



REPLY TO  
ATTENTION OF

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

ATZF-CG

5 January 2015

**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 2014

1. **PURPOSE:** This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Active Duty, Reserve, and National Guard 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 2014 (includes dates 1 January 2014 through 31 December 2014).

2. **APPLICABILITY:** This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the 2014 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 distinguish themselves by outstanding service and performance for or on behalf of the Transportation Corps during the calendar year 2014 from Active Duty, Reserve, and National Guard units.

(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 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 Active Duty or Reserve Component Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer of the Year, Soldier or DA Transportation Civilian of the Year.

(2) Active Duty, Reserve, and National Guard units should submit at least one nomination packet for consideration 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 10 April 2015, 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 10 April 2015.

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

(5) All nominations should include one original photo of the nominee, from the shoulders up (head and shoulders portrait), in Army Service Uniform (ASU) for military. Civilian photos should include equivalent civilian attire. Photos should be clear and free of visual defect.

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

[usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil)

Subject: 2014 OTY Nomination Packet for (Nominee Name)

Format: Word document and PDF

(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 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.

(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. An example can be found at Enclosure 1.

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

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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.

b. The OTY Selection Board will consider nominees from the Active Duty and Reserve Component nominee packets. There is no requirement to select one per category. Only the most distinguished and qualified individuals will be considered and 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 2014 Of the Year ceremony.

b. The 2014 Of the Year ceremony will take place during the Transportation Corps Regimental Honors Day in July 2015.

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](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil).

Encl  
Example Nomination Packet



JOHN P. SULLIVAN  
Brigadier General, U.S. Army  
Chief of Transportation

## Enclosure 1: OTY Nomination Packet

### **NOMINATION LETTER:**

ONE PAGE nomination in Memorandum Thru format providing a detailed narrative (no less than 400 words) description of the nominee's distinguished service, significant contributions, and performance to the U.S. Army Transportation Corps. AR 25-50, page 23, figure 2-11.

### **RESUME:**

CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE.

- Include job title, organization, and inclusive years of assignment in chronological order.
- US Decorations and Badges
- Education (Military/Civilian and degrees earned)

### **ENDORSEMENT LETTER:**

ONE PAGE endorsement in Memorandum For format supporting the nomination of the nominee, providing detailed narrative (no less than 400 words) description of the nominee's distinguished service, significant contributions, and performance to the US Army Transportation Corps. AR 25-50, page 10, figure 2-1.

### **PHOTOGRAPH:**

One 8 x 10 photo of the nominee from the shoulders up in color or black and white. Military photo will be the command or DA photo. Civilian photo will be in business attire.

### **NOMINEE CONTACT INFORMATION:**

RANK/GRADE and NAME (First, Middle, Last):

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: Home:  
Work:

E-MAIL ADDRESS:

DATE AND PLACE OF BIRTH:

PRESENT DUTY POSITION OR CURRENT EMPLOYMENT:

YEARS OF MILITARY/CIVILIAN SERVICE AND RETIREMENT DATE:

### **NOMINATOR CONTACT INFORMATION:**

NAME:

TELEPHONE NUMBER: Home:  
Work:

EMAIL ADDRESS: