

**ADJUTANT GENERAL'S CORPS  
OFFICER, WARRANT OFFICER, NONCOMMISSIONED OFFICER, SOLDIER, SENIOR  
CIVILIAN, CIVILIAN, AND SPOUSE OF THE YEAR AWARD PROGRAM  
MEMORANDUM OF INSTRUCTION (MOI) FOR CALENDAR YEAR 2025**

**1. PURPOSE.** This MOI assigns responsibilities and procedures for nominating and selecting the Adjutant General's Corps (AGC) Officer, Warrant Officer (WO), Noncommissioned Officer (NCO), Soldier, Senior Civilian / Civilian, and Spouse of the Year for calendar year 2025 (1 January 2025– 31 December 2025).

**2. APPLICABILITY.**

a. Officers. All Adjutant General's Corps Officers (42B, 42C), 2LT through CPT (CPT as of 1 December 2025) are eligible for this award.

b. Warrant Officers (WOs). All Adjutant General's Corps Warrant Officers (420A, 420C, 420T), WO1 through CW3 (CW3 as of 1 December 2025), are eligible for this award.

c. Noncommissioned Officers (NCOs). All Career Management Field (CMF) 42 NCOs, CPL through SFC (SFC as of 1 December 2025), are eligible for this award.

d. Soldiers. All CMF 42, PVT through SPC, are eligible for this award.

e. Civilians. Civilian Employees include GS or NF in career field CP50, GS Civilians in CP32 (developing or delivering HR institutional training), and CP51 or any other Civilian Career Program member who directly works in support of Military Human Resources support to Commanders, Soldiers and their Families. Eligible Civilian Employees must be assigned to the Department of Defense (e.g., MEPCOM), the Department of the Army, or sister services in support of the field of Human Resources Management. Civilian Employees compete in two distinct categories and the Adjutant General's Corps will award two John J. Dinnien Civilian Awards for Excellence as provided below:

(1) AG Civilian of the Year category will include DA Civilians in the grades of GS 01-11 or NF 1-4.

(2) AG Senior Civilian of the Year category will include DA Civilians in the grades of GS 12-15 or NF 5-6.

f. Spouses. Spouses (alive or widowed) of Officers, Warrant Officers, NCOs, Soldiers and Civilian Employees assigned or affiliated to the AG Corps or Army HR Community.

g. All Soldier and Civilian award nominees (less spouses) must be either on Active Duty, in a Reserve Status, or employed by the Federal Government as of 1 December 2024.

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h. Officers, Warrant Officers, NCOs, Soldiers, or Civilians from military foreign exchange programs, other branches of service other than Army, or from other branches other than AG within the Army are not eligible for recognition of this award.

**3. RESPONSIBILITIES.**

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

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

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

- (1) US Army Forces Command (FORSCOM) (or future designation)
- (2) US Army Transformation and Training Command (T2COM)
- (3) Army Materiel Command (AMC)
- (4) US Army Europe and Africa (USAREUR-AF)
- (5) US Army Special Operations Command (USASOC)
- (6) US Army Pacific (USARPAC)
- (7) US Army Human Resources Command (HRC)
- (8) US Army Cyber Command (ARCYBER)
- (9) US Army Futures Command (AFC) (or future designation)
- (10) US Army Military District of Washington (MDW)
- (11) US Army Medical Command (MEDCOM)
- (12) US Army National Guard Bureau (NGB)
- (13) US Army Reserve Command (USARC)
- (14) US Military Entrance Processing Command (MEPCOM)
- (15) Commandant, US Army School of Music

**4. SELECTION BOARDS.**

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

- (1) Chief of the Corps (President).

(2) Other active duty Adjutant General's Corps Officers as designated by the Board President.

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

- (1) Chief Warrant Officer of the Adjutant General's Corps (President).



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(2) Other active duty Adjutant General's Corps Warrant Officers as designated by the Board President.

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

(1) Adjutant General's Corps Command Sergeant Major (President).

(2) Other active duty CMF 42 Noncommissioned Officers as designated by the Board President.

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

(1) Deputy Commandant, Adjutant General School (President).

(2) Active HR senior Civilian Employees GS-13 through Senior Executive Service (SES) as designated by the Board President.

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

(1) Chief of the Corps (President).

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

f. In-person selection boards during AG Week for Officer, Warrant Officer, NCO, and Soldier of the Year will consist of:

(1) Army Fitness Test

(2) Formal AG Of-The-Year Board

(3) Soldier Common Task and Warrior Skills

(4) Basic Rifle Marksmanship

(5) Essay Competition

(6) AG Competency exam/assessment

(7) Other mystery events as directed by the Adjutant General's Corps leadership

## **5. PROCEDURES.**

a. Each command or organization listed in paragraph 3c is requested to submit one award nomination packet per category.

b. Phase 1 (**Officer/Warrant Officer/NCO/Soldier of the Year only**) - Board review of all nomination packets and selection of the top three (3) finalists for the in-person competition.

c. Phase 2 (**Officer/Warrant Officer/NCO/Soldier of the Year only**) - In-person

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competition of selected finalists 22-27 June 2026 at Fort Jackson, South Carolina.

d. AGC of the Year award winners will be honored at the National Adjutant General's Corps Ball scheduled for 27 June 2026 at Fort Jackson/ Columbia, SC.

e. AGC of the Year Award requirements, nomination packet criteria, and an example packet are provided at Enclosures 1 through 5.

f. Request all commands and organizations submit their respective AGC of the Year nominations packets **NLT 1 March 2026. Electronic submissions to the AG SharePoint site are required.** Each MACOM will provide two points of contact, at a minimum, to be given access to the SharePoint folders to submit nomination packets (link below). Please provide the two names with email addresses to the POCs listed in para 6 below **NLT 1 January 2026.**

**[AG OTY Nomination Packet Submissions](#)**

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

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

i. The Adjutant General School will return incomplete nomination packets and those received without proper endorsement to the organization for action / correction.

j. Military personnel selected for the in-person competition must be available for TDY 22-27 June 2026 to Fort Jackson (Columbia), SC, to compete and to attend the AGC award presentation ceremony during the National Adjutant General's Corps Ball scheduled for 27 June 2026. **TDY funding for travel, food and lodging will be provided by the selected personnel's MACOM or home station.**

k. Civilian and Senior Civilian award winners are encouraged to attend; however, **TDY funding for travel, food and lodging will be provided by the selected personnel's MACOM or home station.**

l. Spouse award winners are encouraged to attend; however, they will need to pay for their own travel expenses, or their MACOM may provide invitational travel orders if authorized.

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6. Please direct all questions concerning the Adjutant General's Corps of the Year Awards Program, as well as submissions of nominations, to Mr. John Hill, AGS Operations (803) 751-8300 (DSN 734), [john.e.hill1.civ@army.mil](mailto:john.e.hill1.civ@army.mil) or Mr. Mark Hickman, AGS Deputy Commandant at (803) 751-8545 (DSN 734), [mark.w.hickman.civ@army.mil](mailto:mark.w.hickman.civ@army.mil).



R. ARRON LUMMER  
COL, AG  
Commandant, AG School  
Chief of the AG Corps

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