



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

ATZF-CG

15 February 2022

**MEMORANDUM FOR RECORD**

**SUBJECT:** Transportation Corps Regimental Officer, Warrant Officer, Noncommissioned Officer, Soldier of the Year, Department of the Army Transportation Civilian of the Year, and Transportation Unit of the Year Letter of Instruction for 2022

1. **PURPOSE:** This Letter of Instruction (LOI) assigns responsibilities and procedures for selecting the US Army Transportation Corps Regimental Officers, Warrant Officer, Noncommissioned Officer, Soldier of the Year, the Department of the Army (DA) Transportation Civilian of the Year (OTY) and Transportation Unit of the Year, (Large and Small Category) for calendar year 2021 (includes dates 1 January 2021 through 31 December 2021).
2. **APPLICABILITY:** This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the 2021 Of the Year awards.
3. **DEFINITIONS:**
  - a. **US Army Transportation Corps:** 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:** Distinguished services 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. **Officers.** All Transportation Corps and Logistics Officers (90A88) through Major (non-promotable) are eligible for this award (any Logistics Officers serving in 90A88 coded positions are eligible for these awards). Two categories for Officer of the Year: a. Company Grade Officers (Second Lieutenant – Captain), b. Field Grade Officers (Majors).
    2. **Warrant Officers.** All Transportation Corps Warrant Officers through Warrant Officer Three (non-promotable) are eligible for this award.

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

4. Enlisted Soldier. All Transportation Corps Soldiers are eligible for this award (PVT-SPC/CPL).

5. Department of the Army (DA) Civilians.

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

ii. 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.

6. Transportation Unit of the Year (Large and Small Category).

i. Large Category: Battalion sized element.

ii. Small Category: Company or Detachment sized element.

iii. Transportation Corps Regimental Small and Large unit of the Year programs are open to Battalion, Company and Detachment units who distinguish themselves by outstanding service and performance and reflect great credit on the Transportation Corps for the previous calendar year. All SRCs are eligible to participate who have a transportation mission, function, or support transportation missions.

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, and Transportation Unit 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, Soldier of the Year, Transportation Unit of

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the Year, and at least one nomination packet for Civilian of the Year by the deadline stated in the LOI published annually.

3. 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.

4. Nominations packets will include:

i. One photo from the shoulders up ("head and shoulders"), military in ASU/AGSU uniform; civilians should wear equivalent business attire. A DA photo is acceptable for deployed Soldiers who are nominated for this award. Photos should be clear and free of visual defect.

ii. Memorandum outlining significant accomplishments/contributions in for the calendar year. Accomplishments can be MOS or position specific along with community/civic.

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

iv. Chain of command endorsement.

5. Nomination Packets can be either emailed to the link or mailed to the addresses below.

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

Subject: 2022 OTY Nomination Packet for (Nominee Name)

Format: Submit both a Microsoft word and PDF format.

Director, Office of the Chief of Transportation  
2221 Adams Avenue, 3rd Floor  
Fort Lee, VA 23801-2102

6. The Office of the Chief of Transportation must receive nominations NLT 15 March 2022 in order to be considered by the OTY Selection Board.

7. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination lacks sufficient details and documentation

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c. Endorsements:

1. Statement from any previous or current commanders, first-line supervisors, or peers explaining why the individual should be selected as a Transportation Corps Officer, Warrant Officer, Noncommissioned Officer, Soldier or DA Transportation Civilian of the Year, and Transportation Unit 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.

3. The nominator should solicit endorsements for their candidate. Endorsements must accompany the nomination packet when submitted, but should not exceed more than five separate endorsements.

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 all nominees and there is no requirement to select one per category. Only the most distinguished and qualified individuals will be selected.

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 2021 OTY Ceremony.

b. The 2021 OTY Ceremony will take place during the Fort Lee Sustainment Week Activities - Transportation Corps Regimental Honors Day in July/August (TBD).

c. TDY is funded by the awardees current unit.

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

Encl  
Example Nomination Packet

//ORIGINAL SIGNED//  
FREDERICK L. CRIST  
COL, LG  
Chief of Transportation

## **Enclosure 1: OTY Nomination Packet**

### **NOMINEE CONTACT INFORMATION:**

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

NOMINEE NOK (If Deceased):

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: Home:  
Work:

E-MAIL ADDRESS:

DATE AND PLACE OF BIRTH:

PRESENT DUTY POSITION/OCCUPATION OR EMPLOYMENT (if applicable):

YEARS OF MILITARY/CIVILIAN SERVICE/RETIREMENT DATE:

### **NOMINATOR CONTACT INFORMATION:**

NAME:

TELEPHONE NUMBER: Home:  
Work:

EMAIL ADDRESS:

### **NOMINATION LETTER:**

TWO 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.

**ENDORSEMENT LETTERS:** Endorsement letters (no less than 400 words) supporting the nomination of the nominee, providing a detailed descriptive narrative of the nominee's distinguished service, performance, and significant contributions to the US Army Transportation Corps. Multiple endorsement letters (no more than five) can be sent on behalf of the nominee.

### **PHOTOGRAPH:**

One 5 x 7 photo of the nominee, from the shoulders up in color. Military photo will be the command or DA photo. Civilian photo will be in business attire.