

(6) Divide the shortfall (2,253) by the contract man-year work hours obtained from the document in paragraph C-1f. The desired number in this example is 1,927, a contract man-year in FORSCOM in year 2000. These results, 2,253 divided by 1,927, represent a shortfall of 1.2 man-years. Then, multiply 1.2 man-years by the contract man-year cost figure for the MOS and area under consideration from paragraph C-1f. In this example, FORSCOM in year 2000, the man-year cost for a contract light wheeled vehicle mechanic was \$52,029.00. Therefore, a total of \$62,434.80 is required to meet the annual augmentation requirement in this example.

(7) Repeat steps (1) through (6), above, for the complete equipment density list and the MOSs in your command.

Appendix D Army Maintenance Awards

D-1. Introduction

This appendix provides instructions and guidance for the preparation of the AAME nomination packet. Units are to use this format in order to ensure all elements of the competition are addressed. MACOMs will work with and mentor their units in an effort to improve the competitiveness of their units.

D-2. Competition

The components for competition remain Active MTOE, National Guard MTOE, Reserve Component MTOE and TDA. Within each component, there are three categories of competition based on the number of authorized personnel in the competing unit. These size categories are small (1-100 personnel), medium (101-300 personnel) and large (301 or more personnel). MACOMs may nominate the number of units authorized in this regulation.

D-3. Nomination

The nomination packet will be prepared in the narrative format prescribed in this appendix and submitted in a 1-inch three-ring binder. Units should also include an electronic version (CD-ROM or Zip) of the nomination packet, preferably in Microsoft Word or Power Point format. The outside of the front cover of the binder is to be labeled with the following information: category of competition, unit designation, location, MACOM, MTOE/TDA number, force activity designator (FAD), complete mailing address (including building number), zip code or Army post office, message address, DSN and/or commercial telephone number, and e-mail address of the POC. Units are authorized to include a unit picture on the front cover with the information required above.

D-4. Nomination packet

Nomination packet submissions should be unclassified. Essential classified information (up to secret) may be submitted; however, it must be marked and submitted separately by forwarding in accordance with information security guidelines. If a classified packet is submitted, the MACOM nominating the unit must notify the USAOC&S (ATSL-AAME) by telephone or fax not less than 3 days before mailing the packet. Any portion of the unit's name, mission, location, or packet that is not releasable for publicity should be specified to USAOC&S (ATSL-AAME).

D-5. Nomination address

Nomination packets are to be forwarded by registered mail to the Commander, U.S. Army Ordnance Center and School, ATTN: ATSL-AAME, Aberdeen Proving Ground, MD 21005-5201.

D-6. Sample

A sample table of contents is provided in figure D-1 and is recommended for unit's use.

Army Award for Maintenance Excellence
Nomination Packet

Table of Contents

| | |
|--|-------|
| Section 1-Administrative | Tab A |
| Basic Unit Information | |
| Endorsements | |
| Section 2- Summary of Actions | Tab B |
| Part A- Mission Accomplishments | |
| Part B- Effective Use of Maintenance Resources | |
| Part C- Innovative Management Accomplishments | |
| Part D- Personnel Quality of Life Programs | |
| Section 3- Proposed Citation | Tab C |
| Section 4- Enclosures | Tab D |

List page numbers under tabs.

Figure D-1. Sample table of contents for Army Award for Maintenance Excellence nomination packet

D-7. Basic unit information (1-2 pages)

Basic unit information to be provided in section 1 of the AAME nomination packet—and the format to be used—is outlined in table D-1.

Table D-1
Basic unit information in section one of the AAME nomination packet

- a. Service (Army) and Component (Active, USAR, ARNG).
 - b. Specific unit designation of nominated unit.
 - c. Category/size of nominated unit.
 - d. Point of contact at nominated units.
 - e. MACOM point of contact.
 - f. Complete mailing address of nominated units.
 - g. Complete message addresses.
 - h. Background information for nominated unit.
 1. Unit size (officers enlisted).
 2. Unit location.
 - i. Unit mission statement (five lines or less).
 - j. Operational chronology (during fiscal year).
 - k. Chain of command endorsements (not included in page count).
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D-8. Summary of actions

All parts of section 2 of the AAME nomination packet will be assessed and must be addressed within the narrative in accordance with the prescribed format, below:

a. Mission accomplishments. A four- to six-page narrative description of the competing unit's mission accomplishments for the competition period. Accomplishments should stress maintenance efforts and the impacts of those efforts on the unit's operational capability and mission accomplishment. Items that must be included are:

(1) *Accomplishment of unit mission requirements.* Discuss in detail the mission-essential tasks the unit must perform and indicate the impact of maintenance operations on the accomplishment of the mission. Address how the unit's use

of maintenance operations impacted overall mission success at training exercises. Consider, for example, including the number of services, recovery missions, and so on, completed while supporting contingency operations, deployment missions, or other operations.

(2) *Weapon system or equipment operational readiness status.* Discuss the level of readiness your unit maintained over the fiscal year and how this relates to your mission readiness. Briefly describe the results of command inspections and evaluations (for example, local maintenance evaluation team (MET), annual training evaluations, rollout exercises, alerts, and similar exercises).

(3) *Operational deployment participation and successes.* Identify all deployment participations during the year of competition. Discuss the unit's success in each of the deployments. Also address how the level of readiness your unit maintained impacted on deployments and EXEVALS. Consider providing the number of successfully completed emergency deployment readiness exercises or operational readiness surveys and number of range qualifications.

(4) *Local or higher headquarters exercise participation and successes.* Discuss maintenance support to various operations throughout the competition period. Examples may include interagency support to other Services and government agencies; support to local academic institutions; and deployed equipment (state quantity) during FTXs, command post exercises (annotate locations), and combat training center (CTC) exercises.

(5) *Special programs.* Discuss projects the unit implemented during the competition period that enhanced maintenance operations. Consider projects that reduce order ship time or repair cycle time. Address smart, participation in the Automotive Standards of Excellence certification program, overseas deployment training, number of urgent MWOs completed, routine MWOs completed, number of safety of use messages received and corrective steps taken, and so on.

b. Effective use of maintenance resources. A four- to six-page narrative description of the competing unit's accomplishments that illustrate good stewardship of maintenance resources.

(1) *Maintenance management status.* Focus on key processes and components necessary for an effective maintenance program and how they are monitored, managed, and improved to support maintenance excellence. Address SOPs, management of classes of supply, tool control, TMDE, AOAP, publications, quality assurance, manpower utilization, and HAZMAT management (explain pollution prevention initiatives, hazardous communication program, compliance with HAZMAT transportation regulations, and waste-management procedures).

(2) *Maintenance training programs status.* Focus on how the unit evaluates maintenance skills and training needs and the programs used to provide and improve these skills. Address monthly training schedules, driver training, MOS cross training, professional development training, and how lessons learned from FTX are incorporated into the training program to improve performance.

c. Innovative management accomplishments. A two- to three-page narrative that focuses on how the unit innovations impacted mission accomplishment and enhanced operational capability for the commander.

(1) *Equipment improvement recommendations that result in an improved readiness posture.* Consider impact of command emphasis on maintenance programs, maintenance support team (MST) training, and low-density equipment readiness programs. If applicable, include steps taken by your unit to correct systemic maintenance problems with particular pieces of materiel (explain the problem and steps taken to alleviate).

(2) *Resource management innovations and improvements.* Consider rebuild programs and cost-avoidance programs as well as outsourcing and other management initiatives to enhance constrained resources.

(3) *Safety programs.* Discuss unit-/command-level safety programs and inspection results. Address efforts to prevent damage to equipment/personnel injuries and to ensure compliance with local, State, and Federal regulations.

(4) *Training programs.* Address innovative strategies (for example, distance learning or training with industry to enhance technical and professional development of personnel).

(5) *Production quality control innovations and improvements.* Address programs to facilitate quality assurance of maintenance operations. Consider special training programs for quality assurance personnel available from LARs, RTSM, and so on; local software programs developed to enhance maintenance/supply management; and other techniques developed to make the process more efficient and effective.

d. Personnel quality of life programs. A two- to three-page narrative that focuses on—

(1) *Self-help programs.* Consider building projects to support the health and welfare of the organization and sponsorship/partnership programs.

(2) *Personnel recognition programs.* Describe the unit's awards and recognition program (for example, mechanic's badges, driver's badges, and so on). Include number of soldiers receiving awards and how the awards related to the effectiveness of the unit's maintenance program.

(3) *Community projects.* Describe involvement with the local community. Consider support to local school systems, community organizations (such as the Boy Scouts), recycling programs, and environmental awareness programs.

(4) *Communications program.* Address use of newsletters and other media to communicate with soldiers, their families and community. Include any articles that focus on the unit's maintenance operations. Describe the use of family support groups and the way you communicate with deployed soldiers.

(5) *Humanitarian projects and programs.* Describe involvement in the following types of projects/programs: disaster

relief missions, meals on wheels, adopt-a-school, blood drives, and so on. Include a concise, double-spaced, unclassified proposed citation highlighting specific achievements.

D-9. Milestones

Milestones for units submitting nominations:

- a.* 15 Dec: MACOMs forward nominations to USAOC&S.
- b.* 7-18 Jan: Phase 1 Board meets to evaluate nominations.
- c.* 18 Feb-22 Mar: Phase 2 on-site evaluation.
- d.* 29 Mar: Announce AAME winners and runners-up.
- e.* 30 Mar: DA Board meets to select nominees to DOD Maintenance Awards Program.
- f.* 15 May: DA submits six winners of AAME to DOD Maintenance Awards Program.
- g.* 17 Jul: AAME awards ceremony, Washington, DC.

D-10. Request MACOM assistance

Request MACOM assistance with widest dissemination of these changes. Be advised that details of the AAME program can be found on the DCS, G-4 and USAOC&S home pages. As a reminder, the AAME is a Chief of Staff, Army-level award and results in the best units/organizations being forwarded to compete in the Secretary of Defense Maintenance Awards Program. The Secretary of Defense, the Chief of Staff of the Army, and the DCS, G-4 believe this awards program improves combat readiness in addition to being great for our soldiers. All solicit your assistance in increasing participation in the AAME program.