

## **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 in MS Word

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 23) in MS Word format

Training and tasks performed (MS Word format)

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](mailto: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: