



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA  
1903 HATFIELD STREET  
FORT HUACHUCA, ARIZONA 85613-7000

ATZS-CS

1 November 2016

**SUBJECT: 2017 Lieutenant General Sidney T. Weinstein Award for Excellence in Military Intelligence Standard Operating Procedures (SOP)**

1. The enclosed SOP identifies 2017 eligibility criteria, nomination procedures, and selection process applicable to the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence.
2. The SOP will be reviewed annually and updated as required.
3. The Point of Contact for this SOP is the Command Historian, US Army Intelligence Center of Excellence and Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-7000 at DSN 821-4113 and commercial (520) 533-4113.

Encl

A handwritten signature in black ink, appearing to read "T. Berry", with a long horizontal line extending to the right.

TODD A. BERRY  
Colonel, Military Intelligence  
Adjutant, Military Intelligence Corps

## **LTG Sidney T. Weinstein Award for Excellence in Military Intelligence Standard Operating Procedure (SOP)**

**1. Purpose.** This Standard Operating Procedure (SOP) prescribes the requirements and timelines for administering the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence Program. This SOP also publishes requirements and procedures for nominating and selecting outstanding Captains from the Military Intelligence Branch for competition to earn this prestigious award.

**2. References.** Related publications and referenced forms are listed in Appendix A.

**3. Explanation of abbreviations and terms.** Abbreviations and terms used in this SOP are explained in the glossary (Appendix A).

### **4. Responsibilities**

a. *Chief of the Military Intelligence Corps.* The Chief of the Military Intelligence Corps (Commanding General, US Army Intelligence Center of Excellence & Fort Huachuca [USAICoE&FH]) or a designated representative will present the 2017 LTG Sidney T. Weinstein Award for Excellence in Military Intelligence at an award luncheon to be held at Fort Huachuca during the Military Intelligence Corps Hall of Fame Week, June 2017.

b. *Adjutant of the Military Intelligence Corps.* The Military Intelligence Corps Adjutant (Chief of Staff, USAICoE&FH) will:

- (1) Provide overall supervision of the award program.
- (2) Chair the Weinstein Award Review Board and selection process.
- (3) Plan and execute the luncheon and ceremony to recognize the award recipient.

c. *Command Historian, USAICoE&FH.* The Command Historian will:

- (1) Update and distribute the SOP annually.
- (2) Ensure completion and qualification of nomination packets for the review board.
- (3) Act as the Board Recorder for the Weinstein Award Review Board.
- (4) Assist the Adjutant of the Military Intelligence Corps in executing the luncheon and ceremony in June 2017.

**5. Objectives.** The Military Intelligence Corps established the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence to:

- a. Recognize those Military Intelligence Captains demonstrating the values and ideals for which LTG Weinstein stood: Duty, Honor, and Country.
- b. Promote and sustain competent Military Intelligence company-grade officers for future leadership in the Army and the advancement of the Military Intelligence Corps.

## **6. Eligibility criteria**

- a. The LTG Sidney T. Weinstein Award for Excellence in Military Intelligence is intended to recognize the leadership contributions of a Captain in the field of Military Intelligence during the period of 1 January - 31 December 2016.
- b. Candidates must meet the following criteria:
  - (1) Be a Captain (CPT/O-3) in the US Army during the period of eligibility. Nominees must not be promotable at the time of nomination submission.
  - (2) Possess either an MI Officer Area of Concentration (AOC) or a 15C/35 AOC.
  - (3) Be fully eligible for continued service for at least one year after award presentation (i.e. through June 2018). Award cannot be given posthumously.
  - (4) Must not be under unfavorable personnel action or UCMJ.
  - (5) Meet height and weight standards specified in Army Regulation (AR) 600-9.
  - (6) Maintain a current passing grade on the Army Physical Fitness Test (APFT). The APFT requirement is waived for deployed nominees who are unable to take the APFT. (APFT refers to both the physical training (PT) test for officers without profiles, consisting of push-ups, sit-ups, and the 2-mile run, or the alternate PT test as prescribed by health care personnel for officers with profiles.)

## **7. Participation criteria**

- a. Participation is open to Military Intelligence Captains of the Active Army, Army National Guard and US Army Reserve.
- b. There is only one (1) award presented annually.

## **8. Selection criteria**

- a. Selection is based on the overall performance of the Military Intelligence officer during the period 1 January - 31 December 2016.

b. Selection is based on existing information and should not cause the development of additional sets of records.

c. The following factors are considered and should be directly addressed/highlighted in the nomination packet:

- (1) Demonstration of tactical and technical competence in the field of Military Intelligence.
- (2) Commitment to the Army values of loyalty, dedication to duty, respect, selfless service, honor, integrity, and personal courage.
- (3) Leadership performance exemplifying the ideals of Duty, Honor, and Country, which may include people skills, leadership climate, and interpersonal communication.

**9. Nomination process for the Active Army, Army National Guard, and the US Army Reserve.** Army units will follow a nomination process consistent with all the eligibility criteria and procedures outlined in this SOP. Units will forward their nominations to the Command Historian, USAICoE&FH, ATTN: LTG Sidney T. Weinstein Award for Excellence in Military Intelligence (ATZS-HIS), 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000 or [lori.s.tagg.civ@mail.mil](mailto:lori.s.tagg.civ@mail.mil) no later than 3 March 2017. If nominations are sent via email, they must be ENCRYPTED to protect Personally Identifiable Information (PII). Nomination packets will consist of the items noted below:

a. A cover letter signed by the originator of the nomination, which includes the nominee's full name, rank, AOC, unit of assignment, current duty position, duty telephone numbers, and e-mail address. The cover letter must also verify that the nominee is not promotable at the time of nomination, has met the standards of the weight-control program, has passed the most recent APFT (or that deployment conditions preclude taking the APFT), and is not under unfavorable personnel action or UCMJ. (See example in Appendix B.)

b. Two memorandums from the nominee's chain of command at the 0-5 level or higher (or civilian equivalent) endorsing the nomination. These memorandums are IN ADDITION TO the cover letter required in 9a. Both memorandums should highlight the endorser's personal knowledge of the nominee's work and personal characteristics outlined in 8c above.

c. One Department of Army (DA) photograph of the nominee (waived if the nominee is deployed at time of packet submission). Hard copy submission must include an 8 x 10 color photograph. Electronic submissions must include a separate high-quality (at least 300dpi) color jpg file (do not include photo in pdf file).

d. Unclassified narrative detailing the nominee's significant accomplishments within Military Intelligence not to exceed two double-spaced typed pages with one-inch margins and Aerial font size 12. Narrative should be based on the criteria for evaluation contained in paragraph 8c.

e. Unclassified short (one page) biography of the officer nominated.

f. A copy of DA Form 4037 Officer Record Brief or DA Form 2-1 Personnel Qualification Record for ARNG and USAR nominees.

g. A copy of the nominee's DA Form 67-9 Officer Evaluation Report covering the most recent 12-month period.

h. A copy of the nominee's most recent APFT card and DA Form 5500/5501 Body Fat Content Worksheet, if required.

## **10. Awards**

a. The recipient will be announced following the selection board process and will be recognized as noted below.

b. The 2017 recipient or main representative will attend an award luncheon sponsored by the Chief of the Military Intelligence Corps at Fort Huachuca in June 2017.

c. Pursuant to Department of Defense (DOD) Regulation 5500.7-R *Joint Ethics Regulation*; Title 5 of the Code of Federal Regulations (CFR), Section 2635.204(d); and AR 600-8-22 *Military Awards*, the awards are part of a bona fide, regularly established program of recognition. Accordingly, recipients selected for this award may accept the gifts presented.

**11. Funding.** USAICoE&FH will fund travel and per diem costs for the recipient (or his/her representative if deployed) and one guest to attend the award luncheon.

**12. Milestones.** Milestones for the LTG Sidney T. Weinstein Award for Excellence in Military Intelligence are listed below:

### **LTG Sidney T. Weinstein Award for Excellence in MI Program Milestones**

**Milestone:** USAICoE&FH message announcing competition

**Date:** 1 November 2016

**Milestone:** All nomination packets submitted to the Command Historian, USAICoE&FH

**Date:** 3 March 2017

**Milestone:** Selection process complete, winner is announced  
**Date:** 7 April 2017

**Milestone:** Award ceremony at Fort Huachuca, Arizona  
**Date:** 23 June 2017 (exact date subject to change)

### **13. Publicity**

a. All Military Intelligence echelons are encouraged to publicize this program. This may be accomplished through public affairs officers and may include, but is not limited to, the following:

(1) Announcements of nomination window and recipient in local newspapers.

(2) Background information about the Army-wide aspects of the award program, selection criteria, and LTG Sidney T. Weinstein's distinguished career.

b. The use of personal information in publicity releases or in other documents in support of the requirements established by this SOP or supplements thereto will adhere to all applicable Privacy Act and Freedom of Information Act requirements.

c. Point of Contact for this SOP is Ms. Lori Tagg, Command Historian, USAICoE&FH, at [lori.s.tagg.civ@mail.mil](mailto:lori.s.tagg.civ@mail.mil) or 520-533-4113 (DSN 821-4113).

## **Appendix A References & Glossary**

### **Section I**

#### **Related Publications**

A related publication is a source of additional information. The user does not have to read the related publications to understand this publication.

#### **AR 600-8-22**

Military Awards

#### **AR 600-9**

The Army Weight Control Program

#### **5 CFR 2635.204(d)**

Administrative Personnel

#### **DOD 5500.7-R**

Joint Ethics Regulation

### **Section II**

#### **Referenced Forms**

#### **DA Form 2-1**

Personnel Qualification Record

#### **DA Form 67-9**

Officer Evaluation Report

#### **DA Form 705**

Army Physical Fitness Test Scorecard

#### **DA Form 4037**

Officer Record Brief

#### **DA Form 5500/5501**

Body Fat Content Worksheet

### **Glossary**

#### **Section I**

#### **Abbreviations**

#### **APFT**

Army Physical Fitness Test

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **CFR**

Code of Federal Regulation

#### **DA**

Department of the Army

#### **DOD**

Department of Defense

**DSN**

Defense Switched Network

**MI**

Military Intelligence

**MOS**

Military Occupation Specialty

**OER**

Officer Evaluation Report

**SOP**

Standard Operating Procedure

**USAICoE&FH**

US Army Intelligence Center of Excellence and Fort Huachuca

**UCMJ**

Uniform Code of Military Justice

**USAR**

United States Army Reserve

**Section II****Terms****Active Army**

The Active Army consists of Regular Army Soldiers on active duty; Army National Guard (ARNG) and Army Reserve Soldiers on active duty except as excluded below; ARNG Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component. Excluded are Soldiers serving on active duty for training (ADT), Active Guard Reserve (AGR) status, active duty for special work (ADSW), temporary tours of duty (TTAD) for 180 days or less, and active duty pursuant to the call of the President (10 USC 12304).

**APPENDIX B  
SAMPLE COVER LETTER**

MEMORANDUM FOR President of the LTG Sidney T. Weinstein Award Review Board, US Army Intelligence Center and Fort Huachuca (USAIC&FH), ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-6000

SUBJECT: Nomination Packet for the 2017 LTG Weinstein Award

1. I nominate CPT XXXXXXXXXXXX for the 2017 LTG Weinstein Award.
2. In support of this nomination the following information is provided.
  - a. Name: XXXXXXXXXXXXXXXXXXXX
  - b. Grade: CPT (Not promotable)
  - c. Area of Concentration: XXXX
  - d. Unit of assignment: XXXXXXXXXXXXXXXXXXXX
  - e. Current duty position: XXXXXXXXXXXXXXXXXXXX
  - f. Duty Phone Number (DSN or Commercial): XXXXXXXXXXXX
  - g. Email address: XXXXXXXXXXXXXXXX
3. I verify that the nominee meets the following criteria:
  - a. Is fully eligible for continued service through June 2018.
  - b. Is not under unfavorable personnel action or UCMJ.
  - c. Meets height and weight standards specified in Army Regulation (AR) 600-9.
  - d. Has a current passing grade on the Army Physical Fitness Test (APFT).
4. The point of contact for this nomination is XXXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXXX