

Army Regulation 672-201

Decorations, Awards, and Honors

**The Secretary of
the Army Recruiter/
Retention/Transition
Noncommissioned
Officer (NCO) of the
Year Awards**

**Headquarters
Department of the Army
Washington, DC
14 February 1992**

UNCLASSIFIED

SUMMARY of CHANGE

AR 672-201

The Secretary of the Army Recruiter/Retention/Transition Noncommissioned Officer (NCO) of the Year Awards

This Revision--

- o Changes applicability of AR 672-201, to include the Army National Guard (applicability para).
- o Rotates the responsibility for review of award nominations and the coordination and planning of the awards ceremony (para 1-4).
- o Revises the award categories, eligibility criteria, and nomination procedures (para 1-4).
- o Adds five other award types to those already listed (para 2-1).
- o Revises the eligibility to include Retention and Transition NCOs from the Active Army, ARNG, and USAR (para 2-2).
- o Revises the selection criteria for nominees in each category (para 2-3).
- o Revises the criteria to be used in the preparation of nominations for each award (para 2-4).
- o Revises the procedures to use when submitting award nominations to the Secretary of the Army (para 2-5).

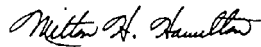
Decorations, Awards, and Honors

The Secretary of the Army Recruiter/Retention/Transition Noncommissioned Officer (NCO) of the Year Awards

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This UPDATE printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation pertaining to

the Secretary of the Army Recruiter/Retention/Transition NCO of the Year awards has been revised. It establishes the responsibilities, awards, eligibility criteria, nomination, selection, and presentation procedures.

Applicability. This regulation applies to the Active Army, Army National Guard, and U.S. Army Reserve.

Proponent and exception authority. The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Personnel.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MPA-EA), WASH DC 20310-0300.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative

Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPE-MPA-EA), WASH DC 20310-0300.

Distribution. Distribution of this publication is made in accordance with the requirements of DA Form 12-09-E, block 3675, intended for command level C for Active Army, the Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 672-201, 15 March 1984.

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Chapter 1 General

1-1. Purpose

This regulation prescribes responsibilities, eligibility criteria, nomination, selection, and presentation procedures for the Secretary of the Army Recruiter/Retention/Transition Noncommissioned Officer (NCO) of the Year awards.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. The Secretary of the Army (SA).* The SA will be the awarding authority.
- b. The Deputy Chief of Staff for Personnel (DCSPER).* The DCSPER will—
 - (1) Exercise general staff supervision over the awards program.
 - (2) Appoint, on a rotational basis, a selection board comprised of members assigned to one of the following offices to review the nominations for the awards:
 - (a) Directorate of Military Personnel Management, Office of the Deputy Chief of Staff for Personnel (ODCSPER) (DAPE-MP).*
 - (b) Personnel Division, Office of the Chief, National Guard Bureau (NGB-ARP).*
 - (c) Personnel Division, Office of the Chief, Army Reserve (DAAR-PE).*
- c. The Commanding General, U.S. Army Recruiting Command (CG, USAREC).* The CG, USAREC will nominate a primary and alternate candidate for each of the following categories:
 - (1) Secretary of the Army Recruiter of the Year Award for the Active Army U.S. Army recruiter.
 - (2) Secretary of the Army Recruiter of the Year Award for the Army Reserve recruiter.
- d. The Chief, National Guard Bureau (CNGB).* The CNGB will nominate a primary and alternate candidate for each of the following categories:
 - (1) Secretary of the Army Recruiter of the Year Award for an Army National Guard recruiter.
 - (2) Secretary of the Army Retention NCO of the Year Award for an Army National Guard retention NCO.
- e. The Chief, Army Reserve (CAR).* The CAR will nominate a primary and alternate candidate for the Secretary of the Army Retention NCO of the Year Award for an Army Reserve retention NCO.
- f. The CG, U.S. Total Army Personnel Command (PERSCOM).* The CG, PERSCOM will nominate a primary and alternate candidate for each of the following categories:
 - (1) Secretary of the Army Retention NCO of the Year Award for an Active Army retention NCO.
 - (2) Secretary of the Army Reserve Components Transition NCO of the Year Award for a Reserve components transition NCO.

Chapter 2 Awards

2-1. Categories

- a.* The Secretary of the Army Recruiter/Retention/Transition NCO of the Year awards are designed to recognize the most outstanding NCOs in the Active Army, Army National Guard, and U.S. Army Reserve.
- b.* There are seven categories of awards as listed below:
 - (1) Secretary of the Army, Active Army Recruiter of the Year.
 - (2) Secretary of the Army, Army National Guard Recruiter of the Year.
 - (3) Secretary of the Army, Army Reserve Recruiter of the Year.
 - (4) Secretary of the Army, Active Army Retention NCO of the Year.
 - (5) Secretary of the Army, Army National Guard Retention NCO of the Year.
 - (6) Secretary of the Army, Army Reserve Retention NCO of the Year.
 - (7) Secretary of the Army, Reserve Component Transition NCO of the Year.
- c.* Each award will consist of—
 - (1) A suitably engraved plaque.
 - (2) A certificate of achievement signed by the Secretary of the Army.

2-2. Eligibility

- a.* All Active Army and USAR recruiters currently serving in USAREC are eligible and may be nominated.
- b.* All Army National Guard recruiters and retention NCOs currently serving in the ARNG are eligible and may be nominated.
- c.* All Army Reserve retention NCOs currently serving in the USAR are eligible and may be nominated.
- d.* All Active Army retention NCOs and transition NCOs are eligible and may be nominated.
- e.* Recruiters/Retention/Transition NCO serving at battalion level or above must have served a minimum of 8 months of the previous 12 months on production (personal mission) to be eligible for nomination.

2-3. Selection criteria

Selection of nominees is based on the following criteria:

- a.* Recruiting/retention/transition record for the past fiscal year.
- b.* Demonstration of the personal qualities and traits necessary to be an effective recruiter, retention NCO, or transition NCO.
- c.* Participation in community activities.
- d.* Individual (personal) innovations in recruiting, retention, or transition methods.

2-4. Preparing nominations

Nominations will be submitted typewritten, single-spaced, limited to two pages in length, and contain the following information:

- a.* Name, rank, social security number, PMOS/DMOS, date of birth, date assigned to present duty position, home address, and, if applicable, family members' names and ages.
- b.* Installation, Recruiting station, National Guard armory, or Army Reserve center to which assigned. (Include mailing address and duty telephone number).
- c.* Current home address and telephone number.
- d.* A list of civic organizations to which the nominee belongs to include any offices held in these organizations.
- e.* A current (less than 6 months old) official military photograph (4 inches by 10 inches).
- f.* A justification for the award that includes the following:
 - (1) A brief description of the nominee's mission assignment and duties, and the manner in which the nominee accomplished his or her assigned objectives.
 - (2) A description of the innovations developed by the nominee to increase enlistments, reenlistments, or transitions into Reserve components. This description will also indicate whether these innovations were adopted for command-wide use.

2-5. Selection procedures

- a.* The CG, USAREC, the CNGB, the CAR, and the CG, PERSCOM must submit their nominations to HQDA (DAPE-MPA-EA), WASH DC 20310-0300, by 1 January of each year.
- b.* The ODCSPER will send the nominations to the office appointed as the selection and review board for that year's award ceremony.
 - c.* The appointed selection and review board will—
 - (1) Review the nominees for each award and select one nominee for each award.
 - (2) Forward the selected nominations to the SA for approval and selection of a date for the awards presentation ceremony.
 - (3) Announce the winners of the awards and presentation date.
 - (4) Act as responsible office for the coordination and conduct of the awards ceremony.

2-6. Presentation

The SA, or an appointed representative, will present the applicable awards to the winners in an official ceremony held in the Pentagon. Representatives from the Office of the Secretary of the Army, ODCSPER, and the Office of the Chief of Public Affairs will assist in arrangement of the awards ceremony with appropriate publicity for award recipients from all components.

Appendix A References

Section I Required Publications

This section contains no entries.

Section II Related Publications

This section contains no entries.

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I

Abbreviations

ARNG

Army National Guard

CNGB

Chief, National Guard Bureau

CAR

Chief, Army Reserve

CG

commanding general

DCSPER

Deputy Chief of Staff for Personnel

DMOS

duty military occupational specialty

HQDA

Headquarters, Department of the Army

ODCSPER

Office of the Deputy Chief of Staff for Personnel

PERSCOM

U.S. Total Army Personnel Command

PMOS

primary military occupational specialty

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

Section II

Terms

This section contains no entries.

Title not used.

Paragraph not used.

Section III

Special Abbreviations and Terms

There are no special terms.

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