

Enclosure 2

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 **two** 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 ARCOM/Army Service Component Command 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 of competition. The material for each of the areas of evaluation must not exceed **two** typewritten pages.
- b. Tab A – Mission Statement. Explain the who, what, when, where and why.

Enclosure 2

LTG Ellis D. Parker Award Nomination Format

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 Training program.

(5) Unit awards and citation.

(6) Absence without leave.

(7) Community involvement.

(8) Awards program.

(9) UCMJ.

(10) Standardization program.

Enclosure 2

LTG Ellis D. Parker Award Nomination Format

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) 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.

Enclosure 2
LTG Ellis D. Parker Award Nomination Format

b. There is no limit to the amount of additional information, as long as it will fit in the two inch binder.

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

5. Address and points of contact:

- a. USAACE G-1, ATTN: Awards, 334-255-1487/9734 (DSN 558).
2218 6th Ave.
BLDG 5700, Room 220
Fort Rucker, AL 36362

The complete award guideline can be found on the Fort Rucker USAACE G-1/4 website at http://www.rucker.army.mil/usaace/g1-g4/award_edp.html