

# **Enclosure 1: OTY Nomination Packet**

## **NOMINEE CONTACT INFORMATION:**

RANK/GRADE and NAME (First, Middle, Last):

NOMINEE NOK (If Deceased):

CURRENT MAILING ADDRESS:

TELEPHONE NUMBER: Home:  
Work:

E-MAIL ADDRESS:

DATE AND PLACE OF BIRTH:

PRESENT DUTY POSITION/OCCUPATION OR EMPLOYMENT (if applicable):

YEARS OF MILITARY/CIVILIAN SERVICE/RETIREMENT DATE:

## **NOMINATOR CONTACT INFORMATION:**

NAME:

TELEPHONE NUMBER: Home:  
Work:

EMAIL ADDRESS:

## **NOMINATION LETTER:**

ONE PAGE nomination in Memorandum Thru format providing a detailed narrative (no less than 400 words) description of the nominee's distinguished service, significant contributions, and performance to the U.S. Army Transportation Corps. AR 25-50, page 23, figure 2-11.

## **RESUME:**

CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE.

- Include job title, organization, and inclusive years of assignment in chronological order.
- US Decorations and Badges
- Education (Military/Civilian and degrees earned)
- Military nominees will submit ORB/ERB

## **PHOTOGRAPH:**

One 5 x 7 photo of the nominee, from the shoulders up in color. Military photo will be the command or DA photo. Civilian photo will be in business attire.