



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 Small Unit and Large 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 Small Unit and Large Unit of the Year (OTY) 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 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. Transportation Small Unit (Detachment and Company size).
 2. Transportation Large Unit (Battalion and above).
 - b. **Nomination:**
 1. Any individual may prepare and submit a nomination packet, as described in Enclosure 1, 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.

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2. Active Duty, Reserve, and National Guard units should submit at least one nomination packet for consideration for each of the following categories: Small Unit and Large Unit 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) Accomplishments/contributions for the calendar year in support of the Transportation Corps mission.

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

c) Assignment history (1 JAN 22 through 31 DEC 22).

d) Training and task performances.

e) List of awards/decorations.

f) Chain of command endorsement.

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 Unit Nomination Packet for (Unit 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. Statements from any previous or current commanders, first-line supervisors, or peers explaining why the unit should be selected as a Transportation Corps Small Unit or Large 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 unit.

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

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.

b. The OTY Selection Board will consider all nominees. Only the most distinguished and qualified units will be selected.

6. AWARD PRESENTATION:

a. Each unit 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 will be 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:

UNIT/UIC:

UNIT POC:

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: Home:
Work:

UNIT POC's E-MAIL ADDRESS:

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 unit'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 supporting the nomination of the unit, providing a detailed descriptive narrative of the units 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.

RESUME:

CHRONOLOGICAL RESUME OF THE ORGANIZATION ACCOMPLISHMENTS IN 2022

- Include missions, training, and civic support executed or supported over the period of performance.
- Any Unit awards received during the period of performance.