

## **Of The Year Packet Checklist**

Nominee Name:

Nominee/Nominator Contact Information Form

Nomination Letter

- outlining the significant acts or contributions made over the calendar year
- address how nominee made an impact on Soldiers and/or the organization

Chain of Command Endorsement Letters

Digital photo of nominee (head and shoulders photo)

- military should be in ACU or AGSU/ASU; civilian in business attire
- photo should be from the shoulders up (similar to command photos) or DA photo
- submit photo in image format (.jpg, .png, etc.)

Endorsement Letters

- may submit no more than three endorsement letters from previous commanders, first-line supervisors, or peers
- endorsement should detail why the nominee should be selected
- should be no longer than one page using standard letter formatting

Email packet in PDF or Microsoft Word format to:

[usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil)

## **OTY Nominee/Nominator Contact Information Form**

**NOMINEE CONTACT INFORMATION:**

Rank/Grade and Name (First, MI, Last):

Unit:

Higher Command (i.e. BN/BDE/DIV):

Mailing Address:

Telephone Number: Home:

Work:

E-Mail Address:

Present Duty Position:

Years of Military/Civilian Service:

**NOMINATOR CONTACT INFORMATION:**

Rank/Grade and Name (First, MI, Last):

Unit:

Relationship to Nominee:

Telephone Number: Home:

Work:

Email Address: