

**STATE OF WEST VIRGINIA
 ADJUTANT GENERAL'S DEPARTMENT
 CHARLESTON 25311-1085**

OFFICE OF WEST VIRGINIA
 SECRETARY OF STATE
 22 FEBRUARY 1993
 MAR 8 9 00 AM '93
FILED

**WV MILITARY REGULATION (ARMY)
 NUMBER 672-20**

Series 42

**WEST VIRGINIA ARMY NATIONAL GUARD
 GOVERNOR'S TROPHY
 SERGEANT'S MAJOR TROPHY
FORSCOM SERGEANT AUDIE MURPHY CLUB**

	<u>Page</u>
Section I	
Introduction.....	3
Purpose.....	3
References.....	3
General Information.....	3
Procedures.....	3
Organizational Responsibility.....	3
Section II	
The Governor's Trophy.....	3
Description.....	3
Eligibility Criteria.....	3
Announcement of Winner.....	3
Section III	
Sergeant's Major Trophy.....	4
Description.....	4
Eligibility Criteria.....	4
Announcement of Winner.....	4
Section IV	
FORSCOM Sergeant Audie Murphy Club.....	4
Description.....	4
Eligibility Criteria.....	4
Announcement of Winner.....	5
Section V	
Rules for the Governor's Trophy, Sergeant's Major Trophy FORSCOM Sergeant Audie Murphy Club.....	5
Nomination Procedures.....	5
Screening Boards.....	5
Final Competition.....	6
Sequence of Events.....	6
Organization of Competition.....	6
Selection Board Duties and Responsibilities.....	7

Supersedes WVMR (Army) 672-20, dtd 11 February 1992

NOTE: Changes are Underlined

APPENDICES

Appendix A - Sample Letter of Commander's Nomination for the Governor's Trophy

Appendix B - Sample Letter of Commanders Nomination for the Sergeants Major Trophy

**Appendix C - Sample Letter of Commander's Nomination for the FORSCOM Sergeant
Audie Murphy Club**

Appendix D - Unit Commander's Performance Test for SAMC

Appendix E - Final Screening Board Selection Sheet

Section I

Introduction

1. **PURPOSE:** This regulation provides information and administrative guidance for awarding the WVARNG Governor's Trophy, the Sergeants Major Trophy and the FORSCOM Sergeant Audie Murphy Club award.

2. **REFERENCES:**

- a. AR 600-8-2, Suspension of Favorable Personnel Actions.
- b. AR 672-5-1, Military Awards.
- c. AR 350-17, NCO Development Program.
- d. AR 672-1, Award of Trophies and Similar Devices in Recognition of Accomplishments.
- e. NGR 600-200, Enlisted Personnel Management.
- f. FORSCOM Circular 215-91-10.
- g. FM 22-100, Military Leadership.
- h. FM 22-600-20, The Army NCO Guide.

3. **GENERAL INFORMATION:** Commanders and Command Sergeants Major at all levels are privileged to recognize achievements of enlisted members of their command. This awards program is one method of providing that recognition. These awards, given annually, are to honor the outstanding NCO and enlisted member of the West Virginia Army National Guard. Selected soldiers exemplify leadership, training and professional development of a combat ready NCO Corps.

4. **PROCEDURES:** Procedures and criteria for these awards are outlined in Section II, III and IV of this regulation.

5. **ORGANIZATIONAL RESPONSIBILITY:** Each organizational CSM/SGM will be responsible to insure that his organization is represented in the Sergeant's Major Trophy, the Governor's Trophy competition and the FORSCOM Sergeant Audie Murphy Club. Only the best soldier from each organization will be selected. The winner of the Sergeant's Major Trophy or the Governor's Trophy may also win the FORSCOM Sergeant Audie Murphy Club award.

Section II

The Governor's Trophy

1. **DESCRIPTION:** The Governor's Trophy is a bowl-type trophy awarded annually to the Noncommissioned Officer of the Year in the West Virginia Army National Guard (E-5 thru E-7). E-8 and E-9 are not eligible to compete.

2. **ELIGIBILITY CRITERIA:**

- a. Minimum of five (5) years of service.
- b. Minimum rank of E-5.
- c. Maximum rank of E-7.
- d. Not a previous winner of the award.
- e. Attended most recent AT period and received credit for 44 of the last 48 unit training assemblies (**No Unsatisfactory Participation**).
- f. Nominated by Commander and Command Sergeant Major.
- g. Selected by screening board.

3. **ANNOUNCEMENT OF WINNER:**

- a. The Adjutant General/Commander, WVARNG and the State Command Sergeant Major will announce the winner and present the Governor's Cup.
- b. The winner's name will be engraved on the permanent trophy and an engraved replica will be provided the winner.
- c. The winner will be awarded the Army Commendation Medal (ARCOM). Should winner also win the FORSCOM Sergeant Audie Murphy Club Award, only one ARCOM will be awarded.
- d. The winner will be provided a \$200.00 US Savings Bond and a Blue and Gold colored citation cord to be worn IAW AR 670-1. Permanency of the award will be reflected by a permanent order placed in the winners 201 file. The order will be written by DCSPER, WVARNG, and awarded on site at the awards presentation.
- e. The winner will serve as the Enlisted Aide to the Governor and the Adjutant General, upon request for the year following selection. Such duties will include:

- (1) Participation in inaugural ceremonies.
- (2) Participation in any official visit of the governor to a unit within the command of which the NCO of the Year is a member.
- (3) Participation in any other military activity as required by the Governor and/or the Adjutant General of West Virginia.
- (4) The State Command Sergeant Major will be responsible for coordination of all activities requiring the Enlisted Aide to the Governor and the Adjutant General.

Section III

The Sergeants Major Trophy

1. **DESCRIPTION:** The Sergeants Major Trophy is a Minute man type plaque awarded to the outstanding enlisted member (Soldier of the Year) of the West Virginia Army National Guard in grades E3-E4.

2. **ELIGIBILITY CRITERIA:**

- a. Minimum of one year in the WVARNG.
- b. Minimum rank of E-3.
- c. Maximum rank of E-4.
- d. Not a previous winner of the award.
- e. Attended most recent AT period or service school in lieu of AT.
- f. Received credit for 44 of last 48 training assemblies (No Unsatisfactory Participation).
- g. Nominated by Commander and Command Sergeant Major.
- h. Selected by screening board.

3. **ANNOUNCEMENT OF WINNER:**

- a. The Adjutant General/Commander, WVARNG and the State Command Sergeant Major will announce the winner and present the trophy.
- b. The winner's name will be engraved on the permanent trophy and an engraved replica will be provided to the winner.

c. **The winner will be awarded the Army Commendation Medal and a \$50.00 Savings Bond** and will serve as the Enlisted Aide to the Governor and the Adjutant General, upon request for the year following selection. Such duties will include:

- (1) Participation in inaugural ceremonies.
- (2) Participation in any official visit of the governor to a unit within the command of which the NCO of the Year is a member.
- (3) Participation in any other military activity as required by the Governor and/or the Adjutant General of West Virginia.
- (4) The State Command Sergeant Major will be responsible for coordination of all activities requiring the Enlisted Aide to the Governor and the Adjutant General.

Section IV

FORSCOM Sergeant Audie Murphy Club Competition

1. **DESCRIPTION:** Membership in the FORSCOM Sergeant Audie Murphy Club (SAMC) is a reward for NCOs whose demonstrated performance is characterized by that of Sergeant Audie Murphy. The members of this elite organization exemplify leadership characterized by personal concern for the needs, training, development, and welfare of soldiers.

2. **ELIGIBILITY CRITERIA:**

- a. Minimum of one year in the WVARNG.
- b. Minimum rank of E-4 (Corporal only)
- c. Maximum rank of E-7
- d. Not a previous winner of this award.
- e. Can also be considered for the Governor's Trophy and Sergeants Major Trophy provided all eligibility criteria for each award are met.
- f. The nominee may have won the WVARNG Governor's Trophy or the Sergeants Major Trophy in prior years or may be being considered as a nominee this year.
- g. Attended most recent AT period or service school in lieu of AT.

h. Received credit for 44 of the last 48 training assemblies (No Unsatisfactory Participation).

i. Must directly supervise a minimum of two soldiers. (This criteria must be met.)

j. Nominated by Commander and Command Sergeant Major. (See Appendix D).

k. Selected by screening board. (See Appendix E).

3. ANNOUNCEMENT OF WINNER:

a. The Adjutant General/Commander, WVARNG and the State Command Sergeant Major will announce the winner and present the FORSCOM Sergeant Audie Murphy Club award.

b. The winner will be provided with a SAMC framed certificate, a SAMC award medallion and a letter of commendation from the Adjutant General.

c. The winner will also be awarded the Army Commendation Medal (ARCOM). Should winner also win the Governor's Trophy or the Sergeants Major Trophy only one ARCOM will be awarded. The order will be written by DCSPER, WVARNG.

d. The winner will serve as the Enlisted Aide to the Governor and the Adjutant General, upon request for the year following selection. Such duties will include:

- (1) Participation in inaugural ceremonies.
- (2) Participation in any official visit of the governor to a unit within the command of which the NCO of the Year is a member.
- (3) Participation in any other military activity as required by the Governor and/or the Adjutant General of West Virginia.
- (4) The State Command Sergeant Major will be responsible for coordination of all activities requiring the Enlisted Aide to the Governor and the Adjutant General.

Section V The Rules

1. NOMINATION PROCEDURE

a. Any eligible member of the WVARNG may submit a request to the unit commander for permission to participate in these competitions.

b. The unit commander will determine eligibility of all applicants and forward qualifying applications to the appropriate screening board. Letters of nomination will accompany the application and contain, as a minimum, the following information. (See Appendix A, B and C for sample nomination letters and Appendix D for SAMC nomination worksheet).

- (1) Name, rank, SSN, DMOS, duty assignment and unit.
- (2) Total years service
- (3) Certification of AT and unit training assembly attendance.
- (4) Qualification with individual weapon (EX, SS, MM), and date of qualification.
- (5) Latest date of successful completion of annual APFT.
- (6) Certification of compliance with AR 600-9 (height/weight).
- (7) Certification of MOS qualification and method of qualification.
- (8) Current NCO-ER (if applicable).

(9) Copy of DA Form 2-1 with Regimental Affiliation annotated.

2. SCREENING BOARDS:

a. A screening board will be appointed by the senior commander for each of the unit groupings listed below. The Command Sergeant Major will be president of the board unless otherwise directed by the commander.

b. Following is a list of units:

UNIT

WV-STARC

*WV Military Academy

*Army Training Site (ATS)

*Det 1 (Fix-Wing) EAATS

HHC 111th Engr Gp

119th Engr Co (CSE)

229th Engr Det

1092d Engr Bn

1st Sqdn 150th Armd Cav

1st Bn 201st FA

2d SF Bn 19th SFGA

Spt Co 2d SF Bn 19th SFGA

D-1 Spt Co 2d SF Bn 19th SFGA

Troop Command

146th Med Det

249th Army Band

157th MP Co

152d MP Det

153d PA Det

254th Trans Co

3664th Maint Co

Co B 104th Avn Bn

Det 2 Co C, 2-137th Avn Bn

Co D (-) 2-104th Avn Bn

Det 1, HHC, 2-104th Avn Bn

Det 5, HHC, 2-137th Avn Bn

*WV Military Academy, EAATS and the Army Training Site nominees will be boarded with the HQ-STARC in Charleston, WV.

c. Each screening board will select an outstanding NCO and enlisted person to represent the command for the three areas of competition. (See Appendix E for SAMC criteria).

d. Selection will be completed not later than the first weekend in August each year and nominations will be

forwarded to the Adjutant General ATTN: WVAR-CSM not later than 1 September of each year.

3. FINAL COMPETITION: Conducted on the first Saturday in October of each year, at the Adjutant General's Department, WVARNG, unless otherwise directed by the Chief of Staff. Candidates for the FORSCOM Audie Murphy Club who are E-4's, Corporals, will be judged concurrently with the Sergeants Major Trophy candidates and candidates who are E-5 through E-7 will be judged concurrently with the Governor's Trophy candidates.

4. SEQUENCE OF EVENTS:

a. Contestants will arrive at the Charleston WVARNG Armory on the day of competition not later than 0700 hours. All contestants will be in a duty status and competition will begin at 0800 hours. **NOTE:** Individuals requiring quarters for Friday night should notify the WV State Command Sergeant Major or make their own reservations.

b. Announcement of the winners will be made at the conclusion of all phases of the competition.

5. ORGANIZATION OF COMPETITION: Competition will be conducted in three parts, and in sequence as follows:

1. Station 1-Subject: Personal Inspection (BDU without LBE) -maximum points this station-50.

2. Station 2-Subject: Oral examination - maximum points this station- 100. **NOTE:** Oral examination will be given upon completion of inspection in BDU uniform. The oral examination will consist of the following subjects:

(1) Military Courtesy.

(2) Chain of Command (DOD, US Army, WVARNG).

(3) AR 670-1 Army Uniforms and Insignia.

(4) Enlisted Evaluation System (NCO-ER).

(5) Interior Guard and Physical Training.

(6) First Aid and Field Sanitation.

(7) Current Training Doctrine.

(8) Promotion Requirements IAW NGR 600-200.

(9) Drill and Ceremonies.

(10) World Affairs.

(11) Appropriate skill level of CTT.

3. Station 3- Subject: Personal Inspection - Uniform Class A-Army Dress Green) 50 points in accordance with AR 670-1 (current). Maximum points this station - **50**

6. SELECTION BOARD DUTIES AND RESPONSIBILITIES:

a. The Adjutant General - Appointment of the Selection Board consisting of the SCSM, WVARNG as president, and the CSM/SGM from each major organization as members.

b. Commander, WVARNG - Provide instruction and guidance to the board president to insure adequate assistance is provided for the conduct of the proceedings.

c. State Command Sergeant Major duties and responsibilities as follows:

- (1) Serves as President of the Selection Board.
- (2) Organizes all phases of the competition.
- (3) Provides instructions and guidance to other board members and assigns duties as deemed necessary.
- (4) Checks all nominations for determination of eligibility.
- (5) Ensures all nominations are complete and contain the required information listed in Section V, paragraph 1.

FOR THE GOVERNOR:

(6) Arranges for processing and reception of contestants.


(7) Prepares final ranking of all competitors and advises the Adjutant General of the results.

(8) Makes arrangements for presentation of awards, to include publicity by the PA Detachment.

d. The Selection Board Members (particular members selected by the State Command Sergeant Major) duties and responsibilities as follows:

- (1) Safeguards examination from compromise.
- (2) Assign personnel to conduct and grade the examination; and provide final results to the Board.
- (3) Arranges for subsistence for all personnel.
- (4) Arranges for sleeping quarters if required.

(5) If a tie exists in the final competition, a committee of present Command Sergeant's Major (CSM) ,exempting the winning units CSM, will make the final decision of the winner.


JOSEPH J. SKAFE
 Major General, WVARNG
 The Adjutant General

**APPENDIX A
COMMANDER'S NOMINATION LETTER FOR GOVERNOR'S TROPHY**

**UNIT
UNIT ADDRESS**

(DATE)

THRU Commander, Higher Headquarters

FOR The Adjutant General, State of West Virginia, 1703 Coonskin
Drive, Charleston, West Virginia 25311-1085

SUBJECT: Letter of Nomination for the Governor's Trophy

1. Reference: _____

2. The following named individual is nominated for consideration as the Noncommissioned Officer of the Year for the WVARNG (Governor's Trophy):

NAME: _____ RANK: _____
SSN: _____ DMOS: _____
DUTY Assignment: _____

3. This individual meets the requirements for consideration by virtue of the following accomplishments:

a. Total Years Service: _____ Total WVARNG Service: _____

b. Attended most recent AT during _____ or
attended during the period _____ ILO AT.

c. Qualified as _____ with individual weapon on
_____.

d. Attended _____ of last 48 training assemblies.

e. Completed APFT on _____, score _____ (include copy
of DA Form 705).

f. Meets height/weight standards of AR 600-09: AGE: _____,
HEIGHT _____, WEIGHT _____, FORM # _____ if appropriate.

g. Qualified in DMOS thru completion of: _____

h. Received the following Awards/Decorations:

i. Completed the following military courses:

j. Completed NCO-ER is enclosed as Enclosure 1.

Encl

COMMANDING

1. NCO-ER
2. DA Form 705

Copy of pages A-1 & A-2 will be used
for nomination of soldiers

AGO Form 672-20, dtd 1 Jan 81 is obsolete

**APPENDIX B
COMMANDER'S NOMINATION LETTER FOR SERGEANT'S MAJOR TROPHY**

**UNIT
UNIT ADDRESS**

(DATE)

THRU Commander, Higher Headquarters

FOR The Adjutant General, State of West Virginia, 1703 Coonskin Drive, Charleston, West Virginia 25311-1085

SUBJECT: Letter of Nomination for the Sergeant's Major Trophy

1. References: _____

2. The following named individual is nominated for consideration as the Noncommissioned Officer of the Year for the WVARNG (Sergeant's Major Trophy):

NAME: _____ RANK: _____
SSN: _____ DMOS: _____
DUTY ASSIGNMENT: _____

3. This individual meets the requirements for consideration by virtue of the following accomplishments:

a. Total Years Service: _____ Total Years WVARNG _____

b. Attended most recent AT during _____ or
attended during the period _____ ILO AT.

c. Qualified as _____ with individual weapon
on _____.

d. Attended _____ of last 48 training assemblies.

e. Completed APFT on _____, Score _____
(include copy of DA Form 705).

f. Meets height/weight standards of AR 600-09: AGE _____,
HEIGHT _____, WEIGHT _____, FORM # _____ if
appropriate.

g. Qualified in DMOS thru completion of: _____

h. Received the following Awards/Decorations:

i. Completed the following military courses:

j. A current NCO-ER is enclosed as Enclosure 1.

Encls

COMMANDING

1. NCO-ER
2. DA Form 705

Copy of B-1 & B-2 will be used
for nomination of soldiers

AGO Form 672-20, dtd 1 Jan 81 is obsolete

APPENDIX C
COMMANDER'S NOMINATION LETTER FOR SERGEANT AUDIE MURPHY CLUB

UNIT
UNIT ADDRESS

MEMORANDUM FOR

SUBJECT: Sergeant Audie Murphy Club Nomination and Worksheet

NAME: _____ SSN: _____ GRADE: _____
PMOS: _____ SMOS: _____ PMOS SQT: _____ DATE: _____
UNIT: _____ DUTY PHONE: _____
DUTY POSITION & DATE ASGN: _____
TIME IN SVC: _____ ETS: _____ MONTHS IN PRESENT JOB: _____
CIVILIAN CLEARANCE: _____

Encls

1. DD Form 2266
2. Bio Sketch

(COMMANDERS SIGNATURE BLOCK)

**APPENDIX D
UNIT COMMANDER'S PERFORMANCE TEST FOR SAMC**

**UNIT
UNIT ADDRESS**

MEMORANDUM FOR

SUBJECT: Sergeant Audie Murphy Club Performance Test

1. The following performance test results are submitted:

a. Name: _____

b. Rank: _____

c. SSAN: _____

d. Unit: _____

e. DOR: _____

f. DOB: _____

g. ETS: _____

h. PMOS: _____

i. Highest NCOES: _____

j. Number of subordinate soldiers supervised: _____

k. Name and address of next of kin: _____

l. Awards/Decorations/Letters of Achievements: _____

m. Performance Achievements:

<u>Individual</u>	<u>Subordinate Soldiers</u>
(1) SDT Score _____	SDT Score _____ (Total %)
(2) APFT Test Score _____	APFT Test Score _____ (Total %)
(3) Individual Weapon Qualification Score _____	

(4) Number of Subordinate Soldiers Qualified:

EXP _____ MM _____ SS _____

2. The next areas measure discipline in subordinate soldiers of candidates during the last 12 months:

a. Unsatisfactory Participation: _____

b. DWI: _____

c. UCMJ: _____

3. Any other information pertinent to the candidates leadership accomplishments: _____

COMPANY COMMANDER/1SG

**APPENDIX E
SAMC BOARD WORKSHEET**

NAME _____ RANK _____
UNIT _____ DATE _____

SUBJECT:

- | | GO/ NO GO |
|---|-----------|
| 1. Drill and Ceremonies | _____ |
| 2. Leadership | _____ |
| 3. NBC | _____ |
| 4. First Aid (Combat Leader) | _____ |
| 5. Preparing Defensive Positions: | |
| a. Use of Terrain | _____ |
| b. Use of Weapons | _____ |
| c. Use of Diagrams/Maps/Range Cards | _____ |
| d. Standards of Fighting Positions | _____ |
| 6. Maintenance Management Procedures | _____ |
| 7. Training the Force (FM 25-100/FM 25-101) | _____ |
| 8. NCOES Requirements and Procedures | _____ |
| 9. Knowledge of Family/Soldier Support Agencies | _____ |
| a. Alcohol and Drug Abuse Prevention Control | _____ |
| b. Red Cross | _____ |
| c. Outreach | _____ |
| d. Financial Support | _____ |
| e. CHAMPUS | _____ |
| f. EO/EEO | _____ |
| 10. Safety Programs | _____ |
| 11. Military Bearing and Appearance | _____ |

PASS/FAIL

NOTE: PASS RATE: 80% of first 10 areas.