GUIDELINES FOR NGB/AZNG EEO AWARDS SUBMISSION PROCESSING

1. Submit all required documents (narrative, biography, photo, citation, etc.) for award submissions to the State Equal Employment Office two months prior to the date of the awards ceremony. Examples of required documents can be found on the EEO portion of the HRO website (http://www.azguard.gov/hro/seem.htm).

2. Award submissions must **first** be sent to the AZNG EEO Office for review. Award submissions must be submitted NLT than one (1) calendar month before the NGB award deadline date (i.e. if the award deadline date to NGB is 30 Nov, then the award must be sent NLT 30 Oct for review).

3. Submit the award in the format outlined by NGB:

- If criteria is for award is to be submitted electronically, email award submission package to barbara.allison@az.ngb.army.mil.

- If award is to be submitted by mail or fax, bring original award package in person to HRO-EEO Office, Bldg. 5710, located on 52nd Street just south of McDowell. Please make copies prior because original package **will not be returned**.

4. Submitted award will then be processed by Ms. Allison who will forward award to the appropriate office (usually TAG) for endorsement, and then submit the endorsed award to NGB.