



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

ATSP-TC

22 May 2025

**MEMORANDUM FOR RECORD**

**SUBJECT:** Transportation Corps Small Unit and Large Unit Of the Year Letter of Instruction for 2025

1. **PURPOSE:** This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the U.S. Army Transportation Corps Small Unit and Large Unit Of the Year (OTY) for calendar year 2025 (includes dates 1 January 2025 through 31 December 2025).

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 2025 Of the Year awards.

3. **DEFINITIONS:**

a. **U.S. Army Transportation Corps:** 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 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:**

(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

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should have shown devotion and superior performance of extremely complex tasks that set the 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) Completed nomination packets must be received by the Office of the Chief of Transportation NLT 6 January 2026.

(4) Nominations packets will include:

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

(b) Nomination letter outlining accomplishments/contributions for the 2025 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. At a minimum, an endorsement letter from the unit's next higher-level command is required.

(e) Assignment history (1 JAN 25 through 31 DEC 25).

(f) Training and task performances.

(g) List of awards/decorations received in 2025.

(h) Endorsement letters, in addition to the Chain of Command endorsements, may be submitted. The nominator may provide no more than three letters from anyone who has served in the unit or has firsthand knowledge of the unit's accomplishments that explains 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. Each CONOP submitted should be no more than two slides.

d. Packet Submission:

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(1) The Office of the Chief of Transportation must receive nominations NLT 6 January 2026 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](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil), with Subject: 2025 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 2025 OTY Ceremony.

b. The 2025 OTY Ceremony will take place during the CASCOT Sustainment Week Activities (tentatively scheduled for May 2026).

c. TDY funding for all travel expenses is the responsibility of the owning unit.

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](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil), or (804)765-7449, DSN 539-7449.

Encl  
Unit 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 (include BN/BDE/DIV level):

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: