

## Enclosure 2

### FY16 LTG Ellis D. Parker Award Nomination Format

#### 1. General.

- a. Nomination packet must be prepared in the standardized format addressed below. All areas of evaluation must be addressed, even if not directly applicable to the unit or activity.
- b. Packet must be contained in a 2 inch binder or less.
- c. Pictures are encouraged; however, loose pictures, negatives, slides or computer disks are not allowed and will be removed before the packet is reviewed at the board.
- d. Information for each mandatory subject area will not exceed **four** pages in length.
- e. Page margins will be set at one inch for all sides.
- f. The font will be times new roman, twelve pitch.

#### 2. Part I – Administrative Data.

- a. Tab A – Table of Contents. List all parts and tabs of the packet.
- b. Tab B – Category of Competition. Include the category of the competition, unit designation, location, MTOE/TDA number, complete mailing address, DSN and commercial phone numbers.

#### c. Tab C – Endorsements.

(1) The endorsements from the Brigade Commander and Army Commands (ACOM), Army Service Component Commands (ASCC), and Direct Reporting Units (DRU) Commander/Commanding General are **MANDATORY**.

(2) Endorsements will be no more than **one** page.

#### d. Tab D – Point of Contact (POC) Information.

(1) Include the name, rank, unit address, DSN and commercial phone numbers and e-mail addresses of the local POC and an alternate.

(2) Include the rear detachment POC and an alternate if unit is deployed.

#### 3. Part II – Mandatory Areas of Evaluation.

- a. General. Information is limited to the Fiscal year (1 October 2015 – 30 September 2016) of competition. The material for each of the areas of evaluation must not exceed **four** typewritten pages.

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- b. Tab A – Mission Statement. Explain the “who, what, when, where and why”.
- c. Tab B – Commander’s Intent.
- d. Tab C – Safety. The narrative should include quantifiable data and significant examples of excellence in safety as recorded during the rating period such as:
  - (1) Overall unit safety program / inspection results.
  - (2) Flight hours flown since last class A or B accident and a short description of the accident.
  - (3) Ground vehicle miles since last class A, B, or C accident and a short description of the accident.
  - (4) Unit munitions handling procedures.
  - (5) Aviation Life Support System (ALSS).
  - (6) Unit refueling operations.
- e. Tab D – Leadership. The narrative should include significant examples of excellence in leadership as recorded during the evaluation period such as:
  - (1) Retention program.
  - (2) Chain of command.
  - (3) Soldier education.
  - (4) Command Physical Readiness Training (PRT) program.
  - (5) Unit awards and citation.
  - (6) Absence without leave.
  - (7) Community involvement.
  - (8) Awards program.
  - (9) UCMJ.
  - (10) Standardization program.
  - (11) Personnel Readiness/Deployability

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f. Tab E – Training. The narrative should include significant examples of excellence in training as recorded during the rating period such as:

- (1) ARMS results.
- (2) Individual and Crew Served Weapons qualification.
- (3) Night Vision Systems training status.
- (4) Standardization programs.
- (5) Crew Coordination training.
- (6) Training supporting unit METL.
- (7) Readiness Level (RL) training.
- (8) Flying Hour program (hours allotted vs. hours flown).

g. Tab F – Maintenance. The narrative should include significant examples of maintenance excellence as recorded during the rating period such as:

- (1) Overall unit equipment readiness.
- (2) Aircraft availability and hours flown.
- (3) Wheeled vehicle and engineer equipment readiness.
- (4) Equipment over 90 days non mission capable (NMC).
- (5) ASE readiness.
- (6) Average length of time for phase maintenance.
- (7) The Army Maintenance Management System/ Prescribed Load List (TAMMS/PLL) certification program.
- (8) Percent of supply/PLL zero balance by month.
- (9) Property accountability.

#### 4. Part III – Additional Information.

a. Provide any other information that further substantiates and demonstrates the unit's level of excellence.

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b. Additional information is limited to **10 pages or less**, including photographs. Additional information/photographs beyond 10 pages will not be presented to the board.

c. **NO CLASSIFIED MATERIAL** will be included within the nomination packet.

5. Points of contact/information:

a. Mail hard copy of all nomination packets to USAACE G-1, ATTN: Awards, Building 5700, Room 220, Fort Rucker, AL 36362

b. Please email all inquiries to USAACE G-1 Awards section at [usarmy.rucker.avncoe.list.cmd-g1-awards@mail.mil](mailto:usarmy.rucker.avncoe.list.cmd-g1-awards@mail.mil)