

ARMOR & CAVALRY LEADERSHIP AWARD



STANDARD OPERATING PROCEDURES

1 MAY 2020



DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF OF ARMOR
1 KARKER STREET
MCGINNIS-WICKHAM HALL SUITE 6600
FORT BENNING, GEORGIA 31905-4500

REPLY TO
ATTENTION OF:

ATZK-AR

1 May 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Armor & Cavalry Leadership Program Standard Operating Procedures (SOP)

1. Purpose: This Standard Operating Procedure represents the current policies and procedures for the administration of the Armor & Cavalry Leadership Award Program.
2. Applicability: This SOP applies to all members eligible to compete for the Armor & Cavalry Leadership Award. This includes U.S. Army Armor and Cavalry Officers, NCOs, and Soldiers, as well as those in Armor and Cavalry units.
3. Implementation.
 - a. This SOP is for guidance upon receipt and implementation on order of the Chief of Armor, Fort Benning, Georgia.
 - b. A copy of this SOP can be obtained from the Office, Chief of Armor website at www.benning.army.mil/armor/ocoa.
 - c. Any comments or recommended changes to this SOP can be submitted to the Armor & Cavalry Leadership Custodian through the OCOA website.
4. The POC for this action is the Armor & Cavalry Leadership Custodian, MSG Daniel at 706-626- 1921 or kurt.d.daniel.mil@mail.mil.

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

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CHAPTER 1

OVERVIEW

ARMOR & CAVALRY LEADERSHIP PROGRAM

1-1 Purpose

This Standard Operating Procedure (SOP) represents the current policies and procedures for the administration of the Armor & Cavalry Leadership Award Program.

1-2 Applicability

This SOP applies to US Army Armor and Cavalry units; and US Army Armor and Cavalry Officers, NCOs, and Soldiers eligible to compete for the Armor & Cavalry Leadership Award.

1-3 Function

To provide information and guidance to all units and individuals competing for the Armor & Cavalry Leadership Award.

1-4 Summary

The Armor & Cavalry Leadership Award Program recognizes outstanding Cavalry and Armor leaders and units. The following are the currently available Armor & Cavalry Leadership Awards:

- a. Armor & Cavalry Leadership Award – Active Component Company/Troop. The award is presented on an annual basis to a deserving unit selected by the winning unit's division/regimental Commander. Evaluation is conducted for the period of 01 January through 31 December (annually). See chapter 5 for award eligibility and criteria.
- b. Armor & Cavalry Leadership Award – Separate Unit Company/Troop. In accordance with the procedures and specific guidance established by the Office of the Chief of Armor, the 194th Armored Brigade, 316th Cavalry Brigade will compete annually for the Armor & Cavalry Leadership Unit Award. See chapter 6 for award eligibility and criteria.
- c. Armor & Cavalry Leadership Award – Army National Guard Company/Troop. The award is presented on an annual basis to a deserving unit selected by the Commander of each Brigade or other organization with Armor or Cavalry units.

Evaluation is conducted for the period of 01 January through 31 December. See chapter 7 for award eligibility and criteria.

- d. Armor & Cavalry Leadership Award – Army National Guard Regional Training Institute. The Armor Battalions at the Army National Guard Regional Training Institutes of Idaho, Mississippi, Pennsylvania, Tennessee, and Texas will compete collectively for the Armor & Cavalry Leadership Unit Award. Evaluation is conducted for the period of 01 January through 31 December. See chapter 8 for award eligibility and criteria.
- e. Armor & Cavalry Leadership Award – Individual Student. The Armor & Cavalry Leadership Program will recognize the Armor or Cavalry student of the cycle for each Armor/Cavalry Initial Entry Training (IET), Noncommissioned Officer Education System (NCOES) – both Active Component and Army National Guard Regional Training Institutes (ARNG RTI), and Officer Education System (OES) course. See chapter 9 for award eligibility and criteria.
- f. Armor & Cavalry Leadership Award – Individual Instructor/Drill Sergeant. The Armor & Cavalry Leadership Program will annually recognize one Armor/Cavalry Instructor and Drill Sergeant in each US Army Armor School training unit and each of the five ARNG RTIs. See chapter 10 for award eligibility and criteria.
- g. Armor & Cavalry Leadership Award – Battalion Commander/ Command Sergeant Major. The Armor & Cavalry Leadership Award Program will recognize those Officers selected for command from a command selection list (CSL) position and NCOs selected for Command Sergeant Major from a command selection list and appointed as CSM. See chapter 11 for award eligibility and criteria.
- h. Armor & Cavalry Leadership Award – Brigade Commander/ Command Sergeant Major. The Armor & Cavalry Leadership Award Program will recognize those Officers selected for command from a command selection list (CSL) position and NCOs selected for Command Sergeant Major from a command selection list and appointed as CSM. See chapter 12 for award eligibility and criteria.
- i. An individual may only receive one Armor & Cavalry Leadership Coin, or Goodrich Riding Mini-Trophy, even if she/he receives multiple Armor & Cavalry Leadership Awards.

CHAPTER 2

GOODRICH RIDING TROPHY

2-1 Summary

Each division, regiment or eligible separate unit will be provided a Goodrich Riding Trophy as a representation of the Armor & Cavalry Leadership Program.

- a. The trophy is entrusted to the care of the receiving unit until the unit is reflagged, inactivated, or has no unit eligible to compete in the award program. Should a unit fit one of these categories, the Goodrich Riding Trophy must be returned to the Armor & Cavalry Leadership Custodian at the address shown below:

**Office of the Chief of Armor
ATTN: Armor & Cavalry Leadership Custodian
1 Karker Street, Suite 6600
Fort Benning, GA 31905-5000**

- b. The trophy will be maintained at the Divisional or Regimental Headquarters unless expressly approved by the Armor & Cavalry Leadership Council. The receiving unit is responsible for the maintenance and accountability of its trophy.
- c. A Gift of Deed shall be signed by a representative of the Division or Regiment establishing the trophy as permanent property of the unit until such time as the unit is no longer eligible to possess the trophy as outlined in section (a) above.

CHAPTER 3

ARMOR & CAVALRY LEADERSHIP AWARD HISTORY

3-1 Purpose

The Armor & Cavalry Leadership Award is given annually to promote, sustain, and recognize excellence in leadership in Armor and Cavalry units. The award also recognizes individuals who exhibit excellence in leadership or training, or who make significant contributions to the force. The Draper Combat Leadership Trust Fund located at the US Army Armor School, Fort Benning, Georgia finances the award program.

3-2 History

The Armor & Cavalry Leadership Award was established in 1924 as the "Cavalry Leadership Test for Small Units". The test was oriented to the platoon level of Horse Cavalry. The first Cavalry Leadership Test for small units was held at Fort Riley, Kansas--then home of the Cavalry School.

From 1928 to 1940, platoon-size competition was held at various locations across the United States--Fort Clark, Texas; Fort Myer, Virginia; Fort Ethan Allen, Vermont; and Fort Knox, Kentucky.

The year 1939 saw a new dimension added to the competition--Mechanized Cavalry. Mechanized Cavalry Regiments sent their competitors (motorized), resulting in the Horse Cavalry never again dominating the competition. This advent of modernization resulted in the need for changes to keep the competition in line with the times.

The competition was suspended from 1941 to 1946 due to the United States' involvement in World War II. At the end of the war, the competition resumed and the name changed to the "Armored Cavalry Leadership Test" to reflect evolutionary changes in the Armor Force.

In 1955, Army Regulation 672-73, Decorations, Awards and Honors--Armor & Cavalry Leadership Awards, was published. The new regulation stipulated that tests would be held to determine the best platoon in a designated armored division. At this time, the official name for the award became the "Armor Leadership Award." Provisions were also made to allow National Guard armored divisions the opportunity to hold the competition whenever designated by the Commanding General, Continental Army Command. Competition events included categories such as physical training tests, military stakes, vehicle maintenance, individual appearance, and tactical operations.

In 1960, AR 672-73 was revised to correct a serious shortfall in the 1955 version. The regulation was changed to read in part "the Armor Leadership Award is intended to promote combat leadership in Armor units."

AR 672-73 was revised again in June 1978. Effective 01 August 1978, the regulation authorized the Commander of each armored and infantry division, armored cavalry regiment, separate armor brigade (including mechanized brigade), and armor group of the active Army, Army National Guard, and the United States Army Reserve to annually select the outstanding tank or cavalry unit, including attack helicopter and air cavalry units, under his command. The Armor Leadership Award was no longer limited to just an armored division; wherever there was an armored unit there would be an Armor Leadership Award. The level of competition was left at the discretion of the commander allowing for platoon thru battalion-sized elements to participate in the contest. Mechanized infantry units were allowed to compete at the discretion of the commander, but the contest was only open to armor or cavalry Soldiers.

AR 672-73, 1 November 1980, Armor Leadership Award. Eliminated mechanized infantry units from consideration and fixed responsibility for the administration of the award in the Army Reserve to Regional Headquarters. Selection procedures changed from a specific competition to the overall performance of an organization throughout the calendar year. This change was made in order to minimize the need for additional records or tactical exercises.

In 1991, the proponent for the Armor Leadership Award and custodianship for the Goodrich Riding Trophies was given to the Chief of Armor and Commanding General of Fort Knox by the Commander, Training and Doctrine Command. At the same time, Department of the Army rescinded AR 672-73 and tasked the Chief of Armor to write and maintain the Armor Leadership Award regulation. That regulation was published on 5 March 1997 as Fort Knox Regulation 672-4. The Office of the Chief of Armor administers the Armor & Cavalry Leadership Program for the Chief of Armor.

In 2005, Army and Armor transformation created a need for the Armor Leadership Unit Awards criteria to be revised. Three guiding principles were established for the Armor Leadership Unit Awards:

1. Units will compete against other units with like missions.
2. An equitable number of company/troop elements will compete against each other for the unit award.
3. The program will provide the maximum number of Armor Company and Cavalry troop Commanders and First Sergeants the opportunity to compete.

Since it is not always possible to fully comply with all three principles based on geographic dispersion and the existence of separate Armor and Cavalry units, the separate Armor Company/Cavalry Troop competition was created. The Office of the Chief of Armor is charged by the Chief of Armor to annually review the program to ensure compliance to the maximum extent possible.

In 2010 the Armor School and all of its components moved to Ft Benning, GA along with the Office of the Chief of Armor.

The Armor & Cavalry Leadership Program SOP has been updated to support modularity and awards the Armor & Cavalry Leadership Award to all Commanders and Command Sergeants Major of Armor and Cavalry organizations.

In 2016, the Award's name was changed from the Draper Armor Leadership Award to the Armor & Cavalry Leadership Award to reflect current Army values.

CHAPTER 4

GOODRICH RIDING TROPHY HISTORY

4-1 Purpose

The Goodrich Riding Trophy is the symbol of the Armor & Cavalry Leadership Award. A trophy is distributed to each active Army division, separate brigade, armored cavalry regiment, and each Army Headquarters (Reserve). **The Goodrich Riding Trophies are the property of the Armor & Cavalry Leadership Award Fund until gifted to the unit with a Gift of Deed.** Each command will retain their Goodrich Riding Trophy unless they are deactivated or are no longer eligible for the award.

4-2 History

The Goodrich Riding Trophy resulted from a conversation between Major L.E. Goodrich, Cavalry Reserve, and General Malin Craig, Chief of Cavalry, in 1926. Originally, Major Goodrich donated \$500 to sponsor a mounted service ride. However, the final outcome of correspondence between the Chief of Cavalry and Major (later Colonel) Goodrich was the bronze equestrian statue shown in Appendix E.

A. Phimister Proctor, one of America's leading sculptural artists of the time, was commissioned to design and sculpture the Goodrich Riding Trophy. Proctor, who made a specialty of sculpting animals--particularly horses, produced a masterpiece of a Cavalry Trooper attacking with a drawn pistol using Sergeant Wotiski and his mount "Peggy" as models.

The original objective of the Goodrich Riding Trophy was to stimulate interest in cavalry training. It was to be awarded on an annual basis to the cavalry troop in the US Army deemed most proficient in a variety of areas. The Chief of Cavalry prescribed criteria and conditions for this competition. Competition ended in 1934 when the trophy had been won three years in succession and retired by the 3d Cavalry. The original Goodrich Riding Trophy remains the property of the 3d Cavalry Museum.

In 1974, the Combat Leadership Trust Fund at Fort Knox and Colonel David K. Doyle, 54th Colonel of the 3d Cavalry, began collaboration on a project to revive the Goodrich Riding Trophy as the basis for awarding an annual Armor & Cavalry Leadership Award. The purpose of this award was to promote and recognize leadership in the Armor community by annually selecting the unit that performs in the most consistently outstanding manner. In 1977, the council voted to award a contract for reproduction, in bronze, of 46 copies of the Goodrich Riding Trophy to be distributed to divisions and separate armor units throughout the Army.

In mid-2005, all of the Goodrich Riding Trophies were recalled from the field to re-establish accountability and to conduct the first maintenance since their implementation in 1977. The Army-wide accountability revealed that between 1977 and 2005 nine

trophies were unaccounted for and officially written off as losses. A \$25,000 restoration process was initiated to repair/restore 20 of the returned 37 trophies and to replace all of the bases with Italian marble. To improve accountability, a recess was created in the bottom of the marble base to allow for the placement of a detailed data plate.

CHAPTER 5

ARMOR & CAVALRY LEADERSHIP UNIT AWARD COMPANY AND TROOP - ACTIVE COMPONENT

5-1 Purpose

To outline the procedures and guidelines concerning the Armor & Cavalry Leadership Unit Award for Active Armor Companies and Cavalry Troops.

5-2 Summary

In accordance with the Armor & Cavalry Leadership Award SOP, the Commander of each armored and infantry division, cavalry regiment, or other organizations with Armor or Cavalry units, as approved by the Armor & Cavalry Leadership Award Council, of the active Army will select annually the most outstanding Armor Company or Cavalry Troop in his/her command.

5-3 Discussion

- a. Only Armor Companies, Cavalry Troops and SBCT Weapons Troops are eligible to receive the Armor & Cavalry Leadership Unit Award. HHC/HHT's do not meet the criteria for the award.
- b. The award is presented on an annual basis to a deserving unit selected by the winning unit's division/regimental Commander in accordance with Armor & Cavalry Leadership Award SOP. Evaluation is conducted for the period of 01 January through 31 December.
- c. Only one Commander and First Sergeant for a given company / troop may receive the award. The award may be given to the Commander / First Sergeant that served the more significant amount of time in position or it may be awarded to the Commander / First Sergeant that made the more significant contribution during the evaluation period. Individuals must serve in the position long enough to have had a significant contribution toward winning the award. Requests for Armor & Cavalry Leadership Awards for multiple Commanders and First Sergeants in the same company / troop must be accompanied by supporting justification of the individual's contribution. The Armor Commandant will determine if multiple individuals will receive the award based on the supporting justification.
- d. Each division/regiment is responsible for establishing its own criteria for selecting the top tank company or cavalry troop. The exceptions are the separate units: 194th Armored Brigade, 316th Cavalry Brigade. The procedures for these units are outlined in chapter 6.

- e. Upon selecting a winning unit, a memorandum is submitted no later than 01 December. This memorandum consists of the winning unit's designation and the full names of the Commander and First Sergeant along with the dates they served in position. The memorandum is signed by the Division/Regimental Commander and submitted via the Armor & Cavalry Leadership web address at: **usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil.**

5-3 Sample Memorandum

Memorandum for Armor & Cavalry Leadership Award Active Component Company/Troop Unit Nomination (Example)

DEPARTMENT OF THE ARMY
HEADQUARTERS, 12TH ARMORED DIVISION
FORT HOOD, TEXAS 00000-0000

Office Symbol

---- Date ----

MEMORANDUM FOR Chief of Armor, US Army Armor School, ATTN: ATZK-AR (Armor Leadership), Fort Benning, GA 31905.

SUBJECT: Armor & Cavalry Leadership Award

1. The XXth Armored Division proudly announces its annual recipient of the Armor & Cavalry Leadership Award. The winning unit is:

Bravo Company, 2nd BN, 87th Armor
Commander: CPT Thomas D. Smith (from date/to date)
First Sergeant: 1SG Kevin C. Brown (from date/to date)

2. Please send the awards to:

Commander
12th Armored Division
ATTN: AETX-DDC-E, G3 (CPT Jones/SGM Round)
1st Street, Bldg. 123, Room 25
Fort Hood, Texas 00000-0000

3. POC this HQs is CPT Jones, G-3 Training, 555-555-5555 or email at **henry.i.jones.mil@mail.mil**.

LUIS H. JACKSON Battalion/Squadron Commander
LTC, AR
Commanding

KEVIN G. BROWN Brigade/Regimental Commander
COL, AR
Commanding

JOHN MAYFIELD Division Commander or Division Commanders Representative
MG, USA
Commanding

5-4 Awards

The Commander and First Sergeant will each receive the following:

- a. Goodrich Mini-Trophy.
- b. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- c. Armor & Cavalry Leadership Coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

5-5 Allocation for Armor & Cavalry Leadership Awards by Unit

- a. 1st Cavalry Division, 1st Infantry Division, 1st Armor Division, 3rd Infantry Division, and 4th Infantry Division will each receive one Armor & Cavalry Leadership Award for the winning Armor Company or Cavalry Troop.
- b. 10th Mountain Division, 82nd ABN Division, 101st ABN Division, 25th Infantry Division (Hawaii), and 173rd ABN BDE will each receive one Armor & Cavalry Leadership Award for the winning Cavalry Troop.
- c. 7th Infantry Division, 25th Infantry Division (USARAK), 2nd Cavalry Regiment, 3rd Cavalry Regiment, and 11th Cavalry Regiment will each receive one Armor & Cavalry Leadership Award for the winning Cavalry Troop, Weapons Troop or Armor Company.
- d. 194th Armored Brigade, 316th Cavalry Brigade will compete for one Armor & Cavalry Leadership Award per their respective brigades; packets will be submitted to OCOA and evaluated by the Armor & Cavalry Leadership Award Council. See Chapter 6 for submission details.
- e. Units on rotational assignments separate from their organic division or regimental headquarters may still be selected as the Armor & Cavalry Leadership Award winner by their organic division/regimental commander. **Rotational commands may submit recommendations to the organic unit.**

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping building number and street address to avoid trophies, coins and certificates being returned to Fort Benning.

CHAPTER 6

ARMOR & CAVALRY LEADERSHIP UNIT AWARD - SEPARATE UNIT

(194th Armored Brigade, 316th Cavalry Brigade, Fort Benning, GA)

6-1 Purpose

To outline the procedures and guidelines concerning the Armor & Cavalry Leadership Award for the separate Armor and Cavalry competing units.

6-2 Summary

In accordance with the procedures and specific guidance established by the Office of the Chief of Armor, the Fort Benning and Fort Polk based units--194th Armored Brigade, 316th Cavalry Brigade will compete for the Armor & Cavalry Leadership Unit Award.

6-2 Discussion

- a. Only Armor Companies and Cavalry Troops are eligible to receive the Armor & Cavalry Leadership Unit Award. HHC/HHT's do not meet the criteria for the award.
- b. In order to sustain a viable Armor & Cavalry Leadership competition, the 194th Armored Brigade and 316th Cavalry Brigade will each select their top Armor or Cavalry troop to compete for the unit Armor & Cavalry Leadership Award. The Director, Office of the Chief of Armor will conduct a panel to choose the winning troop from the brigade's nominations, which are submitted in accordance with the evaluation timeline. Evaluation is conducted over a 12-month period, 01 January through 31 December.
- c. A "Separate Unit Armor & Cavalry Leadership Award Submission Form" will be submitted no later than 01 December. The Commander of the 194th Armored Brigade and 316th Cavalry Brigade will submit a completed packet for the Armor/Cavalry unit he/she selects as the outstanding troop within his/her unit. Upon receipt, the Director of the Office of the Chief of Armor will review each packet and determine the winning troop from each brigade based on the information provided. The Armor & Cavalry Leadership Custodian will then compile the results and notify the winning units.
- d. All packets will be submitted via the Armor & Cavalry Leadership email address at usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil.

- e. There is no standard format for the Armor & Cavalry Leadership Award. The criteria for competition will include, but is not limited to: Expert Soldier Badge (ESB) recipients in company/troop, APFT average, personal and crew served weapons qualification, maintenance readiness rate, gunnery scores, Excellence in Armor enrollment, safety incidents and notable events / occurrences. Commanders can also submit any additional notable information for their individual units. Once again, format is left to the discretion of the submitting unit.

6-3 Sample Armor & Cavalry Leadership Separate Unit Award Submission

The following information is submitted on behalf of "Troop" for the XXXX Calendar Year.

- o Expert Soldier Badge (ESB) recipients in the past 12 months
- o Army Physical Fitness Test Average (APFT)
- o Personal weapons qualification: (how many expert, sharp shooters...)
- o Number of Excellence in Armor members who were enrolled in the past 12 months
- o Safety: (Identify your significant safety accomplishments over the past 12 months.)
- o Maintenance Operational Readiness (OR) percentage
- o Include Troop Commander and 1SG Name, and period of assignment

**SEPARATE UNIT
ARMOR & CAVALRY LEADERSHIP AWARD SUBMISSION FORM
(194th Armored Brigade, 316th Cavalry Brigade)**

APFT Average	Total # Tested	Total # Pass	Total # Fail	Average Pass Score
Personal Weapons	Total # Qualifiers	# Expert	# Sharpshooter	# Marksman
5.56/ 9MM/				
Avg Expert Avg Sharpshooter Avg Marksman				
5.56/ 9MM/ 5.56/ 9MM/ 5.56/ 9MM/				
Expert Soldier Badge / Excellence in Armor	Total #	Enrolled (Curr FY)	Disenrolled (Curr FY)	Avg Enrolled (Ann)
Safety				
Maintenance OR				
Notable Events				

6-4 Awards

The Commander and First Sergeant will each receive the following:

- a. Goodrich Mini-Trophy.
- b. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- c. Armor & Cavalry Leadership Coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping building number and street address to avoid trophies, coins and certificates being returned to Fort Benning.

CHAPTER 7

ARMOR & CAVALRY LEADERSHIP UNIT AWARD COMPANY AND TROOP- ARMY NATIONAL GUARD

7-1 Purpose

To outline the Armor & Cavalry Leadership Unit Award procedures and guidelines for the Armor Companies and Cavalry Troops in the Army National Guard.

7-2 Summary

In accordance with the Armor & Cavalry Leadership SOP, the Commander of each Brigade or other organizations with Armor or Cavalry units, as approved by the Armor & Cavalry Leadership Council, of the Active Army, Army National Guard, and the United States Army Reserve will select annually the outstanding Armor Company or Cavalry Troop of his/her command based on the matrix in paragraph 7-3.

7-3 Discussion

- a. Only Armor Companies and Cavalry Troops are eligible to receive the Armor & Cavalry Leadership Unit Award. HHC/HHT's do not meet the criteria for the award.
- b. The award is presented on an annual basis to a deserving unit nominated by the Brigade Commander and submitted to the Armor & Cavalry Leadership Committee in accordance with the Armor & Cavalry Leadership SOP. **The Armor & Cavalry Leadership Committee will board the nominations by region, to select the winner.** Evaluation is conducted for the period of 01 January through 31 December.
- c. The Office Chief of Armor developed the "regional" Award program for ARNG based on Army transformation, loss of divisional headquarters and to retain relative equity in the number of companies competing for the award. The winning unit in each of the six regions will be selected by a panel from the individual packets submitted by each Brigade.
- d. Each Brigade is responsible for establishing its own criteria for selecting the top tank company or cavalry troop for submission to the committee. However, each brigade must submit a packet for their selected company/troop in the format provided in paragraph 31.
- e. An Armor & Cavalry Leadership packet will be submitted no later than 1 December (annually). The Commander will submit a completed packet for the unit he/she selects as the outstanding troop/company within the organization.

Upon receipt, the Director of the Office of the Chief of Armor (OCA) will review each packet and determine the winning unit within each region based on the information provided. The Armor & Cavalry Leadership Custodian will then compile the results and notify the winning unit.

- f. All packets will be submitted via the Armor & Cavalry Leadership Email address at usarmy.benning.mcoe.mbx.armor-oca@mail.mil
- g. Only one Commander and First Sergeant for a given company / troop may receive the award. The award may be given to the Commander / First Sergeant that served the more significant amount of time in position or it may be awarded to the Commander / First Sergeant that made the more significant contribution during the evaluation period. Individuals must serve in the position long enough to have had a significant contribution toward winning the award. Requests for Armor & Cavalry Leadership Awards for multiple Commanders and First Sergeants in the same company / troop must be accompanied by supporting justification of the individual's contribution. The Armor Commandant will determine if multiple individuals will receive the award based on the supporting justification.
- h. The following matrix is a breakdown of the regions for the Armor & Cavalry Leadership Unit Leadership Award and the number and type of unit awards that they are authorized to select annually.

NOTE: The regions and units identified in the matrix are not "official" designations. They are identified for purposes of the Armor & Cavalry Leadership Program only.

Region	TANK COMPANY AWARD	CAV TROOP AWARD
1	1	1
2	1	1
3	0	1
4	0	1
5	0	1

1	29 IBCT	41 IBCT	81 SBCT	79 IBCT	116 ABCT	155 ABCT
2	1/34 ABCT	2/34 IBCT	30 ABCT	56/36 IBCT	72/36 IBCT	278 ABCT
3	39 IBCT	45 IBCT	48 IBCT	53 IBCT	256 IBCT	
4	32 IBCT	33 IBCT	37 IBCT	76 IBCT	116 IBCT	
5	2/28 IBCT	56/28 SBCT	27 IBCT	44 IBCT	86 IBCT	

7-4 Sample ARNG Armor & Cavalry Leadership Unit Award Submission

The following information is submitted on behalf of "Company"/ "Troop" for the XXXX Calendar Year.

- Expert Soldier Badge (ESB) recipients in the past 12 months
- Army Physical Fitness Test Average (APFT)
- Personal weapons qualification: (how many expert, sharp shooters, marksmen)
- Gunnery Scores Average: (all weapons systems, distinguished, superior, qualified)
- Number of Excellence in Armor members who were enrolled in the past 12 months
- Safety: (Identify your significant safety accomplishments over the past 12 months.)
- Maintenance Operational Readiness (OR) percentage
- Notable Events: (Provide supporting documentation.)
- Include Troop Commander and 1SG Name, and period of assignment

EXAMPLE UNIT ARMOR & CAVALRY LEADERSHIP AWARD SUBMISSION FORM

APFT Average	Total # Tested	Total # Pass	Total # Fail	Average Pass Score
Personal Weapons	Total # Qualifiers	# Expert	# Sharpshooter	# Marksman
	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/
		Avg Expert	Avg Sharpshooter	Avg Marksman
		5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/
Crew Served Weapons	Total Crews	Distinguished Crews	Superior Crews	Qualified Crews
M240				
.50 Cal				
MK-19				
TOW				
120MM				
Expert Soldier Badge / Excellence in Armor	Total #	Enrolled (Curr FY)	Disenrolled (Curr FY)	Avg Enrolled (Ann)
Safety				
Maintenance OR				
Notable Events				

7-5 Awards

The Commander and First Sergeant will each receive the following:

- a. Goodrich Mini-Trophy.
- b. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- c. Armor & Cavalry Leadership Coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping data, i.e., street address and building number to avoid trophies, coins and certificates being returned to Fort Benning.

CHAPTER 8

ARMOR & CAVALRY LEADERSHIP UNIT AWARD - ARMY NATIONAL GUARD REGIONAL TRAINING INSTITUTE

8-1 Purpose

To outline the procedures and guidelines concerning the Armor & Cavalry Leadership Award for the Armor Battalions at each Army National Guard Regional Training Institute (RTI).

8-2 Summary

In accordance with the procedures and specific guidelines established by the Office of the Chief of Armor, the Armor Battalions at the Army National Guard Regional Training Institutes of Idaho, Mississippi, Pennsylvania, Tennessee, and Texas will compete collectively for the Armor & Cavalry Leadership Unit Award.

8-3 Discussion

- a. Only Armor Battalions are eligible to receive the Armor & Cavalry Leadership Unit Award. HHC/HHT's do not meet the criteria for the award.
- b. The RTIs will submit on their own behalf, and the Director, Office of the Chief of Armor will conduct a panel to choose the award winner. The award is presented on an annual basis, and the period of each evaluation is 01 January through 31 December.
- c. If a unit wishes to be considered for this award, submission will occur no later than 1 December (annually). Upon receipt, the Director, Office of the Chief of Armor will review each packet and determine the winning unit based on the information provided. The Armor & Cavalry Leadership Custodian will compile the results and notify the winning unit.
- d. All packets will be submitted via the Armor & Cavalry Leadership Email address at usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil
- e. There is no standard format for the Armor & Cavalry Leadership Award submission. The criteria for competition will include, but is not limited to: Expert Soldier Badge (ESB) recipients, APFT average, personal weapons qualification, operational readiness rate, safety record and notable events/occurrences. Commanders may also submit any additional notable information for their individual units. Once again, format is left to the discretion of the submitting unit.

8-4 Sample ARNG RTI Unit Award Submission

"The following information is submitted on behalf of "X/XXX RTI" for Calendar Year XXXX."

- Expert Soldier Badge (ESB) recipients in the past 12 months
- Army Physical Fitness Test Average (APFT)
- Personal weapons qualification (expert, sharp shooters, etc.)
- Number of Excellence in Armor (EIA) members enrolled in the past 12 months
- Safety: Identify significant safety accomplishments over the past 12 months
- Maintenance: Operational Readiness (OR) percentage

ARNG RTI SEPARATE UNIT ARMOR & CAVALRY LEADERSHIP AWARD SUBMISSION FORM

APFT Average	Total # Tested	Total # Pass	Total # Fail	Average Pass Score
Personal Weapons	Total # Qualifiers	# Expert	# Sharpshooter	# Marksman
	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/
	Avg Expert	Avg Sharpshooter	Avg Marksman	
	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/	5.56/ 9MM/
Expert Soldier Badge / Excellence in Armor	Total #	Enrolled (Curr FY)	Disenrolled (Curr FY)	Avg Enrolled (Ann)
Safety				
Maintenance OR				
Notable Events				

8-5 Awards

The Winning RTI will receive the following:

- a. Goodrich Mini-Trophy.
- b. Armor & Cavalry Leadership certificate signed by the Chief of Armor.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping data, i.e., street address and building number to avoid trophies, coins and certificates being returned to Fort Benning

CHAPTER 9

ARMOR & CAVALRY LEADERSHIP AWARD INDIVIDUAL STUDENT

9-1 Purpose

To outline the procedures and guidelines concerning the Individual Student Armor & Cavalry Leadership Award.

9-2 Summary

In accordance with the procedures and guidance established by the Office of the Chief of Armor, the Armor & Cavalry Leadership Program will recognize the Armor or Cavalry student of the cycle for each Armor/Cavalry Initial Entry Training (IET), Noncommissioned Officer Education System (NCOES) – both Active Component and Army National Guard Regional Training Institutes (ARNG RTI), and Officer Education System (OES) course.

9-3 Discussion

Only Armor Branch Officers and CMF 19 Enlisted Soldiers are eligible to receive the Armor & Cavalry Leadership Individual Student/Instructor/Drill Sergeant Award.

The Armor & Cavalry Leadership Award Program will provide an individual award to selected students who attend Armor/Cavalry IET, NCOES, or OES courses upon their graduation from the US Army Armor School. These awards are based on demonstrated professional expertise and leadership during their attendance at the course. While the honor graduate may also win the Armor & Cavalry Leadership Award, it does not have to be the same Soldier/NCO/Officer.

The individual student award will be presented for the following:

- a. Armor Basic Officer Leaders Course (A-BOLC)
- b. Advance Leaders Course (ALC) (1 each for 19K and 19D)
- c. Maneuver Senior Leaders Course (M-SLC) (1 each for 19K and 19D)
- d. MOS 19D and 19K One Station Unit Training (OSUT)
- e. Each ARNG RTI NCOES course (ALC, M-SLC)

9-4 Awards

- a. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- b. Armor & Cavalry Leadership Coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping data, i.e., street address and building number to avoid trophies, coins and certificates being returned to Fort Benning.

CHAPTER 10

ARMOR & CAVALRY LEADERSHIP AWARD INDIVIDUAL INSTRUCTOR/DRILL SERGEANT

10-1 Purpose

To outline the procedures and guidelines concerning the Individual Instructor/Drill Sergeant Armor & Cavalry Leadership Award.

10-2 Summary

In accordance with the procedures and guidance established by the Office of the Chief of Armor, the Armor & Cavalry Leadership Program will recognize the Armor or Cavalry Instructor and Drill Sergeant in each US Army Armor School training unit and each of the five ARNG RTIs.

10-3 Discussion

- a. Only Armor Branch Officers and CMF 19 Enlisted Soldiers are eligible to receive the Armor & Cavalry Leadership Individual Student/Instructor/Drill Sergeant Award.
- b. The Armor & Cavalry Leadership Award Program will provide an individual award to the Instructor or Drill Sergeant for US Army Armor School Armor and Cavalry IET, NCOES, ARNG RTI Instructor, or OES courses/organizations as follows:
- c. 194th Armored Brigade: One 19D and 19K instructor and one 19D and 19K Drill Sergeant per year. (Total 4)
- d. 316th Cavalry Brigade: One Officer instructor and two NCO instructors each. (Total 3)
- e. Noncommissioned Officer Academy: One each 19K ALC, 19D ALC, and M-SLC instructor per year. (Total 3)
- f. Army National Guard Regional Training Institute: One ALC and one SLC instructor per RTI per year; ID (1), MS (1), PA (1), TN (1), and TX (1), (Total 5).
- g. The Annual Armor & Cavalry Leadership Award is “not” the instructor of the year award; it is recognition of the instructor who exhibits the highest leadership qualities. All Armor & Cavalry Leadership awards must be a recognition of excellence in “leadership”. (However, the instructor of the year can also be the Armor & Cavalry Leadership winner, if he/she is both the top “technical” instructor and top leader.)

- h. The award is presented on an annual basis to a deserving individual selected by the unit's Commander/Commandant in accordance with the Armor & Cavalry Leadership SOP. Evaluation is conducted for the period of 01 January through 31 December. Each unit is responsible for establishing its own criteria for selecting the top individual. Upon selection a memorandum is submitted no later than 1 December.

10-4 Awards

- a. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- b. Armor & Cavalry Leadership Coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

NOTE: All units need to ensure that the shipping address that is annotated in the award memorandum has the correct shipping data, i.e., street address and building number to avoid trophies, coins and certificates being returned to Fort Benning.

CHAPTER 11

ARMOR & CAVALRY LEADERSHIP AWARD BATTALION/SQUADRON/BRIGADE COMMANDER/COMMAND SERGEANT MAJOR

11-1 Purpose

To outline the procedures and guidelines concerning the recognition of Officers selected for Battalion/Squadron/Brigade command and CMF 19 NCOs selected to serve as CSMs or SGMs and non CMF 19 NCOs appointed as Battalion/Squadron/Brigade Command Sergeant Major who have Armor/Cavalry Soldiers within their formations.

11-2 Summary

In accordance with the procedures and guidance established by the Office of the Chief of Armor, the Armor & Cavalry Leadership Award Program will recognize those Officers selected for command from a command selection list (CSL) position, CMF 19 NCOs selected to serve as CSMs or SGMs and non CMF 19 NCOs selected for Command Sergeant Major from a command selection list and appointed as CSM who have Armor/Cavalry Soldiers within their formations.

11-3 Discussion

- a. All Armor Officers selected from the Command Select List (CSL) for Battalion and Brigade command are eligible for the Commanders award. Additionally, all Officers in Command of Armor/Cavalry Soldiers at the BN and BDE level are eligible for the Armor & Cavalry Leadership award.
- b. CMF 19 NCOs who graduate the USASMA are eligible for the Armor & Cavalry Leadership award.
- c. Non CMF 19 CSMs selected to serve as the Command Sergeant Major of Armor/Cavalry Soldiers at the BN level are eligible for the Armor & Cavalry Leadership award.

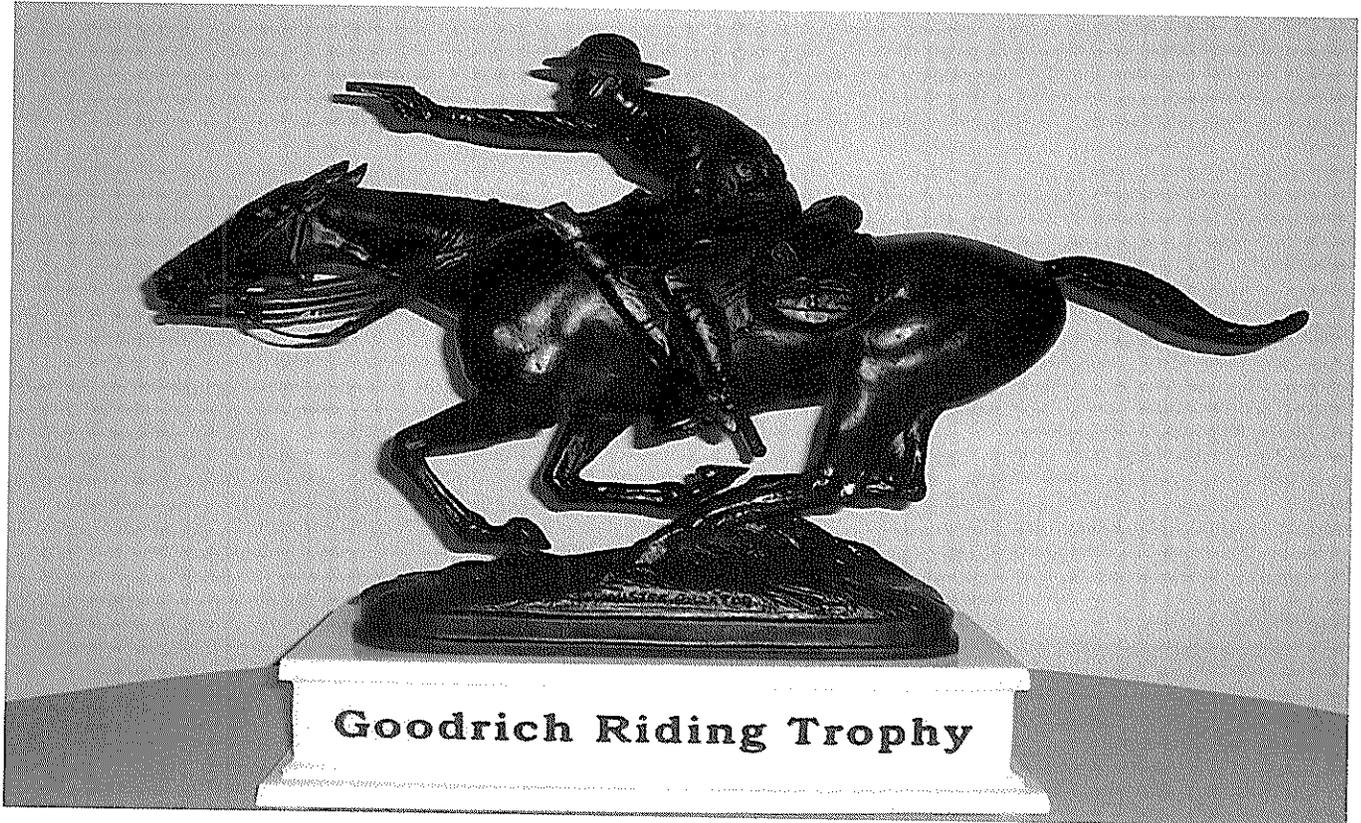
11-4 Awards

- a. Armor & Cavalry Leadership certificate signed by the Chief of Armor.
- b. Armor & Cavalry Leadership Coin.
- c. Commanders, CSM's and SGM's may receive multiple Certificates for each appointment, but will only receive one coin.

The Armor & Cavalry Leadership Custodian will forward the awards to the approving authority.

APPENDIX A

GOODRICH RIDING TROPHY



A-1 Description

The trophy is made of bronze and is mounted on a marble base. The trophy's serial number and other pertinent data is located on the bottom of the base. A black walnut display pedestal is included to ensure that the Goodrich Riding Trophy is properly displayed and a history of current winners is visible.

NOMENCLATURE

Length:	27 inches from tip of nose to tip of tail
Height:	17 inches including marble base
Weight:	approximately 65 pounds

A-2 Goodrich Riding Trophy Maintenance and Handling

When moving or carrying the trophy, pick it up only by the marble base. Do NOT pick the trophy up by the tail and/or reins.



When cleaning the trophy dry dust it with a soft rag or camel hairbrush. You may use water and/or damp rag if necessary. Do NOT use chemical cleaners of any kind or brass polishes, this includes "Brasso". This will remove the protective Patina coating and damage the trophy.

If the trophy is damaged for any reason, contact the Armor & Cavalry Leadership custodian. Do not try and have the trophy repaired. A qualified bronze artist contracted through the Armor & Cavalry Leadership Custodian will repair the trophy. Contact the Armor & Cavalry Leadership Custodian at (706) 545-0577 or via email at usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil

APPENDIX B

ARMOR & CAVALRY LEADERSHIP PRINT



B-1 Purpose

To outline the procedures and guidelines concerning the Armor & Cavalry Leadership Award Artist Prints.

B-2 History

The Armor & Cavalry Leadership Print was established to recognize those retired Armor and Cavalry leaders that distinguished themselves as trainers or leaders of the Armor Force and to recognize members of the Armor Force who made significant contribution to Armor/Cavalry. This print evolved from the leadership award whose initial thrust was to recognize the best-trained platoon of Horse Mounted Cavalry. This has been expanded in recent years to identify the best Armor or Cavalry Company or Troop per division, separate brigade, and regiment; plus those individuals who excel while performing other Armor and Cavalry related duties.

The culmination of this project took place the night of 3 June 1997 when the Chief of Armor presented the initial award to General Gordon R. Sullivan at the Regimental Assembly during the 1997 Armor Conference. Roy Minagawa, artist of the original oil painting, presented the painting to the Armor Center on 30 July 1997.

B-3 Discussion

- a. The Armor & Cavalry Leadership print will be awarded to retiring senior Officers (LTC and above) and NCOs (MSG and above) upon request, based on their leadership and contributions during their careers. Requests for award of the Armor & Cavalry Leadership print to retiring Armor Officers/NCOs should be forwarded to the Office of the Chief of Armor. The request must be signed by a Colonel and include a bio and justification, along with a complete mailing address.
- b. The Office of the Chief of Armor will forward the request to the Armor & Cavalry Leadership Council for approval. Award of the print will be based on truly exceptional contributions and excellence in leadership throughout the retiring Soldier's career.
- c. The Armor & Cavalry Leadership print may be presented posthumously to the family of a deceased Armor Officer or NCO.
- d. The brass plate affixed to the Armor & Cavalry Leadership print will read as follows:

COL or CSM John R. Doe
In Recognition of Your Distinguished
Leadership and Service to the
Armor Branch