



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRANSPORTATION SCHOOL
2221 ADAMS AVENUE
FORT GREGG-ADAMS, VIRGINIA 23801-2102

ATZF-CG

21 June 2024

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Officer, Warrant Officer, Noncommissioned Officer, Soldier of the Year, and Department of the Army Transportation Civilian of the Year Letter of Instruction for 2024

1. **PURPOSE:** This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Transportation Corps 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 2024 (includes dates 1 January 2024 through 31 December 2024).

2. **APPLICABILITY:** This LOI applies to all elements of the U.S. Army Transportation Corps and to all records forwarded to or pertaining to the 2024 Of the Year awards.

3. **DEFINITIONS:**

a. **U.S. Army Transportation Corps:** The U.S. 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 U.S. Army Transportation Corps:** Distinguished service is any action or sustained series of actions that substantially enhance the accomplishment of the U.S. Army Transportation Corps' mission. Examples include contributions that impacted training, modernization, leadership, unit deployments, and enhanced the state of the Transportation Corps.

4. **PROCEDURES:**

a. **Categories.** Each Of the Year Award Categories will include a selectee for Active Component and Reserve Component. The Of the Year categories include Officer, O1-O3; Officer O4; Warrant Officer, Non-Commissioned Officer, Enlisted Soldier, and DA Civilian

b. **Eligibility.**

1. **Officers.** All Transportation Corps and Logistics Officers (Serving is 90A88 positions) Second Lieutenant through Major (non-promotable) are eligible for this award.

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2. Warrant Officers. All Transportation Corps Warrant Officers through Warrant Officer Three (non-promotable) are eligible for this award.

3. Noncommissioned Officers. All Transportation Corps Noncommissioned Officers, Corporal through Sergeant First Class (non-promotable), are eligible for this award.

4. Enlisted Soldier. All Transportation Corps Soldiers, Private through Specialist are eligible for this award.

5. Department of the Army (DA) Civilians.

a) General Schedule (GS) Civilian employees in all Career Fields (CF) and job series. GS employees GS-9 through GS-12 are eligible for this award.

b) Federal Wage System (FWS) Civilian employees in all Career Fields (CF) and job series. 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.

c. Nomination:

1. Current commanders or first-line supervisors may prepare and submit a nomination packet, as described below, explaining why the individual should be selected as the Of the Year for the category specified in the nomination letter.

2. Active Duty, U.S. Army Reserve, and Army 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.

3. To be considered by the TC Of the Year Selection Board, completed nomination packets must be received by the Office of the Chief of Transportation NLT 7 January 2025.

4. Nominations packets will include:

a) Completed OTY Nominee/Nominator Contact Information Form (Enclosure 1).

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b) Nomination letter outlining the significant acts or contributions made over the calendar year should detail how has the nominee contributed to ensure mission success, or training accomplishments that made an impact on the Soldiers and organization.

c) Chain of command endorsement letters.

d) A clear digital photo of the nominee from the shoulders up (similar to command photos), military should wear ASU/AGSU or ACU; Civilians should wear equivalent business attire. A DA photo is acceptable for deployed Soldiers who are nominated for this award. Photos should be submitted with the packet in an image format (.jpg, .png, etc.).

e) Endorsement Letters, in addition to the Chain of Command endorsements, may be submitted. The nominator may provide no more than three (3) letters from previous commanders, first-line supervisors, or peers detailing why the nominee should be selected for the Transportation Corps Of the Year category nominated for. The letter should be no longer than one page using standard letter formatting.

d. Packet Submission:

1. The Office of the Chief of Transportation must receive the completed packet NLT 7 January 2025.

2. Nomination Packets can be emailed, in a PDF or Microsoft Word format, to usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil, with Subject: 2024 OTY Nomination Packet for (Nominee Name).

3. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination lacks any required documentation.

5. SELECTION:

a. The Chief of Transportation will convene a board to review and grade all nomination packets. OTY selection board will be comprised of individuals, designated by the Chief of Transportation.

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.

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c. The Chief of Transportation will have final approval and veto authority over the recommendations made by the OTY Selection 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 2024 OTY Ceremony.

b. The 2024 OTY Ceremony will take place during the CASCOM Sustainment Week Activities (tentatively scheduled for May 2025).

c. TDY funding is the owning unit's responsibility.

7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil or (804)765-7449, DSN 539-7449.

Encl
OTY Contact Information Form

\\original signed\\
WILLIAM C. ARNOLD
COL, LG
Chief of Transportation

OTY Nominee/Nominator Contact Information Form

NOMINEE CONTACT INFORMATION:

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

UNIT:

HIGHER COMMAND (i.e. BN/BDE/DIV):

MAILING ADDRESS:

TELEPHONE NUMBER: Home:
Work:

E-MAIL ADDRESS:

PRESENT DUTY POSITION:

YEARS OF MILITARY/CIVILIAN SERVICE:

NOMINATOR CONTACT INFORMATION:

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

UNIT:

RELATIONSHIP TO NOMINEE:

TELEPHONE NUMBER: Home:
Work:

EMAIL ADDRESS: