



**PROCEDURE FOR SELECTION  
STATE GUARD ASSOCIATION OF THE UNITED STATES  
SPONSOR – SGAUS FOUNDATION  
SOLDIER, NCO and OFFICER OF THE YEAR**

Selection as the SGAUS Soldier, NCO, and Officer of the Year is an exceptional honor for the Soldier selected but also a responsibility, as the Soldier selected will represent SGAUS for a year as the best of the best SGAUS has to offer. Therefore this selection should not be taken lightly or without due consideration. The Soldier selected for this honor must be one who consistently displays exception dedication, professionalism, performance, military bearing and appearance.

**Qualification:**

- a. Soldier of the Year: Private (E-1) to Sergeant (E-5) only.
- b. NCO of the Year: Staff Sergeant (E-6) to Master Sergeant (E-8)
- c. Officer of the Year: Warrant Officer 1 (WO-1) to Chief Warrant Officer 4 (WO-4) and 2<sup>nd</sup> Lieutenant (O-1) to Lieutenant Colonel (O-5)

To ensure that only the most deserving Soldiers are considered and selected for this honor the following procedures will be followed:

- a. Each active State Guard Commander will select one Soldier per category to represent their command.
  - b. Recommended Soldier must be an active member of SGAUS and their respective State Guard unit for a 12 month period. Please provide a copy of the SGAUS membership card.
  - c. Only one nomination from each of the State will be accepted and it must be signed off by the SDF Commander. Use the below application. Candidate must submit a military resume (see below). Application should include applicants and recommender's mailing address, contact phone numbers and email address.
  - d. The recommendations along with supporting documentation in bullet form and a full frontal view color picture of the candidate in uniform shall be forwarded to the SGAUS Executive Director with the completed application not later than 15 March of each Year.
  - e. Incomplete applications or applications improperly completed will not be considered.
1. The SGAUS Association Nomination Committee will make their decision NLT 30 May of each year. The SGAUS Association President will announce the results immediately thereafter.
  2. Announcement and presentation of the selection of the SGAUS Soldier, NCO, and Officer of the Year shall be made annually at the Annual SGAUS Convention.

3. SGAUS Foundation will sponsor the SGAUS Soldier, NCO, and Officer of the Year by paying for his/her conference registration fee and hotel room for three nights only. The SGAUS Foundation Treasurer will pay the full conference registration fee and hotel cost to the Executive Director of SGAUS Association NLT 30 June of each year.
4. All nominees will be recognized during the award presentation. Their attendance, although not mandatory, is highly encouraged. Winner will be awarded the SGAUS Commendation Ribbon.
5. Webmaster will post the Soldier, NCO, and Officer of the Year's photo on the SGAUS website following the Annual SGAUS Convention.

**Submit applications to the SGAUS Executive Director by email only:**  
**[kenneth.takasaki@sgaus.org](mailto:kenneth.takasaki@sgaus.org)**



## RECOMMENDATION for SGAUS SOLDIER, NCO, and OFFICER of the YEAR

Soldier's Name: Last First MI		Rank	SGAUS Member (Yes or No)
State Force	Unit		
Achievement No. 1			
Achievement No. 2			
Achievement No. 3			
Achievement No. 4			
Attach a separate sheet to provide additional information, if needed			
Proposed Citation			
Approved by SDF Commander: Last, First, MI		Signature & Date:	
E-Mail Address		Phone Number	

CHECKLIST for  
SGAUS SOLDIER, NCO, and OFFICER OF THE YEAR

REQUIREMENTS:

- Soldier is an active SGAUS member for one year
- A copy of the membership card is attached
- Candidate's military resume is attached
- Candidate's color, full-frontal photograph in Class "A" or ASU, without headgear is attached.  
Send JPG color photo only. No PDF photos.

RECOMMENDER'S CONTACT INFORMATION:

Name:

Mailing Address:

E-Mail Address:

Phone Number:

SOLDIER'S CONTACT INFORMATION:

Name:

Mailing Address:

E-Mail Address:

Phone Number:

**INCOMPLETE RECOMMENDATIONS WILL NOT BE PROCESSED.**

Incomplete applications will not be considered. It is the applicant's responsibility to ensure all documents and current photo are provided in one packet and submitted at one time.

**\*\*NOTE:** Sponsorship covers full conference registration fee and three days in the hotel. Any additional nights are the individual responsibility. If hotel reservations are made by SGAUS any additional nights must be paid by the individual up front. If the hotel reservations are made by the individual, SGAUS will reimburse the individual NLT 7 days after the conference for the hotel room + tax only for three nights.

Previous recipients are ineligible for subsequent award.

**SAMPLE RESUME OF SERVICE CAREER**

**JAMES F. HOFFA, LIEUTENANT COLONEL, INFANTRY (TNSG), 1234**

**DATE AND PLACE OF BIRTH:** June 1940, Chicago, Iowa.

**YEARS OF COMMISSIONED SERVICE:** 12 years.

**TOTAL YEARS OF SERVICE:** Over 20 years.

**PRESENT ASSIGNMENT:** Regimental Commander, 5<sup>th</sup> Tennessee Regiment, Tennessee State Guard, 1299 Foster Avenue, Nashville, TN.

**CURRENT OCCUPATION:** OJT Gynecologist, Heartbreak Hospital, Dover, Kentucky.

**MILITARY SCHOOLS ATTENDED:**

Pathfinder Course, Fort Benning, GA

Air Assault Course, Fort Campbell, KY

US Army Basic Medic Course

Tennessee State Guard Command and Staff Course, Smyrna, TN

**ACTIVE DUTY MILITARY EDUCATION LEVEL: MEL-1.**

**EDUCATIONAL DEGREES:**

Queens College – BS Degree – Basket Weaving

**FOREIGN LANGUAGE(S):**

Latvian or if none N/A

**MAJOR DUTY ASSIGNMENTS:**

<b>FROM</b>	<b>TO</b>	<b>ASSIGNMENT</b>
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**RA – Active Duty**

AUG 69 - JUN 70		Basic Training, Fort Dix, NJ – Advanced Individual Training, Fort Eustis, VA.
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JUL 70 - Jun 71		Permanent KP, 123 <sup>rd</sup> Mess Kit Repair Co., 520 <sup>th</sup> Quartermaster Battalion, United States Army Vietnam.
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**USAR – Not on Active Duty**

MAR 73 - MAR 76		Army Motor Vehicle Driver, Company A, 365 <sup>th</sup> Engineer Battalion, 79 <sup>th</sup> Army Reserve Command, Chicago, Iowa.
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**James F. Hoffa, Lieutenant Colonel, Infantry (TNSG), 1234**

**RA – Active Duty**

MAR 76 – May 77 Helicopter Mechanic, Company E, 724th Maintenance Battalion, 24<sup>th</sup> Infantry Division (Mech), Hunter Army Airfield, Georgia.

JUN 77 – JUN 80 Helicopter Mechanic/ Crew Chief, Company D, 8th Aviation Battalion, 8<sup>th</sup> Infantry Division (Mech), Federal Republic of Germany.

JUL 80 – NOV 81 Helicopter Crew Chief, Company B, 101<sup>st</sup> Aviation Battalion, 101<sup>st</sup> Airborne Division (AASLT), Fort Campbell, Kentucky.

\*JAN 83 – DEC 85 UH-1H Pilot, Troop B, 2<sup>nd</sup> Squadron, 10<sup>th</sup> Cavalry Regiment, 7<sup>th</sup> Infantry Division (Light), Fort Ord, California.

FEB 03 – FEB 04 UH-60A Pilot & Brigade Safety Officer, HHC, 17<sup>th</sup> Aviation Brigade, 8<sup>th</sup> Army, Republic of Korea.

MAR 04 – APR 05 UH-60L Pilot & Brigade Safety Officer, HHC, 101<sup>st</sup> Aviation Brigade, 101<sup>st</sup> Airborne Division (AASLT), Fort Campbell, Kentucky.

**Tennessee State Guard (TNSG) – Not on Active Duty**

APR 05 – AUG 07 Regimental S3 and Regimental XO, 2<sup>nd</sup> Tennessee Regiment, Tennessee State Guard, Nashville, TN.

AUG 07 – PRESENT Regimental Commander, 11<sup>th</sup> Tennessee Regiment, Tennessee State Guard, Podunk, TN.

**PROMOTIONS**

**DATES OF PROMOTION/APPOINTMENT**

<b>Rank</b>	<b>Component</b>	<b>Date</b>
MAJ	RA	01 Jan 03
LTC	TNSG	13 Apr 05

**U.S. DECORATIONS AND BADGES.**

**DECORATIONS:**

Army Achievement Medal (4<sup>th</sup> Award)  
Good Conduct Medal (4<sup>th</sup> Award)  
National Defense Service Medal (3<sup>rd</sup> Award)  
Messkit Repair Service Medal

**TENNESSEE STATE GUARD AWARDS**

Tennessee State Guard Showed Up Ribbon  
Commanding General's Certificate of Commendation

**James F. Hoffa, Lieutenant Colonel, Infantry (TNSG), 1234**

**BADGES**

Air Assault Badge  
Pathfinder badge

**MISCELLANEOUS AWARDS**

Order of Saint Patrick Bronze Award (Army Mess Kit Repair Association of America)

**ADDENDUM TO RESUME OF SERVICE CAREER**

\* I Served in the Invasion of Coopertown Tennessee