

Headquarters
Eighth United States Army
Unit #15236
APO AP 96205-5236

Army in Korea
Regulation 672-1

6 November 2009

Decorations, Awards, and Honors

**OUTSTANDING EIGHTH UNITED STATES ARMY NONCOMMISSIONED OFFICER, SOLDIER
AND KATUSA OF THE YEAR PROGRAM**

*This regulation supersedes Eighth United States Army Regulation 672-1, 10 July 2002.

FOR THE COMMANDER:

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Official:



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Records Management

Summary. This regulation provides information and administrative instructions for the Outstanding Noncommissioned Officer (NCO), Soldier and Korean Augmentation to the United States Army (KATUSA) of the Year Program within Eighth United States Army (EUSA). There will be an annual board competition.

Summary of Change.

- o Adds sample NCO, Soldier of the Year Board Evaluation Worksheet (Appendix H).
- o Changes that the winner of EUSA NCO, Soldier will receive the Meritorious Service Medal after Department of Army NCO/SOY "Best Warrior" competition (Appendix G).
- o Adds cash awards are taxable.

Applicability. This regulation applies to all EUSA subordinate commands, assigned or attached

units, and tenant units.

Supplementation. Issuance of supplements to this publication and issuance of command and local forms are prohibited unless prior approval is obtained from the Assistant Chief of Staff (ACofS), G1, Eighth Army (EAGA-PP), Unit 15316, APO AP 96205-5316.

Forms. AK Forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the ACofS, G1, EUSA (EAGA-PP). Users may suggest improvements to this regulation by sending DA Form 2028 (Recommended Changes to Publications and Blank Forms) to EUSA (EAGA-PP), Unit 15316, APO AP 96205-5316.

Distribution. Electronic Media Only (EMO).

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Chapter 1

General

1-1. Purpose

This regulation provides information and administrative instructions for the Outstanding Noncommissioned Officer (NCO), Soldier and Korean Augmentation to the United States Army (KATUSA) of the Year Program within Eighth United States Army (EUSA). There will be an annual board competition.

1-2. References

a. Required publications.

- (1) AR 600-9 (The Army Weight Control Program).
- (2) Army in Korea Regulation 600-2 (Republic of Korea Army Personnel with the United States Army).

b. Related publications.

- (1) AR 215-1 (Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities).
- (2) AR 600-8-10 (Leaves and Passes).
- (3) AR 600-8-22 (Military Awards).

c. Required forms.

- (1) DD Form 2266 (Hometown News Release Information). Cited in paragraph 1-4c(5).
- (2) DA Form 705 (Army Physical Fitness Test Scorecard). Cited in paragraph 2-2a(2)(g).
- (3) EA Form 303 (EUSA Certificate of Achievement). Cited in paragraph 2-3a(4).

1-3. Explanation of Abbreviations

Abbreviations used in this regulation are explained in the glossary.

1-4. Responsibilities

a. Commanders of EUSA MSCs will:

(1) Establish criteria, policies, and procedures to govern selection of nominees for the EUSA NCO, Soldier, and KATUSA of the Year within their command. These procedures will include steps to ensure that the recommendation of the senior ROKA advisor in the unit is considered before selection of the KATUSA Soldier to represent the unit.

(2) Ensure that the competition is publicized and all eligible Soldiers are given the opportunity to participate.

- (3) Select nominees to appear before the EUSA NCO, Soldier, and KATUSA of the Year

Competition.

b. The CSM, EUSA, will:

- (1) Hold a EUSA NCO, Soldier, and KATUSA of the Year Competition in June.
- (2) Serve as president of the EUSA NCO, Soldier, and KATUSA of the Year Board.

c. The CSMs of each MSC level will:

(1) Convene a board in May to select one nominee each for the EUSA NCO, Soldier, and KATUSA of the Year Competition.

(2) Serve as president of MSC-level competition board.

(3) Select the board members for MSC level board.

(4) Consider recommending each winner of the MSC level NCO, Soldier, and KATUSA of the Year Competition for an appropriate achievement award.

(5) Initiate a DD Form 2266 (Hometown News Release) for each winner of the MSC NCO, Soldier, and KATUSA of the Year and forward it through proper channels.

(6) Coordinate with their PAO to provide maximum media coverage for the winners of the MSC level NCO, Soldier, and KATUSA of the Year.

d. Board recorders will:

(1) Receive and record scores for each participant.

(2) Provide completed score and evaluation sheets to the president of the applicable boards.

e. The Eighth US Army PAO will:

(1) Provide media coverage of the awards presentation ceremony for the Eighth US Army NCO, Soldier, and KATUSA of the Year.

(2) Provide news release and photographs to the Army Times, Pacific Stars and Stripes, and American Forces Network (AFN) radio and television for the individuals selected as the Eighth US Army NCO, Soldier, and KATUSA of the Year.

Chapter 2 Procedures

2-1. Policy

a. Active duty US Army NCOs, US Army Soldiers, and KATUSA Soldiers who are assigned or attached to the Eighth US Army or an Eighth US Army MSC.

b. Competition will be divided into three categories.

- (1) NCO of the Year (Corporal through Sergeant First Class).
- (2) Soldier of the Year (Private through Specialist).
- (3) KATUSA of the Year (Private to Sergeant).

c. NCO and Soldier of the Year nominees must have 180 days remaining in-country. KATUSA Soldier of the Year nominees must have 180 days of service remaining. The date the MSC selection board convenes will be used as the first day of the 180-day requirement when determining eligibility.

d. NCO, Soldier, and KATUSA of the Year winners are not eligible to compete again for this honor until the fifth quarter following their selection.

e. Unit files and military personnel records will be reviewed to verify the existence or absence of disciplinary action. A ration control and Provost Marshal Office check must be conducted and any derogatory information must be addressed. Commanders may provide a statement in lieu of obtaining hard copy records. Minor violations should not automatically disqualify Soldiers from being nominated.

2-2. Candidate Selection

a. Nomination for NCO, Soldier, and KATUSA of the Year.

(1) The MSC CSMs will select one nominee from each category to compete before the Eighth US Army NCO, Soldier, and KATUSA of the Year Competition.

(2) The names of nominees will be forwarded to the ACofS, G1 (EAGA-SGM), Unit #15316, APO AP 96205-5316, no later than the fifth working day of May accompanied by the following:

- (a) A Nomination Memorandum (appendix A); original and 7 copies.
- (b) A Personnel Data Sheet (appendix B); original and 7 copies.
- (c) A Competitor's Brief Biography (appendix C); original and 7 copies.
- (d) A DA Photo (appendix D); need to submit 8 photos.
- (e) An essay written by the nominee on a topic selected by the Eighth United States Army Command Sergeant Major (appendix E); original and 7 copies.
- (f) ERB (8 copies).
- (g) Most current APFT Card (DA Form 705); original and 7 copies.
- (h) NCOERs for NCOs that covers the last 12-months of rated time; CPLs are not required to provide an NCOER.

(3) The voting members of the EUSA NCO, Soldier, and KATUSA of the Year Board are the Eighth US Army CSM (President), 2ID CSM, 19th SC(E) CSM, 501st Military Intelligence Brigade CSM, Special Troops Battalion-Korea CSM, and 18th Medical Command CSM. The

Eighth US Army ACoS, G1 SGM, will act as the board recorder without vote.

b. Selection for Eighth US Army NCO, Soldier, and KATUSA of the Year.

(1) The uniform for the NCO, Soldier, and KATUSA of the Year Board Appearance will be the Class A uniform with all authorized awards, decorations, and badges. The KATUSA personnel will wear the Army Combat Uniform.

(2) Board members will use the NCO/Soldier of the Year Board Evaluation Worksheet to record points awarded to each nominee. They will ask questions in the areas specified on the worksheet in appendix H.

(3) Each board member will evaluate each candidate on their reporting procedures, military courtesy/oral expression, appearance, and their assigned category.

2-3. Recognition and Awards

a. The NCO, Soldier, and KATUSA of the Year will receive:

(1) A letter of congratulations to the spouse or parents from the CG, Eighth US Army.

(2) Awards specified in appendix G.

(3) Other awards and recognition as donated by United States Forces Korea, EUSA activities and agencies, private organizations, and the local community. Awards and recognition events will be coordinated through the CSM, EUSA.

(4) Nominees will be considered for an EA Form 303 (Eighth US Army Certificate of Achievement) from the CG.

(5) Awards will be presented at an appropriate ceremony.

(6) The EUSA NCO, Soldier, and KATUSA of the Year will represent the Soldiers of the Command at appropriate official functions and community activities throughout the fiscal year following their selection.

(7) The EUSA NCO, Soldier, and KATUSA of the Year will provide one 8-inch by 10-inch color photograph to the Eighth US Army CSM as soon as possible after winning the competition.

(8) The winners of the EUSA NCO and Soldier of the Year board will be the command's nominee to the Department of the Army NCO and Soldier of the Year Competition. The DA competition will be conducted in September. Specific requirements of the DA competition are at appendix F.

b. Winners who are promoted before the DA competition must submit an updated packet to ACoS, G1, EUSA, immediately.

Appendix A Nomination Memorandum

Unit Letterhead

Office Symbol

Date

MEMORANDUM FOR CSM, EUSA, ATTN: ACoS, G1 SGM, APO AP 96205

SUBJECT: Nomination for the 20xx Eighth United States Army (EUSA) Noncommissioned Officer/Soldier/KATUSA of the Year Competition

1. The following individual has been selected as the NCO/Soldier/KATUSA of the Year for (MSC) and is nominated for the EUSA NCO/Soldier/KATUSA of the Year Competition:

- a. Name:
- b. Rank:
- c. PMOS:
- d. Last 4:
- e. Unit:
- f. Years of Service:
- g. Time in grade:
- h. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to TDA units may not have a current qualification):
- i. Service school(s) attended:
- j. Decorations and Awards:
- k. Civilian education:
- l. Duty address and duty phone number:
- m. Supervisor's duty address and duty phone number:
- n. Name and address of next of kin:

Office Symbol

SUBJECT: Nomination for the 20xx Eighth United States Army (EUSA) Noncommissioned Officer/Soldier/KATUSA of the Year Competition

o. Significant achievements in the last 12 months:

2. The nomination packet is enclosed.

Encl
as

NAME
CSM, USA
MSC Command Sergeant Major

Appendix B

PERSONAL DATA SHEET

Name: John Q. Soldier

Rank: PV1 - SFC

MACOM: Nominating Command

MOS: Candidate's primary MOS

TIS: Years in the Army

Objective: Long term and short term goals

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

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

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

Family: Married/single (Names of spouse and children if applicable)

Hometown: City/town and state

Personal Interests: Hobbies, community involvement, etc.

Note: This information will be used in the preparation of the Awards Luncheon program and will not be reviewed by board members as a part of the competition.

Appendix C

COMPETITOR'S BRIEF BIOGRAPHY

(Double Space, this information will be used in the awards luncheon program)
(SFC-PV1 Doe) serve as a **(MOS/Position)** with **(Unit/MACOM)**. **(SFC-PV1 Doe)** has been in the Army **(TIS)** and has served in numerous assignments and or deployments **(if applicable)**. **(SFC-PV1 Doe)** is **(airborne/air assault/combat lifesaver qualified, etc...)** **(if applicable)**. A native of **(Hometown/State)**, **(SFC-PV1 Doe)** is **(married/single)** with **(number of children)** and is currently pursuing a **(type of degree)** **(if applicable)**. His/her **(personal interests)** and **(long and short term goals are)**.

BIOGRAPHY

SPC Heyz T. Seeker serves as an 11B1V, Automatic Rifleman with Charlie Company, 1st of the 75th Ranger Regiment. SPC Seeker has been in the Army for ten years and has served in numerous assignments and deployments to Operation Enduring Freedom IV, V and VI. He has also served in Operation Iraqi Freedom V, JRTC and JRX. SPC Seeker is Airborne, Combat Lifesaver and Ranger qualified. A native of Grover, California, SPC Seeker is married with three children and is currently pursuing a Bachelor's Degree in Economics. His interests are in culinary arts and short term goals are to become a Fire team leader and squad leader. His long term goals are to become a Battalion Command Sergeant Major.

Appendix E

Soldier Essay

The essay will be on a topic selected by the Eighth United States Army Command Sergeant Major and will pertain to areas of current interest or historical perspective. The topic will be provided in the EUSA OPORD. The essay must be concise, address the issue, and grammatically correct. The candidate should be able to discuss the essay with the board members without referring to notes.

The format will utilize 1 inch margins, single-spaced, with the font set to Times New Roman, size 12. The essay will NOT exceed one page.

Appendix F

Department of the Army Noncommissioned Officer (NCO) and Soldier Of The Year (SOY) Competition

Eligibility

a. All Army Active Duty, Reserve Component and National Guard Soldiers are eligible to compete.

b. It is recognized that some Soldiers may be eligible to compete through more than one avenue, i.e. a MEDCOM Soldier assigned to a FORSCOM unit on a TRADOC installation. No Soldier should be denied the opportunity to compete. Each Soldier should be afforded the opportunity to compete through their most logical chain of command and not arbitrarily disqualified from competition because of their unit of assignment.

c. The NCO category includes Corporal through Sergeant First Class with less than 18 years service.

d. The Soldier category includes Private through Specialist with less than 6 years service.

e. Soldiers who get promoted to Sergeant during or after appearance at the major command (MACOM) board will continue to compete at the Soldier board at Army level.

f. NCOs and Soldiers competing must meet the following requirements:

(1) Height and weight standards IAW AR 600-9.

(2) Received no UCMJ punishment or have been under suspension of favorable actions within the last 12 months.

(3) Passed an Army Physical Fitness Test within six months prior to the competition.

(4) Soldiers on temporary profile are ineligible. Only P2 and P3 profiles are eligible to compete.

(5) Combat Lifesaver and Combatives Level 1 certified.

Board Dates. The Department of the Army NCO/SOY “Best Warrior” Competition will be held during September of each year in the Military District of Washington. The specific dates, places, times, essay topic, and selected common tasks for a hands-on performance test will be announced by message from the Sergeant Major of the Army’s (SMA) office not less than 6 months prior.

Board Members. Command Sergeant Major in nominative positions will serve as board members as appointed by the SMA. Appointments will be announced along with the board dates. No changes will be made without the approval of the SMA.

Uniform Requirements.

a. Board members, candidates, and supervisors will wear the Army Class A uniform with all authorized awards and decorations for the board appearance. Competitors will bring a white dress shirt for the Army Green Service Uniform or bring the Army Dress Blue Uniform.

b. The improved physical fitness uniform (PFU/IPFU) will be worn for the APFT. Bring jacket, pants, shorts, long and short sleeve t-shirts, black leather gloves with inserts, reflector belt and cap, synthetic microfleece black or green (watch cap).

c. The Army Combat Uniform (ACU) will be worn for the performance testing. Candidates will bring M40 mask inserts (if applicable).

d. Candidates will also bring their wet weather parka top and bottom, gloves, Kevlar, LBE, two canteens and a flashlight.

Nomination Packets. MACOMs will submit eight copies of the nomination packet for their NCO and Soldier (original submitted electronically and seven copies). The date for submission of the packets will be provided when the board dates are announced but no later than 1 August to allow completion of background investigation checks prior to the competition. Each packet will consist of the following items in the order listed:

a. Cover Nomination Memorandum.

b. Updated Enlisted Records Brief.

c. APFT score card with the most recent test scores posted.

d. NCOs will only 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.

e. A digital three quarters length photograph (same as used for DA selection boards) along with the Personal Data Sheet and Competitor's brief biography will be provided by e-mail to DCSOPS.

Candidate Assessment. Candidates will be assessed on the following areas:

Military Leadership and Counseling

Current Events

U.S. Army History

Drill and Ceremony

Interacting with News Media

Chain of Command

Survival

Field Sanitation

Military Bearing

Individual Essay

Uniform and Awards

Weapons

Risk Management/Safety

EO and Prevention of Sexual Harassment NCODP

NCOER

Supply and Economy

Warrior Tasks and Battle Drills

Oral Expression and Military Courtesy

Reporting Procedures

Warrior Ethos

Tactical Communications

Soldier Support Activities/Army Programs

Code of Conduct

Battle Focus Training

Military Justice

Chemical/Biological/Radiological/Nuclear

Education Programs

APFT/Physical Fitness

U.S. Government/Constitution

PMCS

Land Navigation

First Aid
NCO Creed and History

Sponsorship

Background Investigation. NCO and Soldier candidates will have a background check conducted to ensure that their record portrays a positive US Army image.

Funding. The parent command will provide temporary duty orders and funding for the board members, candidates, and candidates' supervisors participating in the Department of the Army NCO and Soldier of the Year "Best Warrior" Competition.

Tasks. The competition will consist of an APFT, written exam, essay, hands-on warrior tasks, M4 rifle qualification, day and night urban warfare orienteering course to include one-day point found using the Global Positioning System (GPS), a mystery event and a board appearance. All candidates should utilize STP 21-1 Soldier's Manual of Common Tasks Skill Level 1, STP 21-24 Soldier's Manual of Common Tasks Skill Level 2-4 located online at www.army.mil/usapa/doctrine/SMCT_1.html. The online manuals are the most current. There will be no instruction/assistance on the M4 rifle qualification, candidates are required to know how to zero their weapon and know the fundamentals of marksmanship. Scoring for each events will be identified.

Billeting. Billeting at Fort Lee Lodging will be assigned upon arrival at the operations center. Candidates arriving in the area prior to the mentioned report times will be required to make arrangements for any billeting that may require. Soldiers should have at the minimum a government credit card in their possession.

Appendix G

Awards For Us Army NCO, Soldier, And KATUSA of the Year “Best Warrior” Competition

Individuals will be considered for the following awards for winning the EUSA NCO, Soldier, and KATUSA of the Year:

Eighth US Army NCO, Soldier, KATUSA of the Year.

a. Eighth US Army NCO of the Year.

- (1) Meritorious Service Medal (MSM).
- (2) Round trip to Cheju Island for the winner and one bona-fide dependent that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge courtesy of IMCOM-K MWR.
- (3) A \$700.00 check from IMCOM-K MWR. The Commander may want to note that these cash awards are taxable.
- (4) A complete “AAFES – Recognize Excellence” Coupon Book.
- (5) An AAFES Gift Certificate worth \$ 150.00.
- (6) Authorization from AAFES for Army Service Dress Blues Uniform in the ROK.

b. Eighth US Army Soldier of the Year.

- (1) Meritorious Service Medal (MSM).
- (2) Round trip to Cheju Island for the winner and one bona-fide dependent that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge courtesy of IMCOM-K MWR.
- (3) \$700.00 check from IMCOM-K MWR. The Commander may want to note that these cash awards are taxable.
- (4) Complete “AAFES – Recognizing Excellence” Coupon Book.
- (5) An AAFES Gift Certificate worth \$ 150.00.
- (6) Authorization from AAFES for Army Service Dress Blues Uniform in the ROK.

c. Eighth US Army KATUSA of the Year.

- (1) Round trip to Cheju Island for the winner and one bona-fide relative that includes 6 nights in a hotel or 7 nights in the Dragon Hill Lodge. The KATUSA of the Year may elect to take both parents to Cheju Island; however, if the KATUSA chooses this option, it will include only 4 nights in a hotel courtesy of IMCOM-K MWR.
- (2) \$200.00 equivalent in won courtesy of IMCOM-K MWR. The Commander may want to note that these cash awards are taxable.
- (3) Ten days reward leave. The CSM of the winner will coordinate with ROKA Support

Group.

General Information

a. For the purpose of this regulation, a bona-fide dependents authorized to accompany the recipient are defined as follows:

- (1) A lawful spouse.
 - (2) Unmarried children, under 21 years of age, who are dependent on the sponsor for over one-half of their support.
 - (3) Parents (including father, mother, stepparent, and parent by adoption) who are dependent on the sponsor for over one-half of their support.
 - (4) Parents (including father, mother, stepparent).
 - (5) Brothers and sisters (including stepbrothers and stepsisters).
- b. Airfare will not be paid for dependents to travel from outside the Republic of Korea (ROK).
- c. Accommodations will be based on one double room per winner. If dependent guests desire a separate room, the additional cost must be their own expense.
- d. Airfare for one dependent guest for the Cheju Island trip will be supported provided funds are available.
- e. Travel to and from point of departure will not be funded.
- f. The provisions of Eighth US Army Reg 600-2 apply.
- g. Hotel accommodations must be confirmed within 72 hours of the reservation date.
- h. Reward leave for KATUSA winners is provided by the ROKA through the Commander, ROKA Support Group.

**Appendix H
Board Evaluation Worksheet**

Rank/Name	Organization
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Phase One

Common Area		30 Point Max
	<ul style="list-style-type: none"> a) Reporting Procedures b) Uniform and Appearance c) Oral Expression and Military Courtesy d) Military Bearing e) Essay (15 Point Max) 	
Group 1		20 Point Max
	<ul style="list-style-type: none"> a) Current Events b) U.S. Army History c) Chain of Command d) NCO Creed and NCO History e) Warrior Ethos 	
Group 2		20 Point Max
	<ul style="list-style-type: none"> a) Weapon b) Land Navigation c) Drill and Ceremony d) CBRN e) Interacting with News Media 	

Group 3		20 Point Max
	<ul style="list-style-type: none"> a) Battle Focused Training b) Leadership and Counseling c) Military Justice d) Tactical Communications e) Survival 	
Group 4		20 Point Max
	<ul style="list-style-type: none"> a) Soldier Support Activities/Army Programs b) Education Program c) Sponsorship d) Code of Conduct e) Field Sanitation 	
Group 5		20 Point Max
	<ul style="list-style-type: none"> a) First Aid b) NCODP c) Physical Fitness d) Risk Management/Safety e) Equal Opportunity and Prevention of Sexual Harassment 	
Group 6		20 Point Max
	<ul style="list-style-type: none"> a) Uniform and Awards b) PMCS c) Supply Economy d) U.S. Government/Constitution NCOER 	
➤ Total Points Awarded		
Signature of Board Member		(YYYYMMDD)

Board Evaluation Worksheet

Rank/Name	Organization
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Phase Two

Category	Points Awarded
APFT/WEIGHT-IN (50 Point Max)	
Urban Warfare orienteering Course: Day and Night (100 Point Max)	
Hands on : Warrior Tasks and Battle Drills (100 Point Max)	
M4 Range: Day and Night (50 Point Max)	
Mystery Event (100 Point Max)	
Written Examination (50 Point Max)	
Administrative Board/Typed Essay (150 Point Max)	
➤ Sub - Total Points Awarded	

➤ Total Points Awarded	
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Signature of Recorder	(YYYYMMDD)
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Glossary

Abbreviations

2ID	2d Infantry Division
AAFES	Army and Air Force Exchange Service
ACU	Army Combat Uniform
AFN	Armed Forces Network
ACofS	Assistant Chief of Staff
CG	Commanding General
CSM	Command Sergeant Major
ERB	Enlisted Record Brief
EUSA	Eighth United States Army
KATUSA	Korean Augmentation to the United States Army
MACOM	Major Command
MSC	Major Subordinate Command
NCO(Y)	Noncommissioned Officer (of the Year)
MWR	Morale, Welfare and Recreation
PAO	Public Affairs Officer
ROK	Republic of Korea
ROKA	Republic of Korea Army
SGM	Sergeant Major
SOY	Soldier of the Year
U.S.	United States (of America)
USFK	United States Forces Korea