# ADJUTANT GENERAL'S CORPS
# REGIMENTAL OFFICER, WARRANT OFFICER, NONCOMMISSIONED OFFICER, SOLDIER, AND CIVILIAN OF THE YEAR MEMORANDUM OF INSTRUCTION (MOI) FOR CALENDAR YEAR 2013-2014

1. PURPOSE. This MOI assigns responsibilities and procedures for selecting the Adjutant General's Corps Regimental Officer, Warrant Officer (WO), Noncommissioned Officer (NCO), Soldier, and Civilian of the Year for calendar year 2013-2014 (includes dates of 31 May 2013 through 30 May 2014).

2. APPLICABILITY.

a. Officers. All Adjutant General's Corps Officers (42B, 42C), 2LT through CPT (CPT nonpromotable as of 1 February 2014) are eligible for this award.

b. Warrant Officers. All Adjutant General's Corps Warrant Officers (420A, 420C), WO1 through CW3 (CW3 nonpromotable as of 1 February 2014) are eligible for this award.

c. Noncommissioned Officers. All Career Management Field 42 (Bandsmen included) and MOSs 79R, 79S, 79T NCOs, SGT through SFC (SFC nonpromotable as of 1 February 2014) are eligible for this award.

d. Soldiers. All Career Management Field (CMF) 42 (Bandsmen included) and MOSs 79R, 79S, 79T, PVT through SPC / CPL promotable are eligible for this award.

e. Civilians. Civilian Employees include GS, or NF, in career field CP50, those in CP32 who directly work developing or delivering HR institutional training, and CP51 or any other Civilian Career Program who directly work in support of military Human Resource 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. This year we are expanding the recognition of our Civilian workforce. Civilian Employees will now compete in two distinct categories and the Adjutant General's Corps will award two Dinnien awards in the categories below:

(1) The first category is the AG Civilian Employee of the Year and will include the grade levels of GS-01 through GS-09 or NF-1 through NF-3.

(2) The second category is the AG Senior Civilian Employee of the Year and will include the grade levels of GS-10 through GS-15 or NF-4 through NF-6.

f. All Soldier and Civilian Regimental award nominees must be either on Active Duty, in a Reserve Status, or employed by the Federal Government as of 30 June 2014.

g. Officers, WOs, NCOs, Soldiers, Civilians from military foreign exchange programs, other branches of service other than Army, or from other branches other than AG within the Army are ineligible for recognition of this award.

3. RESPONSIBILITIES.

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

b. The major Army organizations listed within this MOI should establish procedures to select their respective Regimental award nominees. Subordinate ACOMs should contact their higher HQs for AG Regimental Awards Program internal procedural guidance.

c. One Regimental award nomination for each Officer, WO, NCO, Soldier and Civilian in each category is requested from the organizations listed in subparagraphs 3c(1) through 3c(44), 3d and 3e below:

(1) US Army Forces Command

(2) US Army Training and Doctrine Command

(3) US Army Materiel Command

(4) United Nations Command, Combined Forces Command, and US Forces Korea

(5) US Army Europe and Seventh Army

(6) US Army Pacific

(7) US Army Medical Command and the Surgeon General of the Army

(8) US Army Special Operations Command

(9) US Army Space and Missile Defense Command / Army Strategic Command

(10) US Army Corps of Engineers

(11) Army Deputy Chief of Staff, G-1

(12) Installation Management Command

(13) US Army Cyber Command

(14) First US Army

(15) Third US Army / US Army Central

(16) Fifth US Army / US Army North

(17) Eighth US Army

(18) US Army South

(19) US Army Africa

(20) US Army Intelligence and Security Command

(21) US Army Criminal Investigation Command

(22) US Army Military District of Washington

(23) I Corps

(24) III Corps

(25) XVIII Airborne Corps

(26) Ten Active Component Divisions

(27) US Army Human Resources Command

(28) US Army Recruiting Command

(29) US Army Network Enterprise Technology Command

(30) US Army Test and Evaluation Command

(31) US Army Acquisition Support Center

(32) Military Deployment and Distribution Command

(33) US Military Academy

(34) US MEPCOM

(35) The United States Army Band

(36) The United States Army Field Band

(37) The United States Military Academy Band

(38) US Army School of Music

(39) US Army NATO Brigade

(40) 1st Human Resources Sustainment Center

(41) 3rd Human Resources Sustainment Center

(42) 8th Human Resources Sustainment Center

(43) 14th Human Resources Sustainment Center

(44) 310th Human Resources Sustainment Center

d. To encourage greater competition from the US Army Reserve, at least three nominations each for Officer, WO, NCO, Soldier, and Civilian and Senior Civilian of the Year are requested from the US Army Reserve Command & Chief, US Army Reserve Office. The Chief, US Army Reserve Office will make the final determination for the three USAR nominations per category.

e. To encourage greater competition from the Army National Guard, at least three nominations each for Officer, WO, NCO, Soldier, Civilian and Senior Civilian of the Year are requested which represent the 54 state and territory ARNG Headquarters. The Army National Guard Bureau will make the final determination for the three ARNG nominations per category.

4. Selection Boards.

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

(1) Chief of the Corps (President).

(2) Chief, Training Division, Adjutant General School.

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

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

(1) Regimental Chief Warrant Officer (President).

(2) Army Band Proponent Warrant Officer, Adjutant General School.

(3) Other active duty or retired AGC 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) Regimental Command Sergeant Major (President).

(2) AG Proponent Sergeant Major, Adjutant General School.

(3) Other active duty or retired CMF 42 (Bandsmen included) and MOSs 79R, 79S, 79T NCOs 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-201-09 through GS-201-15 as designated by the Board President.

5. Procedures.

a. Each ACOM or organization listed in paragraph 3c is requested to submit one Regimental award nomination packet per category. USARC and Army National Guard Bureau are requested to submit at least three nomination packets per category.

b. Regimental award requirements and nomination packet criteria is provided as Enclosures 1 through 3.

c. Request all ACOMs and organizations submit their respective Regimental award nomination packets NLT 1 February 2014 to the address below. Electronic scanning and e-mail is preferred. Please ensure nomination packets are clearly scanned for Board consideration.

Chief of Staff
US Army Adjutant General School
ATTN: ATSG-AG
10000 Hampton Parkway
Fort Jackson, SC 29207

E-mail scanned nomination packets to: Primary – Mr. Dave Ratliff, david.a.ratliff2.civ@mail.mil; Secondary – Mr. Bill Villnow, william.c.villnow.civ@mail.mil.

d. Incomplete nomination packets will not be considered and will be returned to the initiating command or organization.

e. ACOMs or organizations may request reasonable extensions for nomination packet submission to the Chief of Staff, Adjutant General School by contacting:

Mr. Bill Villnow
william.c.villnow.civ@mail.mil
(803) 751-8368 (DSN 734)

The Chief of Staff will coordinate with each Board President for nomination packet extension approval. No extension will be authorized beyond 15 February 2014.

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

(1) Nomination packets received by the Adjutant General School without proper endorsement will be returned to the ACOM or organization without consideration.

(2) Nomination packets will include an endorsement from the recommended nominee's supporting senior AG / HR Officer on post, or at higher HQs.

g. Individuals selected as Regimental award winners should be available for TDY to Fort Jackson / Columbia, SC, to attend the Regimental award presentation ceremony during the National Adjutant General's Corps Regimental Ball scheduled for 30 May 2014. TDY funding for travel, food and lodging must be arranged by the Regimental award winner's command or home station.

6. Questions concerning the Adjutant General's Corps Regimental Awards Program should be directed to the Regimental Awards Action Officer (RAAO), Mr. Dave Ratliff, (803) 751-8300 (DSN 734), david.a.ratliff2.civ@mail.mil.

TODD GARLICK
COL, AG
Chief, Adjutant General's Corps

3 Encls
1. AG Officer & WO of the Year
2. AG NCO & Soldier of the Year
3. AG Civilian and Senior Civilian of the Year

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## ENCLOSURE 1 – ADJUTANT GENERAL'S CORPS OFFICER AND WARRANT OFFICER OF THE YEAR

**31 May 2013 through 30 May 2014**

**CRITERIA**

***Minimum Requirements:***

- ✓ Branch 42 or 420A / 420C
- ✓ Officer: 2LT–CPT (CPT nonpromotable as of 1 February 2014)
- ✓ Warrant Officer: WO1–CW3 (CW3 nonpromotable as of 1 February 2014)
- ✓ APFT: obtained a passing score on record APFT within 12 months of board packet submission date - Soldiers who cannot take certain APFT events, should not be excluded from competing (see "Additional Requirements" below for Soldiers injured during combat operations or profiled Soldiers)
- ✓ Verification of Height and Weight (Company Commander's verification required)
- ✓ Weapons Qualification within 12 months of board packet submission date (see additional requirements below)
- ✓ No UCMJ, Suspension of Favorable Actions or disciplinary action (e.g., letter of reprimand, etc.) (Company Commander's verification required)
- ✓ Must be on Active Duty or in a Reserve Status through 30 June 2014

***Nomination Packets will include:***

- ✓ 8x10 head / shoulder photo (JPG file) in Class As or Army Service Uniform (ACUs are acceptable if deployed, but require a Company Commander's statement)
- ✓ ORB with photo
- ✓ APFT, DA Form 705 verified by a Company Commander
- ✓ One (1) page narrative *(Arial, font size 12)* from the individual nominee demonstrating their understanding of former Army G-1, LTG Timothy J. Maude's (KIA 11 September 2001) contributions to the Army, his values, and how they seek to emulate him
- ✓ Recommendation memo from the Officer's / WO's chain of command (requires a minimum of LTC Commander endorsement)
- ✓ Include an endorsement from the recommended Officer / WO nominee's supporting senior AG / HR Officer on post, or higher HQs *(Narrative – not more than 2 pages, Arial, font size 12)*
- ✓ Company Commander's statement verifying nominee has no unfavorable actions current or pending
- ✓ If available, provide any examples of volunteer or community service by the nominee
- ✓ There is no specific format for the nomination packet narrative and no examples will be provided to preclude favoritism

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***Summary / Narratives should include:***

Outline of the Officer's / WO's contributions that best emulate LTG Maude as a Soldier, leader, and a person, to include, but not limited to: values, leadership, their role in the Army (tactical and technical), future Army vision, and most importantly support of Commanders, Soldiers and Families.

***Additional Requirements:***

- ✓ **Nomination Packets must be received NLT 1 February 2014.**
- ✓ Regimental award winners will be honored at the Adjutant General's Corps Regimental Ball scheduled for 30 May 2014 at Fort Jackson / Columbia, SC. TDY funding for travel, food and lodging must be arranged by the Regimental award winner's command or home station.
- ✓ Winners will receive the LTG Timothy J. Maude Medal for Distinguished Achievement and a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA).
- ✓ APFT and Weapons Qualification results will be reflected by an appropriate scorecard.
  - If the scorecard is not available, include a separate memorandum from the nominee's Company Commander explaining the absence of the card and how the APFT and Weapons Qualification score was verified.
  - Due to support of deployed operations, some Officers / Warrant Officers may not have taken the APFT or qualified with an assigned weapon within 12 months of board packet submission date. Submit a Company Commander's memorandum explaining these circumstances and provide date and score of the last test and qualification within the preceding 12 months.
  - Award nominees will receive the minimum Board points available for Weapons Qualification scorecard that is incomplete or submitted by a Company Commander with an exception explanation.
- ✓ APFT for Combat Wounded Soldiers or Soldiers with profiles:
  - Combat Wounded Soldiers or Soldiers with profiles with an APFT scorecard within the last 12 months and with less than three scoring events, will take the average of the other one or two events and add the average to determine an overall APFT score (per the Semi-Centralized Promotion process).
    - Example - if the profiled Soldier can only take one APFT and scores 80 points, then the one event score is added two more times to determine an overall APFT score of 240 points; same for only two APFT events being averaged, 100 & 70 points averages to 85 = an overall APFT score of 255.
  - Profiled Soldiers unable to take an APFT within 12 months of Board packet submission can submit the most recent record APFT taken by the Soldier within the preceding 12 months.
  - A Company Commander's statement validating APFT scores for Combat Wounded Soldiers or Soldiers with profiles is required.

- ✓ DA Form 5500 or DA Form 5501 is required if Officer / WO exceeds the screening table for weight.
- ✓ If possible, please submit the entire packet electronically – scanned photo, memorandums with signatures, scorecards, narratives, etc. Please ensure nomination packets are clearly scanned for Board consideration.

***Points of Contact:***

- ✓ AG Regimental Awards Action Officer (RAAO) – Mr. Dave Ratliff, (803) 751-8300 (DSN 734), david.a.ratliff2.civ@mail.mil
- ✓ Mailing address: Chief of Staff, US Army Adjutant General School, ATTN: ATSG-AG, US Army Soldier Support Institute, 10000 Hampton Parkway, Fort Jackson, SC 29207

## ENCLOSURE 2 – ADJUTANT GENERAL'S CORPS NCO AND SOLDIER OF THE YEAR

**31 May 2013 through 30 May 2014**

**CRITERIA**

***Minimum Requirements:***

- ✓ All CMF 42 Soldiers (Bandsmen included) and MOSs 79R, 79S, 79T NCOs
- ✓ Noncommissioned Officers: SGT-SFC (SFC nonpromotable as of 1 February 2014)
- ✓ Soldiers: PVT-SPC / CPL promotable
- ✓ APFT: obtained a passing score on record APFT within 12 months of board packet submission date - Soldiers who cannot take certain APFT events, should not be excluded from competing (see "Additional Requirements" below for Soldiers injured during combat operations or profiled Soldiers)
- ✓ Verification of Height and Weight (Company Commander's verification required)
- ✓ Weapons Qualification within 12 months of board packet submission date (see additional requirements below)
- ✓ No UCMJ, Suspension of Favorable Actions or disciplinary action (e.g., letter of reprimand, etc.) (Company Commander's verification required)
- ✓ Must be on Active Duty or in a Reserve Status through 30 June 2014

***Nomination Packets will include:***

- ✓ 8x10 head / shoulder photo (JPG file) in Class As or Army Service Uniform (ACUs are acceptable if deployed, but require a Company Commander's statement)
- ✓ ERB
- ✓ APFT, DA Form 705 verified by a Company Commander
- ✓ One (1) page narrative *(Arial, font size 12)* from the individual nominee demonstrating their understanding of former Army G-1 SGM, SGM Larry L. Strickland's (KIA 11 September 2001) contributions to the Army, his values, and how they seek to emulate him
- ✓ Recommendation memo from the NCO's / Soldier's chain of command (requires a minimum of LTC Commander endorsement)
- ✓ Include an endorsement from the recommended NCO / Soldier nominee's supporting senior AG / HR NCO on post, or higher HQs *(Narrative – not more than 2 pages, Arial, font size 12)*
- ✓ Company Commander's statement verifying nominee has no unfavorable actions current or pending
- ✓ If available, provide any examples of volunteer or community service by the nominee
- ✓ There is no specific format for the nomination packet narrative and no examples will be provided to preclude favoritism

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***Summary / Narratives should include:***

Outline of the NCO's / Soldier's contributions that best emulate SGM Strickland as a Soldier, leader, and a person, to include, but not limited to: values, leadership, their role in the Army (tactical and technical), future Army vision, and most importantly support of Commanders, Soldiers and Families, self development, and community service.

***Additional Requirements:***

- ✓ **Nomination Packets must be received NLT 1 February 2014.**
- ✓ Regimental award winners will be honored at the Adjutant General's Corps Regimental Ball scheduled for 30 May 2014 at Fort Jackson / Columbia, SC. TDY funding for travel, food and lodging must be arranged by the Regimental award winner's command or home station.
- ✓ Winners will receive the SGM Larry L. Strickland Medal for Distinguished Achievement and a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA).
- ✓ APFT and Weapons Qualification results will be reflected by an appropriate scorecard.
  - If the scorecard is not available, include a separate memorandum from the nominee's Company Commander explaining the absence of the card and how the APFT and Weapons Qualification score was verified.
  - Due to support of deployed operations, some NCOs / Soldiers may not have taken the APFT or qualified with an assigned weapon within 12 months of board packet submission date. Submit a Company Commander's memorandum explaining these circumstances and provide date and score of the last test and qualification within the preceding 12 months.
  - Award nominees will receive the minimum Board points available for Weapons Qualification scorecard that is incomplete or submitted by a Company Commander with an exception explanation.
- ✓ APFT for Combat Wounded Soldiers or Soldiers with profiles:
  - Combat Wounded Soldiers or Soldiers with profiles with an APFT scorecard within the last 12 months and with less than three scoring events, will take the average of the other one or two events and add the average to determine an overall APFT score (per the Semi-Centralized Promotion process).
    - Example - if the profiled Soldier can only take one APFT and scores 80 points, then the one event score is added two more times to determine an overall APFT score of 240 points; same for only two APFT events being averaged, 100 & 70 points averages to 85 = an overall APFT score of 255.
  - Profiled Soldiers unable to take an APFT within 12 months of Board packet submission can submit the most recent record APFT taken by the Soldier within the preceding 12 months.
  - A Company Commander's statement validating APFT scores for Combat Wounded Soldiers or Soldiers with profiles is required.

- ✓ DA Form 5500 or DA Form 5501 is required if NCO / Soldier exceeds the screening table for weight.
- ✓ If possible, please submit the entire packet electronically – scanned photo, memorandums with signatures, scorecards, narratives, etc. Please ensure nomination packets are clearly scanned for Board consideration.

***Points of Contact:***

- ✓ AG Regimental Awards Action Officer (RAAO) – Mr. Dave Ratliff, (803) 751-8300 (DSN 734), david.a.ratliff2.civ@mail.mil
- ✓ Mailing address: Chief of Staff, US Army Adjutant General School, ATTN: ATSG-AG, US Army Soldier Support Institute, 10000 Hampton Parkway, Fort Jackson, SC 29207

**ENCLOSURE 3 – ADJUTANT GENERAL'S CORPS CIVILIAN AND SENIOR CIVILIAN EMPLOYEE OF THE YEAR**

**31 May 2013 through 30 May 2014**

**CRITERIA AND NOMINATING PROCEDURES FOR THE "JOHN J. DINNIEN CIVILIAN AWARD FOR EXCELLENCE IN MILITARY PERSONNEL MANAGEMENT"**

1. **Purpose.** The purpose of this award is to give special recognition to DoD or DA Civilian Employees who work in or support Human Resources (HR) management (military) for contributions of outstanding significance to the Army, AG Corps and service to Soldiers during the previous calendar year.

2. **General.** The "John J. Dinnien Civilian Award for Excellence in support of Military Personnel Management" was created to annually recognize the contributions of Army Civilian Employees in military personnel management. The award is named in honor of Mr. John J. Dinnien, who epitomized the best qualities of a professional HR manager, and always placed service to the Army and Soldier above all else.

3. **Eligibility.** Eligible Civilian Employees include: GS, or NF, in career field CP50, those in CP32 who directly work developing or delivering HR institutional training, and CP51 or any other Civilian Career Program who directly work in support of military Human Resource 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.

4. **Dinnien Award Categories.** This year Civilian Employees will compete in two distinct categories and the Adjutant General's Corps will award two Dinnien awards as provided below:

a. The first category is the AG Civilian Employee of the Year and will include the grade levels of GS-01 through GS-09, or NF-1 through NF-3.

b. The second category is the AG Senior Civilian Employee of the Year and will include the grade levels of GS-10 through GS-15, or NF-4 through NF-6.

c. Additional Civilian Employee criteria follows:

(1) If the nominee is a "retired military" AG Civilian Employee, the nominee must have a minimum of 10 years DoD and/or DA Civilian Employee service.

(2) If the nominee is "not" retired military, no minimum Civilian Employee service is required for career Civilian Employees, or Veteran Civilian Employees.

5. **Basis for Selection.** Completion of an Army HR task or assignment which has significantly contributed to the execution of the Army's mission, while honoring all traditional American military values, placing special emphasis on: loyalty, duty, respect, selfless service, honor, integrity, and personal courage. The following evaluation criteria should be used in selecting award nominees:

a. Civilian Employees assigned duties of major significance to the military HR or personnel mission, which were accomplished in such a way as to have been clearly exceptional.

b. Civilian Employees who developed or improved military HR or personnel methods and procedures, or were responsible for exceptional achievements that caused significant savings or advanced the military HR / personnel mission, or personnel readiness.

c. Civilian Employees who provided outstanding examples for major military HR / personnel programs in terms of highly successful mission accomplishment.

d. Civilian Employees who demonstrated a record of achievement and inspired others to improve the quantity and quality of their work.

e. Civilian Employees who have an established a pattern of excellence, as recognized by previous accomplishments (i.e., Commander's Award for Civilian Service, multiple Exceptional Performance Appraisals, etc.).

f. Award nominees cannot have any current disciplinary actions, adverse counselings, or letters of reprimand. The nominee's CP50 Program Manager or Commander will provide a statement verification stating there are no current or adverse actions against the nominee.

g. Each award nominee must be employed by the Federal Government through 30 June 2014.

6. Nomination of Candidates. Each Civilian Employee nomination packet will include the following:

a. 8x10 head / shoulder photo (JPG file).

b. Recommendation memo from the nominee's chain of command (requires a minimum of LTC Commander endorsement).

c. Include an endorsement from the recommended nominee's supporting senior AG / HR officer on post, or higher HQs *(Narrative – not more than 2 pages, Arial, font size 12).*

d. Nomination format – Recommending official will provide one sheet of plain bond paper containing the following information:

(1) Name and duty title of nominee.

(2) A brief description of the nominee's duty description and responsibilities, including the scope of their work.

(3) Narrative. Double-spaced, Arial 12 font, on plain bond paper, not more than two pages. Accomplishments should be as specific as possible, unclassified information only. Recommending official should emphasize the following: nominee's support to the Army and / or AG Corps; impact to supporting Commanders, Soldiers, Families and the unit / organization; and contributions toward exemplary mission accomplishment.

e. There is no specific format for the nomination packet narrative and no examples will be provided to preclude favoritism.

6. Procedures.

a. ACOMs or organizations submitting nominees for the "John J. Dinnien Civilian Award for Excellence in Support of Military Personnel Management" should have nomination packets screened by their respective CP50 Program Manager.

b. The nominating ACOM / organization is responsible for the award recipient's TDY expenses for their attendance at the formal presentation ceremony on 30 May 2014 at the National Adjutant General's Corps Regimental Ball at Fort Jackson / Columbia, SC.

c. The award recipient's names will be added to the John J. Dinnien Award plaque hanging in the Adjutant General School Hall of Honor. The recipient will also receive a one (1) year membership to the Adjutant General's Corps Regimental Association (AGCRA).

7. Synopsis of Mr. John J. Dinnien's Biography:

a. Mr. John J. Dinnien dedicated over 50 years of his life in service to his country. Mr. Dinnien began his civil service career in 1945 with the US Army Europe Adjutant General's Office, immediately following his military service during WWII. He served in Europe until 1979, when he returned to the United States for what would be his last assignment as the 1st Personnel Command Liaison Officer to the US Army Military Personnel Center, Alexandria, Virginia.

b. Mr. Dinnien was the ultimate advocate for Soldiers, and always placed their needs above his own. Mr. Dinnien received numerous awards during his career, culminating with the Decoration for Exceptional Civilian Service, the Army's highest civilian service award.

Mr. Dinnien passed away in December of 1995, while still serving as a Department of the Army civilian. He will long be remembered for epitomizing duty, honor, and country.