

HEADQUARTERS  
UNITED STATES EUROPEAN COMMAND  
UNIT 30400  
APO AE 09131-0400

DIRECTIVE  
NUMBER 30-22

3 February 2003

**PERSONNEL**

USEUCOM Junior and Senior Service Member of the Year Program

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1. **Summary.** This directive establishes and defines responsibilities for the USEUCOM Junior and Senior Service Member of the Year (SMOY) Program.
  2. **Applicability.** This directive applies to United States European Command's Headquarters Element and USEUCOM Component Commands (United States Army Europe (USAREUR); Marine Forces, Europe (MARFOREUR); United States Naval Forces, Europe (USNAVEUR); United States Air Forces in Europe (USAFE), and Special Operations Command Europe (SOCEUR)).
  3. **Internal Control Systems.** This directive contains no internal control provisions and is not subject to the requirements of internal management control program.
  4. **Suggested Improvements.** The proponent for this directive is the Command Sergeant Major, United States European Command. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECCS-ECSE, Unit 30400, APO AE 09131.
  5. **Purpose.** The purpose of this directive is to establish criteria and procedures for selecting and recognizing the USEUCOM SMOY.
  6. **Award Categories:**
    - a. **Junior Service Member of the Year.** Enlisted in the grades E-1 through E-5.
    - b. **Senior Service Member of the Year.** Enlisted in the grades E-6 through E-8.
  7. **Recognition Period.** January through December (Annual).
  8. **Nomination Procedures.** The USEUCOM Headquarters Element and component commands submit one nomination in each category and provide a cover memorandum using sample format at Appendix B and one page introduction-using sample at Appendix C when requested by the USEUCOM Sergeant Major. Nominations not received by the deadline will not be considered for competition. Nominees for the USEUCOM recognition board will be required to appear before the selection board--no exceptions in the month of February.

9. **USEUCOM Headquarters Element and Component Commands (USAREUR, MARFOREUR, USNAVEUR, USAFE, and SOCEUR):**

- a. Establish annual programs within headquarters and component commands.
- b. Ensure all nomination packages are submitted on time and in the prescribed format.
- c. Submit the names of board members and their information (full name, rank, date of rank, and phone extension) on time, should a substitution be required for the SEA.

10. **Program Responsibilities.** The USEUCOM Command Sergeant Major will:

- a. Administer the USEUCOM Junior and Senior Service Members of the Year Awards Program.
- b. Announce annual awards board locations, dates, times, and uniform to each USEUCOM subordinate elements/component commands.
- c. Budget for the purchase of recognition awards and other requirements for annual awards ceremony and luncheon.
- d. Secure board location and ceremony locations and principals who will oversee presentations.
- e. Serve as primary point of contact for all nomination categories for this program.
- f. Compile nominations by category for board members. Develop board criteria and itinerary. Include a copy of this directive, a score tally sheet in each board member and board president's package for compilation of total scores.
- g. Establish and maintain historical file that will contain a copy of this instruction, copies of all documents associated with the program, and minutes from the annual recognition boards.
- h. Acquire related gifts for presentation.

11. **Boards.** Boards will consist of the five (E-9) Senior Enlisted Advisors from the component commands (USAREUR, MARFOREUR, USNAVEUR, USAFE, and SOCEUR) or a delegated (E-9) representative. The president of the board will be the USEUCOM Sergeant Major. Responsibilities are as follows:

- a. President. Brief board members on board proceedings and hosts the entire event.
- b. Board Members. Each board member will be assigned subject areas and will prepare four (4) questions for each category of service member, junior and senior. All questions will be reviewed and approved by the Board President prior to the board convening to avoid redundant questions. Board member's will review, score and rank all nominees using Appendix A.

c. **Board Nominees.** Nominees will be evaluated on uniform, personal appearance and military bearing. Uniform criteria in this area includes cleanliness and serviceability, proper fit, placements of badges, patches, ribbons, pins, crests, and chevrons. Nominees will be evaluated on their ability to clearly and effectively express themselves and answer all questions. Nominees will be asked to enter the room to meet the board. Upon being told to enter, nominees will walk directly to a point three paces in front of and centered on the president of the board, halt and report as follows: "Rank/last name reporting as ordered." The president will instruct the individual what to do from there.

12. **Selection Process:**

a. Nominees will meet selection board. Board members will rank-order nominees, with highest cumulative score ranked number 1, second highest cumulative score ranked number 2, etc. In the event that there is a tie, the board president will make the final determination to ensure all ties are broken.

b. All documentation from all boards will be returned to USEUCOM Sergeant Major for the record.

13. **Award Ceremony:**

a. **Annual Awards Ceremony.** Nominees and winners will be recognized at the annual awards ceremony at Patch Barracks in the month of April. All military nominees will wear their Service Dress uniform. Winners will be announced at a formal ceremony coordinated and hosted by the USEUCOM Command Sergeant Major.

b. **Award Benefits.** Each annual nominee will receive a certificate of recognition. Each category winner will receive related gifts recognizing their accomplishments.

FOR THE COMMANDER:

OFFICIAL:

JOHN B. SYLVESTER  
Lieutenant General, USA  
Chief of Staff

RICKEY K. WILLIAMS  
LTC, USA  
Adjutant General

APPENDIX A - SCORECARD FOR SERVICE MEMBER OF THE YEAR

APPENDIX B - SAMPLE COVER MEMORANDUM ON ORGANIZATIONAL  
LETTERHEAD

APPENDIX C - SAMPLE NOMINATION PACKAGE FOR SERVICE MEMBER OF THE  
YEAR

DISTRIBUTION:

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## APPENDIX A

## SCORECARD FOR JUNIOR AND SENIOR SERVICE MEMBER OF THE YEAR

Nominee's Rank/Name: \_\_\_\_\_

Organization/Command: \_\_\_\_\_

1. **One Page Written Nomination Package (10 points)** - Nomination page will consist of five areas: significant achievements/contributions; community involvement; off-duty education and professional military education; physical fitness (go/no go) and a recommendation (word picture on why member is deserving) during submission period.

2. **Personal Appearance and Military Presentation Skills (15 points):**

- a. Reporting 1 to 5 points \_\_\_\_\_
- b. Uniform and Military Appearance 1 to 5 points \_\_\_\_\_
- c. Bearing 1 to 5 points \_\_\_\_\_

3. **General Military Knowledge (35 points)** - Questions will be drawn from the following areas:

- a. Military Leadership/Service Core Values 1 to 5 points \_\_\_\_\_
- b. Uniform Code of Military Justice 1 to 5 points \_\_\_\_\_
- c. Service Uniform Standards 1 to 5 points \_\_\_\_\_
- d. Code of Conduct 1 to 5 points \_\_\_\_\_
- e. Force Protection/Anti-Terrorism Programs 1 to 5 points \_\_\_\_\_
- f. Nuclear, Biological, and Chemical  
Detection/Treatment Actions and Procedures 1 to 5 points \_\_\_\_\_
- g. Current Events/World Affairs 1 to 5 points \_\_\_\_\_

Note: Members will be asked service specific questions by a respective board member regarding Military Leadership/Service Core Values and Service Uniform Standards. Simply put, service members are only required to know their service requirements not all service requirements.

4. **Overall Presentation and Demonstration (10 points)**

Grader's Signature: \_\_\_\_\_; Total Points (70 points Maximum)/Rank Order \_\_\_/\_\_\_

APPENDIX B

SAMPLE COVER MEMORANDUM ON ORGANIZATIONAL LETTERHEAD

DATE

ORGANIZATIONAL ADDRESS

MEMORANDUM FOR COMMAND SERGEANT MAJOR, HEADQUARTERS,  
UNITED STATES EUROPEAN COMMAND, UNIT 30400,  
APO AE 09131

SUBJECT: Nominations for the United States European Command Junior and Senior  
Service Member of the Year Board

1. The following nominees will hereby compete in the service member of the year competition representing \_\_\_\_\_.
2. POC is \_\_\_\_\_, DSN \_\_\_\_\_.

JOHN J. DOE  
General/Admiral  
Commander

Encl  
Nomination Package (Not to Exceed One Page in Length)

APPENDIX C

SAMPLE NOMINATION PACKAGE FOR JUNIOR AND SENIOR SERVICE  
MEMBER OF THE YEAR

Nominee's Rank/Name: \_\_\_\_\_

Organization/Command: \_\_\_\_\_

Nomination package will be limited to two sections and limited to one total page

**Section One--Bullet format covering the following areas:**

- Significant Achievements/Contributions
- Community Involvement
- On/Off Duty Education (either completed or status of progress)
- PME Level Completed (in grade)
- Physical Fitness: Does member meet service requirements--Yes/No

**Section Two--Narrative word picture recommending member**