

UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE
10000 Hampton Parkway
Fort Jackson, South Carolina 29207-7025

REGULATION
600-8-22

1 March 1999

Decorations, Awards, and Honors
SSI SOLDIER/NCO OF THE QUARTER/YEAR PROGRAMS

1. PURPOSE. To prescribe policies and procedures for the nomination, selection and recognition of the Soldier Support Institute (SSI), Soldier of the Quarter/Year and Noncommissioned Officer of the Quarter/Year.

2. OBJECTIVES.

a. Enhance morale, esprit de corps and professionalism.

b. Promote a wholesome spirit of competitiveness within and among our organizations.

c. Provide recognition for soldiers who have outstanding military appearance, bearing and general military knowledge.

3. POLICY.

a. This regulation applies to all enlisted soldiers in SSI.

b. A board consisting of SSI Command Sergeant Major and CSMs/SGMs from assigned units or their representatives (MSG and above) will select a soldier and an NCO of the quarter.

c. The board will select the SSI Soldier/NCO of the Quarter during the second month of each quarter of the fiscal year (November, February, May and August).

d. Units listed below may send one soldier and one NCO to represent the organization.

(1) Noncommissioned Officer Academy (NCOA)

(2) Training Support Battalion (TSB)

(3)) 369th AG Battalion (including drill sergeants) (369th AG BN)

4. ELIGIBILITY CRITERIA.

a. Soldier of the Quarter/Year:

(1) Must be assigned to Soldier Support Institute.

* This regulation supersedes SSC Reg 672-3, 26 Nov 85

- (2) Must be in the rank of Private through Specialist.
- (3) Must have passed current Army Physical Fitness Test (APFT).
- (4) Must meet height and weight standards IAW AR 600-9.
- (5) Must not have/had any disciplinary action within the last three years

b. NCO of the Quarter/Year:

- (1) Must be assigned to Soldier Support Institute.
- (2) Must be in the rank of Corporal through Sergeant First Class.
- (3) Must have passed current Army Physical Fitness Test (APFT).
- (4) Must meet height and weight standards IAW AR 600-9.
- (5) Must not have/had any disciplinary action within the last five years.

c. If the Soldier of the Quarter is later promoted to Sergeant, then he/she becomes ineligible for the Soldier of the Year competition. However, he/she is eligible to compete for the NCO of the Year competition.

d. If the NCO of the Quarter is later promoted to Master Sergeant, then he/she becomes ineligible for the NCO of the Year competition.

e. The candidate selected as the SSI Soldier/NCO of the Year is ineligible to compete for Soldier/NCO of the Year again during his/her assignment at the Soldier Support Institute.

5. NOMINATIONS.

a. Nominations will be submitted to this headquarters, attention ATSG-CSM, not later than the second Monday of the second month of each quarter.

b. Letters of recommendation will include the name, rank, SSN, unit of assignment, PMOS, DOR, ETS, highest NCOES and a written summary of significant achievements of the nominee during his/her service (appendix A). A copy of soldier ERB, APFT and Weapons Qualification must be attached to recommendation.

6. SELECTION.

a. Soldier/NCO of the Quarter Board:

(1) The selection board will be comprised of a least five noncommissioned officers, one of whom will be a female and one a Command Sergeant Major who will be appointed as president. The members of the board will be furnished by the units listed in paragraph 3d, above.

(2) The selection board will meet on the call of the SSI Command Sergeant Major. Normally, this will be on the second Thursday of the second month of each quarter.

(3) Candidates will be evaluated on common skills, general military knowledge, appearance, military bearing, Ft. Jackson history and other areas shown on the SSI Form 1-0-4 (appendix B).

b. Soldier/NCO of the Year:

(1) The selection board for the Soldier/NCO of the Year will consist of five of the following voting members:

- (a) CSM, Soldier Support Institute, (president)
- (b) CSM, Adjutant General School, (member)
- (c) CSM, Finance School, (member)
- (d) CSM, Noncommissioned Officer Academy, (member)
- (e) CSM, Recruiting and Retention School, (member)
- (f) CSM, Training Support Battalion, (member)
- (g) CSM, 369th Adjutant General Battalion, (member)
- (h) Senior female NCO, (member)
- (i) Administrative NCO, (nonvoting recorder)

(2) The selection board will meet during the third week of August. Exact date will be determined by the Soldier Support Institute CSM.

(3) The board will use SSI Form 1-0-4 for selection criteria.

7. PUBLICITY. The Public Affairs Office will be responsible for publicity about the Soldier/NCO of the Quarter/Year programs. Publicity will include coverage in the Fort Jackson Leader, hometown news releases, and other news releases as deemed appropriate.

8. AWARDS.

a. The candidate selected as SSI Soldier of the Quarter/Year will receive the awards listed in appendix C (awards are subject to change).

b. All awards will be presented at a proper ceremony.

APPENDIX C

AWARDS FOR SOLDIER/NCO OF THE QUARTER

SSI:

- Appropriate Decoration
- Framed General Officer Note from the CG Soldier Support Institute
- All Leather Day Runner Notebook
- Swiss Army, Institute pocket knife w/carrying case
- Institute Lapel Stick Pin
- Institute Beverage Mat
- Institute Travel Mug
- Ft. Jackson Reenlistment Water Bottle
- Institute Command Sergeant Major Coin

AAFES: Gift Package

AUSA: Plaque

MWR:

- \$100 U.S. Saving Bond
- Bowling alley game passes
- Four month pool pass
- Lunch buffet at the NCO Club
- Two free rounds of golf.

NCO ASSOCIATION: Certificate and Plaque recognizing achievement

SSI Reg 600-8-22

AWARDS FOR SOLDIER/NCO OF THE YEAR

SSI:

- Appropriate Decoration
- Framed Lithograph of the Soldier Support Institute
- Casio, Electronic Organizer
- Institute Acrylic Paperweight etched with SSI Logo
- Chief of Staff of the Army Coin
- Commanding General Coin
- Institute Super Coin

AAFES: Gift Package

NCO ASSOCIATION: Plaque recognizing achievement

APPENDIX B

BOARD MEMBER WORKSHEET			
NAME (LAST, First, MI)	RANK	MOS	UNIT
AREAS OF EVALUATION	MAX PTS	PTS AWD	REMARKS QUESTIONS MISSED/NOTES
1. a. REPORTING, (2.5 pts) b. APPEARANCE, (2.5 pts) c. CONFIDENCE, (2.5 pts) d. MILITARY COURTESY, (2.5 pts)	10		
2. a. CHAIN OF COMMAND, (3.3 pts) b. CUSTOMS & COURTESIES, (3.3 pts) c. WEAR OF UNIFORM, (3.4 pts)	10		
3. a. FORT JACKSON HISTORY, (3.3 pts) b. MILITARY PROGRAMS, (3.3 pts) c. WEAPONS, (3.4 pts)	10		
4. a. DRILL & CEREMONIES, (3.3 pts) b. LEADERSHIP, (3.4 pts) c. UCMJ, (3.3 pts)	10		
5. a. FIELD SANITATION, (2.5 pts) b. FIRST AID, (2.5 pts) c. NBC, (2.5 pts) d. LAND NAVIGATION, (2.5 pts)	10		
6. a. CODE OF CONDUCT, (2.5 pts) b. GENEVA CONVENTION, (2.5 pts) c. GUARD DUTY, (2.5 pts) d. LAW OF LAND WARFARE, (2.5 pts)	10		
7. a. INDIVIDUAL ACHIEVEMENTS OR VOLUNTEERISM, (5 pts) b. PROGRAMS INVOLVING, (5 pts) COMMUNITY, INSTITUTE or UNIT	10		
8. a. BATTLE FOCUS TRAINING, (5 pts) b. TRAINING THE FORCE, (5 pts)	10		
9. a. COLLEGE CREDITS, (2.5 pts) b. CORRESPONDENCE COURSES, (2.5 pts) c. CURRENT EVENTS, (2.5 pts) d. SELF DEVELOPMENT, (2.5 pts)	10		
10. a. APFT SCORE, (5 pts) b. WEAPON QUALIFICATION, (5 pts)	10		
TOTAL	100		
Signature: _____		Date _____	

APPENDIX A

SAMPLE LETTER OF RECOMMENDATION

(Office Symbol)

Date

MEMORANDUM FOR Command Sergeant Major, USASSI, Fort Jackson, SC 29207

SUBJECT: Recommendation for (Soldier/NCO) of the Quarter

1. Recommend (Rank)(Name) for the Soldier/NCO of the Quarter board. (Rank) (Name) has demonstrated exemplary leadership skills, professionalism and duty performance while assigned to (Unit/Section). The following information is submitted:

- a. Name:
- b. Rank:
- c. SSN:
- d. Unit:
- e. DOR:
- f. ETS:
- g. PMOS:
- h. Highest NCOES:

2. Awards/decorations includes: Meritorious Service Medal, Army Commendation Medal (_OLC), Army Achievement Medal. Good Conduct Medal (__ AWD), Air Assault Badge, National Defense Service Medal, Kuwait Liberation Medal, South West Asia Service Medal.

3. Civilian Education: Associates Degree in General Studies, 90 Semester hours toward a Bachelors Degree in _____.

4. Military Education: Basic NCO Course (BNCOC), Primary Leadership Development Course, Air Assault Course, Combat Lifesaver Course, Reenlistment NCO Course, Unit Drug and Alcohol Course, Advance Level Sustainment Course (75Z40), Basic Level Sustainment Course (75B30) Basic Level Sustainment Course (75C, 75D, 75E).

SSI Reg 600-8-22

(office Symbol)

SUBJECT: Recommendation for (Soldier/NCO) of the Quarter

5. APFT Score/Date:

6. Weapon(s) Qualification Score/Date:

7. Other significant achievements during his/her service:

- PLDC Commandant's List Jul 91.
- 1st Armored Division Artillery NCO of the Quarter Sep 93.
- Selected by Peers as Leadership Award recipient BNCOC Aug 94.

(Signature Block)

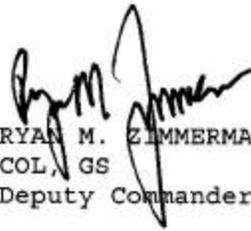
The proponent of this regulation is the Command Sergeant Major. Users are invited to send comments to this headquarters, attention ATSG-CSM.

FOR THE COMMANDER:

OFFICIAL



PATRICK J. WIRT
CW4, USA
Adjutant General



RYAN M. ZIMMERMAN
COL, GS
Deputy Commander

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