

Headquarters
US Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
1 April 2005

*Fort Knox Reg 672-2

Decorations, Awards, and Honors

FORT KNOX SOLDIER/NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR, DRILL SERGEANT OF THE YEAR, AND SERGEANT AUDIE MURPHY INDUCTION

Summary. This regulation sets standards, defines timeframes, and provides guidance on the nomination, selection, and recognition of the USAARMC Soldier of the Quarter/Year; Noncommissioned Officer (NCO) of the Quarter/Year; Drill Sergeant of the Year; and the Career Counselor of the Year. In addition, this regulation reviews the process for nomination and selection for membership in the TRADOC Sergeant Audie Murphy Club (SAMC).

Applicability. This regulation is applicable to all units, activities, and Fort Knox Partners in Excellence assigned or attached to the US Army Armor Center and Fort Knox.

Suggested Improvements. The proponent of the regulation is the Office of the Armor Center Command Sergeant Major. Users are invited to send suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CDR, USAARMC and Fort Knox (ATZK-CSM), Fort Knox, Kentucky 40121-5000.

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*This regulation supersedes Fort Knox Reg 672-2, 22 October 2003.

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CHAPTER 1
GENERAL

1-1. Purpose.

- a. To establish an appropriate system for the selection and recognition of outstanding Soldiers from all major units/activities at Fort Knox.
- b. To provide suitable rewards for the individual selected by each program.

1-2. General.

- a. Uniform for board members will always be Battle Dress Uniform (BDU).
- b. Corporals will be afforded the opportunity to compete as NCOs.

1-3. Responsibilities.

a. The Office of the Armor Center Command Sergeant Major has overall responsibility for these programs. Special responsibilities:

- (1) Schedule boards and publish Board Memorandums of Instruction (MOIs).
- (2) Collect all individual packets and exercise quality control.
- (3) Record all boards and submit board minutes to the Commanding General (CG) for approval following each board.

b. Major subordinate commands will:

- (1) Publicize these programs within their organization/units.
- (2) Implement the policies in this regulation by selecting nominees from their respective command.
- (3) Submit nominations through their headquarters to HQ, US Army Armor Center (ATZK-CSM), within the period prescribed by Board MOI.

c. 1st Armored Training Brigade (1st ATB) will:

- (1) Resource and administer Army Physical Fitness Test (APFT) for Drill Sergeant of the Year (DSOY) candidates; will brief Post Command Sergeant Major 60 days before.

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- (2) Resource and administer Performance Oriented Test (POT) to DSOY candidates.
- d. Operations and Training Division, DPTMS will:
 - (1) Coordinate awards presentation ceremonies and induction ceremonies.
 - (2) Coordinate photographs.
- e. President, Fort Knox Chapter Sergeant Audie Murphy Club:
 - (1) Conduct SAMC induction ceremony.
 - (2) Provide members for SAMC selection boards.

CHAPTER 2
SOLDIER/NCO OF THE QUARTER/YEAR

2-1. Purpose. To provide an appropriate system for selection and recognition of the outstanding Soldier/NCO of the Quarter at Fort Knox and to provide suitable rewards for the individual selected.

2-2. Applicability. All permanent party enlisted personnel in grades PVT through SFC, who have been assigned or attached to Fort Knox and who have been selected by major subordinate command or Partners in Excellence Soldier/NCO of the Quarter Boards.

2-3. Eligibility.

a. If an individual is no longer available/eligible, organization may select the runner-up of their Soldier/NCO of the Quarter competition to replace that individual.

b. Soldier must have no record of court-martial conviction or disciplinary action during the last 24 months and no memorandums of indebtedness. Soldier must not be under suspension of favorable personnel action per AR 600-8-2.

c. Soldier must have passed the APFT.

d. Soldier must meet height and weight standards.

e. An individual who was previously selected as Soldier/NCO of the Quarter may not appear before the board more than once every 12 months.

f. Corporals through SFC may compete for NCO of the Quarter.

2-4. General.

a. The Soldier/NCO of the Quarter will be given maximum publicity by all major subordinate commands.

b. Soldier/NCO of the Quarter Boards will be conducted in each major subordinate command. Fort Knox Partners in Excellence are also encouraged to participate in this program.

c. The Post Soldier/NCO of the Quarter Board, composed of members indicated in paragraph 2-7 below, will meet at a date and place to be announced by the President of the Board.

d. Candidates must attend a brigade level board before appearing in front of the installation board.

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e. Memorandum of recommendation (Appendix A, page A-1) will be forwarded to this headquarters, (ATZK-CSM), by announced suspense date. This recommendation will consist of:

(1) Memorandum of Recommendation. This statement will be prepared in 12-point Arial font (see Appendix A, page A-1).

(2) A paragraph biography of significant achievements of the nominees during their military service. This statement will be prepared in 12-point Arial font (see Appendix C).

f. One page letter on the candidate's views of the quality of life at Fort Knox to include changes they would make if in the position of Post Sergeant Major. This statement will be prepared in 12-point Arial font, and must consist of no more than 350 and no less than 300 words (see Appendix D).

(1) Typed copy of DD Form 2266 (Hometown News Release Information) (see Appendix E).

(2) Enlisted Record Brief (ERB) (see Appendix B).

(3) DA Form 638 (Recommendation for Award) filled out (see Appendix F).

g. The uniform for nominees will be as follows:

(1) Male Soldiers: Army Green uniform with all awards and decorations.

(2) Female Soldiers: Army Green uniform/classic pants and jacket with all awards and decorations.

2-5. Awards. To be determined by the appropriate authority.

2-6. Presentation of the Awards. The CG, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

2-7. Board Composition:

a. The Armor Center Command Sergeant Major, or a designated representative will serve as President of the Board. The Board will consist of five members (includes board president) and a recorder. These members will be selected from the major subordinate command (MSC) CSMs on a rotating basis.

b. Subject areas for board members' evaluation are as indicated in Appendix G.

CHAPTER 3
DRILL SERGEANT OF THE YEAR

3-1. Purpose. To establish an appropriate system to recognize the outstanding Drill Sergeant of the Year at Fort Knox. The individual selected will represent Fort Knox at the TRADOC Competition for the Stephen Ailes Award for Outstanding Drill Sergeant of the Army.

3-2. Applicability. All permanent party personnel serving on Drill Sergeant status at Fort Knox who have, as of 1 May of the current year, at least 1 year remaining on current assignment as a drill sergeant, or indicate intention to extend the required time to complete duties, if selected as the Outstanding Drill Sergeant of the Year.

a. Soldier must be a graduate of a Drill Sergeant School (DSS).

b. Soldier must not be a previous recipient of the Stephen Ailes Award.

c. Soldier must not be on current Master Sergeant promotion list.

d. Soldier must have no record of court-martial conviction or disciplinary action during the last 24 months and no memorandums of indebtedness. Soldier must not be under suspension of favorable action per AR 600-8-2.

e. Soldier must have passed the APFT.

f. Soldier must meet height and weight standards.

3-3. General.

a. Memorandum of Recommendation (Appendix A, page A-3) will be forwarded to this headquarters, (ATZK- CSM), by announced suspense date. This recommendation will consist of:

(1) TRADOC Form 298-R-E, Drill Sergeant of the Year Nominee.

(2) Certified copies of ERB (see Appendix B).

(3) Board Worksheet (see Appendix G, page G-3).

(4) Nominee's typed summary of significant achievements as a drill sergeant.

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(5) A 1,000 word autobiographical narrative suitable for printing in the Army Times Magazine (this may be used at the TRADOC Board). Narrative will be typed and will include the following as a minimum:

- (a) The individual's outlook on today's Initial Entry Training (IET) program.
- (b) The individual's views on how they meet the challenges presented to today's Soldier.
- (c) Details on the individual's personal background, activities, hobbies, and family.
- (6) Typed DD Form 2266 (see Appendix E).

b. Each nominee will be administered a Performance Oriented Test (POT) before board appearance. Time and place to be announced. Uniform: Battle Dress Uniform with Campaign Hat. POT standards and tasks (see Appendix H, page H-1).

c. Each nominee will be administered an APFT before board appearance. Each raw score will be converted to a board point score using the TRADOC conversion chart (see Appendix H, page H-2).

d. Uniform: Army Green Uniform with all awards, decorations, and campaign hat.

3-4. Awards. To be determined by the appropriate authority.

3-5. Presentation of the Awards. The CG, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

3-6. Board Composition.

a. The Armor Center Command Sergeant Major will serve as President of the Board. The board will consist of five members (includes board president), Brigade CSM, Regimental CSM, NCOA Commandant, DSOY, and recorder.

b. Subject areas for board members' evaluation are as indicated in Appendix G, page G-3.

CHAPTER 4
CAREER COUNSELOR OF THE YEAR

4-1. Purpose. To establish an appropriate system to recognize the outstanding Active and Reserve Career Counselor of the Year for Fort Knox. The individual selected will represent Fort Knox at the TRADOC Competition for the TRADOC AC/RCT Career Counselor of the Year.

4-2. Applicability. Any Career Counselor, who has successfully performed duties in PMOS 79S or 79T for at least 6 months during the fiscal year for which the award is being considered, may be nominated.

4-3. Criteria for Selection. Eligible Career Counselors will be nominated according to the criteria below. HQDA may revise these criteria to support the Army Retention Program.

a. Soldier must have no record of court-martial conviction or disciplinary action during the last 24 months and no memorandums of indebtedness. Soldier must not be under suspension of favorable personnel action per AR 600-8-2.

b. Soldier must have passed the APFT.

c. Soldier must meet height and weight standards.

d. The success of the NCOs commander(s) in managing their retention program within the guidelines established by HQDA and TRADOC.

e. Demonstration of outstanding personal qualities and traits required to be a successful NCO and US Army Career Counselor.

f. The individual innovations in counseling Soldiers.

g. Knowledge of the Army's Retention, Transition, Personnel Competency Enhancement, and Force Alignment Programs.

4-4. Procedure for Selection. Commanders of subordinate TRADOC units will nominate the most outstanding Active and Reserve Career Counselor of their respective commands by 1 August annually. Nominations will be forwarded with recommendations to this Headquarters, (ATZK-CSM-R).

4-5. Submission of Nominations. Nominations for the Fort Knox TRADOC Career Counselor of the Year will include:

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- a. Nominee's name, grade, social security number, date of birth, names of spouse and children, organization or installation to which assigned, and date of assignment.
- b. A paragraph biography of significant achievements of the nominees during their military service. This statement will be prepared in 12-point Arial font (see Appendix C).
- c. A typed page on one of the Army Values and why it is important to you.
- d. A brief description of duties, action taken to support commanders in achieving their objectives, and other related areas. This statement will be prepared in 12-point Arial font and consist of no more than 350 and no less than 200 words.
- e. A recent official photograph.
- f. Current copy of ERB (see Appendix B).
- g. DA 638 filled out (see Appendix F).
- h. Typed copy of DD Form 2266 (see Appendix E).

4-6. General.

- a. The Armor Center Command Sergeant Major will announce, by separate memorandum, the date and time - (customarily during the month of August) the Career Counselor of the Year Board will convene.
- b. Uniform will be:
 - (1) Board members: Duty uniform (BDU).
 - (2) Candidates: Class A uniform with all awards and decorations.

4-7. Awards. To be determined by the appropriate authority.

4-8. Presentation of the Awards. The CG, or an appointed representative, will present the applicable awards to the winners in an official ceremony.

4-9. Board Composition.

- a. The Post Sergeant Major will serve as President of the Board. The board will consist of four members (includes board president) and a recorder.

- b. Subject areas for board members' evaluation are as indicated in Appendix G, page G-4.

****NOTE SUBJECT AREA 4 WILL ALWAYS BE ASKED BY THE POST CAREER COUNSELOR.***

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CHAPTER 5
SERGEANT AUDIE MURPHY CLUB

5-1. Purpose. To provide an appropriate system for selecting Soldiers assigned to the United States Army Armor Center and Fort Knox to attend the Final Selection Process for Induction into the Fort Knox Sergeant Audie Murphy Club (SAMC).

5-2. Applicability. All Active Army, National Guard, and Reservist ranks Corporal through Sergeant First Class that are assigned to the United States Army Armor Center and Fort Knox.

5-3. Eligibility. Per TRADOC Reg 600-14 and Fort Knox Reg 672-2.

5-4. General. The Sergeant Audie Murphy Club (SAMC) identifies and selects Noncommissioned Officers whose leadership achievements and performance merit special recognition. The SAMC is a means of recognizing those NCOs who have contributed significantly to the development of a professional NCO Corps and a combat ready Army. Members exemplify leadership characterized by personal concern for the needs, training, development, and welfare of Soldiers and concern for families of Soldiers. Selection to attend the SAMC board will consist of four phases:

a. Phase I - Commander's Evaluation: Unit Commanders who recommend NCOs for membership in the SAMC (Appendix A, page A-2) will screen and evaluate candidates before appearance before the initial recommendation board. This recommendation will be sent through the unit Command Sergeant Major.

b. Phase II - Performance Test: The SAMC performance test is based on a 2-page double-spaced report of a Medal of Honor recipient (not Audie Murphy), prepared in 12-point Arial font consisting of no more than 400 and no less than 300 words, and must in their own words explain how this complies with the Army Values.

c. Phase III - Screening Board: A screening board will be conducted at Brigade/Regimental level under the direction of the Command Sergeant Major (this is not waivable). Additional intermediate boards are authorized but not required. Board members will be provided with a complete packet (originals). Candidates complete packet will consist of: a certified copy of ERB (see Appendix B), Commander's evaluation, Performance Test (essay of Medal of Honor Recipient), copy of the candidate's APFT (not waivable) and weapons card (if the unit has weapons assigned, this is not waivable), and a typed copy of DD Form 2266 (see Appendix E). The board will be comprised of voting members at least the same rank to the candidate and will include at least one voting member of the same sex as the candidate being considered; evaluation as GO/NOGO on subject matter contained on the score sheet (Appendix G, page G-2) and current events will determine if a candidate should continue in the selection process. Candidates selected will appear before the final selection board (post SAMC Board). Requests to appear before the final selection board will be by memorandum to the Post Command Sergeant Major

and will include a memorandum stating that Soldier has appeared before the Brigade level board, signed by the appropriate Command Sergeant Major.

d. Phase IV - Final Selection Board: The SAMC final selection board will be comprised of the Armor Center Command Sergeant Major as president of the board, all MSC Sergeants Major, a member of the SAMC Club (this member will be selected by the Armor Center Command Sergeant Major and the Fort Knox Chapter SAMC President; this member will be at least an SFC), and a board recorder without a vote. At least one board member must be of the same sex as the candidate being considered. The candidate's supervisor will be an Audie Murphy Club member or will be the candidate's First Sergeant or above within the NCO support channel. The final selection board will be provided with the same complete packet (originals) used for the screening board. The final selection board will determine through a question and answer system if the candidate has reached a level of knowledge in a range of subject matter to warrant induction into the SAMC. Evaluation as GO/NO GO on all subject matter contained on the score sheet (Appendix G, page G-2) will determine if candidate warrants induction into the SAMC. Each candidate must receive a 100 percent "YES" vote from all board members in order to be selected for induction into SAMC. Board members will vote via secret ballot. Board members do not have to justify their vote to the other board members. Candidates successfully meeting standards of the final selection board will be selected for induction into the SAMC. The inductee is introduced to the local SAMC chapter and presented appropriate awards. Quotas will not be established. The final selection board need not select candidates if they do not meet requirement standards. The board president will verbally counsel candidates not selected for induction. Candidates may only appear before the board three times.

5-5. Awards. The individual selected for induction into the Sergeant Audie Murphy Club will be presented the following awards and any other awards determined by the appropriate authority:

a. Certificate of Achievement/Membership signed by the Commanding General TRADOC and the Command Sergeant Major TRADOC. Certificate is approved for filing per AR 600-8-104 in official military personnel file (OMPF). Copies of certificate should be forwarded to PSC/MPD/MILPO for processing/filing.

b. Membership medallion, approved for wear with BDUs for SAMC Induction Ceremonies and Class A/Dress Blue uniform during military balls and SAMC official functions (per AR 670-1, para 28-13d.)

c. TRADOC SAMC Membership Card.

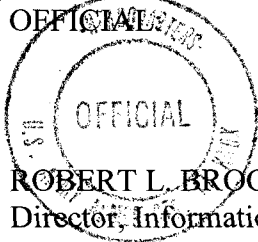
5-6. Presentation of Awards. The Post Command Sergeant Major, or a visiting VIP, will present the applicable awards to inductees in the semiannual Sergeant Audie Murphy Club induction ceremony.

5-7. Suggestions for Recognizing and Using SAMC members:

- a. Encourage assignments to leadership positions that will allow SAMC members to further develop their leadership skills.
- b. Assign to instructor duties or positions and teach NCO Development Program classes.
- c. Encourage further participation in off-duty education programs to set the example for junior Soldiers.
- d. Accompany Command Sergeants Major on unit visits and talk to individual NCOs.
- e. Use their talents as:
 - (1) Guest speakers at command information classes and seminars.
 - (2) Speakers at NCO Leadership Schools.
 - (3) Attendees at selected command briefings.
 - (4) Greeters for VIPs visiting local commands.
 - (5) Participants in sponsorship and reception programs.
 - (6) Encourage their involvement in community activities, e.g., Youth Services, Army Community Service (ACS), and Parent Teachers Associations (PTA).
 - (7) Encourage them to help identify potential SAMC members.

FOR THE COMMANDER:

RUSSELL D. GOLD
Colonel, GS
Chief of Staff



ROBERT L. BROOKS
Director, Information Management

DISTRIBUTION:
A

CF:
DCG, USAARMC

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APPENDIX A
MEMORANDUMS OF NOMINATION

FORT KNOX SOLDIER/NONCOMMISSIONED OFFICER OF THE QUARTER/YEAR

(Office Symbol) (MARKS Number)

(Current Date)

MEMORANDUM FOR Commander, US Army Armor Center and Fort Knox (ATZK-CSM), Fort Knox, KY 40121-5000

SUBJECT: Nomination for USAARMC and Fort Knox Soldier/Noncommissioned Officer of the Quarter/Year.

The following named Soldier has been selected as (Soldier/NCO) of the Quarter from this command and is nominated for the USAARMC (Soldier/NCO) of the Quarter/Year:

- a. Name (Last, First, Middle):
- b. Rank:
- c. Unit (Co/Trp, Bn, Bde):
- d. Age:
- e. Years of Service:
- f. Time in Grade:
- g. Weapons type/Qualification:
- h. APFT (Height & Weight):
- i. Service Schools Attended:
- j. Awards and Decorations:

5 Enclosures

(CSM/SGM Signature Block)

- 1. Biographical narrative
- 2. Quality of Life at Fort Knox
- 3. Typed copy DD Form 2266
- 4. Certified DA Form 2A and 2-1/ERB
- 5. Completed DA Form 638

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SERGEANT AUDIE MURPHY CLUB NOMINATION/EVALUATION

(Office Symbol) (MARKS Number)

(Date)

MEMORANDUM FOR Commander, US Army Armor Center and Fort Knox (ATZK-CSM), Fort Knox, KY 40121-5000

SUBJECT: Sergeant Audie Murphy Club Nomination/Evaluation

The following named Soldier has been selected to appear before the Fort Knox Sergeant Audie Murphy Board.

- a. Name (Last, First, Middle):
- b. Rank:
- c. Unit (Co/Trp, Bn, Bde):
- d. Age:
- e. Years of Service:
- f. Time in Grade:
- g. Weapons type/Qualification:
- h. APFT (Height & Weight):
- i. Service Schools Attended:
- j. Awards and Decorations:

5 Enclosures

(CSM/SGM Signature Block)

- 1. Certified DA Form 2/2-1/ERB
- 2. Commanders Evaluation
- 3. Performance Test
- 4. Copy APFT and Weapons Card
- 5. DD Form 2266

MEMORANDUM OF RECOMMENDATION FOR DRILL SERGEANT OF THE YEAR

(Office Symbol) (MARKS Number)

(Current Date)

MEMORANDUM FOR Commander, US Army Armor Center and Fort Knox (ATZK-CSM), Fort Knox, KY 40121-5000

SUBJECT: Nomination for USAARMC and Fort Knox Drill Sergeant of the Year

The following named Soldier has been selected as Drill Sergeant of the Year from this command and is nominated for the USAARMC Drill Sergeant of the Year Board:

- a. Name (Last, First, Middle):
- b. Rank:
- c. Unit (Co/Trp, Bn, Bde):
- d. Age:
- e. Years of Service:
- f. Time in Grade:
- g. Weapons Qualification:
- h. APFT (date & score):
- i. Service Schools Attended:
- j. Awards and Decorations:
- k. Date assigned as Drill Sergeant:
- l. Date scheduled to be released from Drill Sergeant status:

6 Enclosures

(CSM/SGM Signature Block)

1. TRADOC Form 298-R-Ee
2. Certified DA Form 2A and 2-1/ERB
3. Board Worksheet
4. Significant achievements as a Drill Sergeant
5. Autobiographical narrative
6. Typed copy of DD Form 2266

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APPENDIX C
BIOGRAPHY

STAFF SERGEANT / PRIVATE JOE R. SNUFFY

Staff Sergeant/Private Joe R. Snuffy was born in Brooklyn, New York. He entered the Army in June 1986. He attended Basic Combat Training at Fort Knox, Kentucky, where he received training as a Cavalry Scout.

His military education includes the 3d Infantry Division Primary Noncommissioned Officer Course (PNCOC), Basic Noncommissioned Officer Course (BNCOC), M3 Bradley Master Gunner Course and Defense Equal Opportunity Management Institute.

Staff Sergeant/Private Joe R. Snuffy assignments include 1st Battalion, 16th Infantry, 1st Infantry Forward, Germany; 2d Battalion, 60th Infantry, 9th Infantry Division, Fort Lewis, Washington; 3d Squadron, 11th Armored Cavalry Regiment, Germany; HHC, 24th Infantry Division, 3d Battalion, 15th Infantry, Fort Stewart, Georgia; VII Corps, 3d Squadron, 11th Armored Cavalry Regiment, Germany; 1st Battalion, 37th Armor, 3d Infantry Division, Germany; 3d Brigade, 1st Infantry Division, Germany; 3d Battalion, 66th Armor, 4th Infantry Division, Fort Hood, Texas; 1st Squadron, 16th Cavalry Regiment.

Among his awards and decorations are the Army Commendation Medal (4 OLC), the Army Achievement Medal (2 OLC), Good Conduct Medal (8th Award), Armed Forces Expeditionary Medal, Humanitarian Service Medal, NATO Medal, and Overseas Service Ribbon (4th Award), Draper Award, unit level, two years. He is also an Order of Saint George recipient and Blackhorse Legion. He was inducted into the Sergeant Morales Club in August 1993. Staff Sergeant/Private Joe R. Snuffy graduated from the University of the State of New York with a Bachelor Degree.

He is married to the former Joetta Snuffy of Nowhere IN.; they have two daughters, Jody and Joelota, and a son, Joe III.

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APPENDIX D
QUALITY OF LIFE ON FORT KNOX

QUALITY OF LIFE ON FORT KNOX

The quality of life on Fort Knox is good when compared to posts in which I was stationed before. The waiting list for housing is relatively short, and the Housing Referral Office (HRO) works well with incoming families to try and meet their housing needs. The housing communities present a clean appearance, and the units are well maintained for the majority of post. The PX and the Commissary are adequate for the size of the post. The MWR program offers many activities for single and married soldiers to engage in. The gyms offered here are all better than most post I have been. The bowling alley is also very nice. The ACS on this post is very active, and really helps soldiers in need. The hospital offers services that most small MEDDACs can't offer. I don't see the need for a lot of change here at Fort Knox; I feel that Fort Knox is doing its job in Quality of Life issues. I would make a minor addition.

I would utilize the space left by the old golf course and make it a fitness track. This would give units and family members that train an alternative to doing the same Physical Training regime over and over. This addition could be done relatively quickly, since the golf course already has a cart route that can be transferred into a running track. Pull up bars, dips racks, and other exercise stations could be placed along side of the track to complete the fitness track. This addition should not interfere with the plans to place family housing units in this area. The grass would have to be mowed weekly during the summer months, and safety would need to be maintained near Wilson Road, but I feel the benefits would lead to increased morale and quality of life.

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APPENDIX E – HOMETOWN NEWS RELEASE

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HOMETOWN NEWS RELEASE INFORMATION										
1. PAD CODE			PRINT OR TYPE - SEND ORIGINAL ONLY					FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY		
2. YOUR SOCIAL SECURITY NUMBER (For identification only)										
1	2	3	4	5	6	7	8	9		
PRIVACY ACT STATEMENT <small>AUTHORITY: 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397. PRINCIPAL PURPOSE: To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only. ROUTINE USE: Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain." DISCLOSURE: Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</small>										
3. BRANCH OF SERVICE		4. STATUS		5. RANK	6. PAY GRADE	7. FIRST NAME, MIDDLE INITIAL, LAST NAME			8. SEX	
<input checked="" type="checkbox"/> ARMY		<input checked="" type="checkbox"/> ACTIVE		SPC/SGT	E-4/E-5	John M. Doe			M/F	
<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> RESERVE		9. EVENT (Example: Arrival; Promoted to Sergeant; Received Commendation Medal, etc. - Citation Needed!)						
<input type="checkbox"/> NAVY		<input type="checkbox"/> NATIONAL GUARD		Winner of the Fort Knox Soldier/NCO of the Year/ Quarter/ Drill Sergeant of the Year/Career Counselor of the Year/Sergeant Audie Murphy Club Board 2004.						
<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> CIVILIAN								
<input type="checkbox"/> COAST GUARD										
10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLE/GRANDPARENTS OR ADULT SIBLINGS										
a.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU					
Mr. & Mrs. John M. Doe					Parents					
(3) ADDRESS (Number and Street)					(4) CITY		(5) STATE		(6) ZIP CODE	
Live anywhere USA					Pot Hole		USA		00000-0000	
b.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME					(2) RELATIONSHIP TO YOU					
(3) ADDRESS (Number and Street)					(4) CITY		(5) STATE		(6) ZIP CODE	
11. SPOUSE'S NAME (First, Middle initial, Last)										
12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME										
b. ADDRESS (Number and Street)					c. CITY		d. STATE		e. ZIP CODE	
13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME										
b. ADDRESS (Number and Street)					c. CITY		d. STATE		e. ZIP CODE	
14. a. YOUR PRESENT UNIT OF ASSIGNMENT (Do not abbreviate)				b. POST OR BASE (Not APO)		c. CITY		d. STATE OR COUNTRY		
Charlie Company 16th Cavalry Regiment				Fort Knox		Fort Knox		KY		
15. a. DUTY MOS OR AFSC				16. PRESENT JOB TITLE (Full Title - Do not abbreviate)				17. TOTAL YEARS MILITARY SERVICE		
19D/19K				Doing nothing				99		
18. a. HIGH SCHOOL GRADUATED FROM				b. YEAR GRADUATED		c. CITY		d. STATE		e. ZIP CODE
Pot Hole High				1999		Pot Hole		USA		00000-0000
19. COLLEGES GRADUATED FROM										
a. COMPLETE NAME			b. DEGREE	c. YEAR GRADUATED	d. CITY		e. STATE		f. ZIP CODE	
20. REMARKS (Continue on back if necessary)										
21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information)						22. DATE (YYMMDD)		23. DUTY PHONE (DSN or area code)		

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APPENDIX F – AWARD RECOMMENDATION

RECOMMENDATION FOR AWARD			
For use of this form, see AR 600-8-22; the proponent agency is ODCSPER			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO ATZK-AGO FORT KNOX, KY 40121		2. FROM ATZK-CSM FORT KNOX, KY 40121	
		3. DATE BOARD DATE	
PART I - SOLDIER DATA			
4. NAME SOLDIER'S NAME		5. RANK	6. SSN 000-00-0000
7. ORGANIZATION SOLDIER'S UNIT		8. PREVIOUS AWARDS LIST ALL AWARDS (AAM, ARCOM, GCM, AND HIGHER)	
9. BRANCH OF SERVICE		10. RECOMMENDED AWARD AAM	11. PERIOD OF AWARD a. FROM BOARD DATE b. TO BOARD DATE
12. REASON FOR AWARD		13. POSTHUMOUS	
12a. INDICATE ACH, SVC, PCS, ETS, OR RET ACH		12b. INTERIM AWARD IF YES, STATE AWARD GIVEN	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
PART II - RECOMMENDER DATA			
14. NAME DESARIO, GEORGE		15. ADDRESS HQ, USAARMC AND FORT KNOX FORT KNOX, KY 40121	
16. TITLE/POSITION POST COMMAND SERGEANT MAJOR	17. RANK CSM		
18. RELATIONSHIP TO AWARDEE PRESIDENT OF THE BOARD		19. SIGNATURE	
PART III - JUSTIFICATION AND CITATION DATA <i>(Use specific bullet examples of meritorious acts or service)</i>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1			
o {SOLDIER'S NAME} WAS SELECTED AS {WHAT THEY WON} AT THE {BOARD THEY COMPETED AT}.			
ACHIEVEMENT #2			
ACHIEVEMENT #3			
ACHIEVEMENT #4			
21. PROPOSED CITATION FOR MERITORIOUS ACHIEVEMENT WHILE APPEARING BEFORE THE {WHAT BOARD THEY COMPETED AT} ON {THE DATE IT WAS HELD}. BEING SELECTED AS THE {WHAT THEY WON} OF THE {QUARTER/YEAR} SHOWS A HIGH DEGREE OF COMMITMENT AND DISCIPLINE TO BEING A SOLDIER. YOUR ACTIONS REFLECT GREAT CREDIT UPON YOU, YOUR UNIT, THE ARMOR CENTER, AND THE UNITED STATES ARMY.			

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APPENDIX G
BOARD WORKSHEETS

Fort Knox Reg 672-2 (1 Apr 05)

SOLDIER/NCO OF THE QUARTER/YEAR BOARD WORK SHEET			
Name:	Rank:	Unit:	Date:
Subject:	Points	Scored	
1. Reporting Procedures <ul style="list-style-type: none"> • Personal Appearance, Bearing, and Self Confidence • Oral Expression and Conversational Skill • ERB: Missing Data – 5pts • Weapons Qualification (MM=1pt, SS=3pt, EXP=5pt) • APFT (180-229=1pt, 230-269=3pt, 270-300=5pt) • Soldier's Creed / NCO's Creed 	1-25		
2. Awareness of Unit and World Affairs and Military Esprit De Corps <ul style="list-style-type: none"> • Local, National, and International News • Fort Knox / Armor History • Army Values and Warrior's Ethos • Chain of Command / NCO Support Channel [AR 600-20] • Field Sanitation [FM 21-10] 	1-25		
3. Basic Soldiering <ul style="list-style-type: none"> • Salutes, Honors, and Visits of Courtesy [AR 600-25] • Drill and Ceremonies [FM 3-21.5] • Wear and Appearance of the Military Uniform [AR 670-1] • Guard Duty and General Orders [FM 22-6] • Law of Land Warfare [FM 27-10] 	1-25		
4. Common Core Tasks <ul style="list-style-type: none"> • Physical Fitness [FM 3-2] • First Aid [FM 21-11] • Personal Weapon (M16A2 Only) [FM 3-22.9] • Map Reading and Land Navigation [FM 3-25.26] • Military Justice [FM 27-10] 	1-25		
5. Training, Leadership, and Military Programs <ul style="list-style-type: none"> • Army Leadership (Including Counseling) [FM 22-100] • Army Safety [AR 385-10, 385-40, 385-55, FM 100-14, FK Reg 385-10] • Training the Force [FM 7-0] • Battle Focused Training [FM 7-1] • Code of Conduct [AR 350-30] 	1-25		
NOTES: <ul style="list-style-type: none"> • Sections 2-5 are assigned sections. Board members will grade section 1 and their assigned section, resulting in a maximum of 50 points per board member. • In section 1, Soldiers will recite the Soldier's Creed, and NCOs will recite the NCO Creed. If the individual is unable to recite their respective creed, their appearance before the board will be terminated. • Different levels of questions for NCOs and Soldiers. • Each board member will ask a minimum of three questions per item in their assigned section. • Board President will only grade in the event of a tie. 			
REMARKS:			
BOARD MEMBER SIGNATURE _____			TOTAL POINTS _____

ATZK-CSM FORM 3797-R, MAR 05

PREVIOUS EDITIONS ARE OBSOLETE

SERGEANT AUDIE MURPHY BOARD WORK SHEET			
Name:	Rank:	Unit:	Date:
Subject:		Circle One:	
1. Reporting Procedures: <ul style="list-style-type: none"> • Reporting Procedure • Personal Appearance, Bearing, and Self Confidence • Oral Expression and Conversational Skill • Enlisted Record Brief (Correct Information with Photo) • Sergeant Audie Murphy Story 		Pass / Fail	
2. The Non-Commissioned Officer: <ul style="list-style-type: none"> • Army Leadership (Including Counseling) [FM 22-100] • NCOES [DA PAM 60-25] • NCOERs [AR 623-205] • Army Values and Warrior's Ethos 		Pass / Fail	
3. Competence: <ul style="list-style-type: none"> • Personal Weapon (M16A2 Only) [FM 3-22.9] • Physical Training [FM 3-2] • Weight Control [AR 600-9] 		Pass / Fail	
4. The Welfare of Soldiers: <ul style="list-style-type: none"> • Army Safety [ARs 385-10, 385-40, 385-55; FM 100-14; FK Reg 385-10] • Risk Management (Including Risk Assessment) [FM 100-14] • First Aid [FM 21-11] 		Pass / Fail	
5. The Accomplishment of the Mission: <ul style="list-style-type: none"> • Training the Force [FM 7-0] • Battle Focused Training [FM 7-1] • NCO's Role in the Training Meeting [FM 7-0] 		Pass / Fail	
NOTES: <ul style="list-style-type: none"> • In section 1, if the Soldier fails to report properly, their appearance before the board will be terminated. He/She will also recite the Sergeant Audie Murphy Story, or their appearance before the board will also be terminated. • Sections 2-5 are assigned sections. Board members will grade section 1 and their assigned section, all board members must pass the Soldier in all sections for the Soldier to pass the board. It is not a requirement for this board to select any individual. Only individuals who meet the standard will be selected. • Each board member will address each subsection of their assigned area, and all questions will be situational. • The above references are not all inclusive. The Soldier member is also advised to be especially familiar with local policies and regulations. 			
REMARKS:			
BOARD MEMBER SIGNATURE _____		RECOMMENDATION: PASS / FAIL	

DRILL SERGEANT OF THE YEAR (DSOY)			
Name:	Rank:	Unit:	Date:
Subject	Points	Scored	
PCSM 1. Reporting Procedures <ul style="list-style-type: none"> • Personal Appearance, Bearing, and Self Confidence • Oral Expression and Conversational Skill • ERB: Missing Data -5 Points • Drill Sergeant History • Drill Sergeant Creed • NCO Creed 	1-25		
1 ATB CSM 2. TRADOC Reg 350-6 <ul style="list-style-type: none"> • Remedial Training • Phase Training • Trainee Counseling • PTRP • Split option Training • Drill Sergeant misconduct • Use PT MOT Tool • Trainee Abuse Report 	1-25		
16CAV CSM 3. Training, Leadership <ul style="list-style-type: none"> • Leadership/Counseling [FM 22-100] • BRM [FM 3-22.9] • Training The Force [FM 7-0] • Battle Focused Training [FM 7-1] 	1-25		
NCOA CSM 4. Unit Physical Fitness Training Procedures <ul style="list-style-type: none"> • Physical Fitness Training in the Unit [AR 350-1] • Weight Control [AR 600-9] • Physical Fitness [FM 2-3] 	1-25		
DSOY 5. Drill Sergeant Programs <ul style="list-style-type: none"> • Drill sergeant Program [AR 614-200 S3, CH 8 & TR 350-16] • Enlisted Personnel Separations [AR 635-200] • Drill Sergeant Hat/Badge 	1-25		
ARSCH CSM 6. Military Information <ul style="list-style-type: none"> • Wear and Appearance of the Military Uniform [AR 670-1] • Drill and Ceremony [FM 3-21.5] • Military Awards [AR 600-8-22] 	1-25		
NOTES: <ul style="list-style-type: none"> • Sections 2-6 are assigned sections. Board members will grade section 1 and their assigned section, resulting in a maximum of 50 points per board member. • In section 1, Soldiers will recite the Drill Sergeant Creed and the NCO Creed. If the individual is unable to recite the creeds, their appearance before the board could be terminated. • Each board member will ask a minimum of three questions per item in their assigned section. • Board President will only grade in the event of a tie. 			
REMARKS: 			
BOARD MEMBER SIGNATURE _____			TOTAL POINTS _____

CAREER COUNSELOR OF THE YEAR BOARD WORK SHEET ACTIVE AND RESERVE COMPONENTS			
Name:	Rank:	Unit:	Date:
Subject:	Points	Scored	
1. Reporting Procedures <ul style="list-style-type: none"> • Personal Appearance, Bearing, and Self Confidence • Oral Expression and Conversational Skill • ERB: Missing Data -5pt • Weapons Qualification (MM=1pt, SS=3pt, EXP=5pt) • APFT (180-229=1pt, 230-269=3pt, 270-300=5pt) • Soldier's Creed / NCO's Creed 	1-25		
2. Awareness of Unit and World Affairs and Military Esprit De Corps <ul style="list-style-type: none"> • Local, National, and International News • Fort Knox / Armor History • Army Values and Warrior's Ethos • Chain of Command / NCO Support Channel [AR 600-20] • Field Sanitation [FM 21-10] 	1-25		
3. Basic Soldiering <ul style="list-style-type: none"> • Salutes, Honors, and Visits of Courtesy [AR 600-25] • Drill and Ceremonies [FM 3-21.5] • Wear and Appearance of the Military Uniform [AR 670-1] • Guard Duty and General Orders [FM 22-6] • Law of Land Warfare [FM 27-10] 	1-25		
Post Career Counselor 4. Common Core Tasks <ul style="list-style-type: none"> • (AC & RC) Knowledge of the Total Army Retention/Transition Program [AR 601-280] • (AC) MOS Reclassification Program [AR 614-200, AR 601-280] 	1-25		
5. Training, Leadership, and Military Programs <ul style="list-style-type: none"> • Personal Weapon (M16A2 Only) [FM 3-22.9] • Army Leadership (Including Counseling) [FM 22-100] • Army Safety [AR 385-10, 385-40, 385-55, FM 100-14, FK Reg 385-10] • Code of Conduct [AR 350-30] 	1-25		
NOTES: <ul style="list-style-type: none"> • Sections 2-5 are assigned sections. Board members will grade section 1 and their assigned section, resulting in a maximum of 50 points per board member. • In section 1, Soldiers will recite the Soldier's Creed, and NCOs will recite the NCO Creed. If the individual is unable to recite their respective creed, their appearance before the board could be terminated. • Different levels of questions for NCOs and Soldiers. • Each board member will ask a minimum of three questions per item in their assigned section. • Board President will only grade in the event of a tie. 			
REMARKS:			
BOARD MEMBER SIGNATURE			TOTAL POINTS

APPENDIX H
DRILL SERGEANT OF THE YEAR PERFORMANCE ORIENTED TEST (POT)
REFERENCES AND TASKS/SCORE CONVERSION CHART

EVALUATION TASKS

FIELD MANUALS

FM 3-21.5
FM 3-22.9
FM 7-0
FM 22-100
FM 100-60

ARMY REGULATION

AR 350-1, Chap 9
AR 350-17
AR 600-8-22
AR 600-9
AR 600-20 (EO, Fraternalization)
AR 614-200, Chap 8
AR 670-1

TRADOC REGULATIONS

TRADOC Reg 350-6
TRADOC Reg 350-16, Chap 6

TRADOC PAMS

TRADOC Pam 600-4

OTHER TOPICS

NCO Creed
DS Creed
History of DS Hat (male/female), DS Badge, DS History
Army Family Team Building (AFTB)

MODULES/Common Tasks

Hip and Back Stretch (Lying Down)	High Jumper
Facing to the Rear	The 30-Inch Step From the Halt
The Rest Position at the Halt	Opening Ranks and Closing Ranks
Sling Arms from Order Arms,	Order Arms from Sling Arms & Adjust slings
Inspection Arms from Order Arms	Order Arms from Inspection Arms
Count Off, Stack & Take Arms	Fix/Unfix Bayonets
Standing Side Fall	Employ the M18A1 Claymore Mine
M16A2 (all subject areas related except the qualification part)	Evaluate a Casualty
Decontaminate Skin using M291	Give First Aid for a Cold Injury

*NOTE: Only 4 modules/common tasks will be selected in any variety of mix. For example, 3 modules, 1 task.

**DRILL SERGEANT OF THE YEAR
CONVERSION POINTS FOR THE APFT CHART**

APFT POINTS	BOARD POINTS	APFT POINTS	BOARD POINTS
180 -181 =	20	240 - 242 =	62
182 - 183 =	22	243 - 245 =	64
184 - 186 =	24	246 - 248 =	66
187 - 189 =	26	249 - 251 =	68
190 - 192 =	28	252 - 254 =	70
193 - 195 =	30	255 - 257 =	72
196 - 198 =	32	258 - 260 =	74
199 - 201 =	34	261 - 263 =	76
202 - 204 =	36	264 - 266 =	78
205 - 207 =	38	267 - 269 =	80
208 - 210 =	40	270 - 272 =	82
211 - 213 =	42	273 - 275 =	84
214 - 216 =	44	276 - 278 =	86
217 - 219 =	46	279 - 281 =	88
220 - 222 =	48	282 - 284 =	90
223 - 225 =	50	285 - 287 =	92
226 - 228 =	52	288 - 290 =	94
229 - 231 =	54	291 - 293 =	96
232 - 233 =	56	294 - 296 =	98
234 - 236 =	58	297 - 299 =	99
237 - 239 =	60	300 =	100

Only those Drill Sergeants who score 100 points in all three events are eligible to determine their score on an extended scale. Each push-up and sit-up beyond the maximum is worth one point. Every 6-second decrease in run time is worth one point per FM 21-20.