



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
FORT KNOX, KENTUCKY 40121-5000

REPLY TO
ATTENTION OF:

ATZK-CAF (600)

27 August 2004

MEMORANDUM FOR

Commander, 1st Armor Training Brigade
Commander, 16th Cavalry Regiment
Commandant, Noncommissioned Officers Academy

SUBJECT: Thunderbolt Six Policy Memo No. 40-32 - USAARMC Instructor Awards Program

1. Purpose: To provide guidance for the conduct of the USAARMC Instructor Awards Program to include criteria, selection process and procedures, and awards.

2. TRADOC Instructor categories. Each TRADOC School is responsible for administering an Instructor Awards Program for all instructor personnel in each category on the individual TRADOC Schools' TDA. Per TRADOC guidance, the instructor categories are Noncommissioned Officer, Warrant Officer, Commissioned Officer, and Department of the Army Civilian Instructor.

3. USAARMC Distinguished Instructor Awards Program overview. The USAARMC program recognizes instructor performance at three levels: Instructor of the Month, Instructor of the Quarter, and Instructor of the Year.

a. Instructor of the Month (IOM). Given to instructors who have made a unique contribution to their unit/command, whose performance has exceeded normal expectations, and who has contributed to the success of the organization's mission to train Soldiers.

(1) Selected by unit chain of command. Unit ensures their nominees meet all Instructor and Course Instructor criteria.

(2) Nomination letters are forwarded to USAARMC Staff & Faculty Development Branch (SFDB) (Enclosure 2).

(3) SFDB prepares USAARMC Certificate(s) of Appreciation (ATZK-AG Form 1401b, Aug 02) for the Commanding General's signature and handles the administrative process in obtaining that signature.

(4) The signed certificates are returned to the nominating unit.

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(5) Unit presents certificate(s) per internal awards policy.

b. Instructor of the Quarter (IOQ). Given to instructors who have consistently distinguished themselves over an extended period of time contributing to the success of the organization's mission to train Soldiers.

(1) Selected by unit chain of command. 1st Armor Training Brigade, 16th Cavalry Regiment, and the Noncommissioned Officer Academy will establish an internal selection process per this memo. Each command will submit one nominee in each category (Officer, NCO, and Civilian) as applicable and ensure their nominees meet all Instructor and Course Instructor criteria. Nominee's name is provided to SFDB. Nominees must be a Distinguished Instructor of the Month winner in the previous four (4) months.

(2) SFDB films each candidate conducting regularly scheduled instruction.

(3) SFDB Staff Branch Chief establishes an IOQ Selection Board. At a minimum, board membership will consist of the Armor School CSM, SFDB Branch Chief, and at least one other SFDB staff member.

(4) SFDB selects the winners in each category, prepares the USAARMC Certificate of Appreciation for the Commanding General's signature, and handles the administrative requirements for obtaining that signature.

(5) SFDB Branch Chief prepares Impact AAM Award Recommendation for each military instructor and a Civilian Instructor Impact Award Recommendation and forwards these to the USAARMC Headquarters.

(6) SFDB notifies DPTMS of the selection for inclusion in the USAARMC Quarterly Soldier Recognition Ceremony.

(a) DPTMS coordinates the date and time for the Recognition Ceremony.

(b) SFDB POC ensures certificates and Impact AAMs are provided to the DPTMS POC.

(c) DPTMS coordinates with supporting civilian vendors for additional individual awards.

c. Instructor of the Year (IOY). USAARMC award is named the Joseph M. Hibbs Instructor of the Year Award. This award is given to a USAARMC Commissioned Officer, Warrant Officer, Noncommissioned Officer, and Civilian instructor who has contributed significantly to

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the improvement of the USAARMC training mission. Contributions must include duties in a training development program.

(1) IOY Awards Criteria. An individual nominated for the IOY award must meet the following general criteria:

(a) Served as a certified instructor at or for Fort Knox for at least 6 months before nomination.

(b) Successfully completed the TRADOC required ITC and SGITC (if applicable).

(c) Received no justifiable negative critiques during the 6 months preceding the nomination from students, peers, or supervisors.

(d) Has no disciplinary actions pending.

(e) Authored professional development article(s) or significantly contributed to the development or updating of course instructional material, documented by the nominating unit, during the previous 12 months.

(f) Received a Distinguished Instructor of the Month or Quarter Award during the previous 12 months before nomination date.

(g) Passed the Army Physical Fitness Test (military only).

(h) Meet Army weight and height standards (military only).

(2) IOY Nomination/Selection procedures.

(a) Brigade and Regimentals Commanders and NCOA Commandant Responsibilities.

1. Verify instructor information, paragraph 3c(1) above.

2. Submit IOY awards nominations in the format specified at Enclosure 1.

3. Maintain accurate Instructor Awards records to verify previous instructor awards and evaluations.

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(b) SFDB Responsibilities.

1. SFDB Staff Branch Chief establishes an IOY Selection Board. At a minimum, board membership will consist of the Armor School CSM, SFDB Branch Chief, and at least one other SFDB staff member.

2. Videotape all Hibbs Award nominees.

3. Review nomination packets for the Hibbs Award for completeness upon submission and complete individual ratings based upon the SFDB IOY Selection Board of nominee's film.

4. Select winners in each category based upon SFDB IOY Selection Board members' evaluations.

5. Notify USAARMC Leadership of IOY selections.

6. Recommend/non-recommend USAARMC IOY winners for competition in the TRADOC Instructor of the Year Award.

7. Prepare Impact ARCOM Award recommendation for military winners and appropriate Impact Civilian Award recommendation for USAARMC Commanding General.

8. SFDB notifies DPTMS of the selection for inclusion in the USAARMC Annual Soldier Recognition Ceremony.

(c) DPTMS Responsibilities.

1. DPTMS coordinates the USAARMC Annual Recognition Ceremony.

2. SFDB POC ensures certificates, CG coins, plaques, and an Impact ARCOM are provided to the DPTMS POC.

3. DPTMS coordinates with supporting civilian vendors for additional individual awards.

4. TRADOC Instructor of the Year Program. USAARMC IOY winners in each category are eligible to compete at TRADOC level in their respective categories. SFDB prepares the USAARMC winners for this competition per FK Reg 350-1-1, Appendix H.

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5. IOQ and IOY Unit Selection Boards and Process. 16th Cav Regt, 1st ATB, and the NCOA will establish by SOP the selection process for IOQ and IOY nominees. At a minimum, the selection board will have the following positions:

a. Board Membership.

(1) Board President – Represents the Senior Leader.

(2) Senior Instructor for the unit.

(3) Three certified instructors representing courses under the command.

b. Selection Process.

(1) All candidates are video-taped teaching a scheduled class.

(2) Each member of the board, as a group or individually, reviews each nominee's video-tape and completes a Criterion Scoring Checklist provided by SFDB.

(3) Each member votes for their choice. Nominee with majority vote is the winner.

(4) Board President submits the video-tape of the nominee to SFDB along with applicable documentation/certification.

6. POC for the USAARMC and TRADOC Instructor Awards Programs is Richard S. Edgerly, Chief, Staff & Faculty Development Branch, 4-8382.

2 Encls


TERRY L. TUCKER
Major General, USA
Commanding

Enclosure 1

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MEMORANDUM THRU

(Chain of Command)

FOR Director, CAPO, US Army Armor Center (ATZK-CAF), Fort Knox, KY 40121

SUBJECT: Joseph M. Hibbs USAARMC (FY XX) Instructor of the Year Award Nomination

1. I recommend **(Rank, Name, and SSN)** be awarded the Joseph M. Hibbs USAARMC Instructor of the Year Award in the **(Commissioned Officer, Warrant Officer, Noncommissioned Officer, or Civilian)** category for **(state year: FY XX)** per Appendix I, Fort Knox Regulation 350-1-1, Training Planning, and Management.
2. **(Rank and Name)** has served with distinction as an instructor and training developer in **(Unit)** from **(Month/Yr.)** to **(Month/Yr.)**.
3. **(Name)** has met all the prerequisites as outlined in Fort Knox Regulation 350-1-1.
 - a. Taught at Fort Knox since _____.
 - b. Successfully completed ITC _____.
 - c. Successfully completed SGITC _____. *(If applicable - leave out if nominee not an SGI)*
 - d. Has no disciplinary actions pending.
 - e. Has been recommended by immediate supervisor: **(Rank, Name, and phone number)**
 - f. **(Individual's Name)** has been awarded the Outstanding Instructor Award and/or Distinguished Instructor of the Month, and/or Distinguished Instructor of the Quarter **(Date)**.
 - g. Passed the Army Physical Fitness Test on **(Date)** with a score of _____. **(military only)**
 - h. Meets Army height and weight standards **(Date)** **HEIGHT** ____ / **WEIGHT** _____. **(military only)**
4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**
5. **(Listing of previous instructor awards, if any.)**

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Enclosure 2

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MEMORANDUM THRU

(Chain of Command)

FOR Director, CAPO, US Army Armor Center (ATZK-CAF), Fort Knox, KY 40121

SUBJECT: (Monthly/Quarterly) Instructor Award Nomination

1. I recommend **(Rank, Name, and SSN)** be awarded the **(Name of the Instructor Award)** for **(state period)** per Appendix I, Fort Knox Regulation 350-1-1, Training Planning and Management.
2. **(Rank and Name)** has served with distinction as an instructor and training developer in **(Unit)** from **(Month/Yr)** to **(Month/Yr)**.
3. **(Name)** has met all the prerequisites as outlined in Fort Knox Regulation 350-1-1.
 - a. Taught at Fort Knox since _____.
 - b. Successfully completed ITC _____.
 - c. Successfully completed SGITC _____. *(If applicable - leave out if nominee not an SGI)*
 - d. Has no disciplinary actions pending.
 - e. Has been recommended by immediate supervisor **(Rank, Name, and phone number)**
4. **(Narrative listing courses and blocks of instruction the nominee is cleared to instruct.)**
5. **(Listing of previous instructor awards, if any.)**

SIGNATURE BLOCK