



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

ATZS-CWO

1 November 2016

SUBJECT: 2017 Chief Warrant Officer Five Rex Williams 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 CW5 Rex Williams 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, DSN 821-4113, and commercial (520) 533-4113.

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Encl

MATTHEW R. MARTIN
Chief Warrant Officer Five, USA
Military Intelligence Corps

CW5 Rex Williams 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 2017 CW5 Rex Williams Award for Excellence in Military Intelligence Program. This SOP also publishes requirements and procedures for nominating and selecting outstanding Company-Grade Warrant Officers (WO) from the Military Intelligence (MI) 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 Warrant Officer of the Military Intelligence Corps.* The Chief Warrant Officer of the MI Corps (CWO), US Army Intelligence Center of Excellence & Fort Huachuca [USAICoE&FH] or a designated representative will:

- (1) Provide overall supervision of the award program.
- (2) Chair the Williams Award Review Board and selection process.
- (3) Present the 2017 CW5 Rex Williams Award for Excellence in MI at an award luncheon to be held at Fort Huachuca during the MI Corps Hall of Fame Week, June 2017.

b. *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 Williams Award Review Board.
- (4) Assist the CWO of the MI Corps in executing the luncheon and ceremony in June 2016.

5. Objectives. The MI Corps established the CW5 Rex Williams Award for Excellence in MI to:

a. Recognize the significant leadership and technical accomplishments of an MI Company-Grade WO (W01-CW2).

b. Promote and sustain competent MI Company-Grade WOs for future leadership and technical excellence in the Army and the advancement of the MI Corps.

6. Eligibility criteria

a. The 2017 CW5 Rex Williams Award for Excellence in MI is intended to recognize the leadership and technical contributions of a Company-Grade WO in the field of MI during their career as a MI warrant officer.

b. Candidates must meet the following criteria:

- (1) Be a Company-Grade MI WO (WO1-CW2) in the US Army. CW2 nominees must not be promotable at the time of nomination submission.
- (2) Possess an MI WO Military Occupation Specialty (MOS). Individuals with Cyber MOSs are not eligible.
- (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) 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.

7. Participation criteria

a. Participation is open to MI Company-Grade WOs of the Active Army, Army National Guard, and US Army Reserve.

b. Only one (1) award will be presented annually.

8. Selection criteria

a. Selection is based on the overall performance of the Company-Grade MI WO.

b. Selection is based on existing information.

c. The Board will consider each nominee in terms of accomplishments, leadership, tactical and technical competence, and commitment to the Army Values. Specifically,

each nomination will be rated on the following factors, which should be directly addressed/highlighted in the nomination packet:

- (1) Demonstration of tactical and technical leadership and development of internal/external teams.
- (2) Establishment of an environment that fosters individual and collective training
- (3) Integration of MI systems and emerging technologies
- (4) Commitment to the Army values of loyalty, dedication to duty, respect, selfless service, honor, integrity, and personal courage.
- (5) Overall contribution to the MI Corps

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: CW5 Rex Williams Award for Excellence in MI (ATZS-HIS), 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000 or 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, unit of assignment, current duty position, duty telephone numbers, e-mail address, and verification of candidate's eligibility as indicated in paragraph 6b above. (See example in Appendix B.)
- b. Two separate memorandums from the nominee's chain of command with one being 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 a 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 MI 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 WO 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 (OER) covering the most recent 12-month period and the previous two OERs in successive order, if available. In lieu of previous OERs, submission of nominee's DA Form 1059 Service School Academic Evaluation Report is required. Do not submit nominee's previous NCOERs.
- h. A copy of the nominee's most recent DA Form 705 APFT Scorecard and DA Form 5500/5501 Body Fat Content Worksheet, if required.
- i. Memorandum from unit S2 verifying material is "UNCLASSIFIED."

10. Awards

- a. The recipient will be announced following the Review 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 MI 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 2017 CW5 Rex Williams Award for Excellence in MI are listed below:

CW5 Rex Williams 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 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 MI 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 CW5 Rex Williams'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 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 1059

Service School Academic Evaluation Report

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

CWO

Chief Warrant Officer

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

WO

Warrant Officer

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 CW5 Rex Williams 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 CW5 Rex Williams Award

1. I nominate WO1 (or CW2) XXXXXXXXXXXX for the 2017 CW5 Rex Williams Award.
2. In support of this nomination the following information is provided.
 - a. Name: XXXXXXXXXXXXXXXXXXXX
 - b. Grade: WO1 (or CW2) (Not promotable)
 - c. Military Occupational Specialty: 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 XXXXXXXXXXXXXXX at [email] or [telephone number].

//signed// XXXXXXXXXXXXXXX