



DEPARTMENT OF THE ARMY
CHIEF OF TRANSPORTATION
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATZF-CG

15 February 2022

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Distinguished Member of the Regiment Letter of Instruction for 2022

1. **PURPOSE:** The Transportation Corps Distinguished Member of the Regiment (DMOR) recognizes individuals who are currently serving or who have served the Corps with distinction. The DMOR program maintains and enhances the legacy of the Transportation Corps and promotes cohesiveness and esprit de corps. This Letter of Instruction (LOI) prescribes policies and procedures for the nomination, selection, and induction of personnel into the Transportation Corps DMOR and the maintenance of related records.

2. **APPLICABILITY:** This LOI applies to all elements of the US Army Transportation Corps and to all records forwarded to or pertaining to the Transportation Corps DMOR Program.

3. **DEFINITIONS:**

a. **US Army Transportation Corps:** The US Army Transportation Corps is the service branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peacetime and war.

b. **Distinguished service to the US Army Transportation Corps.** Distinguished service is any action or sustained series of actions that substantially enhance the accomplishments of the US Army Transportation Corps' mission.

4. **PROCEDURES:**

a. **Eligibility:**

1. To be eligible for induction as a DMOR, an individual currently be serving or had served in the Transportation Regiment.

2. Individuals in the rank of O5 and above, Master Sergeant and above, CW4 or been honorably separated or retired from the Transportation Corps are eligible for nomination for the DMOR.

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3. Award of the DMOR is available personnel, Active Duty, National Guard, and Army Reserves, in the grade of O5 and above, E8 and above, CW4, and inclusive of all ranks for those honorable separated or retired from service.

4. Automatic Inductees. An exception to the criteria applies to an individual automatically inducted as a DMOR:

(1) CSL selected Brigade Command and Command Sergeant Major.

(2) Promotion to Chief Warrant Officer 5.

(3) Transportation Soldiers killed in action during combat operations are automatically inducted.

5. The recognition of DMOR may be awarded posthumously, to military or civilians who served in the Transportation Corps.

b. Nomination:

1. Any person in the Regiment may nominate individuals for appointment as a DMOR by forwarding a one-page written justification to the Regimental Adjutant, along with a biographical sketch from the nominee that includes military or civilian career highlights, significant contributions to the Transportation Corps, and a listing of awards and decorations NLT 15 March 2022. (For an example nomination packet see Enclosure 1).

2. Nomination Packets can be either emailed to the link or mailed to the addresses below.

usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil

Subject: 2022 DMOR Nomination Packet for (Nominee Name)

Format: Submit both a Microsoft word and PDF format.

Director, Office of the Chief of Transportation
2221 Adams Avenue, 3rd Floor
Fort Lee, VA 23801-2102

3. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination lacks sufficient details and documentation.

c. Selection:

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1. The Chief of Transportation (COT) will convene a board each year, to review and grade all nominations and select DMOR inductees. The COT is the final approval authority for all DMOR inductees each year.

2. Upon confirmation of the appointment, the Regimental Adjutant will prepare a letter of notification for dispatch to the DMOR or immediate family, if the individual is deceased. Notifications will occur NLT 45 days prior to the induction ceremony to allow time for travel arrangements.

d. Induction:

1. Each individual selected for induction as a DMOR (or next of kin if deceased) will be notified of the selection in writing and formally invited to attend the DMOR ceremony.

2. Tenure as a DMOR is indefinite; however, it may be revoked by the Chief of Transportation as appropriate.

3. The DMOR Ceremony will take place during the Fort Lee Transportation Week Activities - Transportation Corps Regimental Honors Day in July (TBD).

4. Funding is not available for invitational travel.

5. The point of contact for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7449, CML (804)765-7449, or usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil.

Encl
Example Nomination Packet

//ORIGINAL SIGNED//
FREDERICK L. CRIST
COL, LG
Chief of Transportation

Enclosure 1: DMOR 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:

LETTER OF NOMINATION 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 over their career.

ENDORSEMENT LETTERS: Endorsement letters (no less than 400 words) supporting the nomination of the nominee, providing a detailed descriptive narrative of the nominee's distinguished service, performance, and significant contributions to the US Army Transportation Corps. Multiple endorsement letters (at least two, but no more than five) must be sent on behalf of the nominee.

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).

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.