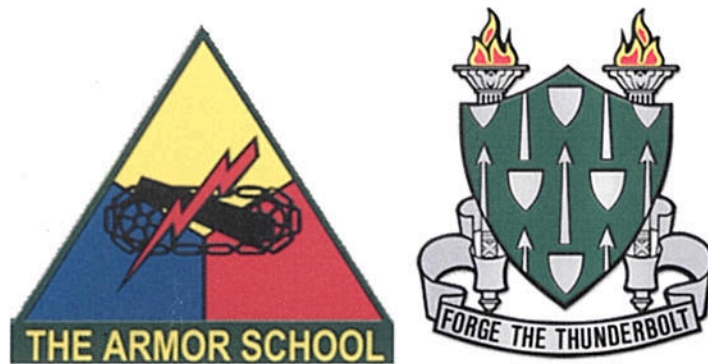


# EXCELLENCE IN ARMOR

BUILDING TOMORROW'S NCO CORPS TODAY



**MAY 2018**

*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 Sergeant who have demonstrated performance and leadership potential, either in One Station Unit Training (OSUT) conducted by the 194th Armor Brigade, or in Armor and Cavalry units. EIA also applies to CMF 19 Soldiers serving in non-Armor units, Active, Reserve, and National Guard.

c. The goals for the EIA Program are:

(1) Increase combat readiness across Armor and Cavalry units through identification and promotion of highly qualified highly motivated Armor and Cavalry Soldiers and Noncommissioned Officers.

(2) Identify highly qualified, highly motivated Armor and Cavalry Soldiers and Noncommissioned Officers whose superior potential warrant accelerated training in order to fully and more rapidly realize their potential for advanced leadership roles.

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

(4) Provide incentives that will lead to early promotion and retention of highly qualified Soldiers and NCOs.

(5) Support Commanders decision-making process for accelerated position appointments and promotion.

**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 and distribution list (Annex A).

(3) Provides enrollment letters (Annex F), certificates of achievement (Annex G), and coins to enrollees (Annex H).

(4) Promotes the EIA Program through briefings at Noncommissioned Officer Education System courses, Officer Education System courses, and correspondence to senior leaders.

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

(6) Maintains and inventories the EIA coins.

(7) Develops and maintains the EIA program Standing Operating Procedures.

(8) Coordinates EIA program with National Guard Bureau and ARNG units.

(9) 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 ERB.

b. 194<sup>th</sup> Armored Brigade:

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

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

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

(3) Selects EIA OSUT enrollees.

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

**3. OSUT EIA Program.**

a. Selection.

(1) Soldiers are selected for EIA during their tenth week of training. Each Soldier is recommended by their Drill Sergeant and selection is confirmed by a Battalion level board chaired by the Battalion/Squadron Command Sergeant Major.

(2) The OSUT Soldier's selection is based on his/her 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 receive additional training to prepare them for increased responsibilities in the unit.

c. Enrollment. 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:

- |                           |  |
|---------------------------|--|
| • APFT                    | 270 or above (90 points in each event) |
| • Weapons Qualification   | Sharpshooter                           |
| • EOC Test                | Pass with all first time go            |
| • Armor or Cavalry Stakes | Pass with all first time go            |
| • UCMJ Actions            | No UCMJ actions during OSUT            |
| • Land Navigation         | 3/4 points successfully found          |
| • 9.3 mile ruck march     | Pass with a "GO"                       |

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

(1) Two copies of EIA enrollment notification letter from the OSUT Battalion/Squadron Commander (Annex C).

(2) DA Form 4187 if the Soldier received a promotion during OSUT (Annex E).

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

e. Recognition. It is highly recommended that the OSUT Company/Troop Commander present the award during an award ceremony or formation.

#### **4. Unit EIA Enrollment.**

a. Battalion/Squadron Commanders:

- (1) Maintain an active EIA program in their individual units.
- (2) Enroll Soldiers whose performance meets program qualification standards.
- (3) Provide EIA Soldiers with accelerated training.
- (4) Consider EIA as a discriminator for duty positions and leadership

responsibilities.

(5) Notify newly assigned Soldiers of their enrollment in the EIA Program.

(6) Disenroll Soldiers who no longer maintain the EIA standards or display the performance, motivation, and potential expected of an EIA Soldier (Annex D).

(7) Maintain a listing of all Soldiers enrolled in EIA. A listing of EIA Soldiers is available upon request from OCOA.

b. Selection.

(1) The Company/Troop Commander or First Sergeant may recommend any CMF 19 Soldier, from the rank of Private through Sergeant, who achieves the minimum requirement (Annex B) for the unit EIA enrollment. The Battalion/Squadron Commander must approve all selections.

(2) The Commander's evaluation of the Soldier's tactical and technical proficiency, leadership, potential, and motivation is subjective.

(3) Neither the recommending nor approving Commander is required to be an Armor officer.

(4) The Chief of Armor's intent is to standardize the objective requirements. The evaluations of Platoon Sergeants, First Sergeants, and Command Sergeants Major are the most important criterion.

c. Incentives.

(1) EIA Soldiers should be strongly considered for accelerated promotions to SPC/CPL, SGT, and SSG. It is essential that Commanders look carefully at EIA Soldiers and give them significant consideration for early promotion. The Armor force benefits by recognizing superior performance and potential, and the unit benefits by increased Soldier motivation. Selection for EIA sends a message to other Soldiers that demonstrated performance and potential receives greater promotion consideration over time in grade. If the unit Commander does not feel that the EIA Soldier possesses the potential to warrant significant consideration for promotion, then the Commander should strongly consider disenrolling the Soldier from the EIA program.

(2) Unit enrolled Soldiers will receive a Department of the Army Certificate of Achievement, an EIA coin, and Memorandum for Record from the Chief of Armor congratulating the Soldier on their accomplishment. Unit Commanders may also consider awarding an Army Achievement Medal (AAM), Certificate of Achievement, or Letter of Commendation to the EIA Soldier.

d. Utilization. EIA Soldiers should not be assigned to duties outside their MOS. Assigning EIA Soldiers outside their PMOS early in their careers deprives them of



critical warfighting skills and impacts the early development of technical and tactical skills required for a professionally developed NCO.

e. Enrollment.

(1) A Battalion/Squadron Commander can enroll Soldiers who meet the standards listed in paragraph 4b (2) by sending a letter to OCOA (Annex C).

(2) OCOA will provide the unit a letter acknowledging enrollment in approximately 30 days. If the unit does not receive acknowledgment after 30-45 days, the Commander should contact OCOA. The Soldier's name should not be added to the unit EIA roster until the Commander receives the Soldier's enrollment certificate.

(3) OCOA will forward the Soldiers name through HQDA G-1 to Human Resources Command for award of PDSI code "E4J" with date enrolled.

f. Disenrollment. If the chain of command believes that the Soldier's performance or potential no longer warrants enrollment in 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.

## **5. Support of Unit Sustained Readiness (USR).**

a. EIA will play a critical role in the USR Model of units. NCO authorizations will be filled between 70-85% strength during the Prepare Module.

b. Based on the low initial NCO fill, unit Commanders will be required to accelerate Specialists into the Gunners position and Sergeants into Tank Commander/Squad Leader positions. EIA provides Commanders a useful tool to make critical personnel decisions. EIA Soldiers selected by their units for enrollment based upon their technical, tactical and leadership potential make excellent candidates for increased responsibilities and accelerated promotions.

c. For EIA to remain an effective tool in the personnel assignment process, it is imperative that Commanders sustain a unit EIA training program. The OCOA website provides a proposed training program, to include timelines that will facilitate the establishment of the unit's program.

d. Commanders can identify EIA Soldiers by PDSI code E4J which may be coded on the Soldier's Enlisted Record Brief (ERB). Additionally, OCOA will provide Commanders an EIA roster upon request. 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.

(2) Commanders should report discrepancies to OCOA to ensure accuracy of the database.

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) OCOA also recommends that the Company Master Gunner implement the unit EIA training program and should provide technical expertise on all EIA training matters. Battalion/Squadron/Company Master Gunners should develop an EIA training program that supports the unit's METL. Master Gunners are briefed on their EIA responsibilities and the training program during the Master Gunner Course. Commanders should designate one NCO to monitor the unit EIA Program as an additional duty. In many units, the program is monitored by the Battalion Master Gunner with support from the Company Master Gunners. In other units, the Battalion/Squadron CSM monitors the program along with the 1SGs.

(3) All Battalions/Squadrons with Armor/Cavalry Soldiers should have a formal EIA training program. If the program is executed effectively, it will serve as an excellent tool to foster those necessary skills required for a professionally developed NCO and improve unit readiness. If effectively managed, EIA will be beneficial to all Commanders.

**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: DSN 835-0670; COMM (706) 545-0670; e-mail: usarmy.benning.imcom.mbx.eia@mail.mil.



DAVID A. LESPERANCE  
Brigadier General, USA  
Chief of Armor

## ANNEX A

[illegible]



# ANNEX B1

## ABCT 19D (BFV) UNIT EIA TASK CHECKLIST

NAME \_\_\_\_\_ RANK \_\_\_\_\_ UNIT \_\_\_\_\_  
 POSITION:(CHECK ONE) VC \_\_\_ GNR \_\_\_ DVR \_\_\_ LDR \_\_\_ DIS \_\_\_ PLATOON \_\_\_\_\_

TASK	DATE:			DATE:			DATE:		
	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks
Army Physical Fitness Test (90 Pts Each Event)									
Individual Weapon Qualification M4 (Expert)									
Warrior Tasks/Battle Drills (METL Dependent)									
Gunnery Skills Test (GST)									
No UCMJ Actions Pending Or Approved									
12 Mile Ruck March/35LBS/3 Hours									
Dismounted Land Navigation (3 of 4 Points Found)									
4 Mile Run (36 Minutes Or Less)									
171-122-1012: Perform Operator Maintenance On An M240L/B Machine Gun									
071-025-0003: Load An M240L/B									
071-025-0004: Unload An M240L/B									
071-COM-0032: Maintain M4 Series Rifle									
071-COM-0033: Correct Malfunctions Of An M4									
071-COM-0028: Load An M4 Series Rifle									
071-100-0027: Unload An M4 Series Rifle									
071-326-5770: Prepare A Sector Sketch									
071-317-0000 Prepare An Range Card									
113-000-1016: Operate Simple Key Loader/Load Radio									
171-300-0063 Operate A ASIP Radio. Place Into Operation, FH/SC Mode And Send/Receive Report									
071-325-4425: Employ an M18A1 Claymore Mine									
061-283-1011: Call For Indirect Fire									
061-283-6003: Adjust Indirect Fire									
071-031-0002: Maintain an M320 Grenade Launcher									
071-031-0005: Zero an M320 Grenade Launcher									
071-031-0002: Load an M320 Grenade Launcher									
071-031-0003: Unload an M320 Grenade Launcher									
071-031-0007: Perform Function Check on an M320									
071-031-0006: Correct Malfunctions of an M320									
052-193-1312: Construct Demolition Initiating System									
171-300-0037: Establish An Listening/Observation Post									

## ANNEX B2

### ABCT/IBCT/SBCT 19D (Wheeled) UNIT EIA TASK CHECKLIST

NAME _____ RANK _____ UNIT _____									
POSITION:(CHECK ONE) VC ___ GNR ___ DVR ___ LDR ___ DIS ___ PLATOON _____									
TASK	DATE: _____			DATE: _____			DATE: _____		
	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks
Army Physical Fitness Test (90 Pts Each Event)									
Individual Weapon Qualification M4/M9 (Expert)									
Warrior Tasks/Battle Drills (METL Dependent)									
Gunnery Skills Test (GST)									
No UCMJ Actions Pending Or Approved									
12 Mile Ruck March/35LBS/3 Hours									
Dismounted Land Navigation (3 of 4 Points Found)									
4 Mile Run (36 Minutes Or Less)									
171-122-1012: Perform Operator Maintenance On An M240L/B Machine Gun									
071-025-0003: Load An M240L/B									
071-025-0004: Unload An M240L/B									
071-022-0001: Maintain A Caliber .50 M2 Series Machine Gun									
071-COM-0032: Maintain M4 Series Rifle									
071-COM-0033: Correct Malfunctions Of An M4									
071-COM-0028: Load An M4 Series Rifle									
071-100-0027: Unload An M4 Series Rifle									
061-283-1011: Call For Indirect Fire									
061-283-6003: Adjust Indirect Fire									
113-000-1016: Operate Simple Key Loader/Load Radio									
171-300-0063 Operate A ASIP Radio. Place Into Operation, FH/SC Mode And Send/Receive Report									
071-030-0005: Load MK 19									
071-030-0006: Unload MK 19									
071-030-0007: Perform Function Check On MK 19									
171-134-0001: Prepare the Long Range Advanced Scout Surveillance System (LRAS3)									
171-157-0001: Install Long Range Advanced Scout Surveillance System (LRAS3) On A Reconnaissance Vehicle (Platform Dependent)									
052-193-1312: Construct Demolition Initiating System									
171-300-0037: Establish An Listening/Observation Post									

# ANNEX B3

## SBCT 19D (MGS) UNIT EIA TASK CHECKLIST

NAME \_\_\_\_\_ RANK \_\_\_\_\_ UNIT \_\_\_\_\_  
 POSITION:(CHECK ONE) VC \_\_\_\_\_ GNR \_\_\_\_\_ DVR \_\_\_\_\_ LDR \_\_\_\_\_ PLATOON \_\_\_\_\_

TASK	DATE:			DATE:			DATE:		
	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks
Army Physical Fitness Test (90 Pts Each Event)									
Individual Weapon Qualification M4/M9 (Expert)									
Warrior Tasks/Battle Drills (METL Dependent)									
Gunnery Skills Test (GST)									
No UCMJ Actions Pending Or Approved									
12 Mile Ruck March/35LBS/3 Hours									
Dismounted Land Navigation (3 Of 4 Points Found)									
4 Mile Run (36 minutes or less)									
171-122-1012: Perform Operator Maintenance On An M240L/B Machine Gun									
071-025-0003: Load An M240L/B									
071-025-0004: Unload An M240L/B									
071-022-0001: Maintain A Caliber .50 M2 Series Machine Gun									
071-COM-0032: Maintain M4 Series Rifle									
071-COM-0033: Correct Malfunctions Of An M4									
071-COM-0028: Load An M4 Series Rifle									
071-100-0027: Unload An M4 Series Rifle									
052-193-1312: Construct Demolition Initiating System									
171-126-1042: Prepare a Sector Sketch Card									
113-000-1016: Operate Simple Key Loader									
171-300-0063: Operate An ASIP Radio. Place Into Operation, FH/SC Mode And Send/Receive Report									
061-283-1011: Call For Indirect Fire									
061-283-6003: Adjust Indirect Fire									
171-156-0026: Service the Bore Evacuator and 105mm Main Gun on the Mobile Gun System									
171-156-0005: Operate The Ammunition Handling System Under Unusual Conditions On The Mobile Gun System									

# ANNEX B4

## ABCT 19K (Tank) UNIT EIA TASK CHECKLIST

NAME \_\_\_\_\_ RANK \_\_\_\_\_ UNIT \_\_\_\_\_

POSITION:(CHECK ONE) VC \_\_\_ GNR \_\_\_ DVR \_\_\_ LDR \_\_\_ PLATOON \_\_\_\_\_

TASK	DATE:			DATE:			DATE:		
	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks	Score/ G or NG	Scorer's Initials	Remarks
Army Physical Fitness Test (90 Pts Each Event)									
Individual Weapon Qualification M4/M9 (Expert)									
Warrior Tasks/Battle Drills (METL Dependent)									
Gunnery Skills Test (GST)									
No UCMJ Actions Pending Or Approved									
12 Mile Ruck March/35LBS/3 Hours									
Dismounted Land Navigation (3 of 4 Points Found)									
4 Mile Run (36 Minutes Or Less)									
171-122-1012: Perform Maintenance On M240 171-123-1079: Troubleshoot Malfunctions On M240 171-19K-1240/1241: Load/Unload M240									
071-022-0001: Maintain A Caliber .50 M2 Series Machine Gun									
071-COM-0001: Maintain An M9 Pistol 071-COM-0003/0004: Load/Unload M9 Pistol 071-COM-0002: Perform Function Check 071-COM-0005: Correct Malfunctions Of M9									
171-19K-1124: Slave Start an M1A2 SEP									
071-COM-0032: Maintain M4 Series Rifle 071-COM-0033: Correct Malfunctions Of An M4 071-COM-0028: Load An M4 Series Rifle 071-100-0027: Unload An M4 Series Rifle									
113-000-1016: Operate Simple Key Loader 171-300-0063: Operate An ASIP Radio. Place Into Operation, FH/SC Mode And Send/Receive Report									
071-705-0001: Maintain an M68 Sight 071-705-0003: Zero an M68									
071-331-0852: Clear A Field Of Fire									
171-126-3024: Conduct Preventive Maintenance Checks And Services (PMCS)									

## ANNEX C

### 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 D**  
**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 E

Copy 1

Circle the appropriate copy designator  
Copy 2

Copy 3

Copy 4

PERSONNEL ACTION			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<b>AUTHORITY:</b>	Title 5, Section 3012; Title 10, USC, E.O. 9397.		
<b>PRINCIPAL PURPOSE:</b>	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).		
<b>ROUTINE USES:</b>	To initiate the processing of a personnel action being requested by the soldier.		
<b>DISCLOSURE:</b>	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) Commander Defense Military Pay Office: BLDG # Post, State, Zip	3. FROM (Include ZIP Code) Commander Unit Post, State, Zip	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Snuffy, Joe	5. GRADE OR RANK/PMOS/AOC E-1 / PVT / 19D	6. SOCIAL SECURITY NUMBER 123-45-6789	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Promotion From E-1 to E-2	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
1. SM is advanced to the grade of E-2  2. SM distinguished himself by being enrolled in the Excellence in Armor Program.  3. Effective date:  4. Authority: AR 600-8-19 (Chapter 2 para 2-3)			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input checked="" type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE CPT OBVIOUS, JIMMY AR Commanding	13. SIGNATURE		14. DATE (YYYYMMDD)



## ANNEX F

DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE  
1 KARKER STREET  
FORT BENNING, GEORGIA 31905-4500

ATZK-CD

[Date]

MEMORANDUM THRU Commander, [Unit, Street Address, State, Zip Code]

FOR [Rank First, M. Last name, xxx-xx-xxxx, Unit, Street Address, State, Zip Code]

SUBJECT: Excellence in Armor Enrollment

1. Congratulations on your selection as an Excellence in Armor Soldier. Your Chain of Command has selected you as a highly motivated top performer and places you among a select group of peers. Selection to the program gives you opportunities for accelerated promotions and the potential for increased positions of responsibility. Enclosed is a Department of the Army Certificate of Achievement recognizing your superior performance.
2. You should retain a copy of this letter in your personal records. The Office of the Chief of Armor will forward your enrollment to Human Resources Command for coding of EIA personnel development skill identifier (PDSI) E4J in your personnel record. The PDSI will serve as formal documentation of your EIA enrollment and will be shown on your enlisted record brief (ERB). This code will also ensure that your current and future units of assignment can identify you as an EIA enrollee.
3. Your POC for this office is the Excellence in Armor custodian, (706) 545-0670.

Encl

Brigadier General, USA  
Chief of Armor

# ANNEX G

## EXAMPLE CERTIFICATE OF ACHIEVEMENT



### DEPARTMENT OF THE ARMY

#### CERTIFICATE OF ACHIEVEMENT

##### AWARDED TO

PV2 IMA REALBOY  
A TROOP, 5<sup>TH</sup> SQUADRON, 15<sup>TH</sup> CAVALRY REGIMENT

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.

23 May 2018

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

Brigadier General, USA  
Chief of Armor



ANNEX H  
EXCELLENCE IN ARMOR COIN

