

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD, FOR BELVOIR, VA 22060-5527

AMC REGULATION  
NO. 672-9

4 May 2004

Decorations, Awards, and Honors

NONCOMMISSIONED OFFICER/SOLDIER OF THE YEAR PROGRAM

**Supplementation.** Issue of supplements to this regulation by major subordinate commanders is prohibited unless specifically approved by Headquarters, AMC.

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**1. Purpose.** This regulation establishes policies for the administration of the Noncommissioned Officer of the Year/Soldier of the Year (NCOY/SOY) Program within the U.S. Army Materiel Command (AMC).

**2. Scope.** This regulation applies to Headquarters (HQ), AMC and the AMC Major Subordinate Commands (MSC) (including their subordinate installations and organizations), and Separate Reporting Activities (SRA) reporting directly to HQ AMC.

**3. General.** The AMC NCOY/SOY Program provides special recognition to soldiers from AMC organizations who demonstrate outstanding military excellence and achievement.

**4. Responsibilities.**

a. The Deputy Chief of Staff for Personnel, G1, HQ AMC, will:

- (1) Exercise staff supervision over the AMC NCOY/SOY Program.

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\*This supersedes AMC-R 672-9, 24 October 1997.

(2) Coordinate with the AMC Installation Morale, Welfare, and Recreation Fund Manager to obtain sufficient funds to support this program.

b. The Command Sergeant Major (CSM), AMC, is responsible for the overall supervision of the NCOY/SOY Program, to include arrangements for the AMC NCOY/SOY Board.

c. AMC MSCs will conduct a NCOY/SOY Board to select an NCO/soldier to compete in the AMC NCOY/SOY competition. The following MSCs/SRAs are authorized NCOY/SOY Programs:

- (1) Headquarters, U.S. Army Materiel Command (AMC)
- (2) U.S. Army Field Support Command (AFSC)
- (3) U.S. Army Aviation and Missile Command (AMCOM)
- (4) U.S. Army Communications-Electronics Command (CECOM)
- (5) U.S. Army Research, Development and Engineering Command (RDECOM)
- (6) U.S. Army Tank-automotive and Armaments Command (TACOM)
- (7) U.S. Army Security Assistance Command (USASAC)
- (8) Chemical Materials Agency (CMA) – (SRA).
- (9) Logistic Support Activity (LOGSA) – (SRA)

## **5. Eligibility.**

a. All enlisted soldiers assigned to AMC organizations are eligible to participate.

b. Competition will be in two categories: NCO of the Year (Corporal through Sergeant First Class) and Soldier of the Year (Private through Specialist (P)).

## **6. AMC NCOY/SOY Board.**

a. A letter of instruction (LOI) will be published annually to announce the competition.

b. The AMC Board will convene at the call of the AMC CSM annually to select an individual as the AMC NCOY/SOY.

c. Winners of the AMC NCOY/SOY board will compete for the Department of the Army's NCOY/SOY

## **7. Preparation of candidates for AMC NCOY/SOY Board.**

a. All nominee recommendations will be submitted using DA Form 638, Recommendation for Award, as directed by the AMC CSM by the designated suspense date in the format outlined below. Failure to accomplish this will preclude individuals from appearing before the NCOY/SOY Board.

b. MSCs will submit NCOY/SOY nominations to the Commander, AMC, ATTN: AMCCSM. Nomination packets will include the following information:

(1) Nomination memorandum, containing a summary of significant military achievements from the past 12 months. (see Appendix A)

(2) Letter of Recommendation by the MSC CSM.

(3) One-page resume. (see Appendix B)

(4) Enlisted Records Brief (ERB), or DA Form 2A, Personnel Qualification Record, Part 1 – Enlisted Peacetime (Computer)

(5) Two copies of 8x10 color photograph taken within the previous six months of board date.

(6) One typed copy of DD Form 2266, Hometown News Release.

(7) Army Physical Fitness Test (APFT) scorecard with the most recent test scores posted and (if applicable) DA Form 5500-R (Male) or 5501-R (Female), Body Fat Content Worksheet.

(8) A one-page typed essay written by the nominee addressing a subject to be determined. (see Appendix C)

(9) 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 a NCOER.

c. Uniform for AMC NCOY/SOY Board will be the Army Class A uniform with all authorized awards and decorations.

**8. Awards.** The individual selected as AMC NCOY will receive a \$1,000 U.S. Savings Bond, next duty assignment - station of choice, trip to Disney World, Orlando, Florida for two - (3 days, 2 nights), and other presentations from outside organizations in accordance with applicable Army regulations and directives. AMC SOY will receive a \$1,000 U.S. Savings Bond, next duty assignment - station of choice, trip to Disney World, Orlando, Florida for two - (3 days, 2 nights), and other presentations from outside organizations in accordance with applicable Army regulations and directives.

## **9. Funding.**

a. As available, the AMC Single Fund (Nonappropriated Fund) will provide funding for and coordinate awards for the MSC/SRA NCOY/SOY Programs.

b. As permitted by policy, the AMC Installation Morale Welfare and Recreation Fund will provide funding for and coordinate the AMC NCOY/SOY Program.

**10. Publicity.** Maximum media coverage is encouraged and all publicity will be identified as part of the AMC NCOY/SOY Program.

The proponent of this regulation is the U.S. Army Materiel Command, Command Sergeant Major (CSM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Materiel Command, Chief Information Officer, ATTN: AMCCSM, 9301 CHAPEK ROAD, FORT BELVOIR, VA 22060-5527.

FOR THE COMMANDER:

//Signed//  
RICHARD A. HACK  
Lieutenant General, USA  
Deputy Commanding General

## NOMINATION MEMORANDUM

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR COMMANDER, U.S. ARMY MATERIEL COMMAND, ATTN:  
AMCCSM (CSM WALKER), 9301 CHAPEK ROAD, FORT BELVOIR,  
VIRGINIA 22060-5527

SUBJECT: Nomination for the 2004 U.S. Army Materiel Command's Noncommissioned Officer (or Soldier) of the Year

1. The following individual has been selected as the NCO (or Soldier) of the Year for (MSC) and is nominated for the U.S. Army Materiel Command NCO (or Soldier) of the Year.

- a. Name:
- b. Rank:
- c. PMOS:
- d. SSN:
- e. Complete unit address: (to include DSN and Commercial numbers)
- f. Duty position:
- g. Date assigned:
- h. Date of birth:
- i. Years of service:
- j. Time in grade:
- k. ETS:
- l. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to TDA units may not have a current qualification)
- m. APFT score:           Date last tested:
- n. Height/Weight:
- o. Body Fat %:           Date Evaluated:
- p. Profile – Y/N (Attach copy)
- q. Service school(s) attended:
- r. Decorations and Awards:
- s. Civilian education:
- t. Duty address and duty phone number of supervisor:
- u. Name and address of next of kin: (if different from spouse)
- v. Spouse/Child(ren) Name, Age:
- w. Significant achievements in the last 12 months:

2. The nomination packet is enclosed.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
Command Sergeant Major, USA

8 Encl:

1. CSM Letter of Recommendation
2. Enlisted Record Brief or DA Form 2A
3. Resume
4. 2 Color 8" X 10" Photographs
5. DD Form 2266
6. DA Form 5500-R (Male) or DA Form 5501 (Female)
7. Essay
8. DA Form 638 (Signed and previous awards annotated)

**APPENDIX B**

**RESUME**

**John Q. Soldier**

Objective: Long-term and short-term goals

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

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

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

Family: Married/single etc.

Hometown: Stonoboro, PA

Personal Interests: Hobbies, community involvement etc.

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



## **APPENDIX C**

### **SOLDIER ESSAY**

The essay will be on a topic selected by the Command Sergeant Major of the U.S. Army Materiel Command, and will pertain to areas of current interest or historical perspective. The topic will be provided when the board dates are announced. The essay must address the issue, be concise, 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, using Times New Roman font, size 12 pt. The essay will not exceed one page.