



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 Small Unit and Large Unit of the Year Letter of Instruction for 2024

1. PURPOSE: This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the U.S. Army Transportation Corps Regimental Small Unit and Large Unit 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 services is any action or sustained series of actions that substantially enhance the accomplishment of the U.S. Army Transportation Corps mission. Examples include significant transportation missions supported, high number of accident-free miles driven, movement control support provided, maritime missions completed, and other significant transportation specific support contributing to successful mission or training outcomes.

4. PROCEDURES:

a. Categories. Unit of the Year categories Each Unit of the Year category will include a winner and runner-up for both the Active Component and Reserve Component.

b. Eligibility

1. Transportation Small Unit. Detachment and Company size elements.

2. Transportation Large Unit. Battalion and above elements.

c. Nomination:

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1. Any individual may prepare and submit a nomination packet, as described below, explaining why the unit should be selected as the Small Unit or Large Unit OTY. The unit receiving the award should have shown devotion and superior performance of extremely complex tasks that set their unit above and beyond other units under similar circumstances with similar missions.

2. Regular Army, U.S. Army Reserve, and Army National Guard units should submit at least one nomination packet for consideration for each of the following categories: Small Unit and Large Unit.

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 5 January 2024.

4. Nominations packets will include:

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

b) Nomination Letter outlining accomplishments/contributions for the calendar year in support of the Transportation Corps' mission.

c) Statement from the unit commander or first-line supervisor explaining why the unit should be selected for the award.

d) Chain of command endorsement letters.

e) Assignment history (1 JAN 24 through 31 DEC 24) in MS Word format.

f) Training and task performances in MS Word format.

g) List of awards/decorations.

h) Endorsement Letter, in addition to the Chain of Command endorsements, may be submitted. The nominator may provide no more than three (3) letters from any individual having served in the unit or anyone with firsthand knowledge of the unit's accomplishments, explaining why the unit should be selected as the Transportation Corps Small Unit or Large Unit of the Year. The letter should be no longer than one page using standard letter formatting.

i) In addition to the above requirements, nominators may submit no more than two (2) CONOPs using MS PowerPoint outlining the unit's accomplishments or exercises supported.

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d. Packet Submission:

1. The Office of the Chief of Transportation must receive nominations NLT 7 January 2025 to be considered by the OTY Selection Board.

2. Nomination Packets can emailed, in a PDF or Microsoft Word Format, to usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil, with Subject: 2023 OTY Unit Nomination Packet for (Unit Name).

3. The Office of the Chief of Transportation will promptly notify the nominator if the 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. Only the most distinguished and qualified units will be selected.

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 unit selected and the runner-up 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 will be 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

Unit OTY Nominee/Nominator Contact Information Form

NOMINEE INFORMATION:

UNIT/UIC:

UNIT POC:

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

MAILING ADDRESS:

UNIT POC's E-MAIL ADDRESS:

UNIT POC's TELEPHONE NUMBER:

NOMINATOR CONTACT INFORMATION:

RANK/GRADE and NAME:

UNIT:

RELATIONSHIP TO NOMINATED UNIT:

TELEPHONE NUMBER: Home:
Work:

EMAIL ADDRESS: