



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

ATZF-CG

22 August 2022

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 2022

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, the Department of the Army (DA) Transportation Civilian of the Year (OTY), and Unit of the Year for calendar year 2022 (includes dates 1 January 2022 through 31 December 2022).

2. APPLICABILITY: This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the 2022 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 service 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 (Serving in 90A88 positions) through Major (non-promotable) are eligible for this award.

a) O1-O3 Category per COMPO

b) O4 Category per COMPO

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.

5. Officers, Warrant Officers, and Noncommissioned Officers not with the Army (e.g., foreign exchange programs, other branches of service) are ineligible for recognition for this award.

6. Department of the Army (DA) Civilians.

a) 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.

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.

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 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:

a) One photo from the shoulders up ("head and shoulders"), military in

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ASU/AGSU; 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.

b) Nomination letter outlining the significant acts or contributions made over the calendar year. How has the SM contributed to ensure mission success, or training accomplishments that have made an impact on the Soldiers and organization as a whole.

c) Statement from the unit commander that the nominee is eligible to receive favorable actions.

d) Chain of command endorsement letter.

5. Nomination Packets can be emailed, in a PDF or Microsoft Word format, to usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil, with Subject: 2022 OTY Nomination Packet for (Nominee Name).

6. The Office of the Chief of Transportation must receive nominations NLT 15 February 2023 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

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, DA Transportation Civilian of the Year, or Unit of the Year.

2. The nominator should solicit endorsements for their candidate. Endorsements must accompany the nomination packet when submitted, with no more than three (3) letters.

5. SELECTION:

a. The OTY selection board will be comprised of individuals, designated by the Chief of Transportation. The Chief of Transportation will have final approval and veto authority over the recommendations made by the OTY Selection Board.

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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 2022 OTY Ceremony.

b. The 2022 OTY Ceremony will take place during the Fort Lee Sustainment Week Activities (tentatively scheduled for May 2023).

c. TDY funding is the owning units responsibility.

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.

Encl
Example Nomination Packet

///Original Signed///

BETH A. BEHN
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:

Nomination letter in Memorandum Thru format providing a detailed narrative/description of the nominee's distinguished service, significant contributions, and performance to the U.S. Army Transportation Corps over the last calendar year. AR 25-50, page 23, figure 2-11.

ENDORSEMENT LETTERS: Endorsement letters 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 three) 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.