



QUARtermaster CORPS

Regimental Standard Operating Procedure

Revision 23 November 2011
Office of the Quartermaster General

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 were not gender specific.

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 Corp.

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 General. 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 Quartermaster Center and School 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 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. Serve as a primary instructor for the following Quartermaster Courses: Officer Basic Course, Combined Logistics Captains Career Course, Judge Advocate Generals Officer Basic Course, Warrant Officer Basic and Advanced Course, Basic and Advanced Noncommissioned Officer Courses.

h. 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 Member of the Regiment, and Distinguished Unit of the Regiment).
- f. Serving as the focal point and representing the Quartermaster Corps on all matters relating to Regimental history.

5. Regimental Warrant Officer. The Proponency Master Warrant Officer in the Office of the Quartermaster General will serve in this position. 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 Total Army Personnel Command (PERSCOM).
- 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 Sergeant Major (RCSM). The Quartermaster Center and School Command Sergeant 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 if the Regiment on available Regimental assignments.

c. Acts as a liaison between soldiers of the Regiment and PERSCOM.

d. Acts as liaison between units of the Regiment.

e. Interfaces with the Honorary 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 Reg.

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

(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.

(7) Automatic induction into the DMOR program.

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.

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.

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) 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 CWO 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 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 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) An Investiture ceremony will be held at Fort Lee and will coincide with the Honors Program ceremonies held during Regimental week (June).

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) Automatic induction into the DMOR program.

c. Duties and Functions.

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 week (June).

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

d. Scheduling.

(1) May be required to represent the Regimental 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 and have been retired, discharged, or deceased for at least 3 years.

(2) 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.

(3) As a minimum, the goal is four nominations, 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.

(4) Can not be a member of voting board during their selection year.

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

b. Selection Process.

(1) Nominations will be solicited from throughout the Regiment. Nomination packets must include a written biography encompassing military career highlights. The highlights (narratives) must include a letter of recommendation, a resume or similar format listing career activities (assignment history, awards / decorations, participation in significant actions (i.e. combat tours or participation on major deployments), significant career contributions to the Quartermaster Corps, and letters of endorsement from various sources. Nomination packets should be from 15 to 20 pages in length (including letters of input from other sources). Nominations must include a portrait styled photograph of the nominee in dress uniform. If the nominee is selected, the photograph of the nominee will be mounted in Mifflin Hall with previously selected members of the Quartermaster Hall of Fame. Nominations must be received annually usually during the second quarter of the fiscal year (exact date will be published well before deadline for entry).

(2) The Regimental Commander will choose a Quartermaster Honors Panel. Nomination packets will consolidated and mailed to the panel members in ample time for the members to each review nomination and return the packet to the Chief, OQMG for processing and notification of nominees and parties requiring notification. Included in the packets will be evaluation sheets to score files and an Order of Merit List to rank order the nominees. Evaluation forms will be used to produce a numerical score for five areas of consideration (Significant Contributions, Assignment History (level of responsibility)), Awards / Decorations, Participation in significant actions (Combat tours or Deployments), and a section grading the overall strength of the file. Specific instructions are contained on the evaluation (scoring) sheets. The goal is for at least one nominee from each component of service (Commissioned Officer, Warrant Officer, Non-Commissioned Officer, and Civil Service Employee) be selected for induction. However, automatic induction is not guaranteed for files that do not merit induction. For instance, if a category has only one nomination, that person’s file must meet the highest standards of the Honor’s Panel review to be selected for induction into the Quartermaster Hall of Fame.

(3) After each file has been reviewed and scored, each panel member will rank order the nominees on the Order of Merit List (one provided for each selection category DMOR, DUOR, and QMHOF). The file that receives the highest score will be assigned to the number one position on the list. The second highest score will be number two on the list. Each file will follow this pattern. Rank ordering nominations precludes any ties. In the event that two files receive identical scores, the panel member must determine which file ranks higher on the Order of Merit list.

(4) “At large” selections will be determined by OQMG from the sequential score from each panel member’s Order of Merit List. After the proposed inductees have been selected, one from each component of service (Officer, Warrant Officer, Enlisted, Civil Service employees), the next two highest ranked files will determine the two “at large” bids from the HOF packets. This procedure establishes the possibility of an individual category posting two or three individuals for induction into the Hall of Fame.

(5) The Honors Panel, which will vote for Hall of Fame nominations, will also review DMOR and DUOR nominated files. The panel will be composed as follows:

- (a) 1 - Active Component General Officer
- (b) 1 - Reserve Component General Officer
- (c) 1 - Retired General Officer
- (d) 1 - Honorary Colonel of the Regiment
- (e) 1 - Active Component Colonel
- (f) 1 - Reserve Component Colonel
- (g) 1 - Retired Colonel
- (h) The Regimental Warrant Officer
- (h) 1- Active Component Chief Warrant Officer 5
- (i) 1 - Reserve Component Chief Warrant Officer 5
- (j) 1 - Retired Chief Warrant Officer
- (k) The Honorary Chief Warrant Officer of the Regiment
- (l) The Regimental Command Sergeant Major
- (m) 1 - Active Component Command Sergeant Major
- (n) 1 - Retired Command Sergeant Major
- (o) 1 - Honorary Sergeant Major of the Regiment
- (p) 1 - Active Senior Executive Service Employee
- (q) 1 - Retired Senior Executive Service Employee

(6) Nomination packets for soldiers that historically represent the Quartermaster Corps and whose files the grading may not support format, will 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 significant

operations or actions are not applicable. An example of this category would be a young soldier that won the Medal of Honor. In this instance, the soldier gave his all for his country and the Corps but his ability to compile lengthy and detailed records was not possible. These soldiers will be given special consideration by a panel separate from the Honors Panel. The composition of the panel will be:

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

(7) Appendix A contains detailed information on the panel procedures.

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

c. Duties and Functions.

(1) Ceremonial status.

(2) QMHOF 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 QMHOF 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 Civilian, and must be a former or current military, national guard, reserve component or civilian member of the Regiment.

(2) The Distinguished Member 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 can not be a member of the voting board during their induction year.

b. Selection Process.

(1) Any person in the Regiment may nominate an individual for appointment as a DMOR. The nomination packet will include a letter of justification (reason for submission), and a biography consisting of career highlights, awards and decorations, and other data deemed pertinent by the individual submitting the nomination. The total pages of the packet shall be from one to six pages. The Regimental Honors Panel will rank order the DMOR files as outlined in the Hall of Fame selection process procedures above.

(2) A Regimental Honors Board will be held each February to decide inductees for the upcoming Regimental week (May). The Regimental Honors Board will screen packets of nomination for the DMOR program, Distinguished Unit of the Regiment, and Quartermaster Hall of Fame nominations.

(3) Nominations must be received no later than the end of January of each year.

(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 duty, Army Reserve, and National Guard.

b) Any Quartermaster Nomitive Command Sergeant Major assigned to a General Officer level headquarters.

c) Any Quartermaster Chief Warrant Officer Five serving on a General Officer staff.

d) Any Department of the Army Civilian, serving in a Quartermaster position, in the grade of SES-6 thru SES-3.

e) 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 Investiture ceremony will be held at Fort Lee and will coincide with the Honors Program ceremonies held during Regimental week (May).

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) Invitational travel orders may be issued when the Regimental Commander has approved travel. 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 Army 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) Specific criteria for DUORs (longevity, campaign participation credit, unit citations, and other pertinent data) is outlined in the DUOR SOP.

(4) 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.

c. 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 with the Distinguished Units of the Regiment SOP. The Regimental Honors Panel will rank order the DUOR files as outlined in the Hall of Fame selection process procedures above, however votes for the DUOR will be either "induct" or "not induct."

(2) A Regimental Honors Board will be held each February to decide inductees for the upcoming Regimental week (may). The Regimental Honors Board will screen packets of nomination for the DMOR program, Distinguished Unit of the Regiment, and Quartermaster Hall of Fame nominations. The composition of the board is noted above in the Hall of Fame procedures.

(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 on an 8" x 10" letter with a copy of the unit crest will be posted in the Regimental Hallway.

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

8. 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 Cops 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 Candidate 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:

a. Criteria.

(1) 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

(2) Long and continuous association with the Quartermaster Branch goals, missions, objectives; or

(3) 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 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 than 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 QMOBC, Branch Qualification Course (BQC), WOCC, 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
Army Song
Quartermaster 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 Center and 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 Quartermaster General.

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