

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

STAFF MEMORANDUM
NUMBER 30-22

6 February 2003

PERSONNEL

HQ USEUCOM Service Member of the Quarter and Year Program

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1. **Summary.** This Staff Memorandum establishes and defines responsibilities for the HQ USEUCOM Service Member of the Quarter (SMOQ) and Year (SMOY) Program.
 2. **Applicability.** This Staff Memorandum applies to all USEUCOM directorates and special agencies.
 3. **Internal Control Systems.** This Staff Memorandum 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 Headquarters, Commandant's Office, United States European Command. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECCS-HC, Unit 30400, APO AE 09131-0400.
 5. **Purpose.** The purpose of this Staff Memorandum is to establish procedures for selecting and recognizing the HQ USEUCOM SMOQ and SMOY.
 6. **Award Categories:**
 - a. **Quarterly:**
 1. **Junior Service Member of the Quarter.** Enlisted in the grades E-1 through E-4.
 2. **Noncommissioned/Petty Officer of the Quarter.** Enlisted in the grades E-5 through E-6.
 3. **Senior Noncommissioned/Petty Officer of the Quarter.** Enlisted in the grades E-7 through E-8.
 - b. **Annual:**
 1. **Junior Service Member of the Year.** Enlisted in the grades E-1 through E-5.
 2. **Senior Noncommissioned/Petty Officer of the Year.** Enlisted in the grades E-6 through E-8.

7. **Recognition Periods:**

- a. January through March (1st Quarter).
- b. April through June (2nd Quarter).
- c. July through September (3rd Quarter).
- d. October through December (4th Quarter).
- e. January through December (Annual).

8. **Nomination Procedures.**

a. Quarterly. Each directorate and special agency may submit one nomination in each category and provide a one page biography using sample at Appendix A to Headquarters, Commandant's Office not later than the 1st Friday of the first month of the next quarter (i.e. 1st Qtr nominations are due first Friday in April) and boards will meet the third week of the next quarter (two weeks later). Nominations not received by the deadline will not be considered for competition. Nominees for the recognition board will be required to appear before the selection board--no exceptions.

b. Annual. Each directorate and special agency may submit one nomination in each category. Nomination will consist of a cover memorandum using sample format at Appendix C and a one page introduction-using sample at Appendix D when requested by the Headquarters, Commandant's Office. Nominations not received by the deadline will not be considered for competition. Nominees for the recognition board will be required to appear before the selection board--no exceptions.

9. **Directorates and Special Agencies:**

- a. Establish quarterly and annual programs within their organizations.
- 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.

10. **Program Responsibilities.** The Headquarters, Commandant's Office will:

- a. Administer the HQ USEUCOM Service Members of the Quarter and Year Awards Program.

- b. Announce quarterly and annual awards board locations, dates and times to each directorate and special agency.
- c. Detail five senior enlisted board members (E-7 through E-9) from HQ USEUCOM Staff directorates and special agencies.
- d. Budget for the purchase of recognition awards and other requirements for the quarterly and annual awards ceremonies.
- e. Secure board location and ceremony locations and principals who will oversee presentations.
- f. Serve as primary point of contact for all nomination categories for this program.
- g. Compile nominations by category for board members. Develop board criteria and itinerary. Include a copy of this staff memorandum, a score tally sheet in each board member and board president's package for compilation of total scores.
- h. Establish and maintain historical file that will contain a copy of this instruction, copies of all documents associated with the program, and minutes from quarterly and annual recognition boards.
- i. Acquire related gifts for presentation.

11. **Boards**. Boards will consist of five senior enlisted board members (E-7 through E-9). The president of the board will be the senior noncommissioned officer appointed by the Headquarters, Commandant Office. 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. 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 B.
- 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, members 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 reports to the board." 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 Headquarters, Commandant's Office for the record.

13. **Award Ceremonies:**

a. **Quarterly and Annual Awards Ceremony.** Nominees and winners will be recognized the day following the quarterly and annual awards board at a headquarters wide ceremony. All military nominees will wear their Service Dress uniform. Winners will be announced at a formal ceremony coordinated and hosted by the Headquarters, Commandant's Office.

b. **Award Benefits.** Each quarterly and 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 - SAMPLE BIOGRAPHY FOR SERVICE MEMBER OF THE
QUARTER AND YEAR

APPENDIX B - SCORECARD FOR SERVICE MEMBER OF THE QUARTER AND YEAR

APPENDIX C - SAMPLE COVER MEMORANDUM ON ORGANIZATIONAL
LETTERHEAD FOR ANNUAL PROGRAM

APPENDIX D - SAMPLE NOMINATION FOR SERVICE MEMBER OF THE YEAR

DISTRIBUTION:

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APPENDIX A

SAMPLE BIOGRAPHY FOR SERVICE MEMBER OF THE QUARTER AND YEAR

TECHNICAL SERGEANT JOHN A. DOE

AFSC: 3A071, NCOIC, Information Management

Technical Sergeant John A. Doe is assigned to Headquarter, United States European Command, Directorate of Intelligence, Stuttgart-Vaihingen, Germany as Noncommissioned Officer in Charge, Information Management.

Technical Sergeant Doe was born 23 March 1970 in Buffalo, New York, and graduated from Stuttgart American High School, Ludwigsburg, Germany, in 1988.

He completed Basic Military Training at Lackland Air Force Base, Texas in Nov 88 and technical training as an Information Management Specialist at Keesler Air Force Base, Mississippi, Jan 89. Upon completing technical training at Keesler Air Force Base, Mississippi, in Jan 89, Technical Sergeant Doe was assigned to the 416th Mission Support Squadron, Griffiss Air Force Base, New York, as Information Management Information Specialist. In Apr 91, Technical Sergeant Doe graduated from Noncommissioned Officer Preparatory Course as a John L. Levitow winner. In Nov 92, during the first ever Air Combat Command Nuclear Surety/Operational Readiness Inspection, Technical Sergeant Doe received the coveted "Superior Performer Award". In Aug 93, Technical Sergeant Doe was assigned as Chief Clerk, Detachment 3, 1141st United States Air Forces Special Activities Squadron, Kolsas, Norway. In Aug 94, due to a unit move/deactivation Technical Sergeant Doe was assigned as NCOIC, Information Management. In Nov 98, Technical Sergeant Doe assumed his present duties and position.

Technical Sergeant Doe holds an Associates Degree in Information/Human Resource Management from the Community College of the Air Force. He is a graduate of the Noncommissioned Officer Preparatory Course and Noncommissioned Officer Academy.

Technical Sergeant Doe is an active member of the Air Force Sergeants Association, serving two consecutive tours on the executive committee.

His military decorations include the Meritorious Service Medal, Joint Service Commendation Medal, Air Force Commendation Medal (1OLC), Joint Service Achievement Medal and Air Force Achievement Medal.

Technical Sergeant Doe is married to the former Pamala A. Ferlo of Rome, New York.

Note: Biographies are limited to one page only.

APPENDIX B

SCORECARD FOR SERVICE MEMBER OF THE QUARTER AND 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 C

SAMPLE COVER MEMORANDUM ON ORGANIZATIONAL LETTERHEAD

DATE

ORGANIZATIONAL ADDRESS

MEMORANDUM FOR COMMANDANT, 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 D

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