



# **QUARtermaster CORPS**

## **Regimental Standard Operating Procedure**

Revision 4 February 2013  
Office of the Quartermaster General

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### Summary of Changes

- Changes were made to the Regimental Standard Operating Procedure (publication 11 February 2003) describing the eligibility requirements for the Distinguished Member of the Regiment (DMOR). In order to be considered for this category, the nominated member must have served the Quartermaster Corps in a significant capacity that stand out in the eyes of the recipient's seniors, subordinates, and peers.
- Other changes were made to the sections describing the Permanent Regimental Positions so that the description in the titles was not gender specific.
- **Deleted Regimental Chaplain's duty to serve as primary spiritual supervisor for PME classes administered at Army Logistics University (Para A.2.g).**
- **Updated description of Regimental Chief Warrant as the Quartermaster School Warrant Officer. (Para A.5).**
- **Replaced Personnel Command with Human Resources Command. (Para A.5.c & A.6.c.)**
- **Updated definition of "Quartermaster" member. (Para B.5.a.2)**
- **Distinguished Member of Regiment as precedent for Hall of Fame selection. (Para B.5.a.6.)**
- **Early submission guidelines for Hall of Fame nominees. (Para B.5.a.7.)**
- **Updated Hall of Fame selection process (Para B.5.b.)**
- **Updated Distinguished Member of the Regiment selection and approval process. ( Para B)**
- **Created paragraph denoting composition and duties of Honors Board. (Para 8)**

## **I. GENERAL**

A. **SCOPE:** This SOP establishes the policies, staffing, and duties in the Quartermaster Corps under the United States Army Regimental System.

B. **Applicability:** This SOP applies to all personnel in the Quartermaster Corps in all components: Active Army, Army Reserve, and National Guard.

C. **Background:** The Chief of Staff, US Army, approved the Quartermaster Corps' (QUARTERMASTER) integration into the US Army Regimental System on 31 March 1986.

## **II. NAME AND LOCATION**

A. The official designation of the Regiment is the Quartermaster Corps.

B. The Regimental Headquarters is located at Fort Lee, Virginia.

## **III. PERSONNEL**

### **A. Permanent Regimental Positions.**

1. **Regimental Commander.** This position is filled by The Quartermaster Commandant. These duties include:

- a. Presiding at Regimental functions
- b. Serving as the primary role model for Logistics Warriors everywhere, entrusted with all concerns of the Regiment and all affairs between the Quartermaster Corps and the Department of the Army.
- c. Ensuring Regimental continuity through furthering the qualities of professionalism, pride, and esprit de corps.

2. **Regimental Chaplain.** The 23<sup>rd</sup> Quartermaster Brigade Chaplain will serve as the Regimental Chaplain. These duties include:

- a. Advising the Regimental Commander and staff on religion, morale, and Chaplain support activities.
- b. Supervising the assignment of chaplain and chaplain assistant personnel within the Regiment.
- c. Ensuring that Regimental policies cite and members are aware of all moral, ethical, and humanitarian standards.

d. Ensuring that a variety of worship opportunities for the free exercise of religion is practiced throughout the Regiment.

e. Participating in Regimental functions and activities.

f. Performing liaison visits with units in the Regiment.

g. Teaches suicide prevention/assist trainer classes within the Regiment.

3. **Regimental Adjutant.** The Chief, Office of the Quartermaster General will serve as the Regimental Adjutant. These duties include:

a. Monitoring the overall strength of the Regiment.

b. Assisting Soldiers of the Regiment on available Regimental assignments.

c. Acting as liaison between the Regiment and the Department of the Army.

d. Acting as liaison between units of the Regiment.

e. Interfacing with the Honorary Colonel of the Regiment in scheduling visits to units.

f. Monitoring the honorary Regimental positions.

g. Preparing and distributing Regimental correspondence.

h. Performing liaison visits to units in the Regiment.

i. Supporting and assisting in the execution of the Regiment's publicity plan.

j. Other duties assigned.

4. **Regimental Historian.** The Quartermaster Historian will serve in this position. These duties include:

a. Preserving the documentary heritage of the Quartermaster Corps Regiment and maintaining the historical records collection in archival form.

b. Answering inquiries relating to the history of the Quartermaster Regiment.

c. Directing publication of books and articles on the history of the Quartermaster Regiment.

d. Managing the archive files of inducted members of the Quartermaster Hall of Fame.

e. Participating in the recommendation process for the Quartermaster Honors program (Hall of Fame, Distinguished Members of the Regiment, and Distinguished Units of the Regiment).

f. Serving as the focal point and representing the Quartermaster Corps on all matters relating to Regimental history.

**5. Regimental Chief Warrant Officer (RCWO).** The Quartermaster School's Command Chief Warrant Officer will serve as the RCWO. These duties will include:

a. Serves as an advisor to the Regimental Commander on matters pertaining to the Quartermaster Warrant Officer force.

b. Monitors the Quartermaster Warrant Officer strength of the Regiment.

c. Acts as a liaison between Quartermaster Warrant Officers and the US Human Resources Command (HRC).

d. Acts as a liaison between units and the Regiment.

e. Interfaces with the Honorary Chief Warrant Officer of the Regiment in scheduling visits to units.

f. Prepares and distributes Regimental correspondence pertaining to Quartermaster Warrant Officers.

g. Performs liaison visits to units in the Regiment.

h. Supports and assists in executing the Corps' publicity plan.

i. Prepares and briefs Warrant Officer promotion and school selection results from the Department of the Army.

j. Monitors and participates in Quartermaster Warrant Officer professional development studies.

k. Automatic induction into the DMOR program.

**6. Regimental Command Sergeant Major (RCSM).** The Quartermaster School Command Sergeants Major will serve as the RCSM. These duties will include:

- a. Serves as an advisor to the Regimental Commander on matters pertaining to the enlisted force.
- b. Assists Soldiers in the Regiment on available Regimental assignments.
- c. Acts as a liaison between Soldiers of the Regiment and HRC.
- d. Acts as liaison between units of the Regiment.
- e. Interfaces with the Honorary Command Sergeant Major of the Regiment in scheduling visits to units.
- f. Prepares and distributes Regimental correspondence to enlisted Soldiers.
- g. Performs liaison visits to units in the Regiment.
- h. Supports and assists in the execution of the Corps' publicity plan.
- i. Serves as action person on correspondence received from the field pertaining to enlisted matters.
- j. Prepares and briefs enlisted promotion and school selection results from the Department of the Army.
- k. Automatic induction into the DMOR program.

**B. Honorary Regimental Positions.** The Honorary Regimental positions carry great prestige and honor. Each of the Honorary Members of the Regiment will be appointed as Distinguished Members of the Regiment upon appointment to the Honorary Regimental position, if not already appointed as such.

**1. Honorary Colonel of the Regiment (HCOR).**

a. Eligibility.

(1) The HCOR must be a distinguished, retired officer with the rank of Colonel or above, who has served in the Regiment or in the Chain of Command above the Regiment.

(2) Only one HCOR may serve at one time.

(3) The HCOR must be able to execute the duties of the office and be a credit to the Regiment.

b. Selection Process.

(1) Nominations will be solicited from various sources including the units throughout the Regiment. The nomination packet will include a written biography encompassing military career highlights, awards and decorations, biographical sketch, and a recent full-length photograph. The Regimental Adjutant will screen the nominations. The selection process will be based on several weighted factors as outlined in Appendix A.

(2) Once every three years, the Regimental Commander, with input solicited from the Regiment's senior leadership, will appoint the new HCOR.

(3) The period of service will be 3 years. Following the initial term of service, the appointment may be renewed annually for up to 3 additional years, if agreed to by both the Regimental Commander and the HCOR. Extensions may enable total service time to be as long as 6 years.

(4) Upon selection the Regimental Adjutant will notify the nominee and will prepare a certificate of appointment for presentation to the HCOR.

(5) Automatic induction into the DMOR program the year they assume the position.

(6) An Investiture ceremony will be held at Fort Lee and will coincide with the Honors Program ceremonies held during Regimental celebration activities.

(6) Upon Change of Honors, the outgoing HCOR may be designated as "Colonel of the Regiment, Emeritus" (CORE). This title is established to recognize the individual for leadership, esprit de corps, and mentorship not only as the HCOR but also throughout this person's military career. Procedures are discussed in paragraph 2 below.

c. Duties and Functions.

(1) Assists in fostering Regimental esprit de corps, traditions, and perpetuation of the history of the Regiment.

(2) Participates in appropriate Regimental activities.

(3) Participates in the annual Regimental review.

(4) Offers the prestige of his/her name, stature, and experience to the Regiment.

(5) Considered being a focal point for Regimental ceremonies.

(6) Serves as President of the Regimental Honors Board.

d. Scheduling.

(1) The Regimental Commander may ask the HCOR to attend ceremonial functions in his/her place.

(2) Requests from units for visits by the HCOR will be forwarded to the Regimental Adjutant.

(3) Invitational travel orders may be issued when the Regimental Commander has approved travel.

(4) Units inviting the HCOR to attend functions are required to fund travel and per diem expenses.

**2. Colonel of the Regiment, Emeritus (CORE).**

a. Eligibility.

(1) The Colonel Emeritus is a title that may be bestowed upon the outgoing HCOR who has acted in that capacity for at least three years, as appointed by the Regimental Commander.

(2) The Colonel Emeritus position is reserved for only those Honorary Colonels of the Regiment that have fully executed their duties and functions in accordance with paragraph 1, c above.

b. Selection Process.

(1) The Colonel of the Regiment Emeritus position is not a nominated position. It is a direct appointment made by the Regimental Commander prior to the completion of the HCOR's term.

(2) The period of service will be indefinite.

(3) Upon selection as the Colonel Emeritus, the Regimental Adjutant will notify the individual of the appointment and prepare a certificate of appointment for presentation.

(4) Automatic induction into the DMOR program the year they assume the position.

(5) Investiture will be in a ceremony coinciding with the Quartermaster Honors Program during Regimental Week.

c. Duties and Functions.

(1) Assists in fostering Regimental esprit de corps, traditions, and perpetuation of the history of the Regiment.

(2) Is invited to participate in all Regimental ceremonial and social activities.

(3) May serve as an alternate to the HCOR for official duties when the HCOR is not available.

(4) Offers the prestige of his/her name, stature, and experience to the Regiment.

d. Scheduling.

(1) The Regimental Commander may ask the CORE to attend ceremonial functions in either his/her or the HCOR's behalf.

(2) Requests from units for visits by the CORE will be forwarded to the Regimental Adjutant.

(3) Invitational travel orders may be issued when travel has been approved by the Regimental Commander.

(4) Units inviting the CORE to attend functions are required to fund travel and per diem expenses.

**3. Honorary Chief Warrant Officer of the Regiment.**

a. Eligibility.

(1) The Honorary Chief Warrant Officer of the Regiment (HCWOR) must be a distinguished, retired Chief Warrant Officer with the rank of CW3 or above, who has served in the Regiment.

(2) Only one HCWOR may serve at one time.

(3) The HCWOR must be able to execute the duties of the office and be a credit to the Regiment.

b. Selection Process.

(1) Nominations will be solicited from various sources including the units throughout the Regiment, as well as, from the current HCWOR. The nomination packet will include a written biography encompassing military career highlights, awards and

decorations, biographical sketch, and a recent full-length photograph. The Regimental Adjutant will screen the nominations.

(2) Once every three years, the Regimental Commander, with input solicited from the Regiment's senior leadership, will appoint the new HWCOR.

(3) The period of service will be 3 years. Following the initial term of service, the appointment may be renewed annually for up to 3 additional years, if agreed to by both the Regimental Commander and the HCWOR. Extensions may enable total service time to be as long as 6 years.

(4) Upon selection the Regimental Adjutant will notify the nominee and will prepare a certificate of appointment for presentation to the HCWOR.

(5) Automatic induction into the DMOR program the year they assume the position.

(6) An Investiture ceremony will be held at Fort Lee and will coincide with the Honors Program ceremonies held during Regimental celebration activities.

c. Duties and Functions.

(1) Assists in fostering Regimental esprit de corps, traditions, and perpetuation of the history of the regiment.

(2) Acts as an advisor and assistant to the Regimental Commander on matters relating to Warrant Officer members of the Regiment.

(3) Attends / participates in Regimental ceremonies and functions by invitation.

(4) Offers the prestige of his/her name, stature, and experience to the Regiment.

(5) Serves as a member of the Regimental Honors Board.

d. Scheduling.

(1) Requests from units for visits by the HCWOR will be forwarded to the Regimental Adjutant.

(2) Invitational travel orders may be issued when the Regimental Commander has approved travel.

(3) Units inviting the HCOR to attend functions are required to fund travel and per diem expenses.

#### **4. Honorary Sergeant Major of the Regiment.**

##### **a. Eligibility.**

(1) The Honorary Sergeant Major of the Regiment (HSGM) must be a distinguished, retired Non-Commissioned Officer in the rank of Sergeant First Class or above. The HSGM must have served in the Regiment or in the chain of command above the Regiment.

(2) Only one HSGM may serve at one time.

(3) The HSGM must be able to execute the duties of the office and be a credit to the Regiment.

##### **b. Selection Process.**

(1) Nominations will be solicited from various sources including the units throughout the Regiment, as well as, from the current HSGM. The nomination packet will include a written biography encompassing military career highlights, awards and decorations, biographical sketch, and a recent full-length photograph. The Regimental Adjutant and the current HSGM will screen the nominations.

(2) Once every three years, the Regimental Commander, with input solicited from the Regiment's senior leadership, will appoint the new HCOR.

(3) The period of service will be 3 years. Following the initial term of service, the appointment may be renewed annually for up to 3 additional years, if agreed to by both the Regimental Commander and the HSGM. Extensions may enable total service time to be as long as 6 years.

(4) Upon selection the Regimental Adjutant will notify the nominee and will prepare a certificate of appointment for presentation to the HSGM.

(5) An Investiture ceremony will be held at Fort Lee and will coincide with the Honors Program ceremonies held during Regimental celebration activities.

##### **c. Duties and Functions.**

(1) Assists in fostering Regimental esprit de corps, traditions, and perpetuation of the history of the regiment.

(2) Acts as an advisor and assistant to the Regimental Commander on matters relating to enlisted members of the Regiment.

(3) Attends / participates in Regimental ceremonies and functions by invitation.

(4) Offers the prestige of his/her name, stature, and experience to the Regiment.

(5) Automatic induction into the DMOR program the year they assume the position.

(6) Serves as a member of the Regimental Honors Board.

d. Scheduling.

(1) May be required to represent the Regimental Command Sergeant Major at ceremonial Functions.

(2) Requests from units for visits by the HSGM will be forwarded to the Regimental Adjutant.

(3) Invitational travel orders may be issued when the Regimental Commander has approved travel.

(4) Units inviting the HSGM to attend functions are required to fund travel and per diem expenses.

**5. Quartermaster Hall of Fame Members.**

a. Eligibility.

(1) Quartermaster Hall of Fame (HOF) members are those retired military or civilian individuals who have made extraordinary contributions to the Quartermaster Corps. The retired individual must have been discharged for at least three years.

(2) Individual must be a Quartermaster member. Quartermaster is defined as a Soldier who wears/wore QM Branch insignia or the QM Regimental crest. This includes those who migrate to the Logistics or Acquisition Corps. For civilians, Quartermaster is determined by career management field, unit(s) of assignment, or by professional contributions which enhance the capability of the Corps and its Soldiers.

(3) Individuals, who have distinguished themselves through gallantry (Congressional Medal of Honor and Distinguished Service Cross awardees) and whose

primary career endeavors are in the Quartermaster Corps, are also eligible for induction into the HOF while on active duty.

(4) As a minimum, the goal is four nominations per year, which would offer one selection from each specific service category (Officer, Warrant Officer, Enlisted Members, and Civilians) plus two “at large” selections. The “at large” selections allow additional selections from any category.

(5) Cannot be a member of voting board during their selection year.

(6) As a general rule, Distinguished Member of the Regiment (DMOR) induction shall precede Hall of Fame (HOF) consideration. The HOF/DMOR selection board may waive this requirement with a majority vote. In such cases, approved HOF candidates will be added administratively as a DMOR.

(7) Nominations may be submitted for evaluation not earlier than 3 years from the date of a Quartermaster’s retirement. The Regimental Commander may approve exceptions under the following circumstances:

(a) Quartermasters who are awarded the Medal of Honor or Distinguished Service Cross.

(b) Upon the death of a deserving Quartermaster which occurs while on active duty or before 3 years of retirement elapse.

(c) The Regimental Commander may also designate certain individuals as members of the Quartermaster Hall of Fame based on careful consideration of their distinguished service, eligibility as outlined in paragraph 5a, and for the benefit of the Regiment.

b. Selection Process.

(1) Nominations will be drawn principally from the existing pool of Distinguished Members of the Regiment; however, field submissions may be considered for those Quartermasters not already designated DMOR.

(2) Nominations will be solicited from throughout the Regiment. Field submissions may be submitted any time for Honors Board Review but NLT end of January of the fiscal year for inclusion. Nomination packet will include a cover letter, a photograph and a biographical narrative which cites top five key assignments, awards / decorations received in those assignments, participation in combat and operational deployments; and most important, a one or two-page narrative of significant contributions to the Army and the Quartermaster Corps in the key assignments. Letters of endorsement are not required but not more than two may be submitted at the nominator’s discretion.

Field submissions recommending elevation from DMOR to HOF must state specifically the significant accomplishments which justify HOF nomination. To be selected for HOF, a Quartermaster's professional accomplishments must be deemed so significant that they stand above those of his/her peers with comparable time in service and experience. An honors recipient's accomplishments must clearly demonstrate significant accomplishments in one or more of the following areas:

- (a) Sustained combat and operation deployments.
- (b) Significant changes or advancements in Army doctrine, policies and procedures, or force structure
- (c) Significant changes or advancements in training, equipping, sustainment, or research, development and acquisition
- (d) Substantial savings of resources (e.g. people, equipment, or operating costs)
- (e) Substantial improvement to Soldier safety, health and welfare

(3) Each year, NLT Oct –Dec, the Regimental Honors Board (Paragraph 8) will review the list of all Distinguished Members of the Regiment to determine the best qualified for HOF nomination. The Honors Board, at its discretion, may invite up to eight additional HOF members (two per service category (officer, warrant officer, noncommissioned officer, and civilian) to participate as service category review panels to identify at least five "best qualified" DMORs from each service category. The Review Panel will prepare or solicit the submission packet for each best qualified nominee in the event that no such packet is already on file. OQMG will prepare the submission packet for any Regimental Commander- excepted submission.

(4) HOF nominations submitted directly from the field will be screened by the HCOR to determine whether the packet meets the threshold for HOF consideration. If so, the nominee will be voted by the Honors Board and integrated into the respective service category OML provided that the score is at least equal to or above the score assigned to the lowest ranked nominee within the existing OML. Field nominees for HOF who fall short of the OML scoring threshold should be re-voted as a potential DMOR if not already so designated.

(5) The Regimental Adjutant will collect all HOF packets generated by Review Panels and send nomination packets to Honors Board members for voting. The Honors Board will then vote to establish an Order of Merit List (OML) of HOF nominees identified through the service category reviews. HOF evaluation will be based on a scale of 1-6. Any single score which is three points higher or lower than the arithmetic mean of votes cast will be returned to the voter for reconsideration. The total numerical score of

each nominee within a respective service category determines the nominee's OML standing within each service category.

(6) Hall of Fame evaluation and voting will focus primarily on the significant accomplishments of each nominee. Hence, the OML for each service category should ultimately reflect the degree of importance and significance to the Army and the Quartermaster Corps of each nominee's accomplishments. Nominee packets will compete within service category (Officer, Warrant Officer, Noncommissioned Officer, Civil Servant) for induction.

(7) "At large" selections will be determined by the Regimental Commander from the respective service category OMLs based on recommendations from OQMG and the Honors Board. Each year at least two "at large" selections will be included in the final slate. However, the final number of Hall of Fame selections is at the discretion of the Regimental Commander based on his/her assessments of the priorities and interests of the Corps.

(8) Nomination packets for Soldiers that historically represent the Quartermaster Corps whose available records may not align with the evaluation process may be considered in a special category with a separate ballot. Historical nomination packets will be as complete as possible to include significant actions and service data. In many cases awards / decorations, assignment histories, and lengthy participation in combat operations or actions may not be available. An example of this category would be a young Soldier who was awarded the Silver Star for Valor posthumously. In this instance, the Soldier gave his all for his country and the Corps but detailed records are not available to provide a complete evaluation. These Soldiers will be given special consideration by a board separate from the Honors Board. The composition of the board will be:

Regimental Commander (President of the Board)  
Regimental Adjutant  
Quartermaster Historian (Primary Advisor)  
Regimental Command Sergeant Major  
Regimental Chief Warrant Officer

(9) Induction ceremony will be executed in conjunction with the Regimental Review during Regimental celebration activities in mid-June.

(10) Appendix A contains detailed instructions on the board procedures.

(11) Appendix B contains a sample packet for Hall of Fame nominations.

c. Duties and Functions.

(1) Ceremonial status.

(2) HOF members may be invited to participate in Regimental activities.

(3) Presence fosters esprit de corps, tradition, and a better sense of Regimental history.

d. Scheduling.

(1) Arrangements for attending unit functions will be coordinated directly with the HOF member concerned.

(2) Invitational travel orders may be issued when the Regimental Commander has approved travel. The requesting unit must fund travel and per diem costs.

**6. Distinguished Members of the Regiment.**

a. Eligibility.

(1) A Distinguished Member of the Regiment (DMOR) must be a distinguished active or retired Officer, Warrant Officer, Enlisted member, or Department of the Army Civilian, and be a current or former Active, Army National Guard, US Army Reserve or Civilian member of the Regiment IAW the provisions in Para 5.a.(2).

(2) The Distinguished Members of the Regiment recognizes individuals who have contributed significantly to the promotion of the Army Quartermaster Corps in ways that stand out in the eyes of the recipient's seniors, subordinates, and peers. These individuals must also demonstrate the highest standards of integrity and moral character, display an outstanding degree of professional competence, and serve the United States Army Quartermaster Corps with distinction.

(3) The status of the DMOR can be awarded posthumously.

(4) Any number of nominations can be made but efforts will be made to limit inductions to 15 or less per year.

(5) Nominee cannot be a member of the voting board during their induction year.

b. Selection Process.

(1) Field submissions may be submitted any time but NLT end of January of the fiscal year for inclusion. Nomination packet will include a photograph and a 1 page cover letter, a two page biographical narrative to include: assignment history (past ten years), awards (MSMs or higher) / decorations, participation in combat and operational deployments and significant career contributions to the Quartermaster Corps. Letters of

endorsement are not required; however, not more than two may be submitted at the nominator's discretion.

(2) The Regimental Honors Board will evaluate the DMOR files utilizing evaluation forms to produce a numerical score for five areas of consideration (Assignment History, Awards and Decorations, Significant Participation in combat and operational deployments, Significant Contributions and Overall Strength of the File). Packets will compete within service category (Officer, Warrant Officer, Noncommissioned Officer, Civil Servant) for induction.

(3) OQMG will total the scores of all candidates evaluated by the Honors Board and establish the OML for each service category. The top two candidates in each service category will be designated DMOR. The "at large" selections may come from any service category in any number IAW directions from the Regimental Commander.

(4) The Regimental Commander will review the nominations recommended by the selection board and approve as appropriate.

(5) The Regimental Commander may also command designate certain individuals, as outlined below, as Distinguished Members of the Regiment based on careful consideration of their distinguished service and for the benefit of the Regiment.

(A) Any Quartermaster Officer appointed to the rank of Brigadier General and above to include active component, Army National Guard, and US Army Reserve.

(B) Any Quartermaster Officer in the rank of Colonel who is selected for a command or project manager billet.

(C) Any Quartermaster Nominative Command Sergeant Major assigned to a General Officer level headquarters or a brigade level equivalent organization commanded by a Colonel.

(D) Any Quartermaster Warrant Officer selected for Chief Warrant Officer Five.

(E) Any Department of the Army Civilian, selected for Senior Executive Service (SES) IAW the provision of Para 5.a.(2).

(F) Any person where the induction as a DMOR would promote the Regiment and a vote by the honors board would be impractical or superfluous.

(6) Tenure is indefinite. The Regimental Commander for just cause may revoke tenure.

(7) An induction ceremony will be executed in conjunction with Regimental celebration activities in mid-June or each year.

c. Duties and Functions.

(1) Ceremonial status.

(2) Supplements and assists the HCOR, HCWOR, and the HSGM.

(3) DMOR selectees will be invited to participate in Regimental activities.

(4) Presence fosters esprit de corps, tradition, and a better sense of Regimental history.

d. Scheduling.

(1) Arrangements for attending unit functions will be coordinated directly with the DMOR concerned.

(2) The requesting unit must fund travel and per diem costs.

(3) Appendix C contains a sample DMOR nomination packet.

**7. Distinguished Units of the Regiment.**

a. Eligibility.

(1) A Distinguished Unit of the Regiment (DUOR) must be a distinguished unit, either active or de-activated, Regular or Quartermaster Unit Reserve Component.

(2) Units will normally be Battalion size or larger. However, exceptions may be made for units that have distinguished themselves throughout their history.

(3) Any number of nominations can be made each year, but a maximum of five units will normally be selected for induction annually. Exceptions to this policy may be made when more than five units meet the criteria of the selection board. The Regimental Commander must approve exceptions.

b. Selection Process.

(1) Any person in the Regiment may nominate any Regimental unit for DUOR. Personnel submitting the nomination packet will act as the "Unit Sponsor" and point of contact for that unit's nomination packet during the nomination process. The sponsor will submit all materials required in accordance within the Eligibility section (Para 7.a.3) above for DUOR.

(1) Areas of consideration for DUORs are: longevity, campaign participation credit, unit citations, and other pertinent data. DUOR submission will be evaluated on the strength of the input for these for areas.

(2) The Regimental Adjutant will rank order the DUOR files as outlined in the Hall of Fame selection procedures (Par 5.b.3); however votes for the DUOR will be either “induct” or “not induct.”

(3) Upon selection as a DUOR, the Regimental Adjutant will notify the unit sponsor and prepare a certificate of appointment for that unit. An abbreviated version of the unit’s lineage and honor’s with a copy of the unit crest will be posted in the DUOR section on the Army Quartermaster Foundation website. Induction ceremony will be executed in conjunction with the Regimental Review during Regimental celebration activities in mid-June.

(4) Appendix D contains a sample DUOR nomination packet.

## **8. Honors Board**

### **a. Composition**

(1) Honors Board members will be HOF members. DMOR members will be utilized in the absence of sufficient number HOF members to compile a complete Honors Board. Honors Board will be held each February.

(2) The Regimental Commander should appoint a HOF/DMOR Selection Board of nine rotating members who will serve 3 consecutive years. The ninth board member, the Quartermaster Historian, will be a permanent member. The eight rotating board members will include the Honorary Colonel of the Regiment, Honorary Chief Warrant Officer of the Regiment, and the Honorary Sergeant Major of the Regiment. The board must also include at least one additional officer, one additional warrant officer, one additional senior non commissioned officer, one SES civilian or GS15 or higher if SES is not available, and one reserve component member. After appointment, the eight rotating members will divide themselves into three classes – three one-year appointments, three two-year appointments, and three three-year appointments. Following year one, and annually thereafter, the Regimental Commander will appoint three new three-year members from the same components as the retiring members. Consecutive three year terms are not permitted. The board will recommend annual replacements. The Honorary Colonel should serve as board president. OQMG will provide a board recorder. The board will be composed as follows:

- (a) The Honorary Colonel of the Regiment
- (b) The Honorary Chief Warrant Officer of the Regiment
- (c) The Honorary Sergeant Major of the Regiment
- (d) Officer (Colonel or above)

- (e) Chief Warrant Officer (CW4 or above)
- (f) Senior Noncommissioned Officer (SGM or above)
- (g) Reserve Component
- (h) Senior Executive Service Employee (SES)/DA Civilian GS 15 or higher if SES is not available
- (i) Regimental Historian

b. Duties

(1) Nomination packets will be consolidated by the Regimental Adjutant for each honors category (HOF, DMOR and DUOR) and made available to board members in ample time for them to evaluate and vote. The Honors Board will review and vote for HoF, DMOR, and DUOR nominated files utilizing the "Selection Process" paragraph for each program. Completed evaluation forms will be returned to the Regimental Adjutant who will tally the votes and create the Order of Merit Lists which ranks all nominees within their service category for HoF and DMOR. The Regimental Adjutant will consult with the Board President to mark the OMLs with suggested cut off lines by service category for approval of the Regimental Commander. The Regimental Adjutant will provide a list of HOF and DMOR nominees who scored above the predetermined cut-line. Upon the approval by the Regimental Commander, the Regimental Adjutant will notify all individuals and organizational nominees as well as all other parties requiring notification of selection results.

(2) The Honors Board will internally decide on rotation of board members as outlined in Para 8.a.2 annually.

**9. Honorary Members of the Regiment (HMOR).**

a. Eligibility.

(1) An Honorary Member of the Regiment (HMOR) is a living individual of very special merit and service to the Quartermaster Corps Regiment. The title of HMOR is reserved for military and civilian dignitaries.

(2) Any number of appointments can be made.

(3) An HMOR may be a civilian, a member of another armed service or Army Branch, or a foreign National, not otherwise eligible for affiliation and association with the Quartermaster Corps Regiment.

b. Selection Process.

(1) Any person in the Regiment may nominate an individual for appointment as a HMOR. The nomination packet will include a letter of justification (reason for

submission), and a 1 to 2 page biographical sketch. The Regimental Commander will review the packets.

(2) The Regimental Commander will approve the selection of the HMOR.

(3) Tenure is indefinite. The Regimental Commander for just cause may revoke tenure.

(4) An Investiture ceremony will be held at Fort Lee, Virginia if appropriate.

(5) Upon selection the Regimental Adjutant will prepare a certificate of appointment for presentation to the HMOR.

c. Duties and Functions.

(1) Ceremonial status.

(2) HMORs may be invited to participate in Regimental activities.

(3) Presence fosters esprit de corps, tradition, and a better sense of Regimental history.

d. Scheduling.

(1) Arrangements for attending unit functions will be coordinated directly with the DMOR concerned.

(2) Invitational travel orders may be issued when the Regimental Commander has approved travel. The requesting unit must fund travel and per diem costs.

**C. Affiliation / Association.**

1. Affiliation is the life-long relationship that a Soldier or civilian has with the Regiment.

2. Quartermaster Corps Soldiers will automatically be affiliated with the Quartermaster Corps Regiment regardless of their assignments.

3. Newly commissioned officers will become affiliated upon completion of their Quartermaster Officer Basic Course (QMOBC).

4. New Warrant Officers will become affiliated upon completion of the Warrant Officer Basic Course (WOBC).

5. New enlisted Soldiers will become affiliated upon completion of Advanced Individual Training (AIT).
6. Quartermaster Soldiers may not change their affiliation unless they change their Branch or MOS to one that is not in the Quartermaster Corps.
7. Branch transferees must have their records changed to reflect affiliation with the Quartermaster Corps Regiment.
8. In accordance with published uniform regulations, all Quartermaster Corps Soldiers will wear the Quartermaster Corps Regimental Crest as their symbol of affiliation.
9. Civilians may elect to affiliate with the Quartermaster Regiment in accordance with the following criteria:
  - (a) Be a Quartermaster civilian through designated job series an SES, GM, and / or GS, or WG employee tenured in career fields 13, 62, 63, 78, or 91; or
  - (b) Long and continuous association with the Quartermaster Branch goals, missions, objectives; or
  - (c) Performance of noteworthy or outstanding contributions in support of the Quartermaster Regiment.

#### **IV. ACCOUTERMENTS**

##### **A. Regimental Crest.**

1. Background. The distinctive insignia is authorized for the Quartermaster Corps to be worn by Soldiers affiliated with the Corps under the US Army Regimental system, approved by the Institute of Heraldry on 31 March 1986.
2. Design. The Crest's design was derived from the traditional Quartermaster Corps Branch insignia and the 1884 Quartermaster hat badge worn by Post Quartermaster Sergeants. The "Regimental Eagle" symbolizes our nation and the wagon wheel is symbolic of transportation and the delivery of supplies. The stars in the spokes of the wheel symbolize the original thirteen colonies. The sword, indicative of military forces, and the key, alluding to storekeeping functions, symbolize control of military supplies. The wreath indicates the Regimental status and signifies honor and achievement of the Quartermaster Corps.
3. Description. (Official, Institute of Heraldry).

“A gold color metal device 1 inch in height consisting of an eagle with wings spread and head lowered looking to his right and standing upon a wheel, with thirteen stars on the wheel, surmounted by a key, a sword in saltire, all resting upon a wreath of laurel terminating at either side below the eagle’s wings at upper ends of the sword and key.”

4. Acquisition. Enlisted Soldiers will be provided a crest at no personal expense. Commissioned and Warrant Officers must purchase their crests. Civilians should purchase the lapel pin size crest.

5. Wear.

(a) All Soldiers with a Quartermaster Corps primary specialty / MOS will wear the Regimental Crest as a sign of affiliation. Uniforms and location of wear will be in accordance with AR 670-1.

(b) The following Quartermaster personnel will wear the Regimental Crest in lieu of the distinctive unit insignia on the appropriate uniform:

Regimental Commander  
Regimental Sergeant Major  
Regimental Adjutant  
Regimental Chief Warrant Officer  
Regimental Chaplain  
Personnel Assigned to the Office of the Quartermaster General

## **B. Regimental Flag.**

1. Background. The regimental flag design was approved by the Quartermaster General and the Institute of Heraldry

2. Design / Description.

“A buff flag 3 feet hoist by 4 feet fly trimmed on three sides with light blue fringe 2 and 1/2 inches in width on which is centered the insignia of the Quartermaster Corps proper (as of 1925), above a white scroll piped, embellished and inscribed ‘QUARTERMASTER CORPS’ in light blue letters.”

3. Display.

(a) There is only one official flag for the Regiment. It will be on permanent display in the office of the Regimental Commander, and will be displayed at all function, parades, reviews, and so forth, in which the Regimental Commander participates. The flag will also be displayed during the Rite of Passage ceremonies as described in Section VI of this SOP. It may be displayed at other Regimental functions with the Regimental

Commander, such as installations and the US Army Quartermaster School conference rooms.

(b) When a valid justification exists for replica flags, an organization may request permission from the Regimental Adjutant to have a replica flag produced. The requesting unit will fund replica flags. The flags must be produced using the official manufacturer's drawings furnished by the Institute of Heraldry (TIOH). However, the requesting organization must arrange for procurement of flags through a commercial source and provide the funding for the flag. The completed flag must be forwarded to TIOH for inspection to ensure the design is accurate and that it meets acceptable quality standards. The flag must contain a tab on the hoist insert containing the word "replica." Appropriated or nonappropriated funds may be used for procurement, depending upon the intended use of the flags. For example, appropriated funds could be used for a flag to be displayed in a chapel, but not for a flag displayed in an officer's club.

### **C. Regimental Certification of Affiliation.**

1. Certificates of affiliation, QMFL Form 1033, are issued to the new Quartermaster Soldier upon completion of entry level training, including AIT, QMOBC, and the Warrant Officer Technical Course (WOTC). Individuals / units that have qualified Quartermaster personnel assigned that are not affiliated with the Quartermaster Corps Regiment, may request QMFL Form 1033 from the Regimental Adjutant, and may complete and present them on behalf of the Quartermaster General.

2. Description. Buff certificate with gold color, Regimental eagle centered between the words "Certificate of Affiliation" and "The Quartermaster General, United States Army takes great pleasure in recognizing the affiliation of 'service member's name' with the United States Army Quartermaster Corps Regiment." The remainder of the certificate reads: "This certificate attests to your formal affiliation with the Regiment of one of the original branches of the United States Army, a branch distinguished by more that 200 years of proud and faithful service to Soldiers, the United States Army and the United States of America." The certificate is signed by the Quartermaster General.

## **V. LINEAGE AND HONORS OF THE REGIMENTAL TRAINING BASE.**

(23rd Quartermaster Brigade)

Constituted 1 May 1936 as the 23rd Quartermaster Regiment (Truck Corps)

Activated in August 1942 at Camp Berkley, Texas

Redesignated 23 October 1943 as the 23rd Quartermaster Group

Inactivated 20 February 1947 in Guam

Reactivated in December 1950 in Pusan, Korea

Inactivated 13 May 1955 in Seoul, Korea

Reactivated 12 February 1987 under US Army Regimental System as the 23rd Quartermaster Brigade at Fort Lee, Virginia

### **CAMPAIGN PARTICIPATION CREDIT**

#### **World War II**

Hawaii

Guam

Saipan

#### **Korean Conflict**

Pusan

Chonan

Inchon

Suwon

Seoul

### **DECORATIONS**

Seven Campaign streamers to include one embroidered WESTERN PACIFIC

Meritorious Unit Streamer (2)

Embroidered Korean Presidential Unit Citation

## **VI. REGIMENTAL EVENTS AND ACTIVITIES**

### **A. Rites of Passage.**

1. Entrance into the Regiment marks a milestone in the career and professional development of the individual. As such, it must be celebrated with a special ceremony to commemorate this occasion and include the Honorary Colonel of the Regiment or his/her designated representative whenever possible. All persons entering the Regiment after 13 June 1986 will undergo the Rites of Passage Ceremony. This ceremony will be incorporated into the graduation ceremonies for BOLC, Branch Qualification Course (BQC), and AIT. The following is the sequence of events for the ceremony.

Distinguished guests arrive  
Invocation

Introduction of Guest Speakers  
Guest Speaker's Remarks  
Presentation of Awards as Appropriate  
History of the Quartermaster Corps  
Significance of the Regimental Crest  
Presentation of the Diplomas and Regimental Crests  
National Anthem  
Quartermaster Song  
Army Song  
Distinguished Guests Depart  
Benediction

2. The history of the Quartermaster Corps and significance of the Regimental Crest will be read by a designated Quartermaster Representative.

(a) History.

“Founded 16 June 1775 - one year before the Declaration of Independence was signed - the Quartermaster Corps is the oldest Army Service Corps.

Quartermaster duties of the Revolutionary War included transport and the supply of nearly all goods and services required by the Army and Navy. Supply personnel were plagued by inadequate transportation and financing, but their resourcefulness and courage enabled them to overcome these problems. Quartermaster Corps missions have undergone enormous growth and numerous changes over the years, as supply and service functions were added or reassigned. In 1812, the Quartermaster Corps was required to provide means of transport for the Army and its stores.

The Civil War saw Quartermasters take on responsibility for burying war dead and maintaining national cemeteries. Also, the depot system was developed and railroads were widely used. During the Spanish-American War, the Water Transport Service was initiated.

During World War I, the Quartermaster Corps continued to be responsible for the transportation mission. During World War II, the Corps was responsible for feeding, clothing, and equipping an Army of over eight million Soldiers.

During the Korea Conflict, the Quartermaster Corps took on its present mission of airdrop supplies and equipment. The Vietnam War saw the Quartermaster Corps deeply involved in a massive logistical buildup under very favorable conditions.

The Quartermaster Corps continued to provide the best logistical support possible during operations Urgent Fury, Just Cause, and Desert Storm through the use of advanced automation, training, and equipment. After the terrorist attacks in 2001 the Quartermaster Corps supported a wide range of operations especially in Iraq and Afghanistan, often

employing innovative methods of ensuring the best quality of support to our Army, the other services, and our allies.

Though justifiably proud of its heritage, the Corps today is a forward looking, dynamic organization that perpetually seeks to improve its combat effectiveness in order to meet the rigorous challenges of tomorrow's battlefield."

(b) Significance of the Regimental Crest.

"The Regimental Crest that will be presented to you today is your sign of affiliation under the US Army Regimental System with the Quartermaster Corps Regiment. You will wear this crest above your nameplate on the Army Green uniform regardless of your unit assignment. Wear it with pride since it is symbolic of your mission. The Regimental Eagle of the crest symbolizes our nation and the wagon wheel symbolizes the transportation and delivery of supplies. The stars on the spokes of the wheel represent the original thirteen colonies. The sword, indicative of the military, and the key, alluding to storekeeping functions, symbolizes the control of military supplies. The wreath indicates the Regimental status and signifies the honor and achievement of the Quartermaster Corps.

3. Upon completion of the reading, the new members of the Regiment will be called forward to receive diplomas and / or certificates from the host officer. They will then receive their Regimental Crests from the Honorary Colonel of the Regiment or his/her designated representative and will be welcomed into the Corps. (Regimental Crests will not be awarded to members of other services.

**B. Regimental Change of Command Ceremony.**

1. The Regimental Change of Command will be held in conjunction with the Change of Command of the US Army Quartermaster School.

2. Sequence of Events.

Invocation  
Sound Attention  
Sound Adjutant's Call  
Honors  
Inspection of Troops  
Advancing of the Colors  
Honors to the Nation  
Presentation of Awards  
Publication of the Orders  
Remarks  
Posting of the Colors  
Pass in Review

## Benediction

### C. **Regimental Ball.**

1. The Quartermaster Regimental Ball will be held annually at a date designated by the Regimental Commander. This function will usually be in conjunction with another event, such as, the Hall of Fame Induction Ceremony.
2. The Regimental Commander will serve as the host for the Regimental Ball.
3. The guest speaker and the senior Quartermaster officer on active duty attending the ball will be in the receiving line.
4. The Quartermaster Regimental Ball will be completely self-supporting and be paid for by those attending the Ball.
5. Quartermaster Corps Regimental traditions and esprit de corps will be carried on throughout the Ball.

D. **Annual Regimental Review.** The annual Regimental Review will be held during June, the Quartermaster Corps Birthday month, at Fort Lee, Virginia. Units from the Active Army, Army National Guard, and the US Army Reserve may participate in the review. Traditionally, the senior Quartermaster General will review the Regiment with the Regimental Commander.

E. **Regimental Rooms.** A room in the Fort Lee Officer's Club and a room in the Fort Lee Non-Commissioned Officer's Club have been dedicated as Quartermaster Corps Regimental rooms. Significant Regimental memorabilia will be displayed in the Regimental rooms.

F. **Regimental Tie Bar and Stickpin.** As a matter of tradition, it is appropriate for all members of the Regiment to wear the official Quartermaster Regimental tie bar (males) or stickpin (females). The tie bar and stick pin are worn with civilian clothing.

## VII. REFERENCES

### Section 1: Required Publications

Army Regulation 1-210; Participation in Activities of Private Organizations

Army Regulation 210-1; Private Organizations on Department of the Army Installations

Army Regulation 600-82; The Army Regimental System

Army Regulation 670-1; Wear and Appearance of Army Uniforms and Insignia

Army Regulation 840-10; Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

Fort Lee Pamphlet 11-1; Army Programs - Quartermaster Hall of Fame

OQMG Letter of Instruction; Distinguished Member of the Regiment Program

**Section 2: Prescribed Forms**

DA Form 5344; Honorary Sergeant Major of the Regiment Certificate

DA Form 5345; Honorary Colonel of the Regiment Certificate

DA Form 5346; Honorary Adjutant of the Regiment Certificate

DA Form 5347; Distinguished Member of the Regiment Certificate

DA Form 5348; Honorary of the Regiment Certificate

DA Form 5880; Honorary Warrant Officer of the Regiment Certificate

Fort Lee Form 2-92; Quartermaster Hall of Fame Member Certificate

QMFL Form 1003; Distinguished Member of the Quartermaster Regiment Certificate

QMFL Form 1033; Certificate of Affiliation