

Department of the Army
Headquarters, USFCOEFS
455 McNair Avenue, Suite 100
Fort Sill, Oklahoma 73503
16 August 2010

*USAFCOEFS Regulation 600-2

Personnel General
**USAFCoE and Fort Sill Outstanding Soldier of the Quarter/Year
And NCO of the Quarter/Year Program**

Summary. This regulation prescribes policies and procedures for the Soldier of the Quarter/Year and Noncommissioned Officer of the Quarter/Year Programs. These programs recognize and reward military personnel who have demonstrated outstanding qualities of leadership, service, military bearing, appearance, knowledge, and continued outstanding performance of duty, including participation and contributions to both civilian and military community activities.

Applicability. This regulation applies to TRADOC Mission and Select Tenat Organization outlined within this regulation.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the USAFCoE & Fort Sill G1.

Suggested Improvements. The proponent of this regulation is the Office of the Secretary of the General Staff. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Secretary of the General Staff.

Distribution. This regulation is distributed solely through the DHR, ASD Homepage at http://sill-www.army/dhr/admin_svcs_Div/index/html

**Chapter 1
Introduction**

1-1. Purpose

This regulation prescribes policies and procedures for the Soldier of the Quarter/Year and Noncommissioned Officer of the Quarter/Year Programs. These programs recognize and reward military personnel who have demonstrated outstanding qualities of leadership, service, military bearing, appearance, knowledge, and continued outstanding performance of duty, including participation and contributions to both civilian and military community activities.

**Chapter 2
Policy**

2-1. Policies.

a. Major units participating in this program at Fort Sill are--

- (1) 6th Air Defense Artillery Brigade
- (2) 428th Field Artillery Brigade
- (3) 434th Field Artillery Brigade
- (4) 31st Air Defense Brigade
- (5) 75th Fires Brigade
- (6) 214th Fires Brigade
- (7) U.S. Army Medical Department Activity (MEDDAC)
- (8) U.S. Army Dental Activity (DENTAC)
- (9) U.S. Army Garrison Fort Sill
- (10) NCO Academy
- (11) Headquarters Detachment, Fires Center of Excellence

b. Each of the above units may submit one candidate for each program listed in paragraph 1, subject to the requirements in paragraphs d and e below.

c. The Outstanding Soldier Program will be competitive among nominees of participating commands listed in paragraph 1. Fort Sill Form 1065 (Board Evaluation Sheet) is available through DOIM Publications Supply Section for use by participating units.

d. One outstanding soldier, private through specialist will be selected each quarter as Soldier of the Quarter. One Soldier of the Year will be selected from among the quarterly winners.

e. One outstanding noncommissioned officer, corporal through staff sergeant, will be selected each quarter as NCO of the Quarter. One NCO of the Year will be selected from among the quarterly winners.

2-2. Nominating Procedures.

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a. Nominations from unit commanders will be sent through command channels to USAFCoE G1, ATTN: G1 Promotion Clerk, to arrive no later than 5 working days prior to the date the board is scheduled to convene, as outlined in paragraph 4. Negative reports are required.

b. Personnel may be selected only once in each category. Additionally, personnel not selected at the installation level will be eligible to compete at that level after a 6 month waiting period.

c. Soldiers of the Quarter from the current competition year (Oct - Sep) are eligible to compete in the USAFCoEFS Soldier of the Year competition for the following (i.e., FY 10 quarterly winners will compete the 3d Monday of August). Individuals promoted to SGT will not be eligible for the Soldier of the Year competition, but may compete in the NCO of the Year competition.

d. NCO of the Quarter(s) from preceding Oct through Sep are eligible to compete in the USAFCoEFS NCO of the Year competition each August. Those individuals promoted to SFC will not be eligible to compete for NCO of the Year.

e. Each nominee will submit one complete packet which will contain the following information/documents.

(1) A completed and signed Fort Sill Form 368 (USAFACFS Outstanding Soldier/NCO Recommendation).

(2) A one page, double spaced, biographical narrative highlighting the Soldier/NCO's background and career.

(3) DA Forms 2A (Personnel Qualification Record - Part I) and 2-1 (Personnel Qualification Record - Part II).

(4) All certificates of achievement/graduation and/or letters of appreciation deemed appropriate.

(5) All military/civilian school transcripts.

(6) A completed and signed DA Form 2266 (Hometown News Release).

* Items are listed in the order they should appear.

2-3. Selection Process.

Selection will be based on the following four areas of evaluation.

a. Army Physical Fitness Test. This event will be held at Honeycutt Gym. Upon arrival, height and weight will be recorded; the APFT will then be administered in accordance with FM 21-20. The uniform for this event will be the Army Physical Fitness uniform. Personnel should have in their possession a DA Form 705 (APFT Card) with pertinent data filled in. Soldiers that fail the APFT or fail to meet AR 600-9 standards will be eliminated from the competition.

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b. In Ranks Inspection. The uniform for this event will be the battle dress uniform. Nominees are required to wear all patches, decorations, identification tags, etc., that are authorized for wear with this uniform. Evaluation/scoring will be based on demerit system. This event will also be held at Honeycutt Gym.

c. Warrior Task Testing. Immediately following the in-ranks inspection, nominees must report with all required equipment as specified in the Soldier's Manual Common Task, STP 21-1 SMCT. The uniform for this event is the battle dress uniform. This event will consist of five tasks. Each MSC will designate two evaluators to report to Building 914D 1 hour prior to start time to set up test site. Evaluators are responsible for having all equipment available to administer evaluation in accordance with STP 21-1 SMCT and the current FY CTT administration manual.

d. Board Appearance. Nominees must report with their sponsor NLT 30 minutes prior to the start of the board. The nominees will wear the Army Service Uniform or the Army Green Service Uniform, Class A, (female with skirt) with all decorations, or equivalent uniform for respective service. No other uniform will be accepted.

e. The quarter competition will begin the 2d Monday of October, January, April, and July and will last a period of 2 days. The first day will include the APFT, In-Ranks Inspection, and Common Task Testing. The second day will consist of the appearance before the board.

f. The year competition will begin the 3d Monday of August and will last for 1 day.

g. The NCO/Soldier of the year competition will consist of a board appearance only.

h. Board representative composition:

Command Representative Soldier of the Quarter

USAFCoEFS CSM (President) ALL BOARDS

6th ADA BDE CSM (Voting Member) ALL BOARDS

428th FA BDE (Voting Member) ALL BOARDS

434th FA BDE (Voting Member) ALL BOARDS

31st ADA BDE (Voting Member) ALL BOARDS

75th FiB (Voting Member) ALL BOARDS

214th FiB (Voting Member) ALL BOARDS

MEDDAC (Voting Member) ALL BOARDS

Garrison (Voting Member) ALL BOARDS

G1 Promotions Clerk (W/O Vote) ALL BOARDS

Chapter 3
Awards and Recognition.

a. There will be an NCO/Soldier of the Quarter recognition breakfast in the months of November, January, May, and August. These will take place on the 1st Wednesday of the month except in January it will be held on the last Wednesday of the month.

b. Soldier and Noncommissioned Officer of the Quarter.

(1) CG Coin from the Commanding General.

(2) Four day pass from USAFCoEFS Command Sergeant Major.

(3) Photograph displayed in the Main Exchange, Commissary, and Post Headquarters.

(4) Various Fort Sill and Lawton organizations will sponsor the winner and provide appropriate recognition.

c. There will be an NCO/Soldier of the Year Celebration on the 3d Saturday of September to recognize the NCOs and Soldiers of the Quarter as well as the NCO and Soldier of the Year.

d. Soldier and Noncommissioned Officer of the Year.

(1) Recommended for an Army Commendation Medal for Achievement (submitted by unit).

(2) Accompany the Post Command Sergeant Major to the National AUSA Conference in Washington, DC.

(3) Photograph displayed in the Main Exchange, Commissary, CAC, and Post Headquarters.

(4) Various Fort Sill and Lawton organizations will sponsor the winner and provide appropriate recognition.

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