

**ADJUTANT GENERAL'S CORPS
OFFICER, WARRANT OFFICER, NONCOMMISSIONED OFFICER, SOLDIER, SENIOR
CIVILIAN, CIVILIAN, AND SPOUSE OF THE YEAR AWARD PROGRAM
MEMORANDUM OF INSTRUCTION (MOI) FOR CALENDAR YEAR 2019-2020**

1. PURPOSE. This MOI assigns responsibilities and procedures for selecting the Adjutant General's Corps Officer, Warrant Officer (WO), Noncommissioned Officer (NCO), Soldier, Senior Civilian / Civilian, and Spouse of the Year for calendar year 2019-2020 (includes dates of 3 June 2019 through 2 June 2020).

2. APPLICABILITY.

a. Officers. All Adjutant General's Corps Officers (42B, 42C), 2LT through CPT (CPT non-promotable as of 1 February 2020) are eligible for this award.

b. Warrant Officers (WOs). All Adjutant General's Corps Warrant Officers (420A, 420C), WO1 through CW3 (CW3 non-promotable as of 1 February 2020) are eligible for this award.

c. Noncommissioned Officers (NCOs). All Career Management Field 42, NCOs, SGT through SFC (SFC non-promotable as of 1 February 2020) are eligible for this award. Please note the following:

(1) Army Musician NCOs may participate in a separate "Of the Year" awards program; program proponent is the School of Music, Little Creek, VA.

(2) Recruiters and Retention NCOs (MOSs 79R, 79S, 79T & 79V) may participate in a separate "Of the Year" awards program; program proponent is the Recruiting and Retention School, Fort Knox, KY.

d. Soldiers. All Career Management Field (CMF) 42, PVT through SPC / CPL promotable are eligible for this award. Please note the following:

(1) Army Musician Soldiers may participate in a separate "Of the Year" awards program; program proponent is the School of Music, Little Creek, VA.

(2) Recruiters and Retention Soldiers (MOSs 79R, 79S, 79T & 79V) may participate in a separate "Of the Year" awards program; program proponent is the Recruiting and Retention School, Fort Knox, KY.

e. Civilians. Civilian Employees include GS or NF in career field CP50, GS Civilians in CP32 (developing or delivering HR institutional training), and CP51 or any other Civilian Career Program who directly work in support of Military Human Resources support to Commanders, Soldiers and their Families. Eligible Civilian Employees must be assigned to the Department of Defense (e.g., MEPCOM), the Department of the Army, or sister services in support of the field of Human Resources Management. Civilian Employees compete in two distinct categories

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and the Adjutant General's Corps will award two Dinnien Civilian Awards for Excellence as provided below:

(1) AG Civilian of the Year category will include DA Civilians in the grades of GS 01-09 or NF 1-3.

(2) The AG Senior Civilian of the Year category will include DA Civilians in the grades of GS 10-15 or NF 4-6.

f. Spouses / widows of eligible personnel listed in paragraphs 2a through 2e(2) above, to include spouses / widows of SESs, General Officers, field grade officers, senior Warrant Officers, senior NCOs, senior Civilian Employees, and Retirees assigned or affiliated to the AG Corps or Army HR Community.

g. All Soldier and Civilian award nominees (less spouses) must be either on Active Duty, in a Reserve Status, or employed by the Federal Government as of 30 June 2020.

h. Officers, Warrant Officers, Non Commissioned Officers, Soldiers, Civilians from military foreign exchange programs, other branches of service other than Army, or from other branches other than AG within the Army are ineligible for recognition of this award.

3. RESPONSIBILITIES.

a. The Office of the Chief of the Adjutant General's Corps (AGC), Fort Jackson, SC, administers the annual AGC of the Year Awards Program.

b. The major Army organizations listed within this MOI are requested to establish procedures to select their respective AGC award nominees. Subordinate ACOMs should contact their higher HQs for AGC of the Year Awards Program internal procedural guidance.

c. One award nomination for each Officer, Warrant Officer, Non Commissioned Officer, Soldier, Senior Civilian / Civilian, and Spouse in each category is requested from the organizations listed in subparagraphs 3.c.through 3.e.below:

- (1) Deputy Chief of Staff, G-1, HQDA
- (2) US Army Forces Command (FORSCOM)
- (3) US Army Training and Doctrine Command (TRADOC)

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- (4) Army Materiel Command (AMC)
- (5) US Army Futures Command (AFC)
- (6) US Army Africa (USARAF)
- (7) US Army Central (USARCENT)
- (8) US Army North (USARNORTH)
- (9) US Army South (USARSO)
- (10) US Army Europe (USAREUR)
- (11) US Army Pacific (USARPAC)
- (12) US Army Special Operations Command (USASOC)
- (13) Military Surface Deployment and Distribution Command (SDDC)
- (14) US Army Space and Missile Defense Command/ Army Forces Strategic
Command (USASMDC/ARSTRAT)
- (16) US Army Cyber Command
- (17) US Army Medical Command (MEDCOM)
- (18) US Army Intelligence and Security Command (INSCOM)
- (19) US Army Criminal Investigation Command (USACIDC)
- (20) US Army Human Resources Command (HRC)
- (21) US Army Corps of Engineers (USACE)
- (22) US Army Military District of Washington (MDW)
- (23) US Army Test and Evaluation Command (ATEC)
- (24) US Military Academy (USMA)
- (25) US Army Acquisition Support Center (USAASC)

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- (26) US Army War College
- (27) Installation Management Command (IMCOM)
- (28) First US Army
- (29) Eighth US Army (EUSA)
- (30) I Corps
- (31) III Corps
- (32) XVIII Airborne Corps
- (33) 1st Armor Division
- (34) 1st Cavalry Division
- (35) 1st Infantry Division
- (36) 2nd Infantry Division
- (37) 3rd Infantry Division
- (38) 4th Infantry Division
- (39) 7th Infantry Division
- (40) 10th Mountain Division
- (41) 25th Infantry Division
- (42) 82nd Airborne Division
- (43) 101st Airborne Division (Air Assault)
- (44) US Army NATO Brigade
- (45) Commander, The United States Army Band (TUSAB)
- (46) Commander, The United States Army Field Band (TUSAFB)
- (47) Commander, The United States Military Academy Band

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- (48) Commandant, US Army School of Music
- (49) Director, 1st Human Resources Sustainment Center
- (50) Director, 3rd Human Resources Sustainment Center
- (51) Director, 8th Human Resources Sustainment Center
- (52) Director, 14th Human Resources Sustainment Center
- (53) Director, 310th Human Resources Sustainment Center

d. To encourage greater competition from the US Army Reserve, at least three nominations each for Officer, Warrant Officer, Non Commissioned Officer, Soldier, Senior Civilian, Civilian, and Spouse of the Year are requested from the US Army Reserve Command & Chief, US Army Reserve Office. The Chief, US Army Reserve Office reserves the right to make the final determination for the USAR nominations per category.

e. To encourage greater competition from the Army National Guard, at least three nominations each for Officer, WO, NCO, Soldier, Civilian/ Civilian and Spouse of the Year are requested which represent the 54 state and territory ARNG Headquarters. The Army National Guard Bureau reserves the right to make the final determination for the ARNG nominations per category.

4. SELECTION BOARDS.

a. The selection board for the Adjutant General's Corps Officer of the Year will consist of the following members:

- (1) Chief of the Corps (President).
- (2) Other active duty or retired Adjutant General's Corps Officers as designated by the Board President.

b. The selection board for the Adjutant General's Corps Warrant Officer of the Year will consist of the following members:

- (1) Chief Warrant Officer of the Adjutant General's Corps (President).
- (2) Other active duty or retired AGC Warrant Officers as designated by the Board President.

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c. The selection board for the Adjutant General's Corps NCO and Soldier of the Year will consist of the following members:

- (1) Adjutant General's Corps Command Sergeant Major (President).
- (2) Other active duty or retired CMF 42 as designated by the Board President.

d. The selection board for the Adjutant General's Corps Civilian and Senior Civilian of the Year will consist of the following members:

- (1) Deputy Commandant, Adjutant General School (President).
- (2) Active HR senior Civilian Employees GS-201-09 through GS-201-15 as designated by the Board President.

e. The selection board for the Adjutant General's Corps Spouse of the Year will consist of the following members:

- (1) Chief of the Corps (President).
- (2) Other active duty or retired Adjutant General's Corps personnel as designated by the Board President.

5. PROCEDURES.

a. Each ACOM or organization listed in paragraph 3c is requested to submit one award nomination packet per category. USAR and Army National Guard Bureau are requested to submit at least three nomination packets per category.

Note - for the NCO and Soldier of the Year Boards only:

b. Phase 1 for each Board will review all NCO and Soldier nomination packets to determine the top four nominees in each category.

c. Phase 2 will require the top four nominees in each category to participate in a live Board at Fort Jackson, SC that will include an APFT, Warrior Battle Tasks and Drills, and Board appearance. The nominee's home station is required to fund TDY for the Phase 2 portion of the NCO and Soldier Boards.

d. AGC of the Year award requirements and nomination packet criteria is provided as Enclosures 1 through 4.

e. Request all ACOMs and organizations submit their respective AGC of the Year award nomination packets NLT 1 February 2020 to the address below. Electronic scanning and e-mail is preferred. Please ensure nomination packets are clearly scanned for Board consideration.

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Operations Officer
US Army Adjutant General School ATTN: ATSG-AG
10000 Hampton Parkway Fort Jackson, SC 29207

E-mail scanned nomination packets to:

Primary - Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil

Secondary- Mr. Jeffery Miller, jeffrey.l.miller52.civ@mail.mil

f. The AGS will not accept incomplete nomination packets and will return to the initiating command or organization.

g. Nomination packets must be endorsed through the chain of command by the first Lieutenant Colonel (or civilian equivalent) level command authority.

h. Nomination packets will include an endorsement from the recommended nominee's supporting senior AG/ HR Officer on post, or at higher HQs.

i. Nomination packets received by the Adjutant General School without proper endorsement will be returned to the ACOM or organization without consideration.

j. Individuals selected as AGC of the Year award winners should be available for TDY to Fort Jackson / Columbia, SC, to attend the AGC award presentation ceremony during the National Adjutant General's Corps Ball scheduled for 19 June 2020. TDY funding for travel, food and lodging must be arranged by the award winner's command or home station. Spouse award winners are encouraged to attend, however, they will need to pay for their own travel expenses.

6. Please direct all questions concerning the Adjutant General's Corps of the Year Awards Program to the AGC Awards Action Officer, Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil or (803) 751-8300 (DSN 734).

- 4 Encls
1. Officer and Warrant Officer Criteria
2. NCO and Soldier Criteria
3. Civilian and Sr. Civilian Criteria
4. Spouse Criteria


MICHAEL T. MCTIGUE
COL, AG
Chief, Adjutant General's Corps

ENCLOSURE 1 - ADJUTANT GENERAL'S CORPS OFFICER AND WARRANT OFFICER OF THE YEAR

3 June 2019 through 2 June 2020

CRITERIA

Minimum Requirements:

- Branch 42 or 420A | 420C
- Officer: 2LT-CPT (CPT non-promotable as of 1 February 2020)
- Warrant Officer: WO1-CW3 (CW3 non-promotable as of 1 February 2020)
- APFT: obtained a passing score on record APFT within 12 months from 1 February 2020 - Soldiers who cannot take certain APFT events, should not be excluded from competing (see "Additional Information" below for Soldiers injured during combat operations)
- Verification of Height and Weight (Company Commander's verification required)
- Weapons Qualification within 12 months of 1 February 2020 (see "Additional Information" below)
- No UCMJ, Suspension of Favorable Actions, or disciplinary action (e.g., letter of reprimand, etc.) (Company Commander's verification required)
- Must be on Active Duty or in a Reserve Status through 30 June 2020

Commands / organizations will sequence nomination packets as follows:

- Biographical data of nominee including Officer's full name, rank, current duty position, unit of assignment, unit mailing address, and duty telephone numbers (commercial and DSN), home address, home telephone, and e-mail address
- One official (3/4 length) color photo in ASU uniform without headgear (ACUs are acceptable if deployed, but require a Company Commander's statement)
- Recommendation memo from the Officer's/ WO's chain of command (requires a minimum of LTC Commander endorsement) **recommendation limited to 1 page (Arial, font size 12)**
- Endorsement from the recommended Officer's / Warrant Officer's supporting senior AG / HR Officer on post, or higher HQs G1 / AG; Include any other endorsement(s) - highest rank to lowest rank; **endorsement(s) limited to 1 page (Arial, font size 12)**
- For Officers - **one (1) page narrative (Arial, font size 12)** from the individual nominee demonstrating their understanding of former Army G-1, LTG Timothy J. Maude's (KIA 11 September 2001) contributions to the Army, his values, and how they seek to emulate him. Individuals selected Narrative should include: outline of the Officer's contributions that best emulate LTG Maude as a Soldier and leader, to include but not limited to: values, leadership, their role in the Army (tactical and technical), future Army vision, and most importantly support of Commanders, Soldiers and Families
- For Warrant Officers - one (1) page narrative (Arial, font size 12) from the individual nominee demonstrating their understanding of CW5 Daniel J. Logan, Jr.'s (deceased 2016) contributions to the Army, his values, and how they seek to emulate him. Narrative should include: Outline of the WO's contributions that

ENCLOSURE 1 - ADJUTANT GENERAL'S CORPS OFFICER AND WARRANT OFFICER OF THE YEAR

3 June 2019 through 2 June 2020

best emulate CW5 Logan as a Soldier and leader, to include but not limited to: values, leadership, their role in the Army (tactical and technical), future Army vision, and most importantly support of Commanders, Soldiers and Families

- If available, provide any examples of volunteer or community service by the nominee
- Company Commander's statement verifying nominee has no unfavorable actions or flagging action current or pending (e.g., no UCMJ, not flagged for being overweight)
- Updated Officer Record Brief (ORB)
- APFT, DA Form 705 verified by a Company Commander; if no APFT, a Commander's memo explaining why
- Body Fat Content Workshop (if required) (DA Form 5500)
- Weapons Scorecard (DA Form 3595-R); if no weapon qualification, a Commander's memo explaining why

Note the following:

- If Nomination Packet is not in the correct order, packet will be returned so the recommender can properly sequence the recommendation
- Redact all Personal Identifiable Information (PII) on the ORB; PII is SSN, Date of Birth, Birthplace, Marital Status, Home Mailing Address, Number of Dependents, Spouse Birthplace, and Security Clearance.
- The nominating installation or activity is required to update and / or provide current information on respective nominees until final selection is announced

Additional Information:

- **Nomination Packets must be received NLT 1 February 2020**
- AGC of the Year award winners will be honored at the National Adjutant General's Corps Ball scheduled for 19 June 2020 in Columbia, SC. TDY funding for travel, food and lodging must be arranged by the AGC of the Year award winner's command or home station
- Officer winners will receive the LTG Timothy J. Maude Medal for Distinguished Achievement and Warrant Officer winners will receive the CW5 Daniel J. Logan, Jr. Medal for Distinguished Achievement; both will receive a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA)
- Due to support of deployed operations, some Officers / Warrant Officers may not have taken the APFT or qualified with an assigned weapon within 12 months of 1 February 2020. Submit a Company Commander's memorandum explaining these circumstances and provide date and score of the last test and qualification within the preceding 12 months
- Award nominees will receive the minimum Board points for APFT or Weapons Qualification when their packet does not include a current APFT / Weapon's scorecard

ENCLOSURE 1 - ADJUTANT GENERAL'S CORPS OFFICER AND WARRANT OFFICER OF THE YEAR

3 June 2019 through 2 June 2020

APFT for Combat Wounded Soldiers:

- Combat Wounded Soldiers with an APFT scorecard within the last 12 months and with less than three scoring events, will take the average of the other one or two events and add the average to determine an overall APFT score

Example: if the combat wounded Soldier can only take a one event APFT and scores 80 points, then the one event score is added two more times to determine an overall APFT score of 240 points; same for only two APFT events being averaged, 100 & 70 points averages to 85 = an overall APFT score of 255

- Profiled Soldiers unable to take an APFT within 12 months of 1 February 2020 can submit the most recent record APFT taken by the Soldier within the preceding 12 months
- A Company Commander's statement validating APFT scores for Combat Wounded Soldiers is required
- DA Form 5500 or DA Form 5501 is required if Officer / WO exceeds the screening table for weight
- If possible, submit the entire packet electronically- scanned color photo, memorandums with signatures, scorecards, narratives, etc. Ensure nomination packets are clearly scanned and readable for Board consideration

Point of Contact:

AGC Awards Action Officer

Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil or (803) 751-8300 (DSN 734)

Mailing address:

US Army Adjutant General School
ATTN: ATSG-AG (Mr. Campbell)
10000 Hampton Parkway
Fort Jackson, SC 29207

ENCLOSURE 2 - ADJUTANT GENERAL'S CORPS NON-COMMISSIONED OFFICER AND SOLDIER OF THE YEAR

3 June 2019 through 2 June 2020

CRITERIA

Minimum Requirements:

- All CMF 42 Soldiers
- Army Musicians and Recruiting / Retention NCOs / Soldiers (MOSs 79R, 79S, 79T & 79V) see paragraphs 2.c. and 2.d. of the base MOI
- Noncommissioned Officers: SGT-SFC (SFC non-promotable as of 1 February 2020) Soldiers: PVT-SPC / CPL promotable
- APFT: obtained a passing score on record APFT within 12 months from 1 February 2020 - Soldiers who cannot take certain APFT events, should not be excluded from competing (see "Additional Information" below for Soldiers injured during combat operations)
- Verification of Height and Weight (Company Commander's verification required) Weapons Qualification within 12 months of 1 February 2020 (see "Additional Information" below)
- No UCMJ, Suspension of Favorable Actions or disciplinary action (e.g., letter of reprimand, etc.) (Company Commander's verification required)
- Must be on Active Duty or in a Reserve Status through 30 June 2020

Commands / organizations will sequence nomination packets as follows:

- Biographical data of nominee including NCO's / Soldier's full name, rank, current duty position, unit of assignment, unit mailing address, and duty telephone numbers (commercial and DSN), home address, home telephone, and e-mail address
- One official (3/4 length) color photo in ASU uniform without headgear (ACUs are acceptable if deployed, but require a Company Commander's statement)
- Recommendation memo from the NCO's / Soldier's chain of command (requires a minimum of LTC Commander endorsement); **recommendation limited to 1 page (Arial, font size 12)**
- An endorsement from the recommended NCO's / Soldier's supporting senior AG / HR Officer on post, or higher HQs G1 / AG; **endorsement limited to 1 page, (Arial, font size 12)**
- Include any other endorsement(s) - highest rank to lowest rank; **endorsement(s) limited to 1 page, (Arial, font size 12)**
- **One (1) page narrative (Arial, font size 12)** from the individual nominee demonstrating their understanding of former Army G-1 SGM, SGM Larry L. Strickland's (KIA 11 September 2001) contributions to the Army, his values, and how they seek to emulate him
- Narrative should include: Outline of the NCO's / Soldier's contributions that best emulate SGM Strickland as a Soldier and leader, to include but not limited to: values, leadership, their role in the Army (tactical and technical), future Army vision, and most importantly support of Commanders, Soldiers and Families

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3 June 2019 through 2 June 2020

- If available, provide any examples of volunteer or community service by the nominee
- Company Commander's statement verifying nominee has no unfavorable actions or flagging action current or pending (e.g., no UCMJ, not flagged for being overweight)
- Updated Enlisted Record Brief (ERB)
- APFT, DA Form 705 verified by a Company Commander; if no APFT, a Commander's memo explaining why
- Body Fat Content Workshop (if required) (DA Form 5500)
- Weapons Scorecard (DA Form 3595-R); if no weapon qualification, a Commander's memo explaining why

Note the following:

- If Nomination Packet is not in the correct order, packet will be returned so the recommender can properly sequence the recommendation
- Redact all Personal Identifiable Information (PII) on the ORB; PII is SSN, Date of Birth, Birthplace, Marital Status, Home Mailing Address, Number of Dependents, Spouse Birthplace, and Security Clearance
- The nominating installation/ activity is required to update/ provide current information on respective nominees until final selection is announced

Additional Information:

- **Nomination Packets must be received NLT 1 February 2020**
- Phase 1 for the NCO and Soldier of the Year Boards is to review all nomination packets to determine the top four nominees in each category
- Phase 2 will require the top four nominees in each category to participate in a live Board at Fort Jackson, SC that will include an APFT, Warrior Tasks and Drills, and Board appearance; the nominee's home station is required to fund TDY for the Phase 2 portion of the NCO and Soldier Boards
- AGC of the Year award winners will be honored at the National Adjutant General's Corps Ball scheduled for 19 June 2020 at Fort Jackson/ Columbia, SC
- Winners will receive the SGM Larry L. Strickland Medal for Distinguished Achievement and a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA)
- Due to support of deployed operations, some NCOs / Soldiers may not have taken the APFT or qualified with an assigned weapon within 12 months of board packet submission date. Submit a Company Commander's memorandum explaining these circumstances and provide date and score of the last test and qualification within the preceding 12 months
- Award nominees will receive the minimum Board points for APFT or Weapons Qualification when their packet does not include a current APFT / Weapon's scorecard

ENCLOSURE 2 - ADJUTANT GENERAL'S CORPS NON-COMMISSIONED OFFICER AND SOLDIER OF THE YEAR

3 June 2019 through 2 June 2020

APFT for Combat Wounded Soldiers:

- Combat Wounded Soldiers with an APFT scorecard within the last 12 months and with less than three scoring events, will take the average of the other one or two events and add the average to determine an overall APFT score (per the Semi-Centralized Promotion process)

Example - if the profiled Soldier can only take a one event APFT and scores 80 points, then the one event score is added two more times to determine an overall APFT score of 240 points; same for only two APFT events being averaged, 100 & 70 points averages to 85 = an overall APFT score of 255

- Profiled Soldiers unable to take an APFT within 12 months of Board packet submission can submit the most recent record APFT taken by the Soldier within the preceding 12 months
- A Company Commander's statement validating APFT scores for Combat Wounded Soldiers is required
- DA Form 5500 or DA Form 5501 is required if the NCO / Soldier exceeds the screening table for weight

If possible, please submit the entire packet electronically- scanned color photo, memorandums with signatures, scorecards, narratives, etc. Please ensure nomination packets are clearly scanned and readable for Board consideration

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AGC Awards Action Officer

Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil or (803) 751-8300 (DSN 734)

Mailing address:

US Army Adjutant General School
ATTN: ATSG-AG (Mr. Campbell)
10000 Hampton Parkway
Fort Jackson, SC 29207

**ENCLOSURE 3 - ADJUTANT GENERAL'S CORPS CIVILIAN AND SENIOR
CIVILIAN OF THE YEAR**

3 June 2019 through 2 June 2020

**CRITERIA AND NOMINATING PROCEDURES FOR THE "JOHN J. DINNIEN
CIVILIAN AWARD FOR EXCELLENCE IN MILITARY PERSONNEL
MANAGEMENT"**

Purpose. The purpose of this award is to give special recognition to DoD or DA Civilian Employees who work in or support Human Resources (HR) management (military) for contributions of outstanding significance to the Army, AG Corps and service to Soldiers during the previous calendar year.

Background. The Adjutant General's Corps created the "John J. Dinnien Civilian Award for Excellence in support of Military Personnel Management" to annually recognize the contributions of Army Civilian employees in military personnel management. The award is named in honor of Mr. John J. Dinnien, who epitomized the best qualities of a professional HR manager and always placed service to the Army and Soldier above all else.

Eligibility. Eligible Civilian Employees include:

- GS or NF in career field CP50
- GS or NF in career field CP32, who directly work developing or delivering HR institutional training
- GS or NF in career field CP51 or any other Civilian Career Program who directly work in support of military Human Resources support to Commanders, Soldiers, and their Families
- Eligible Civilian Employees must be assigned to the Department of Defense the Department of the Army or sister Services in support of the field of Human Resources Management

Dinnien Award Categories. Civilian Employees compete in two distinct categories and the Adjutant General's Corps will award two Dinnien awards as provided below:

1. The AG Civilian Employee of the Year category includes the grade levels of GS 01-09 or NF 1-3.
2. The AG Senior Civilian Employee of the Year category includes the grade levels of GS 10-15 or NF 4-6.

Additional Civilian Employee criteria follows:

- If the nominee is a retired military AG Civilian Employee, the nominee must have a minimum of 5 years DoD and / or DA Civilian Employee service
- If the nominee is not retired military, no minimum Civilian Employee service is required for career Civilian Employees or Veteran Civilian Employees

ENCLOSURE 3 - ADJUTANT GENERAL'S CORPS CIVILIAN AND SENIOR CIVILIAN OF THE YEAR

3 June 2019 through 2 June 2020

Basis for Selection.

- Completion of an Army HR task or assignment which has significantly contributed to the execution of the Army's mission, while honoring all traditional American military values, placing special emphasis on: loyalty, duty, respect, selfless service, honor, integrity, and personal courage. Organizations should use the following evaluation criteria in selecting award nominees:
 - Civilian Employees assigned duties of major significance to the military HR or personnel mission and accomplished those missions in an exceptional manner
 - Civilian Employees who developed or improved military HR or personnel methods and procedures, or were responsible for exceptional achievements that caused significant savings or advanced the military HR / personnel mission, or personnel readiness
 - Civilian Employees who provided outstanding examples for major military HR/ personnel programs in terms of highly successful mission accomplishment
 - Civilian Employees who demonstrated a record of achievement and inspired others to improve the quantity and quality of their work
 - Civilian Employees who have an established pattern of excellence, as recognized by previous accomplishments (i.e. Commander's Award for Civilian Service, multiple Exceptional Performance Appraisals, etc.)
- Award nominees cannot have any current disciplinary actions, adverse counselings, or letters of reprimand during the period 3 June 2019 through 2 June 2020. The nominee's CP50 Program Manager or Commander will provide a statement verifying the nominee has no adverse actions during this period
- Nominee must be employed by the Federal Government through 30 June 2020

Nomination of Candidates. The nominating installation / activity will provide updated information on respective nominees that may influence the panel's decision, prior to the formal announcement of winners

- Nomination format - Recommending official will provide one sheet of plain bond paper containing the following information: Civilian Employee Grade. Designate nomination packet as either a Senior Civilian of the Year, or a Civilian of the Year nomination packet
- Name and duty title of nominee
- A brief description of the nominee's duty description and responsibilities, including the scope of their work
- 8"x10" head / shoulder color photo
- Recommendation memo from the nominee's chain of command (requires a minimum of LTC Commander endorsement, or Civilian GS-14 if no LTC Commander is available); recommendation restricted to 1 page, (Arial, font size 12)

ENCLOSURE 3 - ADJUTANT GENERAL'S CORPS CIVILIAN AND SENIOR CIVILIAN OF THE YEAR

3 June 2019 through 2 June 2020

- An endorsement from the recommended nominee's supporting senior AG / HR officer on post, or higher HQs G1; **endorsement limited to 1 page, (Arial, font size 12)**
- Include any other endorsement(s) - highest rank to lowest rank; endorsement(s) **limited to 1 page, (Arial, font size 12)**
- Narrative describing accomplishments
 - **Double-spaced, Arial 12 font, on plain bond paper, not more than two pages**
 - Accomplishments should be as specific as possible, unclassified information only
 - Recommending official should emphasize the following: nominee's support to the Army and / or AG Corps; impact to supporting Commanders, Soldiers, Families and the unit / organization; and contributions toward exemplary mission accomplishment
- Civilian Evaluation Report - DA Form 7223
- Civilian Record Brief (CRB)

Note the following:

- The board secretary will return nomination packets with missing documents or improperly sequenced
- Redact all Personal Identifiable Information (PII) on the ORB; PII is SSN, Date of Birth, Birthplace, Marital Status, Home Mailing Address, Number of Dependents, Spouse Birthplace, and Security Clearance
- The nominating installation / activity will provide updated information on respective nominees, that may influence the panel's decision, prior to the formal announcement of winners

Procedures.

- ACOMs or organizations submitting nominees for the "John J. Dinnien Civilian Award for Excellence in Support of Military Personnel Management" should have nomination packets screened by their respective CP50 Program Manager
- The nominating ACOM / organization has the responsibility to fund the award recipient's TDY expenses for their attendance at the formal presentation ceremony on 19 June 2020 at the Adjutant General's Corps National Ball in Columbia, SC
- The AG Corps will add the recipient's names to the John J. Dinnien Award plaque displayed in the Adjutant General School Hall of Honor. The recipient will also receive a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA)

**ENCLOSURE 3 - ADJUTANT GENERAL'S CORPS CIVILIAN AND SENIOR
CIVILIAN OF THE YEAR**

3 June 2019 through 2 June 2020

Synopsis of Mr. John J. Dinnien's Biography:

Mr. John J. Dinnien dedicated over 50 years of his life in service to his country. Mr. Dinnien began his civil service career in 1945 with the US Army Europe Adjutant General's Office, immediately following his military service during WWII. He served in Europe until 1979, when he returned to the United States for what would be his last assignment as the 1st Personnel Command Liaison Officer to the US Army Military Personnel Center, Alexandria, Virginia.

Mr. Dinnien was the ultimate advocate for Soldiers, and always placed their needs above his own. Mr. Dinnien received numerous awards during his career, culminating with the Decoration for Exceptional Civilian Service, the Army's highest civilian service award.

Mr. Dinnien passed away in December of 1995, while still serving as a Department of the Army civilian. He will long be remembered for epitomizing duty, honor, and country.

If possible, please submit the entire packet electronically- scanned color photo, memorandums with signatures, scorecards, narratives, etc. Please ensure nomination packets are clearly scanned and readable for Board consideration

Point of Contact:

AGC Awards Action Officer

Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil or (803) 751-8300 (DSN 734)

Mailing address:

US Army Adjutant General School
ATTN: ATSG-AG (Mr. Campbell)
10000 Hampton Parkway
Fort Jackson, SC 29207

ENCLOSURE 4 - ADJUTANT GENERAL'S CORPS SPOUSE THE YEAR

3 June 2019 through 2 June 2020

CRITERIA AND NOMINATING PROCEDURES FOR THE "ESTHER DE BERDT REED AG CORPS OF THE YEAR SPOUSE AWARD"

Purpose. The purpose of this award is to give special recognition to spouses of AG Corps Soldiers, DoD or DA Civilian Employees who work in or support Human Resources (HR) management (military) or spouses of Retirees for contributions of outstanding significance to the Army, AG Corps and / or service to Soldiers during the previous calendar year.

General. The AG Corps established The "Esther De Berdt Reed AG Corps of the Year Spouse Award" to annually recognize the contributions of AG Corps or Army HR spouses. The award is named in honor of Esther De Berdt Reed, wife of COL Joseph Reed, the second Adjutant General of the US Army.

Esther De Berdt Reed epitomized the best qualities of an AG Corps spouse who placed service to the Continental Army and America's first Soldiers during the American Revolutionary War above all else.

Esther De Berdt Reed built and led the largest women's organization of the American Revolution. After the news of the battles of Lexington and Concord, her husband (Joseph Reed) was summoned to join General George Washington as an aide and military secretary. Life was uncertain and dangerous - as it was for countless other women whose husbands joined in the Revolution against the British Crown.

In the fall of 1778, when the American Revolution had been underway for two years, Joseph Reed won election as Governor of Pennsylvania. Esther used this elevated position to show her patriotism by forming the Ladies of Philadelphia - an organization through which women could raise funds to assist General Washington's Army. The Ladies of Philadelphia, headed by Esther, worked to raise the incredible amount of "three hundred thousand continental (paper) dollars, or approximately seventy-five hundred dollars in specie (precious metal coin)" by walking door to door requesting donations from over 1,600 contributors. This amount of money was extraordinary in this time period.

Esther did not live to see her efforts fully realized. Esther de Berdt Reed died on September 18, 1780, at the young age of 34. Sarah Franklin Bache, the daughter of Benjamin Franklin, took over Esther's position and finished the patriotic project. Although she did not see the project finished, Esther's efforts did not go unacknowledged. All of Philadelphia mourned her early death and a moving obituary praised Reed for her efforts and patriotism.

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Eligibility. Spouses / widows of eligible personnel listed in paragraphs 2a through 2e(2) of this MOI, to include spouses/ widows of SESs, General Officers, field grade officers, senior Warrant Officers, senior NCOs, senior Civilian Employees, and Retirees assigned or affiliated to the AG Corps or Army HR Community.

Basis for Selection.

- Significant contributions by an AG Corps or Army HR Community spouse in support of the Army, AG Corps and/ or service to Soldiers, while honoring traditional American military values
- Organizations should use the following evaluation criteria in selecting award nominees:
 - Spouses who provide outstanding examples of volunteerism in support of Army HR / personnel programs in terms of highly successful mission accomplishment
 - Spouses who have an established a pattern of excellence, as recognized by previous accomplishments (i.e., Commander's Award, Community Recognition)
 - Spouses who have demonstrated community involvement with linkages to DoD, DA, Army, AG Corps or local community

Nomination of Candidates. Commands / organizations will provide the follow documents, in sequence, for each spouse nomination packet: The nominating installation / activity will provide updated information on respective nominees that may influence the panel's decision, up to the time of the formal announcement of winners

- Nomination format - Recommending official will provide one sheet of plain bond paper containing the following information: Full name of nominee. Nominee contact information - Name, Telephone, E-mail. 8"x10" head / shoulder color photo
- Recommendation memo from the nominee's chain of command (requires a minimum of LT C Commander endorsement, or Civilian GS-14 if no LTC Commander is available); **recommendation limited to 1 page, (Arial, font size 12)**
- An endorsement from the recommended nominee's supporting senior AG/ HR officer on post, or higher HQs G1; **endorsement limited to 1 page, (Arial, font size 12)**
- Include any other endorsement(s) - highest rank to lowest rank; **endorsement(s) limited to 1 page, (Arial, font size 12)**
- Narrative describing accomplishments
 - **Double-spaced, Arial 12 font, on plain bond paper, not more than two pages**
 - Accomplishments should be as specific as possible
- Nominating official should emphasize the following:

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- Spouse's support to the Army, AG Corps, and service to Soldiers
- Impact to supporting Commanders, Soldiers, Families, and the unit / organization

Note the following:

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- Redact all Personal Identifiable Information (PII) on the ORB; PII is SSN, Date of Birth, Birthplace, Marital Status, Home Mailing Address, Number of Dependents, Spouse Birthplace, and Security Clearance
- The nominating installation / activity will provide updated information on respective nominees, that may influence the panel's decision, prior to the formal announcement of winners

Procedures.

- The nominating command / organization will inform the AGC Spouse of the Year winner that they are encouraged to attend the AG Corps Award Ceremony on 19 June 2020 during the Adjutant General's Corps National Ball in Columbia, SC; recipients will need to pay their own travel expenses
- The AG Corps will add the recipient's names to the Esther De Berdt Reed Award Plaque displayed in the Adjutant General School Hall of Honor. The recipient will also receive a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA)

Point of Contact:

AGC Awards Action Officer

Mr. Marcus Campbell, marcus.a.campbell3.civ@mail.mil or (803) 751-8300 (DSN 734)

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