

National Committee for Employer Support of the Guard and Reserve INSTRUCTION

NUMBER 1250.28
October 1, 2008

NOP

SUBJECT: Employer Awards

References: (a) National Committee for Employer Support of the Guard and Reserve Instruction (NCESGRI) 1250.28., subject as above, December 5, 2005 (hereby canceled)

1. PURPOSE. This Instruction cancels NCESGRI 1250.28 (Reference (a)) and establishes policy, responsibilities and procedures for the Employer Support of the Guard and Reserve (ESGR) employer awards program.
2. APPLICABILITY. This Instruction applies to the National Committee for Employer Support of the Guard and Reserve (NCESGR) and all ESGR Field Committees (FC).
3. DEFINITIONS. See glossary.
4. DISCUSSION. The ESGR mission statement specifically notes that ESGR will gain and maintain employer support for Guard and Reserve service by recognizing outstanding support, increasing awareness of the law, and resolving conflicts through mediation. To that end, 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 FC to honor deserving employers.
5. PATRIOT AWARD.
 - a. Description. The Patriot Award is the first of the sequential and progressive employer awards program. It is intended specifically for the recognition of individual supervisors, not necessarily the employer organization as a whole. Patriot Award nominations may come only from Reserve component (RC) members or their spouses. Nominated employers will receive a Patriot Award certificate and accompanying lapel pin.
 - b. Eligibility.
 - (1) Nominators. Only active RC members 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 are eligible to receive the award. Employers of members of a service member's immediate family are not eligible to receive the award.

c. Processing.

(1) Nominators are encouraged to use the online form at www.esgr.mil. A detailed questionnaire is an integral portion of the nomination form. The nomination form may also be mailed to NCESGR. The mailing address is located on the form.

(2) A fulfillment contractor will receive, review and prepare the certificate. Total processing time is to be accomplished within 15 days.

(3) Nominators may indicate where the certificate and award are to be sent (i.e. to the nominator, or to the local FC). If the nominator chooses their local FC as the recipient, the certificate is mailed to the requesting FC Program Support Specialist (PSS) who will coordinate presentation of the award.

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

(5) Patriot Awards are funded by NCESGR.

d. FC Presentation of Award.

(1) ESGR FC 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 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 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 Regional Deputy Director (RDD) who will inform NCESGR National Operations and Plans (NOP) Directorate so they have the opportunity to coordinate a representative from NCESGR and/or DoD and also provide additional public affairs support.

(e) Whenever possible, utilize media and the employer's public relations office to publicize the award. To assist the FC, NCESGR has created a public affairs (PA) toolkit

available on ESGRNet, which includes press release templates. NOP Directorate will also provide PA support upon request.

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

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

6. ABOVE AND BEYOND AWARD.

a. Description. The Above and Beyond Award honors employers of RC members who go above and beyond the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA). 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 individual ESGR FC.

b. Eligibility. Employers who are previous recipients of the Patriot Award and have signed an SoS are eligible to receive the Above and Beyond Award. If an SoS has not been signed by the recipient, an 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 FC Chair, or upon approval by the FC Chair, by the Executive Director or Awards Chair to the fulfillment contractor.

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

(3) A 15-day processing time is required.

(4) The award will be sent to the requesting ESGR FC PSS who will coordinate presentation of the award. The FC PSS will ensure the award inscription is correct when received from the fulfillment contractor.

(5) The cost of Above and Beyond Awards ordered by an FC will be deducted from its annual allotment of fulfillment spending.

d. Presentation of the Above and Beyond Award follows the same guidelines as those discussed for the Patriot Award above.

7. PRO PATRIA AWARD

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

b. Eligibility. Employers who are previous recipients of 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, an FC 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 when an FC wishes to present more than three Pro Patria Awards in a calendar year, it must be approved by the NCESGR Executive or Deputy Director.

c. Processing.

(1) FC may request (but are not required) Pro Patria nominees be submitted to the NCESGR Ombudsman Directorate to conduct a USERRA compliance review prior to presentation of the award.

(2) The cost of Pro Patria Awards ordered by an FC will be deducted from its annual allotment of fulfillment spending.

(3) A 15-day processing time is required.

(4) The award will be sent to the requesting ESGR FC PSS who will coordinate presentation of the award. The FC PSS will ensure the award inscription is correct when received from the fulfillment contractor.

d. Presentation of the Pro Patria Award follows the same guidelines as those discussed for the Patriot Award above.

8. SEVEN SEALS AWARD

a. Description. The Seven Seals Award is the only ESGR award that bridges both the employer and ESGR volunteer recognition awards programs and is not a sequential and progressive employer award.

b. Eligibility. The Seven Seals Award is presented at the discretion of the FC Chair 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 FC Chair, or upon approval by the FC Chair, by the Executive Director or Awards Chair to the fulfillment contractor.

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

(3) A 15-day processing time is required.

(4) The award will be sent to the requesting ESGR FC PSS who will coordinate presentation of the award. The FC PSS will ensure the award inscription is correct when received from the fulfillment contractor.

(5) The cost of Seven Seals Awards ordered by an FC will be deducted from its annual allotment of fulfillment spending.

d. Presentation of the Seven Seals Award follows the same guidelines as those discussed for the Patriot Award above.

9. RELEASABILITY, UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the ESGR website at <https://www.esgmet.com/Library/library.asp?area=ESGRInstructions>.

10. EFFECTIVE DATE. This Instruction is effective immediately.



L. Gordon Sumner, Jr., Ph.D.
Executive Director

Enclosure
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GLOSSARY

ABBREVIATIONS AND ACRONYMS

DoD	Department of Defense
ESGR	Employer Support of the Guard and Reserve
FC	Field Committee(s)
NCESGR	National Committee for Employer Support of the Guard and Reserve
NCESGRI	National Committee for Employer Support of the Guard and Reserve Instruction
NOP	National Operations and Plans
PA	Public Affairs
PSS	Program Support Specialist
RC	Reserve components
RDD	Regional Deputy Director
SoS	Statement of Support
USERRA	Uniformed Services Employment and Reemployment Rights Act