

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Memorandum
No. 600-5

11 September 1989

Personnel - General
FORT SAM HOUSTON COMMUNITY
SOLDIER/NONCOMMISSIONED OFFICER OF THE YEAR PROGRAM

1. REFERENCES.

- a. AR 630-5, Leaves and Passes.
- b. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- c. FM 21-20, Physical Fitness Training.
- d. FM 22-5, Drill and Ceremonies
- e. FM 22-100, Leadership Counseling.
- f. FM 22-101, Military Leadership.
- g. FM 25-100, Training the Force
- h. DA Pam, ITEP, Notice for Common Task Test
- i. STP 21-1-SMCT, Soldier's Manual of Common Tasks.

2. PURPOSE. To provide information and administrative instructions for the Fort Sam Houston Community Soldier/Noncommissioned Officer of the Year Program. The program is based on the calendar year.

3. APPLICABILITY. This memorandum applies to all units assigned and attached to Fort Sam Houston as well as tenant units located on Fort Sam Houston regardless of major Army command.

4. GENERAL. The Fort Sam Houston Community Soldier/ Noncommissioned Officer of the Year Program is established to provide special recognition to enlisted personnel who have demonstrated outstanding military excellence and achievement in pursuit of their daily duties. It also recognizes those traits involving outstanding leadership qualities, superb military bearing, courtesy and conduct, outstanding military record and service, and participation in, and contribution to, military and community activities. All units with eligible participants are encouraged to select a soldier and noncommissioned officer (NCO) to participate in the program.

5. ELIGIBILITY. All soldiers (private through specialist) and noncommissioned officers (corporal through sergeant first class) assigned, attached, or assigned to tenant units of Fort Sam Houston are eligible. The categories of eligibility and criteria are as follows:

- a. Candidates for NCO of the Year will be corporal through sergeant first class.
- b. Candidates for Soldier of the Year will be private through specialist.
- c. Only soldiers and NCOs selected as Headquarters HSC, 5A, AHS, BAMC, USAG, USAISC FSH, and 5th Rctg Bde (SW) Soldier and NCO of the Year will compete in the post level competition. Soldiers and NCOs must be assigned or attached to Fort Sam Houston.
- d. Soldiers who have attained NCO rank after selection as Soldier of the Year at their unit will compete as NCOs.
- e. Soldiers selected as the Fort Sam Houston Soldier of the Year are eligible to compete for NCO of the Year in the following year if selection is made at one of the units in paragraph 2.
- f. Only one candidate for each category will compete at post level from each unit. Board members will be the command sergeants major of HSC, AHS, BAMC, USAG, 5th Rctg Bde (SW), and 5A and Fort Sam Houston and the sergeant Major (SGM) of USAISC-FSH. Each board member needs to select one NCO to conduct the hands-on phase of the selection process.
- g. Soldiers and NCOs assigned to tenant units other than units' names in paragraph 2 will compete with USAG.

5. RESPONSIBILITIES.

- a. The Command sergeant major of Fifth United States Army and Fort Sam Houston will be the overall coordinator for the program and will:

Participate as board member.

Periodically perform duties as president of the selection board.

- (3) Provide Military Personnel Records Jacket (MPRJ) of candidate not later than date/time candidate is scheduled to appear.

Provide NCO evaluator for the hands-on phase of the competition.

- (5) Conduct boards in HQs, 5A to select candidates for Fort Sam Houston competition.

- (6) Provide the president of the board an original, signed, DD Form 2266, Hometown News Release, on each candidate.

- (7) Provide to the president of the board a biographical outline, as prescribed in example at appendix A.

- b. command sergeants major of HSC, AHS, BAMC, USAG, and 5th Rctg Bde (SW), and sergeant major of USAISC FSH will:

- (1) Participate as board members.

- (2) Periodically perform duties as president of the selection board.
- (3) Provide MPRJ of candidate no later than date/time candidate is scheduled to appear.
- (4) Provide NCO as evaluator for the hands on phase of the competition.
- (5) Conduct boards in their command to select candidates for Fort Sam Houston competition.
- (6) Provide to the president of the board an original, signed, DD Form 2266, Hometown News Release, on each candidate.
- (7) Provide to the president of the Board a biographical outline as prescribed in example at appendix A.

6. PROCEDURES. Board will be conducted in four phases, consisting of: Phase I - Inspection in Ranks, Phase II - Written Component, Phase III - Hands on Component and Phase IV - Formal Board Appearance.

- a. Phase I. Inspection in Ranks. Uniform will be Battle Dress Uniform (BDU). Items of inspection will be in accordance with checklist at appendix B. Inspection will be conducted by NCOs appointed by CSMS in paragraphs 5a and 5b. Inspectors will be the rank of master sergeant and above.
- b. Phase II. Written Component. Will consist of 25 written questions on general military knowledge. Questions will be multiple choice or true and false. They will be taken from AR 670-1, FM 21-20, FM 22-5, FM 22-100, FM 22-101, and STP 21-1 SMCT.
- c. Phase III. Hands on Component. Will consist of at least five tasks from the Soldier's Manual of Common Tasks. Tasks will be selected by a consensus of the command sergeants major and sergeant major in paragraph 4f.
- d. Phase IV. Formal Board Appearance. Candidates will be required to answer selected questions on common skills and general military knowledge. Board members will consist of command sergeants major and sergeant major in paragraph 4f.

7 UNIFORM.

- a. Phase I - BDU.
- b. Phase II - BDU
- c. Phase II - BDU with protective mask. Protective mask will be furnished by CSM, USAG, Fort Sam Houston.
- d. Phase IV - Class A uniform with all awards and decorations.

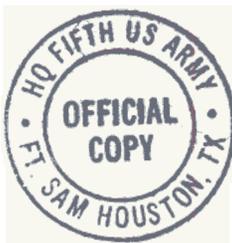
8. AWARDS/RECOGNITION.

- a. Appropriate recognition will be given as determined by the Commanding General, Fifth United States Army and Fort Sam Houston with coordination with commanders of HSC, AHS, BAMC, USAG, USAISC-FSH, 5th Rctg Bde (SW).

- b. A photograph placed at appropriate locations throughout Fort Sam Houston.
- c. A reserved parking space at place of duty.
- d. An appropriate plaque.
- e. Represent Fort Sam Houston at military and civilian functions during their tenure.

The proponent of this supplement is the Directorate of Personnel and Community Activities. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) to the Garrison Commander, HQ, U.S. Army Garrison, ATTN: AFZG-PA, Fort Sam Houston,

FOR THE COMMANDER:



GEORGE A. FINLEY
Director of Information
Management

GEORGE A. FINLEY
Director of Information
Management

DISTRIBUTION:

- A
 - B
 - C
- 25-AFZG-PA

APPENDIX A
E-X-A-M-P-L-E
BIOGRAPHICAL DATA SHEET

1. PERSONAL DATA

Full name

Rank:

SSAN:

Unit of assignment:

Date assigned to present unit:

Duty Assignment:

ETS:

DOB/POB:

Marital Status (name of spouse and children, to include ages
of children:

Parents (name, city and state they live in):

2. EDUCATION.

Civilian:

<u>Degree</u>	<u>School</u>	<u>Year</u>
HS Diploma	Great Bend Rural HS (Kansas)	1980
	Pratt Junior College (Kansas)	1982
	Kansas State (Kansas)	1984
MA	Boston University (Massachusetts)	1988

E-X-A-M-P-L-E Biographical Data Sheet Continued

Military (including nonresident courses):

- | | | |
|-----------|---|------|
| | Food Inspection Specialist (Chicago, IL) | 1980 |
| | Academy (Fort Sam Houston, TX) | 1982 |
| | Veterinary Statistical Procedures (Chicago, IL) | 1983 |
| | AG Instructor Training Course
(Fort Benjamin Harrison, IN) | 1984 |
| | Fifth U.S. Army NCO Academy Senior Orientation Course
(Fort Riley, KS) | 1985 |
| 3 | AWARDS. EFMB/EIB, AAM, ARCOM, NDSM, GCMDL (3D Award), M-16A1 Expert Badge, etc. | |
| 4 | MILITARY SERVICE (Assignments). | |
| | Fort Bliss, TX -- Basic Training | |
| | Fort Sam Houston, TX -- Advanced Individual Training | |
| 1982 | Massachusetts Army Depot, Boston, MA -- Food | |
| Inspector | | |
| 1984 | 11th Evacuation Hospital, Pusan, Korea -- Food | |
| | Inspector | |
| 1985 | 130th Station Hospital, Wurzburg, Germany -- Food | |
| | Inspector | |
| 1988 | (present duty assignment) | |
| 5. | HOBBIES (and nice to know information). | |
| | Off-duty activities (personal and community). | |
| | (Use additional page if needed) | |

APPENDIX B

E-X-A-M-P-L-E

MEMORANDUM FOR
BOARD APPOINTMENT

AFKB-CM (640b)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Board Member for the Fort Sam Houston Community Soldier of the Year Selection Board

1. Reference HQ, Fifth U.S. Army and Fort Sam Houston memorandum, ___ February 1989, subject: Fort Sam Houston Soldier/NCO of the Year Program.

2. During the period ____ to _____ 89, a board will be convened to select the Fort Sam Houston Community Soldier/NCO of the Year from candidates selected by represented commands. The board will convene at 0800, _____ 89, at Fort Sam Houston, Texas.

3. The individuals listed below are hereby appointed members of the Soldier/NCO of the Year Board with duties and functions as indicated:

<u>RANK/NAME</u>	<u>UNIT</u>	<u>DUTY/FUNCTION</u>
CSM REGAN, K.	AHS	President/wo vote
CSM McENTRYE, R.	BAMC	Member/with vote
CSM McCARTER, J.	USAG	Member/with vote
CSM HARRELL, H.	HSC	Member/with vote
CSM BANKS, R.	5TH RCTG BDE	Member/with vote
CSM BOOTHE, B.	FIFTH U.S. ARMY	Member/with vote
SSG TALAVERA	FIFTH U.S. ARMY	Recorder/wo vote

4. A written report will be submitted to HQ, Fifth U.S. Army and Fort Sam Houston, ATTN: _____, indicating the candidate selected as the Fort Sam Houston Community Soldier/NCO of the Year. Evaluation sheets used to determine the top candidate will be included in the report.

FOR THE COMMANDER:

USAG DPCA

DISTRIBUTION:

Ea Board Member - 1

CSM, HQs, Fifth U.S. Army and Fort Sam Houston - 1

APPENDIX C
COMPUTATION SHEET
PHASE I (Inspection in Ranks)

ITEM	DEFICIENCY	MAXIMUM	SCORE
CAP		5	
JACKET		5	
TROUSERS		5	
T-SHIRT		3	
BOOTS		7	
		TOTAL	

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APPENDIX D

COMPUTATION SHEET

PHASE III (Hands on Component)

Candidate

(Rank, Last Name, First Name)

Station Score (1-10) Test Site Manager Signature

#1

Sta #2

Sta #3

Sta #4

#5

#6

APPENDIX E
 COMPUTATION SHEET
 PHASE IV (Formal Board Appearance)

SUBJECT AREAS	SCORE
Military Bearing (Appearance, uniform, reporting composure) --10 points	
Oral Expression (Voice quality, word selection objectivity) --5 points	
Self Improvement (SQT, NCOES, other military schools, civilian education, etc) --10 points	
Current Events --5 points	
Leadership --10 points	
Military Justice --5 points	
Common tasks Questions --15 points	
Awards/Decorations --5 points	
Total (possible 60 points)	

