESGR SC representative who coordinates presentation of the award. The SC representative ensures the award inscription is correct when received from the fulfillment contractor.

d. Award Presentation. The Pro Patria Award follows the same guidelines as those discussed for the Patriot Award in paragraph 1d of this enclosure, except there is no Service member nominator to coordinate with.

#### 4. SEVEN SEALS AWARD

a. Description. The Seven Seals Award is the broadest and most inclusive award given by ESGR, as it may be awarded to employers, ESGR staff members and , or any person or entity that significantly advances the ESGR mission.

b. Eligibility. The Seven Seals Award is presented at the discretion of the SC Chair or by ESGR senior leadership in recognition of significant individual or organizational achievement, initiative, or support that promotes and supports the ESGR mission.

c. Processing

(1) The Seven Seals Award is requested by the SC Chair or, upon approval by the SC Chair, by the Awards Chair or designated representative to the fulfillment contractor.

(2) The recipient's name, address, phone, email address, and the point of contact at the SC will be provided to the award fulfillment contractor by the SC for processing of the award.

(3) 10 business days processing time is required.

(4) The award is sent to the requesting ESGR SC representative who coordinates presentation of the award. The SC representative ensures the award inscription is correct when received from the fulfillment contractor.

(5) The cost of Seven Seals Awards ordered by a SC is deducted from its annual allotment of fulfillment spending.

d. Award Presentation. The Seven Seals Award follows the same guidelines as those discussed for the Patriot Award in paragraph 1d of this enclosure, except there is no Service member nominator to coordinate with.

#### 5. EXTRAORDINARY EMPLOYER SUPPORT (EES) AWARD.

a. Description

(1) The EES AWARD is an ESGR SC level award recognizing sustained employer support of their Service member employees; it provides a means of encouraging employers to continue supporting their Service members. This award is **subordinate to the Secretary of Defense Employer Support Freedom Award**. Although awarded subsequently, it is not superior to the Freedom Award.

(2) The award is intended specifically for the recognition of private and public employers, not individuals or supervisors. EES Award nominations will come from the SC. Nominated employers will be reviewed for eligibility, to include a review of any USERRA cases, before being considered for the award. Final award decision rests with the State Chair. Awardees will receive an EES Award plaque. The EES Award is signed by the ESGR National Chairman and Executive Director further highlighting the point that it is an ESGR-level award.

b. Eligibility. The minimum period for consideration for sustained support will be three years. Additional consideration for subsequent awards can be given in three-year increments from the initial award.

(1) Nominators. SC members are eligible nominators. The SC Chair is the approval authority.

(2) Recipients. Previous recipients of the Pro Patria or Secretary of Defense Employer Support Freedom Award are eligible for nomination of this award, with eligibility being verified by the respective SC. This award was created to allow ESGR to recognize prior recipients of the highest DoD awards for sustained support of the Guard and Reserve. This allows appropriate recognition when there are no other viable options to recognize deserving employers that continue to provide extraordinary support for Guard and Reserve Service members in their employ.

c. Processing

(1) Nominators will fill out a nomination form (Enclosure 5) and mail or email to the appropriate RDD at HQ ESGR.

(2) RDDs coordinate with the OMB Directorate for a USERRA case review in order for the nomination to proceed. OMB returns the nomination to the RDD within 7 business days of receipt.

(3) RDDs inform the NOP Directorate if the award is for an employer of national stature to provide the opportunity to coordinate participation of a representative from HQ ESGR and/or DoD. NOP will also conduct a public affairs review.

(4) RDDs return the coordinated nomination back to the designated local ESGR representative, and copy the fulfillment Contracting Officer Representative who in-turn coordinates with the fulfillment contractor for processing.

(5) The fulfillment contractor will receive the approved nomination, review and prepare the award. Shipping will occur in 7-10 business days from receipt of nomination.

(6) The SC will indicate where to send the award.

(7) The PST will advise appropriate SC members of the award.

(8) The EES Award is funded by the SC; the cost is deducted from its annual allotment for fulfillment spending.

(9) SC must maintain a historical archive of all EES award recipients.

d. SC Presentation of Award

(1) The ESGR SC will take full responsibility for and encourage unit commanders to assist with the following in the presentation of the EES Award:

(a) Verifying the information on the award is correct.

(b) Contacting the award recipient or the company to arrange the date, time and location of the presentation.

(2) Other issues to consider when arranging a presentation:

(a) If the recipient is a member of a local business, civic club or professional organization, arrange to make the presentation at one of their meetings.

(b) If the recipient is in local government, consider making the presentation in the mayor's office, at a municipal government meeting, or at any venue that is deemed appropriate for government employees.

(c) For employers of national stature, inform the RDD who will inform HQ ESGR NOP so they have the opportunity to coordinate participation of a representative from HQ ESGR and/or DoD and to provide additional PA support.

(d) Whenever possible, utilize media and the employer's public relations office to publicize the award. To assist the SC, HQ ESGR has created a PA toolkit with press release templates, available on the internet at <http://www.esgr.mil>. NOP may also provide PA support upon request.

(3) Post presentation, SC follow-up with the employer is strongly encouraged.

ENCLOSURE 4

ESGR PATRIOT AWARD NOMINATION FORM

# EMPLOYER SUPPORT OF THE GUARD AND RESERVE PATRIOT AWARD NOMINATION FORM

**Privacy Act Statement:**

**Authority:** 38 U.S.C. Chapter 43, Employment and Reemployment Rights of Members of the Uniformed Services (USERRA); DoD Directive 12501, National Committee for Employer Support of the Guard and Reserve; DoD Instruction 1205.22, Employer Support of the Guard and Reserve; and DoD Instruction 1205.12, NCESGR Instruction 1250.28, Employer Awards.

**Purpose:** To allow members of the Guard and Reserve Component personnel and their family members to submit nominations for Employer Awards.

**Routine Use(s):** To process awards for Civilian Employers nominated by Guard and Reserve personnel and to collect and report statistical data for annual reports to Congress and appropriate DoD agencies about Employer Support of the Guard and Reserve Activities.

**Disclosure:** Voluntary; however, failure to provide accurate contact information and other solicited information may prevent or delay processing the request.

*All Guard and Reserve Service members and their spouses are eligible to nominate their supervisor for a Patriot Award!*

**Award Recipient Information:**

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

Supervisor's Full Name ( REQUIRED ): \_\_\_\_\_

Company or Business Where You Work: \_\_\_\_\_

Company or Business Street Address: \_\_\_\_\_ Suite#: \_\_\_\_\_

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

Award Recipient's Email: \_\_\_\_\_

Company or Business Telephone ( please include area code ): \_\_\_\_\_

Company or Business Website ( if available ): \_\_\_\_\_

**Nominator Information:** Note - Awards are shipped by UPS to the nominator or ESGR Committee in the recipient's state for formal presentation. UPS will not ship to PO, APO or FPO addresses so please list a STREET address.

Your First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Your Last Name: \_\_\_\_\_

Your Rank or Relationship to Service Member: \_\_\_\_\_

Your Street Address: \_\_\_\_\_ Suite or Apt#: \_\_\_\_\_

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

Your Email: \_\_\_\_\_

Your Daytime Phone Number ( please include area code ): \_\_\_\_\_

Your Component ( circle one ): ARNG USAR USMCR USNR ANG USAFR USCGR

Your Unit: \_\_\_\_\_ Unit Identification Code: \_\_\_\_\_

**My Boss ( Please check all that apply ):**

- Is highly supportive of my Guard or Reserve service even when I am called on short notice.
- Outwardly recognizes me as a special asset because I am in the Guard or Reserve.
- Continues my salary while I am on active duty.
- Continues my company benefits while I am on active duty.
- Hires someone to fill in for me when I am on active duty or annual training duty.
- Keeps in touch with my family when I am on active duty for more than 30 days.
- Should be considered for a higher level award! Please write a few additional comments below to help us make that determination.

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

Please ship the Award to ( check one ):  My address, or  My supervisor's State ESGR Committee for formal presentation

Submitted by ( signature ): \_\_\_\_\_



WWW.ESGR.MIL 1-800-336-4590  
PAT AWARD NOM FORM / ESGR-EB128 / 12\_2012

# TO NOMINATE YOUR SUPERVISOR:

- Fill out, fold, tape closed and mail this form ( see below for the address ) or...
- Fill out this form and fax it to 1-316-651-0361 or...
- Visit [www.ESGR.mil/Patriot](http://www.ESGR.mil/Patriot) to complete the form online or...
- Scan and email completed form to [PatriotAwardNominations@exhibitarts.net](mailto:PatriotAwardNominations@exhibitarts.net) and please enter "Patriot Award Nomination Form" in the subject line.



## REWARD YOUR BOSS!

The **Patriot Award** is one of several employer awards. It is intended specifically for the recognition of individual supervisors. **Patriot Award** nominations may come only from Guard and Reserve Service members or their spouses. The award is an easy way for the Service member to recognize the importance of his or her supervisor's support. Nominated employers receive a **Patriot Award** certificate and accompanying lapel pin. Fill out this form or visit [www.ESGR.mil/Patriot](http://www.ESGR.mil/Patriot) to nominate your boss today! For more information, please call 1-888-651-0389, or send a message to

[PatriotAwardNominations@exhibitarts.net](mailto:PatriotAwardNominations@exhibitarts.net)

PLEASE FOLD, TAPE CLOSED AND MAIL



**ESGR AWARDS  
EXHIBIT ARTS  
326 N ATHENIAN AVE  
WICHITA KS 67203-9804**

POSTAGE WILL BE PAID BY ADDRESSEE

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 6413  
WICHITA KS



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES




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ENCLOSURE 5

ESGR EXTRAORDINARY EMPLOYER SUPPORT (EES) AWARD NOMINATION FORM

## EMPLOYER SUPPORT OF THE GUARD AND RESERVE EXTRAORDINARY EMPLOYER SUPPORT AWARD

All State Committee Members are eligible to nominate employers for an Extraordinary Employer Sustainment Award. **Date:** \_\_\_\_\_

**Award Recipient Information:**

Award Organization's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ Suite #: \_\_\_\_\_

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

Telephone ( please include area code ): \_\_\_\_\_

Website ( if available ): \_\_\_\_\_

**Nominating ESGR State Committee:**

Point of Contact: \_\_\_\_\_

Ship To: \_\_\_\_\_ Suite or Apt#: \_\_\_\_\_

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

Your Email: \_\_\_\_\_

Your Daytime Phone Number ( please include area code ): \_\_\_\_\_

**This Company ( Please check all that apply ):**

- Is highly supportive of service members even when called to duty on short notice.
- Outwardly recognizes employees as assets because they are in the Guard or Reserve.
- Continues employee's salary while on active duty.
- Continues employee's benefits while on active duty.
- Hires additional help to fill in while service members are on a ctive duty or annual training.
- Keeps in touch with employee's family while on active duty for more than 30 days.

Describe Extraordinary Support as you see it. (Please write a few additional comments below to help us make that determination)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Qualifying Criteria:**

- Freedom Award      or       Pro Patria, and verify       5-Year Sustainment Met

**Additional Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESGR/OMB Screened for USERRA Violations by: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ENCLOSURE 6

SUMMARY OF CHANGES

This instruction revises and replaces NCESGRI 1250.31 dated October 1, 2008. Specific changes include.

1. **Page 1. Paragraph 3 DEFINITIONS** removed in accordance with DODI Standards available on the internet from the DoD Issuance Website at [http://www.dtic.mil/whs/directives/corres/writing/process\\_index.html](http://www.dtic.mil/whs/directives/corres/writing/process_index.html).
  
2. **Page 2. Paragraph 4 changed ENDSTATE into PROCEDURES** paragraph.
  - a. Added paragraph a. Conduct focused outreach efforts to brief employers to affirm their level of support as evidenced by achievement of the goals for SoS signing and other criteria outlined in the ESGR Strategic Plan.
  
  - b. Added paragraph d. Educate employers on the value, experience, leadership and unique skills Service members can bring to the workforce.
  
  - c. Added paragraph e. Facilitate employment opportunities by helping Service members be more competitive in the job market.
  
3. **Page 2. Paragraph 5 under POLICY** added paragraph e.
  - a. Updated paragraph d. The SC shall execute outreach programs in alignment with the ESGR Strategic Plan and other guidance.
  
  - b. Added paragraph e. The ESGR mission statement specifically notes that ESGR facilitates and promotes a cooperative culture of employer support for National Guard and Reserve service by developing and advocating mutually beneficial initiatives; recognizing outstanding employer support; increasing awareness of applicable laws and policies; resolving potential conflicts between employers and their Service members; and acting as the employers' principal advocate within DoD. To that end, Headquarters Employer Support of the Guard and Reserve (HQ ESGR) has developed a sequential and progressive employer awards program that provides increasing levels of recognition based on civilian employer support of National Guard and Reserve members. Four awards are currently utilized by ESGR SC to honor deserving employers.
  
4. **Page 4. Added Table of Contents.**

**5. Page 5. Updated References.**

- a. Removed reference (f). NCESGR Instruction 1250.28 Employer Awards, April 14, 2008.
- b. Removed reference (i). NCESGR Instruction 1250.20, Strategic Alliance Program, February 15, 2007.

**6. Page 6. Paragraph 1 HQ ESGR.**

- a. Removed paragraph f. Ensure the Guard and Reserve Unit Facility Stationing (GRUFS) online or similar database used by FC is updated bi-annually with current unit information.
- b. Replaced with: f. Make civilian Employment Information (CEI) data available when available.
- c. Removed paragraph g. Provide accurate and timely CEI data bi-annually to FC EOD.
- d. Updated paragraph j. Coordinate with the RC Service Chiefs via the Reserve Component Liaisons (RCLs) to ensure consistent chain-of-command involvement across all RC Services.

**7. Page 7. Paragraph 3 MOD.**

- a. Removed paragraph d. Manage GRUFS data to FC members for execution of outreach initiatives and activities.
- b. Replaced with: d. Maintain regular contact with the HQ ESGR MO office. Recommend communicating at least once a month via email, phone or other suitable means.
- c. Removed paragraph e. Maintain regular (once a month) contact with National MO Manager.
- d. Removed paragraph f. Use Patriot Awards to obtain SoS.
- e. Replaced with: f. Promote Patriot Award nominations for employers of Service members and the spouses of Service members.
- f. Added paragraphs i, j, k, l, m, n.
  - (1) i. Maintain a SC listing of actively-serving MO volunteers.

(2) j. Coordinate with State Chair and Area Chairs to ensure a Military Outreach Coordinator (MOC) is appointed to each RC command/unit in the State as necessary.

(3) k. Train and supervise MOCs to include USERRA training and Military Outreach E-Learning modules.

(4) l. Ensure MOCs have necessary materials and resources to effectively accomplish the mission.

(5) m. Provide unit location, contact information, and available administrative data for all units in assigned area.

(6) n. Maintain a SC listing of actively serving MOCs

**8. Page 8. Paragraphs a-h updated.**

a. Removed paragraph a. Lead FC initiatives to gain Statements of Support from 20 percent of CEI-identified employers in the FC AOR on an annual basis.

b. Replaced with: a. Lead SC initiatives to gain SoS from known and potential employers of Guardsmen and Reservists in the SC AOR each FY.

(1) Conduct focused outreach efforts to brief employers to affirm their level of support as evidenced by achievement of the goals for SoS signings and other criteria outlined in the ESGR Strategic Plan

(2) SC SoS projected goals should be submitted to HQ ESGR via the respective Regional Deputy Director (RDD) by May 31st of each calendar year for the following FY.

(3) The computation of SoS goals for each FY should be in accordance with current ESGR Strategic Plan guidance.

(4) Even though all SoSs count equally, continue to stay focused and apply most of the SoS program effort on the “Known Employers” of Guard and Reserve when obtaining SoSs. This emphasis is based on the understanding that employers with Guard and Reserve Service member employees have a higher likelihood of hiring additional Service members.

(5) Use SC historical average of SoSs as a starting point to compute the SC goal for each FY and the total population within your State that have not already signed an SoS.

c. Added paragraph b. Use Patriot Award submissions to identify employers likely to sign an SoS.

d. Renumbered paragraphs c – h.

e. Removed paragraph d. Maintain regular (once a month) contact with National EO Manager.

f. Replaced with: e. Maintain regular contact with the HQ ESGR EO Office. Recommend communicating at least once a month via email, phone or other suitable means.

**9. Page 9. Paragraph 5 added.**

5. MOC. The SC MOC will:

- a. Gain an understanding of the RC and the Operational Reserve
- b. Identify assigned unit(s) and maintain contact as appropriate.
- c. Build and maintain units file on assigned unit(s).
- d. Promote unit EO activities at the unit level and provide assistance as requested.
- e. Promote Patriot Award nominations for Employers of Service members and the spouses of Service members.
- f. Provide employer relations and USERRA training assistance during mobilization and demobilization activities, as requested.
- g. Report outreach activities and results through the established reporting system to the SC and the HQ ESGR.
- h. Assist the MOD in all MO functions.

**10. Page 10. Converted NCESGR Instruction 1250.28, "Employer Awards," October 1, 2008 into Enclosure 3, Employer Awards and updated the following paragraph.**

a. Updated paragraph 1b2. (2) Recipients. Only persons who are supervisors or other managerial level personnel of the RC member or their spouse are eligible to receive the award. Employers of members of a Service member's immediate family are not eligible to receive the award. SCs are authorized maximum discretion to consider the Above and Beyond or other award for smaller employers, nominations without an individually named supervisor, etc.

**11. Page 11 Updated paragraph 2b.**

a. Updated paragraph 2b. b. Eligibility. Employers who have at least one supervisor or other representative that has previously received the Patriot Award and have signed a SoS are

eligible to receive the Above and Beyond Award. If a SoS has not been signed by the recipient, a SoS signing ceremony may be combined with the Above and Beyond Award presentation.

**12. Page 12. Updated paragraph 3b.**

a. Updated paragraph 3b. b. Eligibility. Employers who have at least one supervisor or other representative that has previously received the Patriot Award, the Above and Beyond Award, and have signed an SoS are eligible to receive the Pro Patria Award.

**13. Page 13.** Added information on a new employer award: “5. EXTRAORDINARY EMPLOYER SUPPORT (EES) AWARD.”

**14. Page 14. Updated paragraphs 4a & 4b.**

a. Updated paragraph 4a. a. Description. The Seven Seals Award is the broadest and most inclusive award given by ESGR, as it may be awarded to employers, ESGR staff members and, or any person or entity that significantly advances the ESGR mission.

b. Updated paragraph 4b. b. Eligibility. The Seven Seals Award is presented at the discretion of the SC Chair or by Headquarters ESGR in recognition of significant individual or organizational achievement, initiative, or support that promotes and supports the ESGR mission.

**15. Page 16.** Added “Enclosure 4, ESGR PATRIOT AWARD NOMINATION FORM.”

**16. Page 17.** Added “Enclosure 5, ESGR EXTRAORDINARY EMPLOYER SUPPORT AWARD NOMINATION FORM.”

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

|         |  |
|---------|--|
| AOR     | Area of Responsibility   |
| CEI     | Civilian Employment Information                                  |
| CNMI    | Commonwealth of the Northern Mariana Islands                     |
| CONUS   | Continental United States  |
| DEMOB   | Demobilization   |
| DoD     | Department of Defense  |
| DoDI    | Department of Defense Instruction                                |
| EES     | Extraordinary Employer Support                                   |
| EO      | Employer Outreach  |
| EOD     | Employer Outreach Director                                       |
| ESGR    | Employer Support of the Guard and Reserve                        |
| ESGRI   | Employer Support of the Guard and Reserve Instruction            |
| FY      | Fiscal Year  |
| HQ ESGR | Headquarters Employer Support of the Guard and Reserve           |
| IAW     | In Accordance With   |
| MO      | Military Outreach  |
| MOB     | Mobilization   |
| MOD     | Military Outreach Director                                       |
| MOC     | Military Outreach Coordinator                                    |
| NCESGR  | National Committee for Employer Support of the Guard and Reserve |
| NOP     | National Outreach and Plans                                      |
| OCONUS  | Outside the Continental United States                            |
| OMB     | Ombudsman  |
| PA      | Public Affairs   |
| PSS     | Program Support Specialist                                       |
| PST     | Program Support Technician                                       |
| RC      | Reserve Component  |
| RDD     | Regional Deputy Director   |
| SC      | State Committee  |

|        |   |
|--------|---|
| SoS    | Statement of Support                                      |
| USERRA | Uniformed Services Employment and Reemployment Rights Act |

PART II: DEFINITIONS

CEI. CEI is a requirement by DoD per DoDI 7730.54. The Instruction mandates that all RC Service members input their civilian employment information into a database maintained by the Defense Manpower Data Center (DMDC). ESGR is a customer of this data and uses it to focus EO activities to the known employers of Guard and Reserve Service members.

DEMOB. The reversal of the MOB process. Once a Service member has fulfilled their mobilization obligation, be it CONUS or OCONUS, they are physically and administratively out-processed and released from active duty. The Service member is then returned to their prior status as either an actively drilling Service member of the Guard or Reserve or a Service member of the Inactive Ready Reserve (IRR) or as a military retiree.

ESGR/ HQ ESGR. An agency within the Office of the Assistant Secretary of Defense for Reserve Affairs that operates programs to inform and educate both constituencies about the USERRA statute. ESGR is organized into 54 local SCs. The term ESGR usually refers to the entirety of the organization, while the term HQ ESGR is used to refer to the headquarters element of the organization.

MOB. The act of assembling Guard or Reserve forces for active duty in times of war or national emergency. Generally, the type and degree of emergency determine the level of mobilization. Regardless of level, recall procedures and phases of mobilization remain the same.

RC. Those uniformed Service members of DoD who, in routine peacetime operations, train or “drill” on one designated weekend each month with a traditional annual training period consisting of 15 days annually. The RC consists of the Army National Guard, Army Reserve, Marine Corps Reserve, Navy Reserve, Air National Guard, Air Force Reserve and U. S. Coast Guard Reserve.

SC. An established nationwide network of local employer support volunteers, organized in ESGR State Committees within each State, the District of Columbia, Guam-CNMI, Puerto Rico and the United States Virgin Islands (U.S.V.I.).

USERRA. Enacted in 1994, USERRA is the Federal law that establishes rights and responsibilities for Service members of the Guard and Reserve and their civilian employers. USERRA affects employment, reemployment, employment benefits and retention in employment, when employees serve or have served in the uniformed Services. The U.S. Department of Labor’s Veterans’ Employment and Training Service (VETS) administers USERRA. ESGR Ombudsmen serves as a neutral, free resource that informs and educates

Service members and their civilian employers regarding their rights and responsibilities governed by USERRA.