Enclosure 2
FY25 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. Digital pdf packet must be contained in a single pdf document. Hard copy submissions are not accepted.

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 SIX pages** in length.

e. Page margins will be set at one inch for all sides.

f. The font will be Arial, twelve pitch.

2. Part I – Administrative Data.

a. Table of Contents. List all parts and tabs of the packet.

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. 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 **TWO** pages.

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 2024 – 30 September 2025) of competition. The material for each of the areas of evaluation will not exceed SIX typewritten pages.

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, and lack of accidents and incidents.

(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 and Deployability

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).

(9) The deliberate and progressive method for achieving training readiness and unit proficiency.

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.

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.