

DMOR Packet Checklist

Nominee Name:

Nominee/Nominator Contact Information Form

Nomination Letter

- highlighting nominee's significant contributions
- no longer than three pages using standard letter formatting

Biographical Sketch of Nominee's assignments/positions held and significant accomplishments; ORB/SRB, if available

Digital photo of nominee (head and shoulders photo)

- military photo can be command board photo, DA photo, or photo taken in uniform in a field environment
- civilian photo should be in business attire

Endorsement Letters (N/A for Merit Based Nomination Packet)

- may submit no more than three endorsement letters
- endorsement letters detail nominee's accomplishments and/or focus on specific accomplishments the endorser has direct knowledge of
- should be no longer than one page using standard letter formatting

Email packet in PDF or Microsoft Word format to:

usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil

DMOR Nominee/Nominator Contact Information Form

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:

Example Format to use when preparing nomination packet

Biographical Sketch of Nominee

Nominee Name:

Period Covered:

Position Held:

Unit Assigned:

Duties and Significant Accomplishments:

Period Covered:

Position Held:

Unit Assigned:

Duties and Significant Accomplishments:

*****Provide an entry for nominee's entire career***

If no ORB/ERB/SRB is available to include in the packet, provide key information using the following format:

List of Military Assignments			
Position Held	Unit	Location	Timeframe
Platoon Leader	41st Transportation Company	Vilseck, Germany	1990-1991

List of Awards, Decorations and Badges		
Legion of Merit	Bronze Star w/1OLC	Defense Meritorious Service Medal

List of Military Education	
Airborne	1989
Transportation Officer Basic	1990