



REPLY TO
ATTENTION OF

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

ATZF-CG

16 February 2016

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer, Soldier of the Year, and Department of the Army Transportation Civilian of the Year Letter of Instruction for 2015

1. PURPOSE: This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer, Soldier of the Year and the Department of the Army (DA) Transportation Civilian of the Year (OTY) for calendar year 2015 (includes dates 1 January 2014 through 31 December 2015).

2. APPLICABILITY: This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the 2015 Of the Year awards.

3. DEFINITIONS:

a. US Army Transportation Corps Regiment: The US Army Transportation Corps is the Service Branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peacetime and war.

b. Distinguished service to the US Army Transportation Corps Regiment: Distinguished service to the US Army Transportation Corps is any action or sustained series of actions that substantially enhance the accomplishment of the US Army Transportation Corps mission.

4. PROCEDURES:

a. Eligibility.

(1) Open to all Transportation Corps military and civilian personnel who are in good standing with no known adverse administrative action and distinguish themselves by outstanding service and performance for or on behalf of the Transportation Corps during the calendar year 2015.

(2) Officers: All US Army Transportation Corps Officers through Captain (non-promotable) are eligible for this award.

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(3) Warrant Officers: All US Army Transportation Corps Warrant Officers through Chief Warrant Officer Three (non-promotable) are eligible for this award.

(4) Noncommissioned Officers: All US Army Transportation Corps Noncommissioned Officers Corporal through Sergeant First Class (non-promotable) are eligible for this award.

(5) Soldiers: All US Army Transportation Corps Soldiers Private through Specialist are eligible for this award.

(6) Non-US Army Transportation Corps Officers, Warrant Officers, and Noncommissioned Officers and Soldiers (i.e., foreign exchange programs, other branches of service, or those in other branches of the Army) are ineligible for this award.

(7) General Schedule (GS) civilian employees in the grades GS-9 up to and including GS-12 are eligible for this award.

(8) Federal Wage System (FWS) civilian employees in the grades up to and including 10 are eligible for this award.

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

b. Nomination:

(1) Current commanders or first-line supervisors may prepare and submit a nomination packet, as described in Enclosure 1, explaining why the individual should be selected as the Transportation Corps Regimental Officer, Warrant Officer, and Noncommissioned Officer of the Year, Soldier or DA Transportation Civilian of the Year.

(2) Units can submit one nomination packet for each of the following categories: Officer, Warrant Officer, Noncommissioned Officer and Soldier of the Year, and at least one nomination packet for Civilian of the Year, NLT 15 April 2016, to the Director of the Office of the Chief of Transportation.

(3) To be considered by the OTY Selection Board, nominations must be received by the Office of the Chief of Transportation NLT 15 April 2016.

(4) An individual can submit one nomination packet per category per given year for the OTY. An example OTY nomination packet example can be found at Enclosure 1.

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(5) All nominations will include a photo. Nominees who are currently serving will use the DA photo. Civilian nominees will submit one 5x7 head and shoulder shot. All photos will be submitted in color.

(6) Nomination packets can be e-mailed to:

usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil

Subject: 2015 OTY Nomination Packet for (Nominee Name)

Format: Submit both a Microsoft word and PDF format.

(7) Nomination packets can be mailed to:

Director, Office of the Chief of Transportation

2221 Adams Avenue, 3rd Floor

Fort Lee, VA 23801-2102

(8) The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination lacks sufficient details and documentation.

c. Endorsements:

(1) Statement from any previous or current commanders, first-line supervisors, or peers explaining why the individual should be selected as Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier or DA Transportation Civilian of the Year.

(2) Endorsements in support of nominations may be submitted by any member of the Chain of Command or by any individual having served with the nominee.

(3) The nominator should solicit endorsements for their candidate. Endorsements must accompany the nomination packet when submitted.

5. SELECTION:

a. The OTY selection board will be comprised of individuals, designated by the Chief of Transportation, who served or are serving in positions of significant responsibility involving Transportation functions. The Chief of Transportation will have final approval and veto authority over the recommendations made by the OTY Selection Board.

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b. The OTY Selection Board will consider all nominees and there is no requirement to select one per category. Only the most distinguished and qualified individuals will be selected by the OTY board.

6. AWARD PRESENTATION:

a. Each individual selected for an OTY award will be notified of their selection in writing and formally invited to attend the 2015 Of the Year ceremony.

b. The 2015 Of the Year ceremony will take place during the Transportation Corps Regimental Honors Day in July 2016.

d. Due to fiscal constraints, TDY funding for travel, food, and lodging can only be provided if the funds are available at the time.

7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7902, CML (804)765-7902, or usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil.

Encl
Example Nomination Packet

//ORIGINAL SIGNED//
MICHEL M. RUSSELL, Sr.
Brigadier General, U.S. Army
Chief of Transportation