

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5000

USASC&FG Regulation
No. 672-3

23 September 1998

Decorations, Awards, and Honors
FORT GORDON SERVICE MEMBER OF THE MONTH,
NONCOMMISSIONED OFFICER AND SERVICE MEMBER OF THE QUARTER,
NONCOMMISSIONED OFFICER AND SERVICE MEMBER OF THE YEAR

Summary. This regulation prescribes policies and procedures for nomination and selection of the Service Member of the Month, Noncommissioned Officer of the Quarter, Service Member of the Quarter, Noncommissioned Officer of the Year and Service Member of the Year for Fort Gordon.

Applicability. This regulation applies to all personnel assigned to the United States Army Signal Center and Fort Gordon (USASC&FG) and tenant activities.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Commander, USASC&FG, ATTN: ATZH-CM.

Administrative note. The word "his" in this regulation is intended to include both masculine and feminine genders.

Suggested improvements. The proponent of this regulation is the Office of the Center Command Sergeant Major. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USASC&FG, ATTN: ATZH-CM, Fort Gordon, GA 30905-5000 and/or submit DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal) to the installation AIEP coordinator.

Contents

	Paragraph	Page
Purpose.....	1	2
Objectives.....	2	2
Participating organizations.....	3	2
Responsibilities.....	4	2
Selection boards.....	5	3
Procedures for nomination, selection criteria, and recognition.....	6	4
Appendixes		
A. Fort Gordon Service Member of the Month Board Procedures.....		5
B. Fort Gordon Noncommissioned Officer and Service Member of the Quarter Board Procedures.....		7
C. Fort Gordon Noncommissioned Officer and Service Member of the Year Board Procedures.....		9

*This regulation supersedes USASC&FG Regulation 672-3, 16 October 1995.

1. Purpose. To prescribe policies and procedures for nomination and selection of the Service Member of the Month, Noncommissioned Officer of the Quarter, Service Member of the Quarter, Noncommissioned Officer of the Year and Service Member of the Year for Fort Gordon.

2. Objectives. The objectives of these programs are to:

a. Create interest and stimulate competitive spirit among noncommissioned officers and enlisted Service members.

b. Provide suitable recognition and reward for both noncommissioned officers and enlisted Service members who demonstrate outstanding military leadership, appearance, job knowledge, and duty performance.

3. Participating organizations. Each command listed below may nominate one Service member for each Service Member of the Month and one noncommissioned officer for each Noncommissioned Officer of the Quarter competition. For competitive purposes units are grouped as follows:

a. Dwight David Eisenhower Army Medical Center.

b. 15th Regimental Signal Brigade.

c. 513th Military Intelligence Brigade.

d. RSOC/702d Military Intelligence Group.

e. Regimental Noncommissioned Officer Academy.

f. 93d Signal Brigade.

g. 442d Signal Battalion.

h. Garrison Command (including the Military Police Activity and the 249th General Hospital).

i. Navy, Air Force, and Marines (including the Navy School Detachment, Marine Corps Detachment, and Air Force Detachment, the 31st Intelligence Squadron, Marine Support Battalion, and Naval Security Group Activity).

j. USA Dental Activity and USA Dental Laboratory.

4. Responsibilities.

a. Unit Command Sergeants Major or their designated representative will administer the program within their respective commands and are responsible for implementing the program and establishing procedures for selection of a candidate to represent their command for each Service Member of the Month and Noncommissioned Officer of the Quarter competition.

b. The Center Command Sergeant Major is responsible for:

(1) Overall supervision of the programs.

(2) Presiding as president of the USASC&FG selection boards or selecting a president in his absence.

(3) Providing space for selection boards to interview and test nominees.

(4) Selecting board members from those who have been appointed.

(5) Establishing procedures for interviewing and testing candidates appearing before the boards.

(6) Ensuring that each board has minority/gender representation.

(7) Requesting and obtaining candidates' 201 file not later than (NLT) 1 working day prior to the board.

(8) Ensuring photographs of the competition winners are displayed at Headquarters (HQ), USASC&FG.

c. Board members are responsible for preparing their own questions for the board.

d. The Personnel Operations Branch, Military Personnel Division, Directorate of Human Resources is responsible for:

(1) Preparation of the Fort Gordon Certificate of Achievement.

(2) Procurement of a United States (U.S.) savings bond for the individuals selected.

(3) Preparation of letter from the Commanding General.

e. The Public Affairs Office is responsible for:

(1) Providing an adequate news presentation ceremony, to include coordination with guests from the civilian community.

(2) Recognizing winners in the USASC&FG Weekly Bulletin and The Signal Newspaper.

(3) Ensuring photographs of the year winners are displayed in the Main Army Exchange (PX), Military Clothing and Sales, and Noncommissioned Officers'(NCO) Club.

5. Selection boards.

a. The USASC&FG selection board is comprised of Command Sergeants Major, Sergeants Major and branch equivalent from Fort Gordon.

b. A minimum of four members are required to convene the board. In the absence of the president, the senior member will preside as the president. When a female appears before the board, at least one member of the board must be a female. If a female Command Sergeant Major or Sergeant Major is not available, then a First Sergeant or Master Sergeant will sit on the board. When a member of the Navy, Air Force, or Marines is a candidate then one of the members of the board must be a senior noncommissioned officer of the same branch.

c. The USASC&FG selection board will convene on a date and at a place selected by the president.

d. The USASC&FG selection board will select a first runner-up in addition to the winner of each board competition. The runner-up will replace the monthly, quarterly, or annual winner should that noncommissioned officer/Service member permanently change station, separate from military service, be in a student status, receive disciplinary action, or otherwise become ineligible to compete in accordance with (IAW) this regulation. In the event that only one candidate is selected to compete for Service Member of the Month, the board will still convene.

6. Procedures for nomination, selection criteria, and recognition.

Procedures for nomination of candidates to appear before the USASC&FG selection board, board selection criteria, and recognition of board selectees are listed in appendixes A through C in the following order:

- a. Appendix A, Fort Gordon Service Member of the Month Board Procedures.
- b. Appendix B, Fort Gordon Service Member and Noncommissioned Officer of the Quarter Board Procedures.
- c. Appendix C, Fort Gordon Service Member and Noncommissioned Officer of the Year Board Procedures.

APPENDIX A

FORT GORDON SERVICE MEMBER OF THE MONTH BOARD PROCEDURES

A-1. Nomination procedures.

a. Candidates must be permanent party enlisted personnel in the rank of E-1 through E-4. There is no restriction to the number of times a candidate may appear before the Fort Gordon Service Member of the Month Board. However, once selected as Fort Gordon Service Member of the Month, that individual may not appear before the Service Member of the Month board again until the next fiscal year.

b. Participating organizations must submit a packet for each candidate to HQ, USASC&FG, ATTN: Center CSM (ATZH-CM), NLT 5 working days prior to the meeting of the USASC&FG selection board. No packets will be received after the suspense date unless the Office of the Center CSM is notified PRIOR to the suspense date. The packet must contain the following:

- (1) Name, rank, and social security number.
- (2) Unit of assignment and duty section.
- (3) Personal recommendation of the Service member by the unit Command Sergeant Major.

- (4) A brief, but comprehensive biographical sketch of the candidate.
- (5) A completed DD Form 2266 (Hometown News Release).

c. The Command Sergeant Major of each participating organization will be notified as to the time and place of the selection board. Command Sergeants Major will ensure that their candidate appears before the board at the prescribed time and place.

A-2. Selection criteria. The USASC&FG selection board considers the following items while evaluating nominees for the Fort Gordon Service Member of the Month:

- a. Military bearing, self-confidence, appearance, and physical fitness.
- b. Subjective appraisal of attitude, leadership, and potential.
- c. Initiative in furthering civilian and military education.
- d. Professional knowledge of military subjects and current events at a formal board interview.
- e. Professional presentation and military courtesy before the selection board.

A-3. Recognition of the Fort Gordon Service Member of the Month.

a. The individual selected by the USASC&FG selection board is designated the Fort Gordon Service Member of the Month for the following month.

b. The selection is announced in the USASC&FG Weekly Bulletin and The Signal Newspaper. A photograph of the Fort Gordon Service Member of the Month is posted at USASC&FG HQ. The Fort Gordon Service Member of the Month will be awarded the USASC&FG Certificate of Achievement and a personal letter of commendation from the Commanding General. The Service Member of the Month will share a parking space at the Main PX with the Noncommissioned Officer and Service Member of the Quarter.

c. Awards are presented by the Commanding General or his personal representative during the Monthly Recognition Ceremony.

d. In addition to the above recognition, the Commanding General awards a 96-hour pass to the Fort Gordon Service Member of the Month to be taken during the month the individual is so designated.

APPENDIX B**FORT GORDON NONCOMMISSIONED OFFICER AND SERVICE MEMBER OF THE QUARTER BOARD PROCEDURES****B-1. Nomination procedures.**

a. Candidates for the Noncommissioned Officer of the Quarter must be permanent party enlisted personnel in the rank of E-4(Corporal) through E-7. There is no restriction to the number of times a candidate may appear before the Fort Gordon Noncommissioned Officer of the Quarter board. However, once selected as Fort Gordon Noncommissioned Officer of the Quarter, that individual may not appear before the Noncommissioned Officer of the Quarter board again during that fiscal year.

b. Candidates for the Service Member of the Quarter will be the three previous Service Member of the Month winners. In the event that one of the Service Member of the Month winners is not available to compete in the Service Member of the Quarter competition, then the runner-up for the competition will compete. If neither the winner nor the runner-up is available for the Service Member of the Quarter competition, then there will not be a replacement. If the Service Member of the Month is promoted to the rank of Corporal or E-5, they will no longer be eligible to compete in the Service Member of the Quarter Board. That individual must compete at their unit level Noncommissioned Officer of the Quarter competition and be selected/recommended to compete at the Post level Noncommissioned Officer of the Quarter Board.

c. Participating organizations must submit a packet for each candidate to HQ, USASC&FG, ATTN: Center CSM (ATZH-CM), NLT 5 working days prior to the meeting of the USASC&FG selection board. No packets will be received after the suspense date unless the Office of the Center CSM is notified PRIOR to the suspense date. The packet must contain the following:

- (1) Name, rank, and social security number.
- (2) Unit of assignment and duty station.
- (3) Personal recommendation of the Service member by the unit Command Sergeant Major.
- (4) A brief, but comprehensive biographical sketch of the candidate.

(5) A completed DD Form 2266 (Hometown News Release).

d. The Command Sergeant Major of each participating organization will be notified as to the time and place of the selection board. Command Sergeants Major will ensure that their candidates appear before the board at the prescribed time and place.

B-2. Selection criteria. The USASC&FG selection board considers the following items while evaluating nominees for the Fort Gordon Noncommissioned Officer and Service Member of the Quarter:

- a. Military bearing, self-confidence, appearance, and physical fitness.
- b. Subjective appraisal of attitude, leadership, and potential.
- c. Initiative in furthering civilian and military education.
- d. Professional knowledge of military subjects and current events at a formal board interview.
- e. Professional presentation and military courtesy before the selection board.

B-3. Recognition of the Fort Gordon Noncommissioned Officer and Service Member of the Quarter.

a. The individual selected by the USASC&FG selection board is designated the Fort Gordon Noncommissioned Officer and Service Member of the Quarter for the following quarter.

b. The selection is announced in the Weekly Bulletin and The Signal Newspaper. A photograph of the Fort Gordon Noncommissioned Officer and Service Member of the Quarter is posted at USASC&FG Headquarters. The Fort Gordon Noncommissioned Officer and Service Member of the Quarter will receive any award deemed appropriate by the Commanding General, a personal letter of commendation from the Commanding General, and a \$100 U.S. savings bond. The Noncommissioned Officer and Service Member of the Quarter will share a parking space at the Main PX with the Service Member of the Month.

c. Awards are presented by the Commanding General or his personal representative.

d. In addition to the above recognition, the Commanding General awards a 96-hour pass to the Fort Gordon Noncommissioned Officer and Service Member of the Quarter and exempts those individuals from any Fort Gordon duty roster for a 6-month period.

APPENDIX C

FORT GORDON NONCOMMISSIONED OFFICER AND SERVICE MEMBER OF THE YEAR BOARD PROCEDURES

C-1. Nomination procedures.

a. Candidates for the Noncommissioned Officer of the Year will be the four previous Noncommissioned Officer of the Quarter winners. In the event that one of the Noncommissioned Officer of the Quarter winners is not available to compete in the Noncommissioned Officer of the Year competition, then the runner-up for that Quarter will compete. If neither the winner nor the runner-up is available for the Noncommissioned Officer of the Year competition, then there will not be a replacement.

b. Candidates for the Service Member of the Year will be the four previous Service Member of the Quarter winners. In the event that one of the Service Member of the Quarter winners is not available to compete in the Service Member of the Year competition, then the runner-up for that Quarter will compete. If neither the winner nor the runner-up is available for the Service Member of the Year competition, then there will not be a replacement. If the Service Member of the Quarter is promoted to the rank of Corporal or E-5, they will no longer be eligible to compete in the Service Member of the Year Board. That individual will NOT compete in the Noncommissioned Officer of the Year competition.

c. The winner of the Service Member of the Year will not be eligible to compete for the Service Member of the Month and the winner of the Noncommissioned Officer of the Year will not be eligible to compete for the Noncommissioned Officer of the Quarter for the remainder of their tour at Fort Gordon. In the event a noncommissioned officer competes for and is selected as in any other yearly competition that individual will not be eligible to compete for the Noncommissioned Officer of the Quarter or Year for the remainder of their tour at Fort Gordon.

d. Participating organizations must submit a packet for each candidate to HQ, USASC&FG, ATTN: Center CSM (ATZH-CM), NLT 5 working days prior to the meeting of the USASC&FG selection board. The packet must contain the following:

- (1) Name, rank, and social security number.
- (2) Unit of assignment and duty station.
- (3) Personal recommendation by the Service member by the immediate supervisor and Command Sergeant Major.
- (4) Biographical information citing specific accomplishments and outstanding duty performances which warrant selection as the Fort Gordon Noncommissioned Officer or Service Member of the Year. The biographical information will include:

- (a) Name and rank.
 - (b) Date and place of birth.
 - (c) Date entered and service.
 - (d) Military education.
 - (e) Civilian education.
 - (f) Awards received.
 - (g) Units of assignment.
 - (h) Hobbies.
 - (i) Long term and immediate goals.
 - (j) Accomplishments and outstanding duty performance over the previous year.
- (5) A completed DD Form 2266 (Hometown News Release).

e. The Command Sergeant Major of each participating unit will be notified as to the time and place of the selection board. Command Sergeants Major will ensure that their candidate appears before the board at the prescribed time and place.

C-2. Selection criteria. The USASC&FG selection board considers the following items while evaluating each nominee for the Fort Gordon Noncommissioned Officer and Service Member of the Year:

- a. Military bearing, appearance, and self-confidence.
- b. Outstanding performance of duty for the previous year.
- c. Subject appraisal of attitude, leadership, and potential.
- d. Initiative in furthering civilian and military education.
- e. Professional knowledge of military subjects and current events at a formal board interview.
- f. Professional presentation, conduct, and military courtesy before the selection board.

C-3. Recognition for the Fort Gordon Noncommissioned Officer and Service Member of the Year.

a. The individual selected by the USASC&FG selection board is designated the Fort Gordon Noncommissioned Officer and Service Member of the Year.

b. The award is announced in the USASC&FG Weekly Bulletin and The Signal Newspaper. A photograph of the Noncommissioned Officer and Service Member of the Year will be displayed at USASC&FG HQ, the Network NCO Club, the Military Clothing and Sales, and the Main PX. The Noncommissioned Officer and Service Member of the Year will receive any award deemed appropriate by the Commanding General, a personal letter of commendation from the Commanding General, and a

\$500 U.S. savings bond. The Noncommissioned Officer and Service Member of the Year will share a reserved parking space at the Main PX.

c. Awards are presented by the Commanding General or his personal representative.

d. In addition to the above recognition, the Commanding General awards a 96-hour pass to the Fort Gordon Noncommissioned Officer and Service Member of the Year and exempts those individuals from Fort Gordon duty rosters for a period of 1 year.

(ATZH-CM)

FOR THE COMMANDER:

OFFICIAL:

ROBERT C. ZELAZNY
Colonel, GS
Chief of Staff

SIGNED
JOSE' C. MILLER

23 September 1998

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Director, Information Management

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