



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECG

12 December 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Corps of Engineers Noncommissioned Officer of the Year (NCOY) and Soldier of the Year (SOY) Board

1. Eligibility.

- a. All Army active duty and Reserve Component NCOs and soldiers assigned or attached to USACE are eligible to compete.
- b. It is recognized that some NCOs and soldiers may be eligible to compete through more than one avenue, for instance, a USACE NCO or soldier assigned to a FORSCOM installation. No NCO or soldier should be denied the opportunity to compete. Each NCO or soldier should be afforded the opportunity to compete through their most logical chain of command and not arbitrarily disqualified from competition because of their unit of assignment.
- c. The NCO category includes Corporal through Sergeant First Class with less than 18 years of service.
- d. The soldier category includes Private through Specialist with less than 6 years of service.
- e. All candidates must be able to compete as a member of USACE at the Department of the Army NCO and Soldier of the Year Board to be held in Washington, DC during September 2002.
- f. The eligibility requirements and board administrative data mirror the new Department of the Army NCOY and SOY board.

2. Board Dates. The United States Army Corps of Engineers NCOY/SOY selection board will be held from 25 February 2002 through 1 March 2002 at the United States Army Corps of Engineers Research and Development Command Headquarters, Vicksburg, Mississippi. The specific details concerning travel, lodging, administrative information, and the board agenda will be available in mid January 2002.

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3. **Board Members.** The following USACE Command Sergeants Major and Sergeants Major will serve as board members: the USACE CSM, the 249th Engineer Battalion CSM, the OCE-P SGM, and the MSB SGM. In addition, we have invited our Engineer Regimental CSM to sit on the board.

4. **Uniform Requirements.**

a. Board members, candidates and supervisors will wear the Army Class A uniform with all authorized awards and decorations for the board appearance. Female candidates, supervisors, board recorders, and board members will wear slacks with low quarter shoes.

b. The individual physical fitness uniform (PFU/IPFU) will be worn for the APFT.

c. The battle dress uniform (BDU) will be worn for the performance testing.

d. Candidates will also bring their gortex jacket, black gloves, kevlar helmet, LBE with two canteens, and a flashlight.

5. **Nomination Packets.** Units will submit the nomination packets for their NCOY and SOY candidates through command channels to HQ, USACE, ATTN: CESM to arrive NLT 15 January 2002. Packets must arrive by 15 January 2002 to allow time for processing necessary background investigation checks prior to the board and necessary administrative tasks. Each packet will consist of the following items in the order listed:

◆ Cover Nomination Memorandum from the NCO's or soldier's chain of command. (see enclosure 1) Please ensure that each level of command indorses the nomination.

◆ Tab 1. One copy of the updated 2A, 2-1, and Enlisted Records Brief (ERB).

◆ Tab 2. One DA standard color photograph taken within six months of the board date. (see enclosure 2)

◆ Tab 3. One copy of the APFT scorecard with the most recent test scores posted. NCOs and soldiers with temporary profiles will not be allowed to compete.

◆ Tab 4. A one page typed essay written by the nominee on the subject "Why serving in the United States Army is important to me." (see enclosure 3)

◆ Tab 5. A one page resume. (see enclosure 4)

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- ◆ Tab 6. One typed copy of DD Form 2266, Hometown News Release.
- ◆ Tab 7. NCOs only will provide their last NCOER. If the NCOER does not cover a 12 month period, additional NCOERs will be provided to complete 12 months rated time. Corporals do not require an NCOER.
- ◆ Tab 8. A one page typed National Criminal Investigation Check data sheet. (see enclosure 5)

6. **Candidate Assessment.** Candidates will be assessed on their breadth and depth of knowledge in the following areas:

- | | | |
|---|----------------------|--------------------|
| ◆ Military Leadership and Counseling | ◆ Military Bearing | ◆ NCOER |
| ◆ Battle Focused Training | ◆ Sponsorship | ◆ CTT |
| ◆ Uniforms and Awards | ◆ Supply Economy | ◆ Current Events |
| ◆ NCO Creed and History | ◆ Education Programs | ◆ PMCS |
| ◆ Chain of Command | ◆ Land Navigation | ◆ APFT |
| ◆ Oral Expression and Military Courtesy | ◆ Appearance | ◆ First Aid |
| ◆ Soldier Support Activities | ◆ Drill and Ceremony | ◆ Military Justice |
| ◆ U.S. Army History | ◆ Individual Essay | ◆ Weapons |
| ◆ Reporting Procedures | ◆ Army Programs | ◆ NBC |

7. **Responsibilities.**

- a. The Office of the USACE Command Sergeant Major will be responsible for:
 - (1) Coordinating appropriate awards, incentives, and association contributions.
 - (2) Providing board recorders.
- b. The Office of the USACE Chief of Staff will be responsible for:
 - (1) Providing the necessary funding to support all activities associated with this board and the follow on awards ceremony.
 - (2) Providing the necessary logistics and administrative support.
 - (3) Provide PAO support for the board.

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(4) Provide the necessary support to prepare a video/picture presentation of the competition and associated board activities for use at the awards presentation.

c. The USACE ERDC will be responsible for:

(1) Providing required board support facilities, arranging billeting, arranging for the staff ride, and other support functions as determined by the USACE CSM.

(2) Receiving candidates, supervisors, board members, and support personnel at the airport and transporting them to Vicksburg, as required.

(3) Provide local transportation, as required.

(4) Coordinating socials.

8. Board Appearance Requirements. NCOs and soldiers appearing before the board must meet the following requirements:

- ◆ Height and weight standards set forth in AR 600-9.
- ◆ Not have received UCMJ punishment or have been under suspension of favorable actions within the last 12 months.
- ◆ Passed an Army Physical Fitness Test within six months prior to the board date.
- ◆ Have the first line supervisor present at all board events.

9. Background Investigation. NCO and soldier candidates will have a background check conducted to ensure that their record portrays a positive U.S. Army image. Commanders will insure that each candidate has had at least a completed Entrance National Agency Check (ENAC) and that they have a Defense Criminal Investigation Inquiry (DCII) check. Every soldier entering the Army is required to have one. In addition, HQ, USACE will conduct a National Criminal Investigation Check (NCIC) on each candidate.

10. Awards Ceremony. The USACE NCO and Soldier of the Year and their supervisors and all board candidates will be properly recognized and appropriate awards

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presented at the USACE Engineer Dinner to be held in Washington, DC during late March.

11. **Funding.** The parent command will provide temporary duty orders and funding for the board members, candidates and supervisors participating in the USACE NCOY/SOY Board and Awards Ceremony.

12. **Point of Contact.** POC for this action is the USACE CSM, CSM Robert M. Dils.



ROBERT B. FLOWERS
Lieutenant General, U.S. Army
Commanding

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NOMINATION MEMORANDUM

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR Commanding General, United States Army Corps of Engineers,
Attn: CESM, 441 G Street NW, Washington, DC 20314-1000

SUBJECT: Nomination for USACE Noncommissioned Officer (or Soldier) of the Year Board.

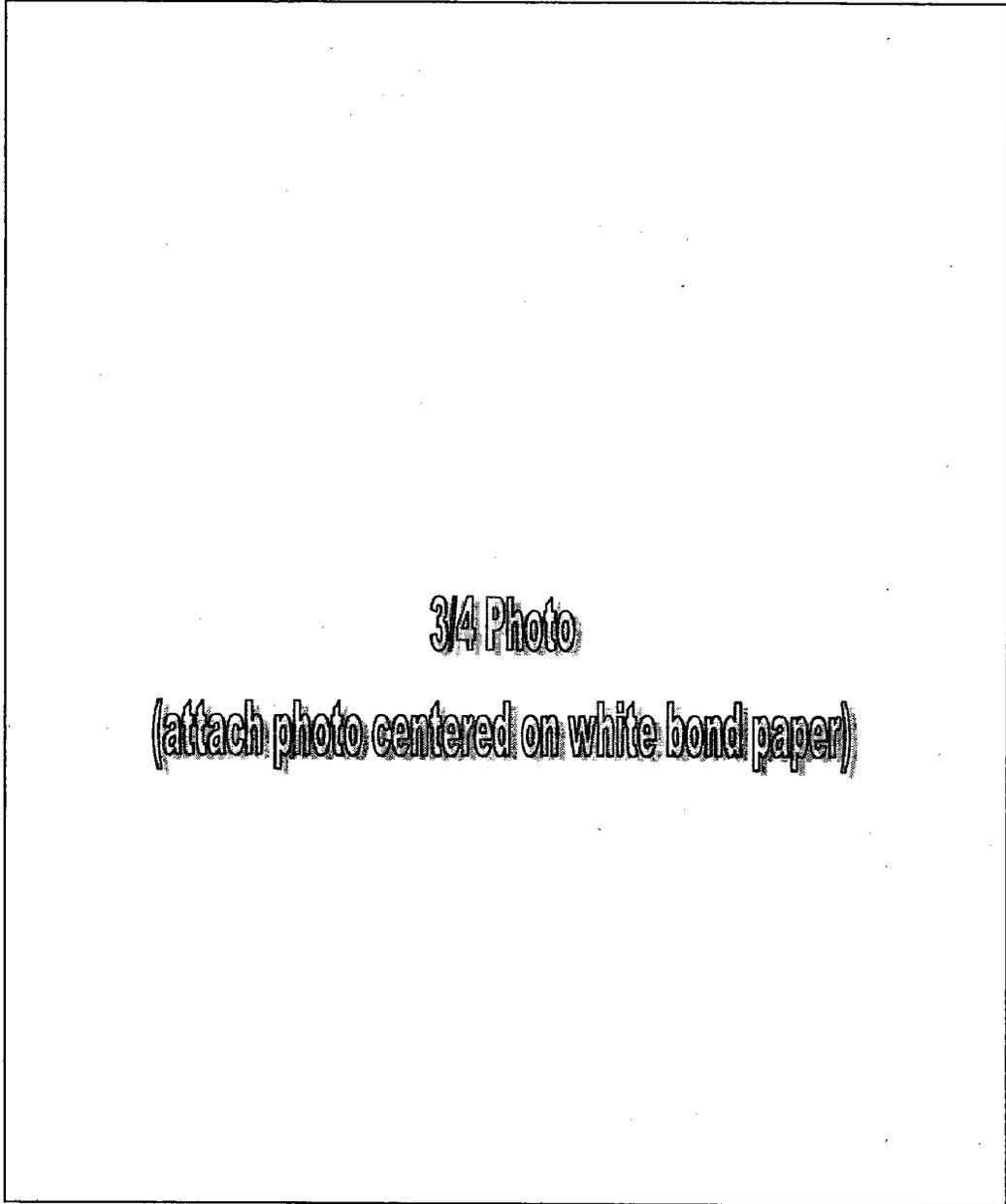
1. The following individual is nominated for the United States Army Corps of Engineers NCO (or Soldier) of the Year Board:
 - a. Name:
 - b. Rank:
 - c. PMOS:
 - d. SSN:
 - e. Unit:
 - f. Years of Service:
 - g. Time in grade:
 - h. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to TDA units may not have a current qualification)
 - i. Service school(s) attended:
 - j. Decorations and Awards:
 - k. Civilian education:
 - l. Duty address and duty phone number:
 - m. Duty address and duty phone number of supervisor:
 - n. Name and address of next of kin:
 - o. Significant achievements in the last 12 months:
2. The nomination packet is enclosed.

Encl.
as

Signature Block

Encl 1

PHOTO



3/4 Photo

(attach photo centered on white bond paper)

SOLDIER ESSAY

The essay topic will be "Why serving in the United States Army is important to me."

The essay must be concise, address the issue, and be grammatically correct and well presented. The candidate should be able to discuss their essay with the board members without referring to notes.

The format will utilize 1 inch margins, single-spaced, with the font set to Times New Roman, size 12. The essay will not exceed one page.

RESUME

John Q. Soldier

Objective: Long term and short term goals

Experience: Personal work history, start with most recent and work backward

Military Education: NCOES courses attended, start with most recent and work backward

Civilian Education: Civilian schooling, start with most recent and work backward

Family: Married/single etc.

Hometown: Stoneboro, PA

Personal Interests: Hobbies, community involvement, etc.

Note: Latitude will be allowed in formatting, but the resume must not exceed one page.

NATIONAL CRIMINAL INVESTIGATION CHECK DATA SHEET

Name: Last, First, MI

Social Security Number:

Date of Birth: YYYYMMDD

Race: (Requested for identification purposes only, and is not a factor in determining eligibility.)

Sex: (Male or Female)

Height: (Inches)

Weight: (Pounds)

U.S. Citizen: (Yes or No) (If no, indicate immigration number)