



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHCUA
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FORT HUACHUCA ARIZONA 85613-7000

ATZS-CSM

01 NOV 2016

SUBJECT: 2017 Command Sergeant Major Doug Russell Award for Excellence in Military Intelligence Standard Operating Procedures (SOP)

1. The enclosed SOP identifies 2017 eligibility criteria, nomination procedures, and selection process applicable to the CSM Doug Russell Award for Excellence in Military Intelligence.
2. The SOP will be reviewed annually and updated as required.
3. The Point of Contact for this SOP is the Command Historian, US Army Intelligence Center of Excellence and Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-7000 at DSN 821-4113 and commercial (520) 533-4113.

Encl



THOMAS J. LATTER
Command Sergeant Major, USA
Military Intelligence Corps

CSM Doug Russell Award for Excellence in Military Intelligence Standing Operating Procedure (SOP)

1. **Purpose.** This Standard Operating Procedure (SOP) prescribes the requirements and timelines for administering the CSM Doug Russell Award for Excellence in Military Intelligence Program. This SOP also publishes requirements and procedures for nominating and selecting outstanding Soldiers in the rank of Sergeant (E-5) and below as award recipients. Soldiers' outstanding achievements within or on the behalf of the Military Intelligence (MI) Community will allow them to compete in an effort to earn this prestigious award.

2. **References.** Related publications and referenced forms are listed in Appendix A.

3. **Explanation of abbreviations and terms.** Abbreviations and terms used in this SOP are explained in the glossary (Appendix A).

4. Responsibilities.

a. *Command Sergeant Major of the Military Intelligence Corps.* The Command Sergeant Major of the Military Intelligence Corps (or his representative) will present the CSM Doug Russell Award for Excellence in Military Intelligence at an award luncheon to be held at Fort Huachuca during the Military Intelligence Hall of Fame Week, June 2017.

b. *Operations Sergeant Major.* The USAICoE Operations Sergeant Major (G3 SGM) will:

(1) Provide overall supervision of the award program.

(2) Chair the CSM Doug Russell Award Review Board and selection process.

(3) Assist in the planning and execution of the luncheon and ceremony to recognize the award recipient.

c. *Command Historian, USAICoE&FH.* The Command Historian will:

(1) Update and distribute the SOP annually.

(2) Ensure completion and qualification of nomination packets for the review board.

(3) Act as the Board Recorder for the CSM Doug Russell Award Review Board.

(4) Assist the G3 SGM in executing the luncheon and ceremony in June 2017.

5. **Objectives.** The Military Intelligence Corps established the CSM Doug Russell Award for Excellence in Military Intelligence to:

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- a. Recognize those Soldiers in the rank of Sergeant (E-5) and below whose actions directly contributed to the success of the MI Corps.
- b. Promote and sustain competent Military Intelligence Noncommissioned Officers for future leadership in the Army and the advancement of the Military Intelligence Corps.

6. Eligibility Criteria

a. The 2017 CSM Doug Russell Award for Excellence in Military Intelligence is intended to recognize the contributions of Soldiers, Sergeant (E-5) and below, in the field of Military Intelligence during the period of 1 January - 31 December 2016.

b. Candidates must meet the following criteria:

(1) Be in the rank of Sergeant (E-5) or below. The MI Corps CSM may approve SSG packets if accomplishments were made as a SGT within the covered time period.

(2) Be a member of the Active Army, Army Reserve, or National Guard.

(3) Actions must have directly contributed to the success of the MI Corps.

(4) Soldier does not have to hold an MI Military Occupational Specialty (MOS).

(5) Be fully eligible for continued service for at least one year after award presentation (i.e. through June 2018). Award cannot be given posthumously.

(6) Meet height and weight standards specified in Army Regulation (AR) 600-9.

(7) Maintain a current passing grade on the Army Physical Fitness Test (APFT). The APFT requirement is waived for deployed nominees who are unable to take the APFT.

(8) Not be under unfavorable personnel action or UCMJ.

7. Participation Criteria

a. Participation is open to all Soldiers in the rank of Sergeant (E-5) or below of the Active Army, Army National Guard, and US Army Reserve whose actions directly contributed to the success of the MI Corps.

b. Only one award will be presented annually.

8. Selection Criteria

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- a. Selection is based on the overall performance of the Soldier during the period 1 January - 31 December 2016.
- b. Selection is based on existing information and should not cause the development of additional sets of records.
- c. The Board will consider each nominee in terms of accomplishments, commitment to the Army Values, people skills, leadership climate, integration of intelligence assets, and interpersonal communication. Specifically, each nomination will be rated on the following factors, which should be directly addressed/highlighted in the nomination packet:
 - (1) Work Ethic
 - (2) Tactical Competence
 - (3) Technical Competence
 - (4) Leadership
 - (5) Contribution to the MI Corps.

9. Selection process for the Active Army, Army National Guard, and the US Army Reserve. Army units will follow a nomination process consistent with all eligibility criteria and procedures outlined in this SOP. Units will forward their nominations to the Command Historian, USAICoE&FH, ATTN: CSM Doug Russell Award for Excellence (ATZS-HIS), 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000 or lori.s.tagg.civ@mail.mil no later than 3 March 2017. If nominations are sent via email, they must be ENCRYPTED to protect Personally Identifiable Information (PII). Nomination packets will consist of the items below:

- a. A cover letter signed by the originator of the nomination, which includes the nominee's full name, rank, unit of assignment, current duty position, unit mailing address, duty telephone numbers, and e-mail address. The cover letter must also verify that the nominee holds the appropriate rank, has met the standards of the weight-control program, has passed the most recent APFT (or that deployment conditions preclude taking the APFT), and is not under unfavorable personnel action or UCMJ. (See example in Appendix B.)
- b. Endorsement letter from the first E-9 in the nominee's current Support Channel. This memorandum is IN ADDITION TO the cover letter required in 9a. This memorandum should highlight the endorser's personal knowledge of the nominee's work and personal characteristics outlined in 8c above.
- c. One Department of Army (DA) photograph of the nominee (waived if the nominee is deployed at time of packet submission). Hard copy submission must include a color photograph. Electronic submissions must include a separate high-quality (at least 300dpi) color jpg file (do not include photo in pdf file).

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- d. Unclassified narrative detailing the nominee's key accomplishments and achievements, and the impact on the MI Corps not to exceed two double-spaced typed pages with one inch margins and Arial font size 12. Narrative should be based on the criteria for evaluation contained in paragraph 8c.
- e. Unclassified short (one page) biography of the nominee.
- f. Copy of the nominee's Enlisted Record Brief (ERB); updated within 30 days of submission.
- g. If applicable, a copy of the nominee's DA Form 2166-8 NCO Evaluation Report covering the most recent 12-month period.
- h. A copy of the nominee's most recent DA 705 APFT Scorecard, taken within six months of submission.
- i. Memorandum from unit S2 verifying material is "UNCLASSIFIED".
- j. Completed DD Form 2266 Hometown News Release Information (Unsigned).

10. Awards

- a. The recipient will be announced following the selection board process and will be recognized as noted below.
- b. The 2017 recipient or main representative will attend an award luncheon sponsored by the Chief of the Military Intelligence Corps at Fort Huachuca in June 2017.
- c. Pursuant to Department of Defense (DOD) Regulation 5500.7-R *Joint Ethics Regulation*; Title 5 of the Code of Federal Regulations (CFR), Section 2635.204(d); and AR 600-8-22 *Military Awards*, the awards are part of a bona fide, regularly established program of recognition. Accordingly, recipients selected for this award may accept the gifts presented.

(1) The CSM Doug Russell Award

(2) The Knowlton Award (Courtesy of the Military Intelligence Corps Association [MICA])

(3) A one-year MICA membership (Courtesy of MICA)

(4) A one-year membership in the American Military Society (AMS) and the AMS President's Coin (Courtesy of AMS)

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(5) A personalized plaque inscribed with the MI Soldier's Creed (Courtesy of the Fort Huachuca Sergeants Major Association)

(6) An Army and Air Force Exchange Service (AAFES) gift certificate

11. **Funding.** USAICoE will fund travel and per diem costs for the recipient (or his/her representative if deployed) and one guest to attend the award luncheon.

12. **Milestones.** Milestones for the CSM Doug Russell Award for Excellence in Military Intelligence are listed below:

Milestone: USAICoE message announcing competition

Date: 1 November 2016

Milestone: All nomination packets submitted to the Command Historian, USAICoE&FH

Date: 3 March 2017

Milestone: Selection process complete, winner is announced

Date: 7 April 2017

Milestone: Award ceremony at Fort Huachuca, Arizona

Date: 23 June 2017 (exact date subject to change)

13. **Publicity**

a. All Military Intelligence echelons are encouraged to publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to, the following:

(1) Announcements of nomination window and recipient in local newspapers.

(2) Background information about the Army-wide aspects of the award program, selection criteria, and CSM Doug Russell's distinguished career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this SOP or supplements thereto will adhere to all applicable Privacy Act and Freedom of Information Act requirements.

c. Point of Contact for this SOP is Ms. Lori Tagg, Command Historian, USAICoE&FH, at lori.s.tagg.civ@mail.mil or 520-533-4113 (DSN 821-4113).

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Appendix A References & Glossary

Section I

Related Publications

A related publication is a source of additional information. The user does not have to read the related publications to understand this publication.

AR 600-9

The Army Weight Control Program

5 CFR 2635.204(d)

Administrative Personnel

DoD 5500.7-R

Joint Ethics Regulation

Section II

Referenced Forms

DA Form 2166-8

NCO Evaluation Report

DD Form 2266

Hometown News Release

DA Form 705

Army Physical Fitness Test Scorecard

Enlisted Record Brief

Glossary

Section I

Abbreviations

AAFES

Army and Air Force Exchange Service

AMS

American Military Society

APFT

Army Physical Fitness Test

AR

Army Regulation

ARNG

Army National Guard

CFR

Code of Federal Regulation

DA

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Department of the Army

DoD/DD

Department of Defense

DSN

Defense Switched Network

ERB

Enlisted Record Brief

MI

Military Intelligence

MICA

Military Intelligence Corps Association

MOS

Military Occupational Specialty

NCO

Noncommissioned Officer

SOP

Standard Operating Procedure

USAICoE & FH

US Army Intelligence Center of Excellence and Fort Huachuca

UCMJ

Uniform Code of Military Justice

Section II

Terms

Active Army

The Active Army consist of Regular Army Soldiers on active duty; Army National Guard (ARNG), and Army Reserve Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on active duty for training (ADT), Active Guard Reserve (AGR) status, active duty for special work (ADSW), temporary tours of duty (TTAD) for 180 days or less, and active duty pursuant to call of the President (10 USC 12304.)

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**APPENDIX B
SAMPLE COVER LETTER**

MEMORANDUM FOR President of the CSM Doug Russell Award Review Board, US Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-6000

SUBJECT: Nomination Packet for the 2017 CSM Doug Russell Award

1. I nominate SGT (or applicable grade) XXXXXXXXXXXX for the 2017 CSM Doug Russell Award.
2. In support of this nomination the following information is provided.
 - a. Name: XXXXXXXXXXXXXXXXXXXX
 - b. Grade: XXX
 - c. Military Occupational Specialty (MOS): XXXX
 - d. Unit of assignment: XXXXXXXXXXXXXXXXXXXX
 - e. Current duty position: XXXXXXXXXXXXXXXXXXXX
 - f. Duty Phone Number (DSN or Commercial): XXXXXXXXXXXX
 - g. Email address: XXXXXXXXXXXXXXXX
3. I verify that the nominee:
 - a. Holds the appropriate grade for eligibility.
 - b. Is fully eligible for continued service through June 2018.
 - c. Is not under unfavorable personnel action or UCMJ.
 - d. Meets height and weight standards specified in Army Regulation (AR) 600-9.
 - e. Has a current passing grade on the Army Physical Fitness Test (APFT).
4. The point of contact for this nomination is XXXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXXX