

# **NGAUS RESOLUTIONS Guidelines and Procedures**



**Fall 2005**

Mission Statement

The NGAUS Resolutions Committee will provide the NGAUS membership with an effective and efficient process of developing Resolutions with emphasis on missioning, manpower, maintaining of the Force, and the modernization of the Force.

## **Resolutions Guidelines and Procedures**

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## **NGAUS Resolutions Timeline**

### **January**

NGAUS submits draft Resolutions to the State Association Presidents, states point of contact for Resolutions, CACO's, NGB, Task Forces, and TAGS to initiate the Resolutions process.

### **March**

Resolution Chairperson, Army and Air Resolutions Chairperson selected by NGAUS Board Chairman.

### **June**

Resolutions due from State Associations.

Legislative staff consolidates state Resolutions.

NGB and Task Force Chairs receive Resolutions and tracking sheets for comments.

NGAUS Legislative Staff and Resolutions Chairs meet to review Resolutions for consideration at Conference. Review negative impact comments and determine what action is required, how resolution should be discussed, and whether a Consent Calendar should/can be developed.

### **July**

NGB and Task Forces return all tracking sheets.

If directed by NGAUS Chairman of the Board, the After-Action/Lessons Learned Study Team Chair formal report with written copy of SOP with changes due for consideration to Board of Directors.

NGAUS Board of Directors reviews, comments, and approves/disapproves NGAUS Resolutions. Comments are added to NGAUS Resolutions tracking sheets.

### **August**

Final Draft Resolutions and Tracking Sheets are distributed to The Adjutants General, State Associations Presidents, Task Force Chairs, NGB, CACO's, Resolution Committee Army and Air members, and Resolution Chairs in anticipation of NGAUS General Conference.

### **September**

*NGAUS General Conference*

Emergency Resolutions or amendments must be submitted not later than two hours prior to the start of the first Resolutions session.

New Delegate Training session held prior to first Resolutions Session.

Resolution Committees--Joint, Army and Air--meet to consider Resolutions.

Legislative staff will prepare final Resolutions to be distributed for consideration prior to the final NGAUS Business session.

Task Forces meet to develop priorities based on the Resolutions passed at Conference.

### **October**

NGAUS Legislative Staff and Task Force Chairs finalize priorities from Resolutions.

NGAUS Legislative Staff creates the Legislative Objectives Publication.

### **November**

Resolutions After-Action Review/Lessons Learned Study Team meeting to prepare a preliminary report for the November Board of Directors Session.

### **December**

Task Force Chairs and Legislative Staff prepare draft resolutions for distribution to the states.

Task Force Chairs and Legislative Staff develop Fact Sheets for Congress.

## **Introduction**

The purpose of this document is to offer a concise and clear understanding, along with guidance, on the NGAUS Resolutions process.

This document will outline the Resolutions, the Resolutions process at conference and the roles and responsibilities of the various participants that have an impact on the Resolutions process.

## **NGAUS Resolutions Overview**

The NGAUS Resolutions are the driving force for NGAUS' Legislative agenda. Resolutions that are passed at the NGAUS General Conference are taken to the Congress in the following calendar year. As such, the Resolutions provide the NGAUS membership's voice on items important to the future mission, manpower and maintenance of the National Guard force. These Resolutions may be policy or equipment related. The Resolutions process is a year round process and requires the participation of various entities that have a stake in the future of the National Guard.

NGAUS Legislative staff distributes Resolutions to the State Associations in January as drafts to be considered at the next NGAUS General Conference. State Associations will consider NGAUS drafted Resolutions along with other Resolutions considered at their annual state conference or other process for perfecting Resolutions within the state. State Associations are tasked with passing, rejecting or amending Resolutions. Once the states have acted on the Resolutions, the states report their Resolutions to NGAUS staff for coordination.

## **Basic Resolutions Concepts**

Resolutions can be very broad or detailed in their subject matter. Resolutions can focus on any issue of importance to Guard members, whether it be force management related or specific to a weapons system. Typically, NGAUS Resolutions are considered as Joint, Army, or Air Resolutions. Army and Air Resolutions are identified with the appropriate service designation. The Joint Resolution designation applies to broad categories of subjects like personnel, benefits, or joint force related issues that transcend both services.

As noted, draft Resolutions are submitted to the states to initiate the Resolutions process. Resolutions are considered at their state conferences. The deadline for reporting Resolutions from the states to NGAUS is June of the calendar year. Any resolution reported to NGAUS after the June deadline are considered late Resolutions. Resolutions that are submitted after June but before conference are considered Emergency Resolutions.

For an example of a draft Resolution, see Appendix for formatting guidance.

## **Participants in the Resolutions Process**

This section outlines the individuals that play a key role in the NGAUS Resolutions process and their responsibilities within the process. The participants include:

- ✍ State Associations
- ✍ NGAUS Resolutions Chairs
- ✍ NGAUS Resolutions Committee Members
- ✍ NGAUS Legislative Staff
- ✍ NGAUS Task Force Chairs
- ✍ National Guard Bureau (NGB) Panel
- ✍ NGAUS President/NGAUS Chairman of the Board
- ✍ Sergeant at Arms

## **State Associations**

As previously outlined, the Resolutions process begins with the State Associations. Through the State Associations, individual NGAUS members have the opportunity to identify and outline issues important to them and their fellow Guard members. As each state association is unique this document does not attempt to outline their processes and procedures.

## **Resolutions Chairs**

It is the role of the Resolutions Chairs to oversee the Resolutions process during the NGAUS General Conference Resolutions sessions. The NGAUS Chairman of the Board appoints, with the concurrence of the NGAUS President, appoints the Resolutions Chairperson (who conducts the Joint Resolutions process), Army Resolutions Chairperson, and Air Resolutions Chairperson for the upcoming year. Chair appointees are notified via letter from the NGAUS President. Selection should be based on past Resolutions and/or Legislative issues experience, knowledge of the NGAUS Resolutions process, and determined ability to facilitate the Resolutions meetings. Chairs can remain in the position at the discretion of the NGAUS Board Chairman.

Prior to the General Conference, the Resolutions Chair meets with NGAUS Legislative Staff to review Resolutions and prepare a report to the NGAUS Chairman and Board of Directors on the status of Resolutions to be considered.

During the Conference, the Resolutions Chairs are expected to supervise the appropriate session, insure that Roll Call is taken and quorum is present, insure that proper parliamentary procedures are followed, and maintain control of the session to facilitate the resolution process. The chairs are also tasked to supervise and direct the appointed parliamentarians, coordinate with the NGAUS Legislative staff (Joint, Army, Air), and supervise scribes to record proceedings and actions taken.

The Resolutions Chair is responsible for presenting and moving for adoption of the Resolutions Packet at the final General Conference Session.

## **Resolutions Committee Members**

The Resolutions Committee Members to the NGAUS General Conference are the most important component to the NGAUS Resolutions process. It is the Resolution Delegate's

job to consider, amend, and approve or disapprove of NGAUS Resolutions before actions is being taken by the general body of the Conference.

The Resolution Delegates are identified by the States. Each state submits the name of an Army and an Air Resolutions Committee Member for the NGAUS General Conference. New Resolutions Delegates are expected to attend the Resolutions training session prior to the first session. Delegates with prior experience are also invited to attend this session.

Delegates are expected to review the Draft Resolutions and Tracking Sheets prior to attending Conference. They should also be prepared to answer any questions regarding resolutions that members of their State Delegation may have prior to the vote at the Final Business Session.

### **NGAUS Legislative Staff**

A key component of the Resolutions process is the NGAUS Legislative Staff. In January, the Legislative staff submits to the states draft Resolutions based on the previous years Resolutions and any new issues that present themselves. The draft Resolutions are considered at the State Association conferences. These drafts are sent out to The Adjutants General (TAG's), CACO's, Task Force Chairs, State Association Presidents and NGB.

The Resolutions adopted by the states are provided to the Legislative staff in June. Once received, the staff will work to consolidate similar Resolutions submitted by the states, assign a sequencing number for tracking purposes, and update Resolutions for accuracy as needed. In addition, the Legislative Staff develops tracking sheets to record NGB, Task Force and BOD comments; this information provides voting delegates with additional information on the Resolutions. For an example of a tracking sheet, see appendix. The Legislative staff submits a Resolutions packet to include all Resolutions and an accompanying tracking sheet to the National Guard Bureau and the Task Forces for their review and comment. Once the Resolutions package is approved by the NGAUS Board, it is distributed to the TAG's, Association Presidents, NGB, Task Forces, and CACO's prior to the General Conference for review and establishment of position of the respective states.

In advance of Conference, the Legislative staff will facilitate the selection and appointment of the Resolutions Committee Chairpersons and Parliamentarians. Once selected the staff will work with their Resolutions Chair counterparts to order and develop calendars in which to consider Resolutions during the Resolutions session. These calendars are often called consent calendars. Throughout the process, the Resolutions are reviewed with NGAUS Legislative Director and Resolutions Chairperson.

In anticipation of the July Board of Directors meeting, the Legislative Staff assists the Joint Resolutions Chairperson in preparing a Resolutions report at the Board meeting.

At conference, the Legislative staff is tasked in the planning and supervising of room setups for the Resolutions Sessions. It is their job to check room layouts, identify administrative facilities, provide copies of Resolutions for delegates, conduct a roll call

sign-in, assist with credentials, identify scribes as needed, and insure security (including a Sergeant-at-Arms at each session).

After the Resolutions have been approved, amended or defeated by the delegates, the NGAUS staff updates the resolution packet for distribution to the state delegations prior to their final consideration in the general business session.

After the conference, the Legislative staff attends Task Force meetings and provides guidance to the resolution prioritization meeting with the Task Force Chairs. It is through this process that the staff coordinates early issues with Task Force Chairs and assists in facilitating the After Action Review/Study Team Process. In necessary, the NGAUS Legislative staff assists the Resolutions After Action Team review to be presented to the NGAUS Board of Directors.

### **Task Force Chairs**

Task Forces have the responsibility to provide long-range and strategic direction to the NGAUS in the designated functional areas related to the National Guard readiness, modernization, force structure, and other matters of importance to the NGAUS membership. The Task Force Committees provide input to draft Resolutions and fact sheets based on their expertise in their respective fields.

The Task Force Committees review Resolutions submitted by the states and provide concurrence/non-concurrence on those issues. This review as recorded in the tracking sheets, is provided to the Board of Directors and the Resolutions Committee Members.

The Task Force Chairpersons are expected to attend the Resolutions Committee meeting during the General Conference in an advisory capacity. The Task Forces are considered NGAUS advisors in specific areas, and should be prepared to provide advice and information regarding specific issues as requested from the Resolution Chairs.

The Task Force Chairs will provide a final review and prioritization (urgent, high, or routine) of the passed Resolutions and help draft Legislative fact sheets after the Resolutions have been adopted.

### **NGB Advisory Panel**

The National Guard Bureau Legislative Liaison (NGB) will review NGAUS draft Resolutions and provide their input (support/not support) with a short narrative outlining their position. NGB staff are expected to attend the Resolutions Committee meeting at General Conference in an advisory capacity only and should be prepared to offer advice and information regarding specific issues as requested from the Resolution Chairpersons. Members of the NGB Advisory Panel are designated by the Chief of NGB.

### **NGAUS President and NGAUS Chairman of the Board**

The NGAUS President and Chairman of the Board review Resolutions prior to the NGAUS Board summer Board meeting to offer advice and/or remarks in anticipation of the Board's consideration. Both are responsible for the appointment of the Resolution Chairs.

## **After Action Review/Study Team (Resolutions Study Team)**

It is the role of the Resolutions Study Team to review the NGAUS Resolutions process and update any procedures as needed. The Resolutions Study Team is convened by the NGAUS Chairman of the Board at his/her discretion. Through this review, recommended changes to the Resolutions process are made to the Chairman and the Board for consideration.

Members of the After Action Review/Study Team are appointed by the Chairman of the Board and may include:

- ✍ Chair, the outgoing Resolutions chair and incoming Resolutions chair (if appropriate),
- ✍ NGEDA President,
- ✍ designated NGAUS Legislative Staff,
- ✍ President of NGAUS,
- ✍ an Industry (CAP) representative,
- ✍ a NGAUS member-at-large representative with experience in the process,
- ✍ a NGAUS member from previous years General Conferences and
- ✍ anyone deemed necessary as designated by the Chairman of the Board.

## **Sergeant-At-Arms**

The Sergeant-At-Arms is provided by the host state and is responsible for security of the Resolutions meeting. The Sergeant-At-Arms must possess the ability to project and influence through voice, demeanor, command presence. The sergeant at arms is responsible for assisting the Resolutions chairmen in keeping order in the meeting. In addition, they assist the with NGAUS Legislative Staff with insure of proper credentialing of voting delegates.

## **Tracking Sheets and Comments**

As noted above, the voting delegates are expected to review and vote on NGAUS Resolutions. In an effort to provide the delegates with the most relevant and up-to-date information, tracking sheets were developed as an administrative method in compiling the views of the various participants in the Resolutions process.

Those entities that are expected to make comment on Resolutions include:

- ✍ National Guard Bureau
- ✍ NGAUS Task Forces/Chairs
- ✍ NGAUS Board of Directors

The below information outlines the expectations with regard to tracking sheets:

NGB and Task Forces are expected to indicate if they support/not support each resolution recommendation. In addition, a brief explanation is required for each recommendation, specifically if either has indicated an opinion of non-support.

The NGAUS Board of Director's are tasked with reviewing the Resolutions package and reporting out the Resolutions for consideration by the General Conference.

### **NGAUS General Conference**

It is at the annual NGAUS General Conference that Resolutions are considered by the membership. Once reviewed and passed by the Resolutions Committee delegates, the assembled NGAUS membership will consider the NGAUS Resolutions. Those adopted then become the NGAUS Legislative Objectives. The below sections outlines the details of the Resolutions sessions at General Conference.

### **Resolutions Training Session**

The Joint Resolutions Chairperson and the NGAUS Legislative Staff conducts a Resolutions training session for Resolution Delegates new to the Resolutions process. It is at this time that the Chair outlines the rules and procedures for the Resolutions sessions. The Chair will review the rule of order used to conduct the session, the time and location of the sessions, as well as the expected dress/uniform code for the voting sessions. The chair will also announce that only those individuals that have been "credentialed" as a voting delegate are allowed to vote during the individual Resolutions sessions.

It is during this session that any last minute Resolutions to be considered are to be presented to the Chair and the Legislative staff. Delegates presenting new Resolutions are expected to provide hard copies and electronic copies of the resolution.

### **Resolutions Sessions**

There are four individual Resolutions sessions that are conducted during the NGAUS General Conference: Joint Resolutions Session, Army Resolutions Session, Air Resolutions Session, and Final Resolutions Session. It is during the final NGAUS Business Session when Resolutions are reported to the NGAUS membership for final approval.

At the beginning of the individual Resolutions session, the Chairs are expected to outline the rules and procedures for conducting the session.

The Joint Resolutions session is conducted prior to the first full day of the NGAUS Conference. During the Joint Resolutions Session, both the Army and Air Resolution Delegates are expected to be present with official credentials. A quorum of 28 states is required for each resolution session with a roll call to be taken at beginning of the each session.

The any NGAUS member is allowed to sit in during the Resolutions Session, though they must be seated in the gallery if they are not Resolution Committee members. Industry representatives are not allowed to attend the Resolutions Sessions.

The dress code for the Resolutions training session and the Joint Resolutions Session is travel clothing. The attire for the Army Resolutions session is Army Class B. For the Air Resolutions Session the attire is the Air Force Service Dress without Blouse.

Before the Resolutions are considered, all Emergency Resolutions are brought before the Joint Resolutions session. Each Emergency Resolution needs an affirmative vote of 75% of those states constituting the quorum before they are to be broken out into the Joint, Army, or Air Resolutions Sessions.

Resolutions with single state sponsors require another states' second to bring the resolution to the floor for consideration (a second to the Consent Calendar is considered a second) as per Roberts Rules of Order.

Vote on Emergency Resolutions at beginning of first Resolutions session (Joint session). They must receive 75% majority vote of the quorum present to be passed from the Joint session into their respective Army or Air Resolutions Sessions.

The Army and Air Resolutions sessions are conducted during the first morning of the General Conference. In order to expedite the Resolutions process, these two sessions are conducted simultaneously. It is during these sessions that the Army and Air Resolutions Committee delegates are expected to attend the appropriate session. The Resolutions Delegates do not need to be an Army or Air Officer to sit in that respective session. However, once dedicated to either an Army or Air session, the delegate must remain a part of that session for the entire conference.

After completion of the Army and Air Resolutions Sessions, the Joint Session will reconvene to adopt the Army and Air Resolutions into the final packet, and the adopted packet will be submitted at the General Conference Final Business Session.

### **General Conference Business Session**

During the Final General Conference Business Session the assembled membership votes on the delegate approved Final Resolutions Packet. The Resolutions Chairperson presents the Resolutions to the General Conference. During the presentation of the Final Resolutions Packet, a Resolution is presented to the state hosting the NGAUS conference as a token of appreciation for the state's hard work and dedication.

## **Resolutions Tip Sheet:**

### **Attire**

Just a reminder that for all remaining sessions, the Army class B uniform (short or long sleeve shirt) or Air Force service dress (class B-short or long sleeve shirt) will be required for all delegates. Retired and separated officer members should wear appropriate business attire.

### **Organization of Resolutions Committee Sessions**

The Resolutions committee is composed of a Chairperson for Joint Resolutions and two subcommittee chairpersons--Army and Air--appointed by the Chairman of the Board of NGAUS. There are two delegates from each state or territory representing Army and Air.

Delegates are seated in order by state for the sessions.

Non-Resolutions committee members are free to observe in the gallery seats behind the committee.

Industry representatives are not allowed in any of the resolutions sessions.

Technical advisors attend the resolutions sessions to offer technical advise on individual resolutions. The technical advisors are representatives of NGB in appropriate functional areas and Task Force Chairs.

### **Procedures for Resolutions Committee Sessions**

A quorum of 28 states is required in order to begin consideration of resolutions.

Late and the Emergency Resolutions will be considered first before proceeding to the Joint Resolutions.

Upon completion of the Joint Resolutions Session, the Committee will reconvene the next morning of Conference for Army and Air Resolutions the subcommittees.

Once the Army and Air Resolutions session are adjourned, the full committee (Joint Resolutions session participants) will then reconvene to roll the Army and Air Resolutions recommendations into the final packet.

A report recommending final action will be released to the state delegations by the second day of the conference and presented for approval to the general conference final session.

Late Resolutions were due no later than two hours prior to the first session and require a 75 percent favorable vote (of those present in a quorum) from the Joint committee to be considered.

There are several actions which can be taken on the Resolutions:

- ✍ Submitting states may withdraw;
- ✍ A resolution can fail for lack of a second;
- ✍ A resolution can be rejected by vote in the committee; or
- ✍ Resolutions can be adopted for recommendation to the general conference with or without amendment.

States wishing to withdraw resolutions must notify the Resolutions Chair immediately.

If a Committee wants to consolidate two Resolutions, the Resolutions under discussion will be tabled. The sponsoring states will be requested to caucus and co-sponsor one resolution, with the others being withdrawn. It will then be brought from the table for consideration.

A consent calendar will be proposed at the beginning of each Committee session. The consent calendar is utilized as a way to streamline and consider the resolutions. Depending on the number of resolutions, they may be considered individually or voted on en block (several at one time).

Each resolution must have a state sponsor. The Chair will call for a motion to take action on the Resolutions which requires a second.

The chair will call for discussion from the committee members. Those who wish to speak for or against the resolution will be recognized.

The sponsoring state will be expected to comment on their resolutions.

Majority vote or by voice vote is required.

All approved resolutions will be reported to the General Conference Business Session. The report will contain all Resolutions recommended for adoption by the committee. The delegates present at the General Conference Business Session will vote on approval of the consolidated report rather than each individual resolution. Specific resolution titles will not be read to the General Conference. If a state delegation disagrees with actions recommendations, be prepared to identify the specific resolution and request discussion or make a motion for change after the motion to adopt the report has been seconded on the floor of the conference.

## Definitions and Frequently Asked Questions (FAQs)

### What is a NGAUS Resolution?

A NGAUS Resolution is a formal expression statement or position of policy by the membership of NGAUS or the leadership of NGAUS as signified by a vote. NGAUS Resolutions act as a basis for NGAUS' Legislative objectives and priorities for the coming fiscal year. A resolution is meant to focus on the broad overview of an issue by offering a background and a recommendation.

### What is a NGAUS Fact Sheet?

A NGAUS Fact sheet is a document that supports a resolution. It is the purpose of the fact sheet to offer details, typically on weapons systems issues, that provide quantity of the budget request along with fiscal year funding request. The fact sheet is considered the next level of detail to support the resolution.

### Who is the focused audience for Resolutions? Fact sheets?

**Resolutions** are oriented to NGAUS members, states associations, NGB, TAG's, and industry. **Fact Sheets** are oriented towards Congress, Congressional staffers, Lobbyists, NGAUS, industry members, and others with a concern for National Guard issues.

### What is consent NGAUS Consent Calendar?

The NGAUS Consent Calendar is a format for handling Resolutions by grouping or considering them in a grouping during the Resolutions session. Resolutions that not considered contentious or controversial and do not need amendments or corrections can be considered "en block" and allowed to pass without debate.

### What concepts or issues do the NGAUS Resolutions support?

The NGAUS Resolutions support any number of items on importance to the members of NGAUS. However, the main themes for a resolutions should focus on Mission, Manpower, Maintaining and Modernization for the Air and Army National Guard.

NGAUS resolutions make recommendations for Congressional actions. The format includes a background section that provides the overview that supports the recommended action. The Resolutions should be written with a broad appeal, should not focus on industry specific names or items and should provide an overview. NGAUS Fact Sheets are used to provide the next level of detail, such as cost and quantity.

### What do the Task Force Resolutions Priorities Indicate?

*Urgent Priority* indicates an issue that is time sensitive requiring immediate action. Critical impact upon readiness if not adopted.

*High Priority* indicates an important issue that impacts readiness but needs a multi-year approach to enactment.

*Routine Priority* is desirable to have enacted but does not have a large impact upon readiness or ability to recruit/retain Guardsmen.

What is the Uniform for the Resolutions Sessions?

1<sup>st</sup> Resolutions Session – Travel clothes or business casual for all delegates (Chairpersons will wear business attire).

All other sessions – Army members will wear Class B (with or without tie), Air Force members will wear Service Dress without Blouse (with or without tie), and retirees will wear business attire. Chairpersons will wear Class A or Service Dress with Blouse.

**APPENDIX I. Example Resolution**

127TH NGAUS GENERAL CONFERENCE - 19 SEPTEMBER 2005

Header of Resolution indicates conference and date to be considered

RESOLUTION NO. C-5

Numbering indicates the type of resolution: Joint are label as "A"; Army labeled as "B" and Air labeled as "C."

RELATING TO THE AIR NATIONAL GUARD A/OA-10

Resolution includes a background outlining the issue being discussed.

Background:

The A/OA-10 is projected to provide combat capability as part of the fighter force through the year 2028. Originally scheduled to phase out during the 1990s, the A-10 proved itself a valuable asset during the 1991 Gulf War, Allied Force (Kosovo), and again in Operation Iraqi Freedom. The A-10 flew critical Close Air Support, Combat Search and Rescue, and Forward Air Controller-Airborne missions for our ground forces in Iraq as part of Operation Iraqi Freedom. Air National Guard (ANG) A-10s equipped with Targeting Pods provided search and destroy capabilities that stopped Iraqi forces from employing their weapons against friendly forces. In addition, ANG A-10s were largely responsible for the heavy attrition of Republican Guard forces before they were able to engage coalition ground forces. Today, the A-10 is the only fighter still deployed to Afghanistan as part of Operation Enduring Freedom. There is no other combat capability available to US Combatant Commanders at such an affordable price with such a proven track record.

To remain effective and survivable on the modern digital battlefield, key A-10 systems require upgrade while additional targeting pods are required to fully equip the fleet. The basic airframe structure is planned and tentatively funded for refurbishment over the next few years to sustain service life to 2028 by a program known as the Service Life Extension Program (SLEP). A software and hardware modification program called Precision Engagement (PE) is planned to support targeting pod integration and smart weapon employment providing the A-10 a true precision-guided capability. Program completion is several years away and programmed funding must be maintained as the Air Force prioritizes limited resources. A key aspect of the PE Program is a datalink. Although the Joint Tactical Radio System (JTRS) is the acknowledged long term solution, the A-10 needs an interim datalink since JTRS is not expected to be field until after FY10. As the battlefield has transformed, A-10 tasking has shifted from low altitude missions to medium altitude where current engine performance is inadequate. In the face of expanding enemy threats an engine upgrade program is warranted to determine the best way to increase engine performance for the A-10. Finally, three of six ANG A-10 units have been equipped with a new simulator, the Full Mission Trainer (FMT), greatly enhancing pilot training. However, no funding is programmed to equip the remaining units. The FMT will be particularly critical when the A-10 is modified with Precision Engagement.

Recommendation:

It is the recommendation of the NGAUS that the National Guard Bureau, the Department of the Air Force, the Department of Defense and the Congress of the United States support funding to:

- ✘ Provide an interim data link solution for the A-10;
- ✘ Accelerate the fielding of the first spiral of the Precision Engagement (PE) program, while seeking enough funds for additional Litening Targeting Pods;
- ✘ Restore engine upgrade funding to the Engine Upgrade Program;
- ✘ Ensure the A-10 Service Life Extension Program (SLEP) although currently fully funded, remains as programmed through completion;
- ✘ Complete the purchase of Full Mission Trainers (FMT) with Precision Engagement cockpits for all ANG A-10 units. This requires funding for additional FMTs; and
- ✘ To insure all new weapons system mission areas and mission enhancements must be fully funded with sufficient full-time and traditional (M-day) manpower to support, maintain, and employ them. Manpower levels will be determined by a viable and recognized study methodology.

Each resolution should contain a recommendation section. This is the "meat" of the resolution that outlines NGAUS position. It is this position that is taken to Congress by NGAUS.

As a general rule, Resolutions do not contain specific dollar requests nor do they indicate quantities. Also, individual companies or industries are not included.

Formatting for NGAUS Resolutions should be limited to one page, Times New Roman Font, size twelve, with one-inch margins. There should be no bold or underlined words.

**Appendix II. Example Tracking Sheet**

127 <sup>th</sup> NGAUS General Conference Resolutions Tracking Sheet	
<b>Resolution Number</b>	C-1B
<b>Resolution Subject</b>	Theater Airborne Reconnaissance Mission Verification Equipment (MVE)
Is there a written, validated requirement for this item? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
NGB <input checked="" type="checkbox"/> Supports <input type="checkbox"/> Does Not Support The Program/Activity as stated	
Are there any <b>errors of fact</b> in the resolution? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please state: <i>(Limit to 6 lines)</i>	
<b>Additional Comments</b> (Provide factual program or activity information) <i>(Limit to 6 lines)</i>	
NGB POC (Name/Ofc Sym)	
	Phone:
<i>The following are the names and numbers of the NGAUS POCs. Please don't hesitate to call if you have any questions regarding the resolution.</i>  <i>Air Programs—Andy Vanlandingham, 202 408 5883</i> <i>Army Programs—Chris DeBatt, 202 408 5998</i> <i>Joint Programs—Joint Programs, 202 408 5893</i>	
<b>NGAUS USE ONLY</b>	
Task Force Comments:	
Board of Directors Comments:	
Approved/Disapproved	

**Appendix III. Example Host State Resolution**

122ND NGAUS GENERAL CONFERENCE - DATE

SPECIAL RESOLUTION

IN APPRECIATION TO THE STATE OF \_\_\_\_\_  
AND THE (STATE) NATIONAL GUARD

The 122ND General Conference of the National Guard Association of the United States met in Atlantic City, New Jersey, during the period, 12 through 14 September 2000, and the people of New Jersey and the New Jersey National Guard acted as gracious hosts to the assembled delegates, National Guard officers, and their guests.

The efforts and dedication of members of the National Guard of New Jersey made a significant contribution to ensure a successful General Conference, and The Adjutant General, Major General \_\_\_\_\_ and his staff did an outstanding job as hosts. The NGAUS delegates and guests, commend the people of New Jersey and the New Jersey National Guard for the support they have shown in making this General Conference most successful and memorable.

Signed,

Chairman of NGAUS

President of NGAUS

## Appendix IV. Example Joint Fact Sheet



### *Fact Sheet*

#### **AMENDMENT OF TITLE 10, USC, WHICH WOULD REDUCE FROM 60 TO 55 THE AGE AT WHICH A RESERVE COMPONENT MEMBER MAY BEGIN RECEIVING RETIREMENT PAY**

##### **Background:**

Current law states that a retired reserve component member will begin to draw military retired pay upon reaching 60 years of age, regardless of the age of retirement. With the increased reliance on the reserve components, and the likelihood of increasingly frequent mobilizations for members thereof, the gap between active duty and reserve component membership is eroding, yet the National Guard soldier must still wait until age 60 to derive the financial benefits of over 20 years service. Reducing the age of retirement will help reduce some of the disparity in retirement benefits that vest immediately upon discharge for our active duty counterparts.

The age limit for receipt of retired pay by reserve component service members was set decades ago when the Guard and Reserve were not relied upon the way they are today. The men and women who serve in our reserve component are the soldiers, sailors, airmen and marines who are instrumental in maintaining our Nation's defense.

##### **Recommendation:**

The National Guard Association of the United States urges the Congress of the United States to support amending Title 10, USC to reduce receipt of retired reserve military pay from 60 to age 55.

## Appendix V: Example Equipment Fact Sheet



### *Fact Sheet*

#### **F-15 JOINT HELMET MOUNTED CUEING SYSTEM (JHMCS)**

**Background:**

The JHMCS provides capability for weapons employment to achieve first look, first shot advantage in the air-to-air within visual range (WVR) combat arena. The state of the art system provides the capability to cue and verify cueing of off-bore sight sensors and weapons, including radar, navigation system, and both current and next generation short range missiles (SRM). The helmet provides radar weapon symbology and visual cues of target location. The JHMCS was originally conceived as a weapons cueing system, but has evolved into a situational awareness enhancement even when it is not cueing weapons. The system will be compatible with F-15, F-15E, F-16, F-18, AV-8B, and A-10 aircraft. The \$4M in FY 2003 funded an integration study for the F-15A/B and a completed retrofit for 6 ANG F-15s and 18 pilots.

**Requirement:**

JHMCS - CAF 308-93 MNS, ORD CAF-USN 308-93-I-A dated Feb 1995, CAF-USN 308-93-II-A dated Dec 1996.

**Impacts If Not Funded:**

The within-visual range threat to friendly platforms will increase with continued deployment of advanced short range IR air-to-air missiles and high off-bore sight cueing systems currently being fielded on Russian aircraft like the MiG-29 FULCRUM, Su-27 FLANKER and other third world aircraft. The proliferation of advanced IR All-Aspect Missiles and off-bore sight cueing systems will result in an increasingly lethal dogfight arena for US fighter aircraft.

**Units Impacted:**

102 FW Otis ANGB, MA	125 FW Jacksonville IAP, FL
131 FW St. Louis IAP, MO	142 FW Portland IAP, OR,
154 CW Hickam AFB, HI	159 FW New Orleans NAS, LA
173 FW Klamath Falls IAP, OR	

**Recommendation:**

The National Guard Association of the United States urges the Congress of the United States authorize to and appropriate \$58.3M in FY05 for 120 JHMCS units (PE 0207130F) for the Air National Guard.

## **Appendix VI. Sample Script: Resolutions Session**

### Opening Resolutions Session

Introduction and call to order.

I am \_\_\_\_\_, the Resolutions chairperson. Welcome to the real reason we have a conference, and where you'll remain until your duties are completed (or the final general conference session, whichever comes first).

**Advise that NGAUS President may be joining us shortly.**

It is my pleasure to introduce \_\_\_\_\_, President of NGAUS, who will provide our initial guidance for our committee

### **Attire:**

Just a reminder that for all remaining sessions, the army class b uniform (short or long sleeve shirt) or air force service dress without blouse (short or long sleeve shirt) will be required for all delegates, except retired and separated officer members who should wear appropriate business attire.

### **Organization:**

The Resolutions committee is composed of a chairperson and two sub-committee chairpersons appointed by the Chairman of the Board of the Association. There are two delegates from each state or territory (one army and one air).

The committee is comprised of a joint committee (for all state Resolutions delegates), and two subcommittees -- one for army and one for air, (with each state having one representative on each subcommittee).

This year \_\_\_\_\_ (name), from the \_\_\_\_\_ Army National Guard, will serve as chairman of the Army Resolutions Session; and \_\_\_\_\_ (name), from the \_\_\_\_\_ Air National Guard, will chair the Air Resolutions Session. Additionally, \_\_\_\_\_ (name) will serve as our parliamentarian. The Legislative Program Managers will take notes on the status of any issue.

We ask that Delegates in order by state for the joint session.

Non-Resolutions committee members are free to observe in the seats behind the committee.

However, comments on the floor will only be allowed from a Resolutions delegate, one of the advisory panels, or from NGAUS Legislative staff.

The chair further requests any industry representatives present; please excuse yourself from these proceedings.

Now lets check the status of the roll call.

-roll call:

*If no quorum (one rep from at least 28 states), continue with opening remarks -- complete roll call prior to considering first resolution.*

-purpose and function of the committee and subcommittees:

In the Resolutions packet, you'll see the index is divided into four sections, which indicate the type of resolution being considered (joint, army, air, and Emergency).

We are attempting to maintain the same Resolutions number from this year forward. So if you see the Black Hawk modernization resolution under B-6, it will use that same number all the way through to the end of the conference and if it's not 100% successful then we will use the same number next year. So as you look through your books, we will also be referring to the page number, since we will lose some numbers as time progresses over the years. This will provide for continuity and show our successes.

We'll start with the late and the Emergency Resolutions and then move on to the joint Resolutions as one body.

If you have any Resolutions to withdraw, or any contentious Resolutions please let me know as we begin deliberating the joint issues.

We will then break into two committees (Army and Air) to consider those Resolutions applicable to the appropriate service. This will probably take place tomorrow morning, if we complete the joint issues today.

When the breakout sessions are completed, the full committee will then reconvene to roll the Army and Air Resolutions recommendations into the final packet.

In the past few years, we have been able to accomplish this prior to the opening session. If not we will return in the afternoon and work until completed.

A report recommending final action will be released to the state delegations by the second day of the conference and presented for approval to the general conference final session.

You should be prepared to answer any questions your state delegation may have, and I expect all of you to attend the final session.

Remember that we will remain in session for any recalls issues until the final general conference session.

#### **Emergency resolution procedures:**

Late Resolutions were due no later than two hours prior to the first session.

They require a 75 percent favorable vote (of those present in a quorum) from this committee to be accorded regular status consideration by the committee.

Late Resolutions are those received at NGAUS after June of each year, and Emergency Resolutions are those urgent issues that require timely consideration.

There are \_\_\_\_\_ Late Resolutions and \_\_\_\_\_ Emergency Resolutions.

#### **Action that can be taken by the committee:**

There are several actions which can be taken on the Resolutions before us:

- ✍ Submitting states may withdraw
- ✍ A resolution can fail for lack of a second.
- ✍ A resolution can be rejected by vote in the committee; or
- ✍ We can adopt a resolutions for recommendation to the general conference with or without amendment.

In order to save time, if a sponsoring state has decided to withdraw any Resolutions, let the secretary know and it will not be called to the floor.

If we find that the committee wants to consolidate two Resolutions, the Resolutions under discussion will be tabled. The sponsoring states will be requested to caucus and co-sponsor one resolution, with the others being withdrawn. Then it will be brought from the table for consideration.

It is our duty to submit the report to the general conference. The report will contain all Resolutions recommended for adoption by the committee.

Two copies of the report will be provided to each state delegation of the general conference by the Second day of the conference, the conference body will be asked to vote on approval of the consolidated report rather than each individual resolution.

Specific resolution titles will not be read to the general conference. If your state delegation disagrees with actions recommended by this committee, they should be prepared to identify the specific resolution and request discussion or make a motion for change after the motion to adopt the report has been seconded on the floor of the conference.

**Technical advisors:**

We have several technical advisors, who are here to provide additional information, as necessary, prior to voting on a resolution. They may be able to save us some time in explaining an issue or advising us on recent developments. Please remember that they are here only as advisors and they will speak only when invited by the chair.

I will ask the advisors to quickly introduce themselves. Let us start with the National Guard Bureau staff.

Please give your name and the office or areas you represent.

NGAUS Task Force Chairs are charged with specific areas of responsibility. Would each Chair please stand and introduce yourself and the name of the Task Force you chair.

**Introductions**

Now let me introduce the NGAUS staff:

For several years, NGAUS has been streamlining the Resolutions process, enhancing the quality of Resolutions and providing the Resolutions committee with the advantage of additional information and perspectives.

As many of you know, we've held a new delegate session the past few years. It begins one hour prior to this session. It's available for returning delegates if you think you'd like a review.

The issues we are tasked to emphasize include those dealing with missioning, manpower, maintaining the force, and modernization of the force.

From a total submission of \_\_\_\_\_ Resolutions.

The NGAUS Board of Directors has commented on only those Resolutions that were deemed controversial or that they felt required comment.

The National Guard, like all other members of the defense community, needs to form a legislative agenda that demonstrates a realistic understanding of the available resources and the necessity of a balance for fundamental requirements, essential needs and desired gains.

**Committee procedure:**

In order to conserve time, conduct an orderly meeting, and give everyone an opportunity to be heard, the committee will operate under the following procedures for the Resolutions sessions:

We will begin with a consent calendar in every session.

All Resolutions are considered part of the consent calendar, unless specifically requested that an issue be held out for discussion by NGAUS staff, the Chairpersons, or a Delegate from the floor.

This allows us to remove contentious issues or items requiring correction so that we may spend individual time with them. We will then take a vote to pass this remaining calendar en bloc.

After passage of the consent calendar, we will move on to the remaining issues.

The separated Resolutions will be called to the floor by the chairperson. Since the board of directors and we as Resolutions committee members have reviewed all of these Resolutions except the Emergency Resolutions, the chair will read only the title.

The next step is for a committee member to second the chair's motion. If a resolution has only one state nominating it, then another different state must second it for the resolution to be brought to the floor.

A resolution can fail for the lack of a second. If the motion receives a second, the committee member offering the second will give their name and state.

The state sponsoring the resolution may be asked to explain its purpose.

The chair intends to request NGB's position, Task Force position, and NGAUS staff positions on the resolution. Position statements must be concise and to the point. The chair will not entertain long position statements.

The chair will call for discussion from the committee members.

Those who wish to speak for the resolution will be recognized. Those wishing to speak against will then be recognized.

The sponsoring state will be allowed to rebut.

Upon completion of the discussion the chair will entertain or make a call for the "question" to facilitate a vote on the resolution.

#### **Rules/Procedure:**

Majority vote or by voice vote is required.

If the outcome of a voice vote is unclear, a hand count will occur. Robert's Rules of Order will be provide us guidance; however the chair has the final word. Whenever you seek the floor to address the Committee, please rise, state your name and the state you represent.

#### **Debate on Resolutions:**

We will observe decorum and give each other an opportunity to be heard. Doing so will allow us to accomplish our task in a business-like manner and in a minimum amount of time.

Again, the chair will attempt to focus discussion that is relevant and meaningful; we have \_\_\_\_\_ Resolutions (including late and ERs) to discuss and upon which we must vote.

We are here today to look at a resolution on the merit of its relevance to the National Guard,

The chair reserves the right to recognize speakers other than committee members, during discussion of a resolution if the committee requires additional information.

#### **Committee schedule:**

We plan to adjourn by \_\_\_\_\_ this afternoon. We should be able to consider all joint Resolutions in the next \_\_\_\_\_ hours.

We will meet tomorrow morning at \_\_\_\_\_ to start the Army and Air Resolutions Sessions and will meet until action is completed.

The full committee will reconvene shortly after the Army and Air Resolutions Committees complete their sessions.

We will then finish any joint issues remaining and consider the subcommittee reports.

Please keep in mind, the full committee continues in session, and may be recalled (if deemed necessary by the Resolutions chair), until discharged at the final general conference session by the Chairman of the Board after acceptance of the committee report.

(continue if quorum is present)

(ask for roll call of additional states if no quorum at first roll call)

We have previously provided each member with a packet of the Resolutions.

We have placed on the chairs any additional Resolutions, which must be considered under the rules for Emergency Resolutions.

Before starting through the Joint Resolutions we need to determine which, if any, of the Emergency Resolutions we will consider.

As I mentioned earlier, each must be agreed to by 75 percent of those present, before the committee can consider them. The purpose of this procedure is to encourage timely submission so the Resolutions can be reviewed, without precluding submission of any late arising, high priority issues.

But we do discourage late Resolutions since they must be processed separately and if passed for consideration must be again considered for adoption.

Since these Resolutions were submitted late, you may not have the benefit of advance NGB, Task Force, or Board of Directors recommendations.

Before we begin, are there any withdrawals of any Emergency Resolutions, or other Resolutions?

I'll ask that we vote on whether we send the Emergency Resolutions to the respective sessions where more discussion can take place. Unless I hear a motion to send the Emergency Resolutions packet in its entirety, I will proceed through each one individually.

We will begin with ER-1.

Do I have a motion that we consider this Emergency resolution? Or that we consider the entire packet?

We also need a second?

**Discussion:**

Anyone wish to speak for considering the resolution?

All in favor of considering the resolution say, "aye,"

Opposed say "nay".

We will begin with the "Joint" Resolutions section and hope to finish and adjourn for the day at \_\_\_\_\_ hours.

We will begin with the Host State resolution for the (host state), and then move on to the consent calendar.

Do I have a motion to consider the resolution thanking our host state?

Do I have a second.

All in favor, say aye. Those opposed signify by saying “Nay.”

**Consent calendar**

The following Resolutions have been set aside from the consent calendar.

\_\_\_\_\_ -  
If you feel an issue is contentious or that the group must discuss the issue, please speak now or we will consider passage of the consent calendar in an entire block.

If there are no more numbers, then I will entertain a motion to pass all of the Joint Resolutions in the consent calendar.

With a second, I call for the vote.

All in favor say “aye”. Opposed say “nay”.

I will now move on to the first open issue.

Again, I will call each resolution to the floor and read the title. I will then look for a second.

If only one state has submitted a resolution, they cannot second the resolution. If more than one state has submitted the resolution, either state may provide me with the second.

**End of first session.**

Before we adjourn, I'd like to ask the NGAUS Legislative Staff if there are any announcements.

*Remind the members where and when they are to report in the morning.*

## **Appendix VII. Sample Script: Conference Business Session**

*Committee chairpersons and NGAUS staff will meet at the rear of the general conference hall near the sergeant-at-arms table 15 minutes prior to scheduled time. Then the team will march up to the podium. Insure there are enough seats at the main table for all members (8 including the chair, army, air, director, 3 deputies, 1 Legislative assistant). The Chairman of the Board will call the chair to the podium.*

Thank you, General \_\_\_\_\_.

Mr. Chairman, general officers, and conference delegates, I am pleased to report that the Resolutions committee has completed the process of reviewing the proposed Resolutions. I want to thank the members of the committee for their dedication and enthusiasm, and especially for their preparation for the most important job at this general conference.

Discussion clearly demonstrated that committee members have invested much of their personal time to become familiar with the issues.

Successful deliberations by the committee also depend upon the availability of technical information. The committee would like to thank and express its appreciation to the NGB and the Task Force staff for its advice, technical background, and insight.

The quality of the Resolutions package developed by the states, and assembled by the NGAUS staff, started the process off in the right direction.

I'd like to introduce the backbone of our Legislative efforts, the NGAUS Legislative staff, on my left, (insert name of Leg Staff in attendance).

They took on the tough task of consolidating and updating the Resolutions and fact sheets on those issues that clearly address national priorities in the area of mission, manpower, maintaining the force, and modernization of the force. Their efforts certainly helped the Resolutions committee in its deliberations.

I must also express special thanks to the Army subcommittee chairman, \_\_\_\_\_ of the \_\_\_\_\_ Army National Guard and the Air subcommittee chairman, \_\_\_\_\_ of the \_\_\_\_\_ Air National Guard for their efficient stewardship of their respective subcommittees.

The Resolutions process is now nearly complete; it began with input from the staff and Task Force committees last December, continuing with your state associations forwarding Resolutions to NGAUS immediately after your state conferences.

The National Guard Association Legislative Staff consolidated input and review by NGAUS, NGB, Task Forces, and the Board of Directors.

The NGAUS staff updated the Resolutions, and forwarded a revised package back to the states for review.

Your Resolution Committee members reviewed the Resolutions in Joint session, Army Resolutions session, and Air Resolutions session.

Now we are at the point that the Resolutions committee report is presented to the full conference for passage.

Over all, the Resolutions committee considered

\_\_\_\_\_ Resolutions.

\_\_\_\_\_ Resolutions were withdrawn by the sponsoring states,

\_\_\_\_\_ Resolutions were rejected, and

\_\_\_\_\_ Resolutions are recommended for adoption by the general conference.

Copies of the committee report were provided to state delegations early yesterday for your review.

This report, which contains the Resolutions recommended by the Resolutions committee, is now submitted for your approval.

Mr. Chairman, I move that this general conference adopt the Resolutions committee report.

**\*\*\*Chairman will take the podium, and call for a second.**

Upon passage, take the podium back.

Mr. Chairman, with your permission, I would like to ask the members of our host state team to come forward and be recognized.

**\*\*\*\*wait for them to come forward.**

On behalf of the state of \_\_\_\_\_, the conference chairman \_\_\_\_\_ will proceed to the stage for presentation from the president.

NGAUS members, it is with great pleasure that I read the Resolution thanking our host state.

**\*\*\*be prepared to read the thank you resolution to the host state, if the president requests.**

**\*\*\*make prior coordination with the host state representative so their staff is present for the reading.**

**\*\*\*after completion, turn shake hands with the president, and then march off the stage.**