

UNCLASSIFIED

ANNEX A (SIBERT AWARD PACKET) TO USACBRNS Memorandum of Instruction (MOI) Major General William L. Sibert Award Program

1. PACKET.

a. Packets will be submitted via milSuite at (<https://www.milsuite.mil/book/groups/cbrn-pdo>). A conservative use of pictures is encouraged if they enhance the packet or provide a storyboard for unit accomplishments.

b. Each packet will have a cover page signifying the unit. Additionally the packet must contain a memorandum from the next higher command nominating the unit. The memorandum will include the following:

(1) A complete unit designation and address.

(2) The category of competition (AC, ARNG,USAR).

(3) The name, grade, unit address, telephone number (DSN and commercial), and the email address of the point of contact (POC) and an alternate POC. Either the POC or the alternate POC must be a member of the nominated unit.

(4) The timeline for qualified events is 15 April 2016 thru 15 April 2017 (Sibert Period).

(5) An authorization for direct communication between the unit and the USACBRN School.

c. The packet will contain the information in TABs A-E (see below).

2. TAB A – Training.

a. Individual Training.

(1) Army Physical Fitness Test. Indicate the number of Soldiers assigned, the number tested, passed and the unit average (FM 7-22).

(2) Weight Control. Indicate the number of Soldiers enrolled, enrolled less than 6 months, enrolled longer than 6 months, and those chaptered (AR 600-9).

(3) Weapons Qualification. Indicate the number of Soldiers in the unit, the number individual weapons qualified, and level of qualification (Expert, Sharpshooter, or Marksman) (FM 3-22.9).

(4) Warrior Tasks and Battle Drill Testing. Indicate the number of Soldiers assigned, the number tested, and the number of first time “go’s” (STP 21-1-SMCT).

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(5) Combat Lifesaver Course. Indicate the number of squad, crew, or equivalent-sized deployable units and the number of CLS Certified individuals per squad (AR 350-1).

(6) Structure Self Development (SSD). Indicate the number of Soldiers in the unit at each grade and the number of Soldiers that have completed the appropriate SSD Level for their current grade.

(7) Noncommissioned Officers Professional Development System (NCOPDS). Indicate the number of Soldiers in the unit that are eligible to attend their appropriate Professional Military Education (PME), those currently enrolled, those who have completed schooling, and those who were considered "NO Show" (AR 350-1).

(8) Other. Indicate the number of Soldiers in the unit and the number of Soldiers that have participated in other professional development programs (i.e. Army Ten-Miler, Manchu Road March, German Armed Forces Badge for Military Proficiency, Airborne, Air Assault, Global Assessment Tool Survey, Army Family Team Building, enrolled in college/distance learning courses, etc.) during the Sibert Period.

b. Collective Training.

(1) Provide a copy of the Unit's Full Spectrum Operations Mission Essential Task List (FSO METL).

(2) Major Training Events. List any situational training exercises, external evaluations, command post exercises, and deployment exercises the unit participated in. Provide results and effects on FSO METL. For external evaluations provide a signed copy of the evaluator's comments.

(a) Can include Combat Training Center (CTC) rotations, Mission Readiness Exercise (MRX), other certified field training events or given operational missions.

(b) If a unit deploys to a real-world contingency and is exempted from an external evaluation then provide paperwork indicating so. Deployed units can include deployment training and operational missions.

(3) Mission Support. Provide the number of reconnaissance, decontamination, HAZMAT, Tech Escort, consequence management, surveillance and sample management, and biological missions conducted during the Sibert period. Describe the mission, number of personnel that conducted the mission, type of equipment used, and total number of hours for each mission.

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(4) Master Resiliency Training (MRT). Indicate the number of Soldiers assigned/attached to the unit and the number of Soldiers MRT trained. Indicate all MRT training conducted during the Sibert period).

(5) Sexual Harassment Assault Response Program (SHARP). Indicate the number of Soldiers assigned or attached to the unit and the number of Soldiers that are SHARP trained. Indicate all SHARP training conducted during the Sibert period.

3. TAB B – Maintenance

a. Equipment Status. Provide all signed monthly (Active Component) and quarterly (Reserve Component) Non-Mission Capable and Summary Report from the Army Material Status System (AMSS) for the full months of the competition time frame (1 May 2016 to 30 Mar 2017).

b. Inspections and Awards. Provide brigade and higher level maintenance inspection results and maintenance awards presented to the unit.

4. TAB C – Safety.

a. Safety Awards. Provide copies of safety awards presented to the unit.

b. Safety Programs. Provide information on all Safety Programs in place and the positive effects of the safety programs (i.e., risk assessment, adverse weather drills, drunk driving prevention, health awareness, environmental hazards, motor pool hazards, accident prevention at home and at work, sports injury prevention, etc.).

c. Misconduct. Provide measures that the unit is taking in order to reduce/prevent off/on duty misconduct (traffic violation, drug use/abuse, child abuse, pet abuse, driving under the influence, destruction of property, disorderly misconduct, etc.) Include blotter statistics.

5. TAB D – Organizational Excellence.

(1) Awards.

a. List and provide brigade and higher, or outside agency, individual/unit/team awards.

b. Provide Soldier/NCO of the QTR/Year, Sergeant Audie Murphy and Sergeant Morales recipients.

c. Other unit awards and decorations received in the last 12 months (attach copies).

d. Brigade level Organizational Inspection Program (OIP). A signed copy of the evaluator's comments must accompany the packet.

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e. Provide a story board describing any participation in voluntary community/humanitarian activities or unit sponsorship programs (helping schools, daycares, churches, special organizations, natural disasters, cleaning the community, youth events, etc.).

f. If deployed, indicate how many Soldiers are deployed out of the total assigned and the expected length of tour. Also, indicate any significant contributions while deployed and the number of Soldiers that participated.

(2) Medical Protection System (MEDPROS). Provide the most current copy of the unit Fully Medically Ready (FMR) detail report for UIC (AR 40-501).

g. Family Readiness Group Activities. Provide a story board for each FRG events conducted. Include dates of each FRG event, number of family members participated, keynote speakers (if any) from the army and the local community that have briefed families on organization's services for military families.

h. Volunteer Recognition. Provide any volunteer recognition (Individual/ Unit).

6. TAB E – Narrative Summary. Unit commander addresses training accomplishments, direction of the company, and service to the Nation. Emphasis should be placed on combined arms training events and support to our Nation in the homeland or abroad. Limit comments to no more than one double-spaced page.