



# **EANGUS**

**Enlisted Association of the National Guard of the United States**

**1 Massachusetts Ave NW Ste 880**

**Washington DC 20001**

## **RESOLUTIONS**

# **Standard Operating Procedures (SOP)**

**Approved by the EANGUS Executive Council  
20 November 2021**

# ENLISTED ASSOCIATION OF THE NATIONAL GUARD OF THE UNITED STATES

## RESOLUTIONS COMMITTEE STANDARD OPERATING INSTRUCTIONS (SOP)

1. **PROPONENT**: This SOP is established by the Chair of the EANGUS Resolutions Committee. Submit suggested changes to EANGUS, ATTN: Executive Director, 1 Massachusetts Ave NW, Ste 880, Washington, DC 20001. Suggested changes will then be forwarded to the current EANGUS Resolutions Chair.

2. **AUTHORITY**: The EANGUS Resolutions Committee Chair is appointed by the President of EANGUS in accordance with the EANGUS By-Laws, Article VIII, Committees.

3. **PURPOSE**: The purpose of this SOP is to establish guidelines for the submission, processing, review and potential adoption of resolutions presented to EANGUS by the chartered states (see paragraph 5 for definition). Additionally, this SOP clearly defines the duties and responsibilities of all individuals involved in the EANGUS resolutions process.

4. **INTENT**: The intent of this SOP is to provide for an orderly and professional manner of submitting resolutions. This SOP is not intended to constrict or discourage our membership from active participation in the resolutions process. If this guidance conflicts with a state or territory's ability to submit resolutions, the EANGUS Resolutions Chair will make every effort to resolve the conflict. It is the goal of EANGUS to promote a free exchange of ideas and issues by making the resolutions process as user friendly as possible.

5. **ACRONYMS AND DEFINITIONS**: Throughout this SOP the following acronyms, words and phrases are used, as defined:

**A. Agency Comment Period** – The time provided to an agency affected by a proposed EANGUS Resolution(s), defined as the month of June.

**B. Area Resolutions Chair** – The individual appointed by an EANGUS Area Chair to coordinate their respective state's resolution(s) submission. In the absence of an appointed Area Resolutions Chair, the EANGUS Area Chair will act as the Area Resolutions Chair.

**C. Chartered States** – Throughout this SOP the use of the term "chartered state" or "chartered states" refers to the state association chapters in the several states, territories, the District of Columbia and the Title 10 Chapter of the National Capitol Region as chartered by EANGUS.

**D. EANGUS RESCOM Form 1** – The form used to initiate the resolutions process. Use this form for the initial submission of a proposed resolution from the chartered state association, through the responsible Area Resolutions Chair, and to the

EANGUS Resolution Chair. *One form must be attached to EACH resolution sent.*

**E. EANGUS RESCOM Form 2** – The form used to forward an EANGUS Resolution from the EANGUS Resolutions Chair to the EANGUS Executive Director, with info copy to the EANGUS President. This form will track similar resolutions submitted by more than one chartered state and provide for comment from the affected agency.

**F. EANGUS** – Enlisted Association of the National Guard of the United States

**G. EANGUS Area Chair** – Per the definition of the EANGUS By-Laws, “one of the three Area Directors appointed to serve as the coordinator for their Area.”

**H. EANGUS Executive Director** – The individual employed by EANGUS as the Executive Director of the Headquarters of EANGUS, located in Washington, D.C.

**I. EANGUS Resolutions Chair** – The individual appointed by the EANGUS President, and approved by the Executive Council, to serve in accordance with the EANGUS By-Laws, Article VIII, Committees; and this SOP.

**J. NGB-LL** – National Guard Bureau, Office of Legislative Liaison.

**K. SOP** – Standard Operating Procedures

**6. DUTIES AND RESPONSIBILITIES:** Several individuals or groups are involved in the successful processing of resolutions. The following is a list of duties and responsibilities of those individuals or groups and the process to be followed for resolution consideration. The list is not all-inclusive but provides a basic understanding of the resolutions process.

**A. Chartered State Association** – Each chartered state association will ensure resolutions submitted to their respective Area Resolutions Chair or EANGUS Area Chair are complete and in the proper format, includes an EANGUS RESCOM Form 1, and are transmitted in accordance with the time frames established by this SOP. These duties can be accomplished by a State Resolutions Chair, other designated state association member or the State Association President. States will not submit resolutions directly to the National Office. All resolutions must be processed through the Area Resolutions Chair with the exception of those presented at the Annual National Conference.

**B. EANGUS Area Resolutions Chair or Area Chair** – Each EANGUS Area Chair shall appoint an Area Resolutions Chair to solicit, coordinate and ensure proper formatting of their respective state’s resolutions. Using the Chartered State Association prepared EANGUS RESCOM Form 1, properly formatted resolutions will be forwarded by the EANGUS Area Resolutions Chair or Area Chair, to the EANGUS Resolutions Chair in accordance with the timeframe established by this SOP. In the absence of an EANGUS Area Resolutions Chair, the EANGUS Area Chair will perform the functions of the Area Resolutions Chair.

**C. EANGUS Resolutions Chair** – The EANGUS Resolutions Chair will:

(1) Review, update and publish this SOP for distribution to all chartered state associations, the EANGUS Executive Council and Area Resolutions Chairs.

(2) Solicit, coordinate, receive and ensure proper formatting of resolutions from each EANGUS Area Chair or Area Resolutions Chair.

(3) Combine state association resolutions of similar topics into one EANGUS resolution, ensuring the intent and purpose of the similar resolutions is conveyed in the combined EANGUS resolution.

(4) Forward to the EANGUS Executive Director and EANGUS Legislative Director, with info copies to the EANGUS President, all EANGUS Resolutions referred to in subparagraph C (3) above; using EANGUS RESCOM Form 2 and providing comment, as appropriate.

(5) Coordinate with the EANGUS Executive Director during the agency comment period to ensure all issues surfaced by affected agencies are fully understood.

(6) Compile a “draft resolutions” report to be forwarded to all state associations prior to the annual conference; providing sufficient time for each state’s Air and Army EANGUS Resolutions Committee member to review proposed resolutions and establish the state association’s position. Include information received from affected agencies during the comment period, if available.

(7) Forward a copy of the draft resolutions to the Legislative Committee Chair prior to the annual conference.

(8) Accomplish all duties listed in sub-paragraphs C (1) through C (6) in accordance with the timeframes established.

(9) Resolve, to the greatest extent possible, individual state and area conflicts with this SOP. Coordinate with the EANGUS President on issues that cannot be resolved.

(10) Coordinate, through the EANGUS Vice President, with the Annual Conference Host State to ensure adequate meeting facilities, administrative support equipment and printing capabilities.

(11) Coordinate with the EANGUS President and Executive Director to ensure proper agenda scheduling allows for adequate time to conduct the EANGUS Resolutions Committee meeting.

(12) Conduct the EANGUS Resolutions Committee meeting at the EANGUS Annual Conference as directed by this SOP. Ensure the decisions and recommendations of the committee are properly documented as a report to the General Conference, in accordance with the EANGUS By-Laws, Article VIII.

**D. EANGUS President** – The EANGUS President will:

(1) Appoint the EANGUS Resolutions Committee Chair in accordance with the EANGUS By-Laws, Article VIII, Committees.

(2) Review all EANGUS Resolutions forwarded to the EANGUS Executive Director by the EANGUS Resolutions Chair and provide comment as appropriate.

(3) Act as the final authority in resolving individual chartered state and area conflicts referred to in sub-paragraph C (9) above.

**E. EANGUS Executive Director** – The EANGUS Executive Director will:

(1) Provide administrative support, as required, to assist the Resolutions Committee Chair in accomplishment of their duties.

(2) Forward proposed EANGUS Resolutions, with EANGUS RESCOM Form 2, to the appropriate affected agency or agencies for comment.

(3) Return proposed EANGUS Resolutions, with any comments from affected agencies, to the EANGUS Resolutions Chair in accordance with the timeframes established by this SOP.

(4) Forward approved EANGUS Resolutions to the proper agencies, as suggested by the “recommendation” section of the resolution.

(5) Periodically, report the status of approved EANGUS Resolutions to the EANGUS membership.

**F. EANGUS Legislative Director** – The EANGUS Legislative Director, working with the EANGUS Executive Director, will:

(1) Provide administrative support, as required, to assist the Resolutions Committee Chairperson in accomplishment of their duties.

(2) Assist the EANGUS Executive Director in accomplishment of the duties outlined in paragraphs E (1) through (5) above.

**7. EANGUS RESOLUTIONS TIMEFRAMES:** The following is a suggested timeframe for the resolutions process. As indicated in paragraph 4, the intent of this SOP is not to mandate specific requirements, but to establish guidelines to provide for an orderly resolutions process.

<b>1 September – 31 December</b>	State Presidents identify their Resolutions Chair to their EANGUS Area Resolutions Chair <u>or</u> Area Chair.
<b>1 September – 31 December</b>	EANGUS Area Chairs appoint their Area Resolutions Chair (or assume responsibilities of such).
<b>1 September – 31 December</b>	EANGUS President appoints/reappoints EANGUS Resolutions Chair.
<b>1 January – 15 February</b>	EANGUS Resolutions Chair distributes current Resolutions Committee SOP in accordance with paragraph 6 C (1) of this SOP.
<b>16 February – 15 May</b>	State Presidents/Resolutions Committee Chairs submit resolutions to EANGUS Area Resolutions Chair <u>or</u> Area Chair, utilizing EANGUS RESCOM Form 1.
<b>16 February – 30 May</b>	EANGUS Area Resolutions Chair submit their respective chartered state’s resolutions to the EANGUS Resolutions Chair utilizing EANGUS RESCOM Form 1.
<b>30 May – 7 June</b>	EANGUS Resolutions Chair submits proposed EANGUS Resolutions to EANGUS Executive Director and EANGUS Legislative Director, with info copy to the EANGUS President utilizing EANGUS RESCOM Form 2.
<b>7 June – 14 June</b>	EANGUS Executive Director and/or EANGUS Legislative Director forward proposed EANGUS Resolutions to the affected agencies for comment, utilizing EANGUS RESCOM Form 2.

**14 June – 8 July**  
**8 July – 15 July**

Affected Agency Comment Period.  
EANGUS Executive Director and/or EANGUS Legislative Director returns proposed EANGUS Resolutions to the EANGUS Resolutions Committee Chair, with the affected agency comments, ideally posted to the EANGUS RESCOM Form 2.

**16 July – 25 July**

EANGUS Resolutions Committee Chair distributes, via email, the Draft Resolutions Report to all state associations, members of the EANGUS Executive Council, EANGUS President, EANGUS Executive Director, EANGUS Legislative Director and Legislative Committee Chair for review prior to the National Conference.

**August**

EANGUS General Conference – Conduct Resolutions Committee meeting and provide General Conference attendees with final Resolutions Committee Report for action.

**September**

EANGUS Executive Director and/or EANGUS Legislative Director to distribute approved EANGUS Resolutions to the appropriate agencies.

**8. EANGUS RESOLUTIONS FORMAT:** The required format for EANGUS Resolution submissions is provided below. Resolutions will be submitted by the states as a Microsoft Word Document. Resolutions will be submitted via e-mail to the EANGUS Resolutions Chair, through the State or Area Resolutions Chair. Each proposed resolution will be limited to no more than one issue. Do not combine multiple issues in one proposed resolution or the proposed resolution will be returned without action.

**9. EFFECTIVE DATE:** The effective date of this SOP is 20 November 2021. This SOP supersedes EANGUS Resolutions Committee SOP, dated 10 October 2015 and all previous draft operating instructions or guidance.

**10. ATTACHMENTS:**

- Attachment A – Resolution Format
- Attachment B – Sample Resolution
- Attachment C – RESCOM Form 1
  - Attachment C-1 Use of RESCOM Form 1
- Attachment D – RESCOM Form 2
  - Attachment D-1 Use of RESCOM Form 2

**ATTACHMENT A**  
**\*\*Resolution Format\*\***

- TITLE:** Mandatory Field to be completed by Proposal Submitter (PS)
- SHORT DESCRIPTION:** Mandatory Field to be completed by PS. People expect to read what section of the law/policy is being changed/added, why it has to be changed, and the need/requirement that the proposal addresses.
- PROPOSAL TYPE:** (NEW-SUBMISSION/RE-SUBMISSION) Mandatory Field to be completed by PS
- SUBMITTER:** Mandatory Field—indicate State name/Area/Committee recommending the resolution (This will not be an individual)
- BUSINESS CASE:** Mandatory Field to be completed by PS. Reviewers of proposals consider this a vital field of information. They want to be convinced that this change is needed and what the consequences will be if enacted/not enacted. Proposed resolutions without a valid and complete business case will be returned to the State for additional justification prior to consideration.
- RECOMMENDATION:** Enter what you want to be done. Be sure to include all entities that you need to address this issue (Department of the Army or Air Force or DoD or NGB).
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**ATTACHMENT B**  
**\*\*Sample Resolution\*\***

- TITLE:** Federal Military Spouse Preference (MSP) in hiring
- SHORT DESCRIPTION:** Call upon Congress to establish a single, uniformed Military Spouse Preference (MSP) program for filling vacancies in Federal government.
- PROPOSAL TYPE:** New Submission
- SUBMITTER:** Arkansas
- BUSINESS CASE:** Military Spouse Preference (MSP) in hiring exists within the Federal Government. MSP programs exist by way of a patchwork of Federal Laws such as: Public Law 99-145, (DoD Authorization Act of 1986, Section 806, Employment Opportunities for Military Spouses), E.O. 13473, E.O. 12568, Part 315.612 of Title 5 CFR, Section 2108 of Title 5 CFR, and Section 3330.d of Title 5 CFR. MSP Programs operated by Federal Agencies apply non-uniform means for determining eligibility. Specific means of determining eligibility is not detailed in the cited Federal Laws but is left up to the Agencies as a matter of their business practices. The Office of Personnel Management has delegated hiring authority and thereby MSP eligibility determination to the individual Agencies. The patchwork of MSP laws, coupled with lack of clear specific guidance leads to conflicting MSP programs and processes throughout the Federal Government. Even within a single Federal Agency, such as the Department of the Army, there exist numerous conflicts concerning application of MSP, due to conflicting and vague guidance issued by OPM, DoD, and DA CPS. These conflicts are compounded when factoring in the different practices used by each branch of the Armed Forces and their respective Reserve Component.
- RECOMMENDATION:** The Enlisted Association of the National Guard of the United States recommends to the Congress of the United States that all Federal laws concerning Military Spouse Preference (MSP) be codified into a single Federal Law, with broad yet specific guidance regarding the eligibility and application of MSP in hiring. EANGUS suggests two categories of MSP. A non-competitive appointment category for “displaced” and/or “hardship” spouses similar to current MSP, and a competitive category similar to current 5-point Veteran Preference programs by which military spouses are awarded a number of points lesser than Veterans and ranked on selection lists immediately subsequent to Veteran Preference eligible applicants and ahead of non-Veteran applicants.



**ATTACHMENT C**  
**\*\*EANGUS RESCOM FORM 1\*\***

**EANGUS RESOLUTIONS STATE SUBMITTAL FORM**

**(To Be Completed by State Association Submitting Resolution)**

Resolution Title: \_\_\_\_\_

State Resolution Number: \_\_\_\_\_

Submitted By: \_\_\_\_\_  
(Name of drafter or knowledgeable individual AND state)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Work: \_\_\_\_\_

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

References: \_\_\_\_\_

\_\_\_\_\_  
(AR/AFI/NGR/ANGI/PUBLIC LAW/US CODE/ ETC)

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**To Be Completed by Area Chair or Area Resolution Chair**

Date Received by Area: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Date forwarded to EANGUS Resolutions Chair: \_\_\_\_\_

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**To be completed by EANGUS Resolutions Chair**

Disposition of Resolution: \_\_\_\_\_

Date of Disposition: \_\_\_\_\_

Combined with similar Resolutions from these states: \_\_\_\_\_

Assigned EANGUS Draft Resolutions number: \_\_\_\_\_

Submitted to EANGUS Resolutions Committee: \_\_\_\_\_

Returned to submitting state, through area, for these reasons: \_\_\_\_\_

Submitted RESCOM FORM 2 to EANGUS Executive Director for Agency Comments: \_\_\_\_\_

**ATTACHMENT C-1**  
**\*\*USE OF EANGUS RESCOM FORM 1\*\***

**TITLE:** EANGUS RESOLUTIONS STATE SUBMITTAL FORM

**PURPOSE:** To track resolution submissions from state to EANGUS Areas to the EANGUS Resolutions Chair.

**CONTROLLING**

**DIRECTIVES:** EANGUS By-Laws, Article VIII, and EANGUS Resolutions Committee Standard Operating Procedures (SOP) updated annually.

**INSTRUCTIONS:** This form will serve as the cover sheet for each resolution submitted to the National Resolutions Chair for consideration at the annual EANGUS Conference. Each state is to submit resolution(s) to their respective EANGUS Area Chair OR Area Resolutions Chair if one is identified. Each EANGUS Area Chair OR Area Resolutions Chair (as appropriate) will review the submittal for proper format, coordinate corrections, if necessary, make comments if appropriate, and forward the resolution and this submittal form to the EANGUS Resolutions Chair.

**DEADLINES:** In accordance with the EANGUS By-Laws, resolutions must be "submitted in writing to the designated chairperson by the 15 May submission deadline. See the current SOP for possible exceptions to this deadline.

**ATTACHMENT D  
\*\*RESCOM FORM 2\*\***

**EANGUS DRAFT RESOLUTIONS TRACKING FORM**

(TO BE COMPLETED BY EANGUS RESOLUTIONS CHAIR)

**RESOLUTION TITLE:**

**EANGUS DRAFT RESOLUTIONS NUMBER:**

**SUBMITTING STATES:**

**REFERENCES RELATED TO TOPIC:**

(AR/AFI/NGR/ANGI/PUBLIC LAW/US CODE/ ETC)

**COMMENTS:**

**DATE SUBMITTED TO EANGUS EXECUTIVEDIRECTOR:**

**TO BE COMPLETED BY EANGUS EXECUTIVE DIRECTOR**

**DATE RECEIVED BY EXECUTIVE DIRECTOR:**

**COMMENTS:**

**FORWARDED FOR COMMENTS TO:**

(AFFECTED AGENCY)

**COMMENTS BY AFFECTED AGENCY**

**COMMENTS:**

**ATTACHMENT D-1**  
**\*\*USE OF EANGUS RESCOM FORM 2\*\***

**TITLE:** EANGUS DRAFT RESOLUTIONS TRACKING FORM

**PURPOSE:** To track EANGUS draft resolutions forwarded from EANGUS Resolutions Chair to EANGUS Executive Director for solicitation of comments from all affected agencies.

**CONTROLLING DIRECTIVES:** EANGUS By-Laws, Article VIII, and EANGUS Resolutions Committee Standard Operating Procedures (SOP) updated annually.

**INSTRUCTIONS:** This form will serve as the cover sheet for each EANGUS draft resolution submitted to the EANGUS Executive Director by the Resolutions Chair. The Executive Director will solicit comments on the resolutions from the affected agencies to help the Resolutions Committee form a better understanding of the full impact and scope of the proposed resolution. The National Guard Bureau, Office of Policy and Liaison, is generally the primary agency solicited for comment. Upon receipt of comments from the affected agencies, the Executive Director will return this form (with comments written on the form or attached) to the EANGUS Resolutions Chair for inclusion in the EANGUS Draft Resolutions Report sent to the states prior to the annual conference.

**DEADLINES:** EANGUS Draft Resolutions should be submitted to the EANGUS Executive Director by 7 June of each year. The Executive Director should ensure that EANGUS Draft Resolutions are forwarded to the affected agencies by 15 June to allow for a 30-day comment period. Upon receipt of comments from the affected agencies, the Executive Director should return this form to the EANGUS Resolutions Chair by approximately 1-15 July. Information received by 15 July will be included in the Draft Resolutions Report to be distributed to each state prior to the annual conference.