

Unit Of the Year Packet Checklist

Unit:

Unit OTY Nominee/Nominator Contact Information Form

Nomination Letter

- outlining accomplishments/contributions for the calendar year in support of the Transportation Corps' mission

Statement from the unit commander or first-line supervisor explaining why the unit should be selected for the award

Chain of Command endorsement

Assignment History (1 Jan - 31 Dec 25)

Training and tasks performed

List of awards/decorations received during the calendar year (if applicable)

Endorsement Letters (Optional; in addition to Chain of Command)

- may submit no more than three endorsement letters from any individual having served in the unit or anyone with firsthand knowledge of the unit's accomplishments
- should be no longer than one page using standard letter formatting

CONOPs outlining unit accomplishments or exercises supported (Optional)

- may submit no more than two (2)
- will be prepared in MS PowerPoint

Email packet to:

usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil

Unit OTY Nominee/Nominator Contact Information Form

NOMINEE CONTACT INFORMATION:

Unit/UIC:

Unit POC:

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

Mailing Address:

Unit POC's E-Mail Address:

Unit POC's Telephone Number:

NOMINATOR CONTACT INFORMATION:

Rank/Grade and Name:

Unit:

Relationship to Nominated Unit:

Telephone Number: Home:

Work:

Email Address:

Example Assignment History

(can be prepared as a memorandum for record with unit's standard letterhead)

SUBJECT: 2025 Transportation Corps Small (or Large) Unit of the Year Assignment History

1. Between 1 January - 31 December 2025, (Unit Name) conducted the following operations and activities:

a. (Name of exercise/operation/support) (Dates): Narrative describing mission, to include, but not limited to, scope of the mission, support provided, organizations supported, and any other key aspects that highlight the unit's accomplishments.

b. (Name of exercise/operation/support) (Dates): Narrative describing mission, to include, but not limited to, scope of the mission, support provided, organizations supported, and any other key aspects that highlight the unit's accomplishments.

(continue until all key operations and activities are captured, include a point of contact line and obtain the commander's signature on the document)