

PASS TO ALL ORGANIZATIONS ASSIGNED ARMY NATIONAL GUARD (ARNG)  
MEDICAL SERVICE CORPS OFFICERS

1. SUBJECT. THE 2003 CHIEF, MEDICAL SERVICE CORPS AWARD OF EXCELLENCE (AOE) FOR THE ARMY NATIONAL GUARD (ARNG).

2. REFERENCE.

A. OTSG REGULATION 15-31 DATED 3 MAY 1988.

B. ARMY REGULATION 600-8-2, 30 OCT 87, SUSPENSION OF FAVORABLE PERSONNEL ACTIONS (FLAGS).

C. NATIONAL GUARD REGULATION (NGR) 600-100, 15 APR 94, COMMISSIONED OFFICERS - FEDERAL RECOGNITION AND RELATED PERSONNEL ACTIONS.

D. NATIONAL GUARD PAMPHLET (NG PAM) 600-3, 29 DEC 89, PROFESSIONAL DEVELOPMENT AND UTILIZATION OF COMMISSIONED OFFICERS IN THE ARMY NATIONAL GUARD.

3. BACKGROUND INFORMATION. THE CHIEF, MEDICAL SERVICE CORPS AWARD OF EXCELLENCE AND JUNIOR OFFICER WEEK PROGRAMS PROVIDE PERSONAL RECOGNITION TO OUTSTANDING JUNIOR MEDICAL SERVICE CORPS (MSC) OFFICERS WHO HAVE MADE SIGNIFICANT CONTRIBUTIONS TO THE AMEDD MISSION AND PERFORMED IN AN EXCEPTIONALLY OUTSTANDING MANNER.

A. AWARD OF EXCELLENCE. THE CHIEF, MEDICAL SERVICE CORPS AWARD OF EXCELLENCE PROGRAM PROVIDES FOR PERSONAL RECOGNITION TO AN OUTSTANDING ARMY NATIONAL GUARD JUNIOR MEDICAL SERVICE CORPS (MSC) OFFICER WHO HAS MADE SIGNIFICANT CONTRIBUTIONS TO THE AMEDD MISSION IN THE ARMY NATIONAL GUARD AND PERFORMED IN AN EXCEPTIONALLY OUTSTANDING MANNER. ONE AWARD IS AVAILABLE EACH YEAR FOR AN ARMY NATIONAL GUARD JUNIOR OFFICER IN AOC/MFA 67,70,71,72,73, AND MOS 670A (HEALTH SERVICES MAINTENANCE TECHNICIAN SERIES). TITLE 10 AND TITLE 32 ACTIVE/GUARD RESERVE (AGR) ARE ELIGIBLE FOR NOMINATION. THE AWARD IS PRESENTED ANNUALLY BY THE CHIEF, MEDICAL SERVICE CORPS AT THE AWARD OF EXCELLENCE LUNCHEON. THE 2003 AWARD OF EXCELLENCE LUNCHEON WILL BE HELD IN APRIL/MAY 2004 SPECIFIC DATE TO BE DETERMINED(TBD).

B. JUNIOR OFFICER WEEK. SINCE 1985, THE OFFICE OF THE CHIEF, MEDICAL SERVICE CORPS HAS INVITED A SELECT GROUP OF DESERVING JUNIOR OFFICERS TO PARTICIPATE IN THE JOW ACTIVITIES, HELD IN THE NATIONAL CAPITOL REGION. THE PURPOSE OF THE JUNIOR OFFICER WEEK ACTIVITIES IS TO RECOGNIZE OUTSTANDING JUNIOR MSC OFFICERS AND GIVE THEM THE OPPORTUNITY TO MEET AND DISCUSS ISSUES WITH THE SENIOR LEADERSHIP OF THE MEDICAL SERVICE CORPS, THE ARMY MEDICAL DEPARTMENT AND THE DEPARTMENT OF DEFENSE. IN ADDITION, OVERVIEWS AND TOURS ARE PROVIDED OF SEVERAL KEY ORGANIZATIONS INCLUDING

OFFICE OF THE SURGEON GENERAL, OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS) AND MSC BRANCH, PERSONNEL COMMAND. OTHER TOURS WILL INCLUDE: PENTAGON, WHITE HOUSE, ARLINGTON CEMETRY, OLD GUARD, STAFF RIDE TO A BATTLEFIELD, AND THE D.C. NATIONAL MONUMENTS. JUNIOR OFFICER WEEK WILL BE HELD IN APRIL/MAY 2004 SPECIFIC DATE TBD.

C. SELECTION BOARD. THE CHIEF, MEDICAL SERVICE CORPS WILL CONVENE A BOARD OF SENIOR MSC OFFICERS TO SELECT THE AWARD OF EXCELLENCE RECIPIENTS AND THE JUNIOR OFFICER WEEK PARTICIPANTS FOR FY04. ***IN ORDER FOR A JUNIOR MSC OFFICER TO PARTICIPATE IN JUNIOR OFFICER WEEK, THE INDIVIDUAL MUST BE NOMINATED FOR THE AWARD OF EXCELLENCE.***

4. ELIGIBILITY. NOMINATIONS FOR ARMY NATIONAL GUARD JUNIOR MSC OFFICERS IN THE RANK OF 2LT-CPT (NOT PREVIOUSLY CONSIDERED FOR PROMOTION TO MAJ) AND WO1-CW2 (NOT PREVIOUSLY CONSIDERED FOR PROMOTION TO CW3) MAY BE MADE FOR ANY PERIOD OF DUTY PERFORMANCE. THIS MESSAGE IS ONLY APPLICABLE TO ARMY NATIONAL GUARD JUNIOR MSC OFFICERS. OFFICERS WHO HAVE PREVIOUSLY RECEIVED THE AWARD OF EXCELLENCE, IN ANY CATEGORY, ARE NOT ELIGIBLE. A SEPARATE MESSAGE WILL BE PUBLISHED APPLICABLE TO ACTIVE DUTY AND US ARMY RESERVE OFFICERS.

5. NOMINATION PROCEDURES. INDIVIDUALS IN THE SUPERVISORY CHAIN MAY NOMINATE ELIGIBLE ARMY NATIONAL GUARD JUNIOR MSC OFFICERS FOR THE AWARD OF EXCELLENCE. THERE ARE NO LIMITS TO THE NUMBER OF OFFICERS A UNIT OR INSTALLATION CAN NOMINATE. REQUEST THAT "LOCAL BOARDS/SELECTIONS" NOT OCCUR. NOMINATIONS WILL BE IN MEMORANDUM FORMAT CONTAINING THE FOLLOWING REQUIRED INFORMATION.

- A. GRADE, NAME AND SOCIAL SECURITY NUMBER.
- B. ORGANIZATION/UNIT OF ASSIGNMENT.
- C. INCLUSIVE DATE FOR WHICH AWARD IS RECOMMENDED.
- D. GRADE AND DUTY ASSIGNMENT DURING THE RECOMMENDED PERIOD.
- E. SUMMARY OF DUTY PERFORMANCE AS A BASIS FOR NOMINATION (UNCLASSIFIED AND NOT MORE THAN TWO PAGES IN LENGTH).
- F. STATEMENT THAT THE NOMINEE IS NOT IN CONTRAVENTION TO AR 600-8-2.
- G. COPY OF NGB FORM 0122. PERMANENT FEDERAL RECOGNITION ORDER, SHOWING THAT THE NOMINATED OFFICER/WARRANT OFFICER HAS BEEN APPOINTED AS A MSC OFFICER/WARRANT OFFICER.
- H. COPY OF NGB FORM 337. OATH OF OFFICE.
- I. OFFICER PERSONNEL MANAGEMENT SYSTEM (OPMS). ARNG MEMORANDUM (CURRENT WITHIN THE LAST TWELVE MONTHS) IN ACCORDANCE WITH NG PAM 600-3, APPENDIX B, TYPE LETTERS FOR OPMS, LETTER 1 WITH ENDORSEMENT.
- J. LAST THREE OFFICER EVALUATION REPORTS.
- K. OFFICIAL MILITARY PHOTOGRAPH WITH HEIGHT/WEIGHT, DATE AND OFFICER'S SIGNATURE ON THE BACK OF THE PHOTO.
- L. BIOGRAPHICAL SUMMARY IAW NGR (AR) 600-100, APPENDIX H,

BIOGRAPHICAL SUMMARY FORMAT.

M. LETTERS OF ENDORSEMENT (NOT MORE THAN THREE PER NOMINEE) WILL BE ACCEPTED. A SENIOR OFFICER MAY ENDORSE MORE THAN ONE OFFICER BUT EACH OFFICER ENSORSEMENT MUST BE ON A SEPARATE MEMORANDUM. LETTERS OF ENDORSEMENT ARE NOT REQUIRED.

N. BIOGRAPHICAL RECORD BRIEF (TITLE 10 AGR OFFICERS ONLY).

O. DA FORM 2, 2-1, 2A.

P. POINT OF CONTACT FOR NOMINATING OFFICER TO INCLUDE PHONE NUMBER AND EMAIL ADDRESS.

Q. SUBMIT NOMINATIONS BOUND WITH ONE STAPLE. DO NOT SUBMIT NOMINATIONS IN FOLDERS, BINDERS, OR DOCUMENT PROTECTORS.

R. MAIL NOMINATIONS TO:

OFFICE OF THE CHIEF  
MEDICAL SERVICE CORPS  
5109 LEESBURG PIKE  
SKYLINE 6, SUITE 682, ATTN: DASG-MS  
FALLS CHURCH, VA 22041-3258

S. NOMINATIONS VIA E-MAIL WILL ONLY BE ACCEPTED IF:

(1) THE ELECTRONIC VERSION IS SIGNED USING ELECTRONIC SIGNATURE, OR

(2) A SIGNED COPY OF THE NOMINATION IS FAXED TO (703)681-3035 (DSN 761), ATTENTION TO CPT AMY KING.

6. SUSPENSE. NOMINATIONS ARE DUE TO THE OFFICE OF THE CHIEF, MSC **NLT 3 NOVEMBER 2003**. AWARD OF EXCELLENCE RECIPIENTS AND JUNIOR OFFICER WEEK PARTICIPANTS WILL BE NOTIFIED MID JANUARY 2003.

7. POC. CPT AMY KING AT DSN 761-3045, COMMERCIAL (703)681-3045, OR E-MAIL AMY.KING@OTSG.AMEDD.ARMY.MIL

8. REQUEST WIDEST DISSEMINATION OF THIS INFORMATION.