

EXCELLENCE IN ARMOR

BUILDING TOMORROW'S NCO CORPS TODAY



1 JUNE 2020

*U.S. ARMY ARMOR SCHOOL
OFFICE OF THE CHIEF OF ARMOR
FORT BENNING, GEORGIA 31905*

MEMORANDUM FOR RECORD

SUBJECT: Memorandum of Instruction - Excellence in Armor Program

1. General.

a. Purpose. The purpose of this Memorandum of Instruction (MOI) is to establish policies and procedures for implementing the Excellence in Armor (EIA) Program.

b. Scope.

(1) The EIA Program identifies outstanding CMF 19 Soldiers in the ranks of Private through SGT who have demonstrated performance and leadership potential in One Station Unit Training (OSUT) conducted by the 194th Armor Brigade.

(2) The EIA program is also available to enroll Soldiers who qualify for the Expert Soldier Badge (ESB) in the operational force. Units should submit the required MFR (appendix A) to the POC in 7b.

c. The goals for the EIA Program are:

(1) Increase combat readiness across Armor and Cavalry units.

(2) Identification and promotion of highly qualified Armor and Cavalry Soldiers, NCOs and Officers for assignment to key positions for follow up assignment (i.e., Gunner, Team Leader).

(3) Encourage and facilitate Armor and Cavalry Soldiers' career progression and Leadership growth.

(4) Provide quantitative data that will assist Commanders in identifying Soldiers for accelerated promotion and retention of highly qualified Soldiers, NCOs and Officers.

(4) Allow Commander's guidance to implement their EIA program.

2. Responsibilities.

a. The Office of the Chief of Armor (OCA):

(1) Serves as proponent for all aspects of the EIA Program.

(2) Maintains the EIA database.

(3) Provides enrollment letters (Annex A), certificates of achievement (Annex D),

and coins to awardees (Annex E).

(4) Provides units with guidance on the development of an EIA training program.

(5) Maintains and inventories the EIA coins.

(6) Maintains and revises the EIA Standing Operating Procedures as necessary.

(7) Provides HQDA G-1 Personnel Structure and Plans Division with monthly EIA spreadsheets for enrolled Soldiers who are authorized the PDSI code E4J on their SRB.

(8) Publish the names of awardees to the Thunderbolt Blast newsletter quarterly.

b. 194th Armored Brigade:

(1) Develops and maintains EIA tasks list and lesson plans, and includes EIA training in the POI.

(2) Recommends changes to the EIA Program to OCOA.

(3) Briefs all new trainees/Officers on the EIA Program.

(3) Selects EIA OSUT enrollees.

c. HQDA G-1: Documents PDSI "E4J" on SRBs to denote EIA membership.

3. OSUT EIA Program.

a. Selection.

(1) OSUT Soldiers are selected for EIA after entry into Black phase of OSUT. Each Soldier is recommended by their Drill Sergeant and selection is confirmed by the Squadron Command Sergeant Major.

(2) The OSUT Soldier's selection is based on their performance, motivation, and leadership potential. The OSUT Commander's subjective evaluation focuses on the Soldier's tactical and technical proficiency, leadership, potential and motivation.

b. Incentives.

(1) OSUT Commanders may advance up to 10 percent of each 19D and 19K class upon completion of the Basic Combat Training (BCT) portion of OSUT to PV2 and an equal number to PFC upon graduation from OSUT (IAW AR 600-8-19).

(2) OSUT EIA Soldiers should receive additional training (i.e., firing a MGS or live AT-4 during training events).

c. Enrollment.

(1) An OSUT Soldier is not formally enrolled in the EIA Program until he/she graduates. To be formally enrolled the Soldier must meet the following minimum standards:

- ACFT 480 or above (80 points in each event)
- Weapons Qualification Sharpshooter
- Armor or Cavalry Stakes Pass with all first time GO
- UCMJ Actions No UCMJ actions
- Land Navigation 3/4 points successfully found

(2) Battalion S-1 will place the following enrollment documentation in the Soldier's Official Military Personnel File (OMPF):

(a) One copy of EIA enrollment notification letter from the Battalion/Squadron Commander (Annex A).

(b) Soldier's PCS orders to first permanent duty station reflecting enrollment in the EIA program.

(3) Recognition. It is highly recommended that the Company/Troop Commander present the award during graduation ceremonies.

4. Disenrollment

(1) If the chain of command believes that the Soldier's performance or potential warrants removal from EIA, the Battalion/Squadron Commander should remove the Soldier from the program. The Battalion/Squadron Commander must send a letter to OCOA stating the Soldier has been dropped from EIA. The Commander must give the Soldier a copy of the disenrollment letter and should formally counsel them on the reasons for being dropped from EIA (Annex D). **The Soldier can never be re-enrolled, even if the Soldier's performance, motivation, and demonstrated potential meet the standard he previously failed.**

6. Chief of Armor Guidance

a. Based on the constant need for young Soldiers and Leaders to fill roles of greater responsibility, it is highly encouraged that Unit Commander's utilize the EIA program to accelerate the right Soldiers and Leaders into the right positions. EIA provides Commanders a useful tool to make critical personnel decisions. EIA Soldiers selected for enrollment based upon their technical, tactical and leadership potential make excellent candidates for increased responsibilities and accelerated promotions.

b. Commanders can identify EIA Soldiers by PDSI code E4J which may be coded on the Soldier's Enlisted Record Brief (ERB). The EIA SOP and guidance can be found at the OCOA website: <http://www.benning.army.mil/armor/ocoa/>

6. Program Administration.

a. EIA Database and Periodic Reports.

(1) OCOA maintains the EIA database for active and reserve component Soldiers.

b. Unit Administration and Training.

(1) EIA is a Commander's program, and OCOA strongly recommends that Commanders, CSMs, and 1SGs actively manage and monitor the EIA program.
Command support is key to a successful EIA program.

(2) Commanders should designate one NCO to monitor the unit EIA Program as an additional duty. It is recommended that the program be monitored by the Battalion Master Gunner with support from the Company First Sergeants or Senior Training NCO.

7. Point of Contact.

a. Mailing address: Office of the Chief of Armor, Mcginnis-Wickam Hall, 1 Karker Street, Suite 6600, Fort Benning, GA 31905.

b. Phone: SFC Jared W. Duncan, 19D Career Management NCO at DSN (706) 545-0670; e-mail: usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil.

///ORIGINAL SIGNED///
KEVIN D. ADMIRAL
Brigadier General, U.S. Army
Chief of Armor

ANNEX A

**ENROLLMENT LETTER
(UNIT LETTERHEAD)**

Date (Month Day, Year)

Office Title

Soldier's Name, Rank, SSN, MOS
Soldier's AKO address
Company ____, ____, Battalion, ____, Armor
Post, State
Zip

Dear (Rank) (Name):

It gives me great pleasure to inform you that your chain of command has selected you for enrollment in the Excellence in Armor Program. Your selection marks you as a highly motivated top performer and places you among a select group of peers. It also gives you opportunities for accelerated promotions and attendance at career schools. Your unit will afford you special consideration for training and advancement, based on your ability to master critical skills and accept increased responsibility.

I challenge you to continue the same pursuit of excellence that brought you recognition by your chain of command. In doing so, you will make yourself an example to be emulated and gain the respect of all around you.

A copy of this correspondence will be placed in your Official Military Personnel File (OMPF), and Enlisted Records Brief (ERB). In addition, a copy is being furnished to the Office of the Chief of Armor (OCA) at Attn: ATZK-AR, Ft Benning, Georgia 31905, for inclusion in the EIA database.

Sincerely,

Battalion/Squadron
Commander's
Signature Block

ANNEX B
SAMPLE DISENROLLMENT LETTER
(TO BE PREPARED ON YOUR LETTERHEAD)

Date (Month Day, Year)

Office Title

Soldier's Name, Rank, SSN, MOS
Soldier's AKO address
Company ____, ____, Battalion, ____, Armor
Post, State
Zip

Dear (Rank) (Name):

It is my responsibility to inform you that you are being removed from the Excellence in Armor Program. I based this decision on:

You will no longer be afforded the opportunities of the Excellence in Armor Program. A copy of this correspondence will be placed in your Official Military Personnel File (OMPF), and Enlisted Record Brief (ERB). Furthermore, a copy is being furnished to OCOA at Attn: ATZK-AR, USAARMS, Fort Benning, Georgia, 31905.

Sincerely,

Battalion/Squadron
Commander's
Signature Block

**ANNEX D
EXAMPLE CERTIFICATE OF ACHIEVEMENT**



DEPARTMENT OF THE ARMY

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

**PFC Jason Hansford
C Company, 1st Battalion, 67th Armor**

For an outstanding display of professionalism, motivation, performance, and potential leading to your placement in the Excellence in Armor program. The ability to learn tasks designed for Soldiers higher than your grade level demonstrates technical and tactical proficiency, and discipline. The professional image you present serves to inspire and encourage others to strive for excellence. The Chief of Armor salutes your efforts for attaining the Excellence in Armor standards and challenges you to reach for higher levels of leadership and excellence.

22 May 2018

Office of the Chief of Armor
US Army Armor School
Fort Benning, Georgia 31905-5000

Brigadier General, US Army
Commandant

ANNEX E
EXCELLENCE IN ARMOR COIN

