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HQs, U.S. Army CBRN School
Fort Leonard Wood, MO 65473
01 February 2017

USACBRNS Memorandum of Instruction (MOI) MG William L. Sibert Award Program
FY17

REFERENCES:

- a. AR 350-1, Army Training and Leader Development
- b. FM 7-22, Army Physical Readiness Training
- c. STP 21-1-SMCT, Soldiers Manual of Common Tasks, Warrior Skills Level 1
- d. AR 40-501, Standards of Medical Fitness

Time Zone Used Throughout the Order: SIERRA

1. SITUATION. The MG William L. Sibert Award is an award program that gives recognition of excellence to the best Chemical, Biological, Radiological, and Nuclear (CBRN) Company or Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) Company in the Active Component (AC), Army National Guard (ARNG), and United States Army Reserve (USAR). The award's objective is to instill pride and reinforce essential elements of mission readiness, leadership, discipline and organizational excellence in a quality force. This MOI supersedes USA Chemical Corps Regimental Regulation No.672-2.

2. MISSION. On 4 May the US Army Chemical Biological Radiological and Nuclear School (USACBRNS) will select the best CBRN or CBRNE unit from the AC, ARNG and USAR component, in order to recognize the unit with the highest standards of excellence. The Sibert Award will be presented to the awardees on 29 June 2017 at Fort Leonardwood MO.

3. EXECUTION.

- a. Commander's Intent. To have as many units as possible participate in order to ensure that the best unit is being recognized and that the hard work of the Soldiers and Leaders in those units is publically recognized.

Key tasks:

- (1) Units submit nomination packets in accordance with Annex A of this MOI.
- (2) The USACBRNS conducts a board to determine the winning companies.

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(3) The winning companies are presented with the Sibert Award during the Chemical, Biological, Radiological and Nuclear Regimental Birthday Celebration (RBC).

b. Concept of the Operation: This operation will be conducted in four phases:

(1) Phase I. This phase starts with the publication of the MOI on 01 February 2017. During this phase of the operation the eligible units commence to prepare for nomination packet submission. The eligible units are as follows:

(a) AC CBRN Company. AC numbered TOE CBRN Companies, CBRNE Companies, and TOE battalion/brigade HHC CBRN/CBRNE Companies.

(b) ARNG CBRN Company. National Guard numbered Table of Organization and Equipmeny (TOE) CBRN companies and TOE battalion/brigade HHC CBRN companies.

(c) USAR CBRN Company. Army Reserve numbered TOE CBRN companies and TOE battalion/brigade HHC CBRN companies.

(2) Phase II. During this phase of the operation eligible units submit nomination packets IAW Annex A NLT 26 April 2017. During this phase the USACBRNS Commandant will also appoint the panel members for the Sibert Award Board.

(3) Phase III. This phase starts on 2 May 2017 with the packaging of all the nomination packets in preparation for the board. During this phase the panel meets from 4-5 May 2017 to review all the nominations and determine the recipient of the Sibert Award. On 8 May 2017, USACBRNS notifies higher headquarters of units within their Commands that have been selected for the award.

(4) Phase IV. This phase begins after the unit's higher headquarters are notified of the outcomes. On 9 May 2017, the Sibert Award plaques and streamers are placed on order. During this phase the winning units will also commence travel preparation and coordination with the USACBRNS Budget and Contract Manager. This phase culminates with the award presentation on 29 June 2017, during the RBC.

c. Tasks to USACBRNS Staff.

(1) USACBRNS Operations.

(a) Publish the MG William L. Sibert Award Program MOI NLT 01 February 2017.

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- (b) Ensure that all units eligible to participate receive the MOI.
- (2) USACBRNS Personnel Development Office (PDO).
 - (a) Receive nomination packets.
 - (b) Coordinate a location for the board to convene. Inform the panel members NLT 10 April 2017 of the location of the board.
 - (c) Provide a unit streamer and plaque for the awarded units and coordinate for presentation during the USACBRN Regimental Celebration.
 - (d) Provide a recorder for the board.
 - (e) Print nomination packets of all participating units for each panel member.
 - (f) Update the Sibert Award master plaque with awarded units' designation and replica guidons.
- (3) Budget and Contract Management. Provide funds information for two representatives from each winning unit to conduct a Leader Professional Development (LPD) on 29 June 2017 (funding will cover travel to and from Fort Leonard Wood for 1 day only)

d. Tasks to Participants.

- (1) 20th CBRNE Command
 - (a) Encourage units to submit one nomination per CBRN or CBRNE Battalion. The nomination packets have to be submitted to SFC Richards or Mr. Ham (CBRNS PDO) via milSuite at <https://www.milsuite.mil/book/groups/cbrn-pdo> NLT 26 April 2017. Packets are to be submitted to USACBRNS thru the 48th CBRN Brigade. Requirements for the nomination packets can be found in Annex A.
 - (b) Winning unit will provide two unit representatives (Commander and First Sergeant preferred) to conduct a LPD and receive the award on 29 June 2016. The LPD discussion will include procedures for implementing successful programs within your organization. The USACBRNS will provide the travel expenses for the representatives.
- (2) Eighth Army, USARPAC.
 - (a) Encourage units to submit one nomination each to SFC Richards or Mr. Ham (CBRNS PDO) via milSuite at

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<https://www.milsuite.mil/book/groups/cbrn-pdo> NLT 26 April 2017. Packets are to be submitted to USACBRNS thru your major command (Eighth Army, or USARPAC). Requirements for the nomination packets can be found in Annex A.

(b) Winning unit will provide two unit representatives (Commander and First Sergeant preferred) to conduct a LPD and receive the award on 29 June 2016. The LPD discussion will include procedures for implementing successful programs within your organization. The USACBRNS will provide the travel expenses for the representatives.

(3) Army National Guard.

(a) Encourage units to submit one nomination per CBRN Battalion and at least one additional nomination for separate CBRN companies. Submit nomination packets to SFC Richards or Mr. Ham (CBRNS PDO) via milSuite at <https://www.milsuite.mil/book/groups/cbrn-pdo> NLT 26 April 2017. Packets are to be submitted to the USACBRNS thru 31st Chemical Brigade. Requirements for the nomination packets can be found in Annex A.

(b) Winning unit will provide two unit representatives (Commander and First Sergeant preferred) to conduct a LPD and receive the award on 29 June 2016. The LPD discussion will include procedures for implementing successful programs within your organization. The USACBRNS will provide the travel expenses for the representatives.

(4) U.S. Army Reserve.

(a) Encourage units to submit one nomination per CBRN Battalion or equivalent command. Submit nomination packets to SFC Richards or Mr, Ham (CBRNS PDO) via milSuite at <https://www.milsuite.mil/book/groups/cbrn-pdo> NLT 26 April 2017. Packets are to be submitted to USACBRNS thru 76th ORC or assigned MEB. Requirements for the nomination packets can be found in Annex A.

(b) Winning unit will provide two unit representatives (Commander and First Sergeant preferred) to conduct a LPD and receive the award on 29 June 2016. The LPD discussion will include procedures for implementing successful programs within your organization. The USACBRNS will provide the travel expenses for the representatives (funding will cover travel to and from Fort Leonard Wood for 1 day only).

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e. Coordinating Instructions:

(1) Timeline.

<u>Date</u>	<u>Time</u>
01 Feb 17	Publish the MOI
26 Apr 17	Last day to submit nomination packets
4-5 May 17	Board Convenes
8 May 17	Recipient announced
9 May 17	Order streamers, plaques, and replica guidons
29 Jun 17	Awards are presented at Fort LeonardWood, MO

(2) Nomination packets. Submit all packets via milSuite at (<https://www.milsuite.mil/book/groups/cbrn-pdo>), access the projects tab and upload packets in the 2017 Sibert Award sub-community. An individual from each submitting unit will contact SFC Sherine Richards at (573) 563-1306 or sherine.t.richards.mil@mail.mil, or Mr. Charles Ham at (573) 563-7728 or charles.d.ham4.civ@mail.mil in order to gain access to the CBRN-PDO milSuite account. All Packets must contain the information listed in annex A and uploaded NLT than 26 April 2017. Once a packet is received by the PDO office a notification will be placed in the Sibert Award Sub-community. A sample packet is available in the Sibert Award sub-community.

(3) Award Presentation.

(a) Commanders at each level of command are encouraged to present appropriate awards to winners at all levels of competition.

(b) The award for each category of the competition will be a plaque, placement of the unit's name on the master plaque at the USACBRNS, and a streamer for the unit guidon.

(c) The plaque will be presented to the winning units during the RBC on 29 June 2017 at Fort Leonard Wood, MO.

(4) Funding.

(a) Commands are responsible for all expenses that are incurred to administer the program.

(b) The USACBRNS will provide TDY funds for two representatives per winning unit to attend a Leaders Professional Development (LPD) at Fort Leonard Wood, MO. (funding will cover travel to and from Fort Leonard Wood for 1 day only)

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4. SERVICE SUPPORT.

- a. Board panel members are responsible for their food and water during the board proceedings.
- b. Unit representative receiving the award is responsible for initiating TDY orders. Cross-organizational fund code will be made available once the unit award recipient is announced.

5. COMMAND AND SIGNAL.

- a. Point of contact is SFC Sherine Richards at (573) 563-1306 or sherine.t.richards.mil@mail.mil.
- b. Alternative point of contact is Mr. Charles Ham at (573) 563-7728 or charles.d.ham4.civ@mail.mil.

ACKNOWLEDGE:

BONNER
BG

OFFICIAL:
MAJ Walley
Chief of Personnel Development

ANNEXES:
A. Sibert Award Packet
B. Sibert Selection Panel Instructions

DISTRIBUTION:
20th CBRNE Command
Eighth Army
USARPAC

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USARNG
USAR.
3d CM BDE
DAC-USAR
DAC-NG
USACBRNS Budget Manager
ALL ELIGIBLE PARTICIPANTS