US ARMY TRANSPORTATION CORPS
ACTIVE AND RESERVE COMPONENT REGIMENTAL
OFFICER, WARRANT OFFICER, NONCOMMISSIONED OFFICER, AND
DA TRANSPORTATION CIVILIAN OF THE YEAR AWARD
LETTER OF INSTRUCTION (LOI) FOR CALENDAR YEAR 2011

1. PURPOSE:

This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Active Duty and Reserve Component Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, and the Department of the Army (DA) Transportation Civilian of the Year for calendar year 2011 (includes dates 1 January through 31 December 2011).

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. Officers, Warrant Officers, and Noncommissioned Officers 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.

e. Department of the Army Civilians:

(1) General Schedule (GS) civilian employees in the Transportation Career Field (CF) 24 job series: GS-301, 346, 2101, 2102, 2130, 2131, 2135, 2144, 2150, 2151, and 2161. 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, 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.

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3. RESPONSIBILITIES:

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

b. The major and joint commands (listed on pages 2 to 4 of this LOI) should select nominees through pre-selection boards.

c. One nomination each for Officer, Warrant Officer, Noncommissioned Officer, 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 (USOUTHCOM)

(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 Central (USARCENT)

(15) U.S. Army North (USARNORTH)

(16) U.S. Army South (USARSO)

(17) U.S. Army Pacific (USARPAC)

(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 category, at least three nominations each for Officer, Warrant Officer, and Noncommissioned Officer and 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 and Reserve Component Transportation Corps Regimental Officers of the Year will consist of the following members:

(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 and Reserve Component 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 and Reserve Component Regimental Noncommissioned Officers of the Year will consist of the following members:

(1) Honorary Sergeant Major of the Regiment (President)

(2) Regimental 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

(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 to 4 (paragraphs 3c (1) to 3c (31) and paragraphs 3d (1) and 3d (2)) must contact the Office of the Chief of Transportation upon receipt of this LOI, NLT 1 Dec 11, 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 28 February 2012, 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 of the Year, and one nomination packet for Civilian of the Year, NLT 28 February 2012, 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 2011 (1 Jan – 31 Dec 11).

(3) Accomplishments/contributions to the community for calendar year 2011 (1 Jan – 31 Dec 11).

(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, or DA Transportation Civilian of the Year.

(5) Assignment history.

(6) Education and training for calendar year 2011 (1 Jan – 31 Dec 11).

(7) Chain of command endorsements.

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e. NLT 28 February 2012, all major and joint commands (listed on pages 2 to 4 of this LOI) must forward their nomination packets to:

LTC DOUGLAS M. VALLEJO
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, in March 2012, 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 27 July 2012. TDY funding for travel, food, and lodging must be arranged by the selectee's command.

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

STEPHEN E. FARMEN
Colonel, USA
Chief of Transportation

DISTRIBUTION:
CG, USPACOM
CG, USEUCOM
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CG, FORSCOM
CG, TRADOC
CG, AMC

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CG, USAREUR
CG, USARCENT
CG, USARNORTH
CG, USARSO
CG, USARPAC
CG, USASOC
CG, SDDC
CG, USASMDC/ARSTRAT
CG, EUSA
CG, ARMY NETCOM/9TH SC(A)
CG, MEDCOM
CG, INSCOM
CG, USACIDC
CG, USACE
CG, MDW
CG, ATEC
SUPERINTENDENT, USMA
CG, USAASC
CG, IMCOM
CG, USARC
DIR, NGB

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