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Office of the President  
PPM-016-2017 (BDE)

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**SUBJECT:** Office of the Secretary of Defense Senior and Junior Enlisted Members of the Year

**Purpose:** This Presidential Policy Memorandum (PPM) replaces PPM-009-2011 and provides nomination guidance for Office of the Secretary of Defense Senior and Junior Enlisted Members of the Year.

**References:** *See Enclosure 1*

**Policy:** The USU Brigade has established processes that result in the selection of a USU Service Member (E-1 through E-6) and a Senior Enlisted Service Member (E-7 through E-9) of the year. The Brigade Commander shall propose those individuals to the President, USU, for his nomination to the Director, Military Personnel, Washington Headquarters Service, no later than January 15<sup>th</sup> of each year.

**Effective Date:** This Presidential Policy Memorandum is effective immediately.

Richard W. Thomas, MD, DDS, FACS  
Major General, U.S. Army (Retired)  
President

Enclosures:

1. References

**References**

(a) WHS Administrative Instruction 82, "Office of the Secretary of Defense (OSD) Senior and Junior Enlisted Members of the Year," dated December 22, 2006.