



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY TRANSPORTATION SCHOOL**  
**2221 ADAMS AVENUE**  
**FORT GREGG-ADAMS, VIRGINIA 23801-2102**

ATZF-CG

12 June 2023

**MEMORANDUM FOR RECORD**

**SUBJECT:** Transportation Corps Distinguished Member of the Regiment Letter of Instruction for 2024

1. **PURPOSE:** The Transportation Corps Distinguished Member of the Regiment (DMOR) recognizes individuals who 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 recognition 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, history or legacy.

4. **PROCEDURES:**

a. **Eligibility:**

1. A DMOR nominee must be serving or have served in the Transportation Corps as an 88 Series Enlisted Soldier, 88A Basic Branch, or 880A, 881A, 882A or as a Department of Defense Civilian working in a Transportation coded position to be eligible for recognition as a DMOR.

2. **Retired Nominee:** An individual nominated after retirement can be of any rank that meets eligibility criteria above.

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3. Regular Army, U.S. Army Reserve, Army National Guard nomination eligibility:

- a) Master Sergeant and above.
- b) Chief Warrant Officer Four (4) and above.
- c) Lieutenant Colonel and above.

4. Merit Based Nomination. An exception to the criteria applies to an individual automatically nominated as a DMOR:

- a) Promotion to Chief Warrant Officer Five.
- b) CSL select and successful completion of BDE Command/Command Sergeant Major Billet.

5. Transportation Corps Soldiers killed in action during combat operations are automatically inducted.

6. The recognition of DMOR may be awarded posthumously to military or Civilians who served in the Transportation Corps.

b. Nomination:

1. Any individual may nominate up to two (2) individuals each year for appointment as a DMOR.

2. To be considered by the DMOR Selection Board, completed nomination packets must be received by the Office of the Chief of Transportation NLT 5 January 2024.

3. Nomination Packets will consist of:

- a) Completed Nominee/Nominator Contact Information Form (Enclosure 1).
- b) A nomination letter highlighting the nominee's significant contributions to the Transportation Corps and the Army. The nomination letter should be no longer than three pages using standard letter formatting.
- c) A biographical sketch of the nominee listing assignments/positions held and significant accomplishments. If available, an Officer Record Brief (ORB) or Soldier Record Brief (SRB) will also be included.
- d) A clear digital photo of the nominee, from the shoulders up, in color. Military photo can be the command, DA photo, or photo taken in uniform in a field

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environment. Civilian photograph will be taken in business attire. Photo should be submitted with the packet in an image format (.jpg, .png, etc.)

e) Endorsement Letters. The nominator may submit up to three (3) endorsement letters detailing the nominee's accomplishments and/or focused on specific accomplishments the endorser has direct knowledge of. Endorsement letters should be no longer than one page.

4. Merit based Nomination Packets will consist of:

a) Completed Nominee/Nominator Contact Information Form (Enclosure 1).

b) A nomination letter stating the merit-based criteria the nominee meets and summarizes the nominee's accomplishments.

c) A clear digital photo of the nominee, from the shoulders up, in color. Military photo can be the command, DA photo, or photo taken in uniform in a field environment. Civilian photograph will be taken in business attire. Photo should be submitted with the packet in an image format (.jpg, .png, etc.)

c. Packet Submission:

1. The Office of the Chief of Transportation must receive the completed packet NLT 5 January 2024.

2. Nomination Packets can be emailed, in a PDF or Microsoft Word format, to [usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil), with Subject: 2024 DMOR Nomination Packet for (Nominee Name).

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

5. SELECTION:

a. The Chief of Transportation will convene a board to review and grade all nomination packets. Merit based nomination packets will also undergo a selection board review process.

b. The Chief of Transportation will have final approval and veto authority over the recommendations made by the DMOR Selection Board.

6. INDUCTION:

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

b. The DMOR Ceremony will take place during the CASCOM Sustainment Week Activities (tentatively scheduled for May 2024).

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

d. Funding is not available for invitational travel; units or individuals are responsible for all funding.

7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7449 or CML (804)765-7449 or [usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil).

Encl  
DMOR Contact Information Form

\\original signed\\  
BETH A. BEHN  
COL, LG  
Chief of Transportation

**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: