



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
CHIEF OF TRANSPORTATION
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATZF-CG

18 November 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier of the Year, and Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI) for 2013.

1. PURPOSE: This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Active Duty, Reserve Component, and National Guard Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier of the Year and the Department of the Army (DA) Transportation Civilian of the Year for calendar year 2013 (includes dates 1 January through 31 December 2013).

2. APPLICABILITY:

- a. Officers: All US Army Transportation Corps Officers through Captain (non-promotable) are eligible for this award.
- b. Warrant Officers: All US Army Transportation Corps Warrant Officers through Chief Warrant Officer Three (non-promotable) are eligible for this award.
- c. Noncommissioned Officers: All US Army Transportation Corps Noncommissioned Officers through Sergeant First Class (non-promotable) are eligible for this award.
- d. Soldiers: All US Army Transportation Corps Soldiers PV1 through Specialist are eligible for this award.
- e. Officers, Warrant Officers, and Noncommissioned Officers, and Soldiers not with the Army (i.e., foreign exchange programs, other branches of service, or those in other branches of the Army) are ineligible for recognition for this award.
- f. Department of the Army Civilians:
 - (1) General Schedule (GS) civilian employees in the Transportation Management Career Field (CF) 24 job series: GS-301, 346, 2101, 2102, 2130, 2131, 2135, 2144, 2150, 2151, 2161, 2199, 3546, 4602, 5210, 5440, 5701, 5703, 5704, 5736, 5737, 5738, 5767, 5782, 5784, 5786, and 5788. GS employees in the grades up to and including GS-12 are eligible for this award.

- (2) Federal Wage System (FWS) civilian employees in the Transportation Career Field (CF) 74 job series: WG-3546, 3820, 4602, 4716, 4717, 5210, 5334, 5701, 5703, 5704, 5705,

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

5725, 5729, 5736, 5737, 5738, 5782, 5784, 5786 and 5788. FWS (Wage Grade (WG), Wage Leader (WL) and Wage Supervisor (WS)) employees in the grades up to and including 10 are eligible for this award.

(3) Foreign National employees working for the US Government are ineligible for recognition for this award.

3. RESPONSIBILITIES:

a. The Office of the Chief of Transportation (OCOT), Fort Lee, Virginia, will administer the program.

b. The Army and Joint commands (listed on pages 2-3 of this LOI) should select nominees through pre-selection boards.

c. One nomination each for Officer, Warrant Officer, Noncommissioned Officer, Soldier and Civilian of the Year should be submitted from the organizations listed in paragraphs 3c(1) through 3c(31) below:

- (1) U.S. Pacific Command (USPACOM)
- (2) U.S. European Command (USEUCOM)
- (3) U.S. Southern Command (USSOUTHCOM)
- (4) U.S. Central Command (USCENTCOM)
- (5) U.S. Special Operations Command (USSOCOM)
- (6) U.S. Transportation Command (USTRANSCOM)
- (7) U.S. Strategic Command (USSTRATCOM)
- (8) U.S. Northern Command (USNORTHCOM)
- (9) U.S. Africa Command (USAFRICOM)
- (10) U.S. Army Forces Command (FORSCOM)
- (11) U.S. Army Training and Doctrine Command (TRADOC)
- (12) U.S. Army Materiel Command (AMC)
- (13) U.S. Army Europe (USAREUR)
- (14) U.S. Army Africa (USARAF)

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

- (15) U.S. Army Central (USARCENT)
- (16) U.S. Army North (USARNORTH)
- (17) U.S. Army South (USARSO)
- (18) U.S. Army Special Operations Command (USASOC)
- (19) Military Surface Deployment and Distribution Command (SDDC)
- (20) U.S. Army Space and Missile Defense Command/Army Strategic Command (USASMDC/ARSTRAT)
- (21) Eighth Army (EUSA)
- (22) U.S. Army Network Enterprise Technology Command/9th Signal Command (Army (NETCOM/9th SC(A)))
- (23) U.S. Army Medical Command (MEDCOM)
- (24) U.S. Army Intelligence and Security Command (INSCOM)
- (25) U.S. Army Criminal Investigation Command (USACIDC)
- (26) U.S. Army Corps of Engineers (USACE)
- (27) U.S. Army Military District of Washington (MDW)
- (28) U.S. Army Test and Evaluation Command (ATEC)
- (29) United States Military Academy (USMA)
- (30) U.S. Army Acquisition Support Center (USAASC)
- (31) U.S. Army Installation Management Command (IMCOM)

d. To encourage greater competition in the Reserve Component and National Guard category, at least three nominations each for Officer, Warrant Officer, and Noncommissioned Officer, Soldier and at least one nomination for Civilian of the Year should be submitted from USARC and NGB:

- (1) US ARMY RESERVE COMMAND (USARC)
- (2) NATIONAL GUARD BUREAU (NGB)

4. SELECTION BOARDS:

a. The selection board for the Active Duty, Reserve Component and National Guard Transportation Corps Regimental Officers of the Year will consist of the following members:

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

- (1) Honorary Colonel of the Regiment (President)
- (2) Chief, Reserve Affairs
- (3) Director, Office of the Chief of Transportation
- (4) Deputy Assistant Commandant, US Army Transportation School
- (5) Other Officers as designated by the Board President

b. The selection board for the Transportation Corps Active Duty, Reserve Component and National Guard Regimental Warrant Officers of the Year will consist of the following members:

- (1) Honorary Warrant Officer of the Regiment (President)
- (2) Regimental Warrant Officer
- (3) Chief, Maritime Qualification Division or Proponency Warrant Officer
- (4) Marine Training and Standards Warrant Officer, US Army Reserve
- (5) Other Warrant Officers as designated by the Board President

c. The selection board for the Transportation Corps Active Duty, Reserve Component and National Guard Regimental Noncommissioned Officers and Soldier of the Year will consist of the following members:

- (1) Honorary Sergeant Major of the Regiment (President)
- (2) Regimental Command Sergeant Major
- (3) US Army Reserve Training Liaison Sergeant Major
- (4) National Guard Training Liaison Sergeant Major
- (5) Sergeant Major, Office of the Chief of Transportation
- (6) Other Sergeants Major as designated by the Board President

d. The selection board for the Regimental DA Transportation Civilian of the Year will consist of the following members:

- (1) Honorary Civilian of the Regiment (President)
- (2) Director, Civilian Logistics Career Management Office

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

(3) Two senior civilians (GS-12 or above) in the Transportation field

(4) Other civilians as designated by the Board President

5. PROCEDURES:

a. Each command listed on pages 2 and 3 (paragraphs 3c (1) to 3c (31) and paragraphs 3d (1) and 3d (2)) will contact the Office of the Chief of Transportation upon receipt of this LOI, NLT 31 Dec 13, and provide name and contact information for their assigned project/action officer.

b. Each command listed on pages 2 and 3 (paragraphs 3c (1) to 3c (34)) should submit one nomination packet per individual award, NLT 29 March 2014, to the Director of the Office of the Chief of Transportation.

c. USARC and NGB should submit at least three nomination packets for consideration for Officer, Warrant Officer, and Noncommissioned Officer and Soldier of the Year, and at least one nomination packet for Civilian of the Year, NLT 29 March 2014, to the Director of the Office of the Chief of Transportation.

d. All nomination packets must include the following items:

(1) One original photo from the shoulders up ("head and shoulders" - portrait), military in ASU or Class A uniform (no DA photos). (Please Note: DA photos of military personnel nominated for this award will be accepted only if the individual is deployed). Civilians should wear equivalent business attire. No scanned photos, please.

(2) Accomplishments/contributions for calendar year 2013 (1 Jan – 31 Dec 13).

(3) Accomplishments/contributions to the community for calendar year 2013 (1 Jan – 31 Dec 13).

(4) Statement from unit commander or first-line supervisor, explaining why the individual should be selected as the Active Duty or Reserve Component Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier or DA Transportation Civilian of the Year.

(5) Assignment history.

(6) Education and training for calendar year 2013 (1 Jan – 31 Dec 13).

(7) Chain of command endorsements.

e. NLT 29 March 2014, all major and joint commands (listed on pages 2 and 3 of this LOI) must forward their nomination packets to:

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

Director, Office of the Chief of Transportation
2221 Adams Avenue, 3rd Floor
Fort Lee, VA 23801-2102

f. Nomination packets must be endorsed through the chain of command, regardless of the subordinate unit's location. Nomination packets mailed directly to the Director, Office of Chief of Transportation from subordinate commands without proper endorsements will be returned to the sender.

g. Selection boards will convene at Fort Lee, Virginia, NLT 26 April 2014, to select a winner from each category.

h. Individuals chosen should be available and placed on TDY to Fort Lee, Virginia, to attend the award presentation ceremony scheduled for the Transportation Regimental Honors Day TBD in July 2014. TDY funding for travel, food, and lodging must be arranged by the selectee's command.

6. Questions should be directed to Director, Office of the Chief of Transportation, DSN 539-7902 or CML (804) 765-7902.

//original signed//
JOHN P. SULLIVAN
COL (P), U.S. Army
27th Chief of Transportation

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CDR, USARNORTH
CDR, USARSO
CDR, USASOC
CDR, SDDC

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier and the Department of the Army (DA) Transportation Civilian of the Year Letter of Instruction (LOI)

CDR, USASMDC/ARSTRAT
CDR, EUSA
CDR, ARMY NETCOM/9TH SC(A)
CDR, MEDCOM
CDR, INSCOM
CDR, USACIDC
CDR, USACE
CDR, MDW
CDR, ATEC
SUPERINTENDENT, USMA
CDR, USAASC
CDR, IMCOM
CDR, USARC
DIR, NGB

CF:

Asst Commandant, USATSCH
Chief, Reserve Affairs
Regimental Sergeant Major
Regimental Warrant Officer
Chief, Maritime Qualification Division
Marine Training and Standards Warrant Officer, US Army Reserve
Director, Civilian Logistics Career Management Office
Director, Office of the Chief of Transportation
Sergeant Major, Office of the Chief of Transportation
Warrant Officer Proponency
US Army Reserve Training Liaison Sergeant Major
National Guard Training Liaison Sergeant Major
Honorary Colonel of the Regiment
Honorary Warrant Officer of the Regiment
Honorary Sergeant Major of the Regiment
Honorary Civilian of the Regiment