



REPLY TO  
ATTENTION OF

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

ATZF-CG

18 November 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transportation Corps Distinguished Member of the Regiment Letter of Instruction (LOI) 2014

1. **PURPOSE:** The Distinguished Member of the Regiment (DMOR) Program was established to maintain the legacy of the Transportation Corps and to promote cohesiveness and esprit de corps by recognizing individuals who have served the Corps in an outstanding manner. This LOI prescribes policies and procedures for the nomination, selection, and induction of personnel as a Distinguished Member of the Transportation Corps Regiment and for 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 Distinguished Member of the Regiment 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 peace and war.

b. **Distinguished service to the US Army Transportation Corps:** Distinguished service to the US Army Transportation Corps is any action or sustained series of actions which have substantially enhanced the accomplishment of the US Army Transportation Corps' mission. Attainment of high rank and/or position is not necessarily indicative of a significant contribution.

4. **PROCEDURES:**

a. **ELIGIBILITY.** Open to all Transportation Corps military and civilian personnel who have distinguished themselves by outstanding service and performance for or on behalf of the Transportation Corps. All Transportation Corps military and civilians are eligible for induction as a Distinguished Member of the Regiment immediately after retirement, separation, or posthumously.

b. **NOMINATION.**

(1) Any current or former member in the Regiment with knowledge of the nominee's service and performance may prepare and submit a nomination packet, by 29 March 2014, to ensure the Office of the Chief of Transportation has adequate time to prepare the nomination packet for the DMOR Selection Board members.

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(2) Automatic induction as a DMOR will occur under the following circumstances:

(a) Transportation Corps Officers who attain the rank of Brigadier General, upon promotion or frocking.

(b) Transportation Corps Warrant Officers who attain the rank of Chief Warrant Officer Five, upon promotion or frocking.

(c) Transportation Corps Command Sergeants Major serving at the General Officer level of command.

(d) Civilian Transporters who are appointed as Senior Executive Service civilians.

(e) Transportation Corps Soldiers killed in action during combat operations.

(f) Former Transportation Corps Brigade level commanders upon their retirement from service.

(g) Former Transportation Corps Brigade level Sergeant Major upon their retirement from service.

(3) An individual may not nominate more than three individuals during a given year as DMOR.

(4) To be considered by the DMOR Selection Board, nominations must be received by the Office of the Chief of Transportation NLT 29 March 2014. Those nominations received after 29 March 2014 will be retained for the DMOR Selection Board's consideration in 2014.

(5) Nomination packets will follow the format directed in Annex A.

(6) Nomination packets submitted without sufficient details and documentation will be returned to the nominator for completion and submission. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination falls into this category.

(7) Mail nominations to:

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

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5. SELECTION:

a. The DMOR Selection Board will be comprised of individuals who have served or are serving in positions of significant responsibility involving Transportation functions. The board will consist of six voting members: The Honorary Colonel of the Regiment (Board President); Honorary Warrant Officer of the Regiment; Honorary Sergeant Major of the Regiment; Honorary Civilian of the Regiment; the Assistant Commandant, US Army Transportation School; and the Regimental Command Sergeant Major. The Director, Office of the Chief of Transportation will be a nonvoting member of the selection board.

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

6. INDUCTION:

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

b. Individuals are inducted as a DMOR for life.

c. The Distinguished Member of the Regiment Induction Ceremony will take place during the TC Regimental Honors Day TBD in July 2014.

7. RESPONSIBILITIES:

a. The Office of the Chief of Transportation will:

(1) Designate the DMOR Project Officer.

(2) Solicit nominations via the Chief of Transportation's Quarterly Significant Activities Report, the Regimental website, and other media.

(3) Maintain records/documents pertaining to the Distinguished Member of the Regiment Program.

(4) Develop milestones.

(5) Keep the chain of command and appropriate staff members informed about all DMOR actions.

(6) Prepare all correspondence related to the DMOR Program.

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(7) Plan, coordinate, and conduct the DMOR Selection Board. The board should convene no later than 26 April 2013 to allow sufficient preparation time for the induction ceremony, which will be held during the TC Regimental Honors Day TBD in July 2014.

b. DMOR Project Officer.

(1) Receive and acknowledge all nominations. Notify nominator if nomination packet is not complete or if nominated individual is clearly not eligible for selection as a DMOR. Ensure the nomination packet is standardized and presented to the Selection Board in an unbiased manner.

(2) Prepare administrative instructions, DMOR nomination packets, and a score sheet for all DMOR Selection Board members to evaluate by secret ballot.

(3) Collect all score sheets, tabulate, and prepare a summary document for the Chief of Transportation's review and approval.

(4) Draft a notification of selection and letter for the Chief of Transportation's signature in order to notify the selected DMORs upon completion and approval of the DMOR Selection Board's recommendations. The letter will also serve as an invitation to attend the induction ceremony.

(5) Approximately one week after the mailing of the above letters, notify all nominators of the results of the board.

c. PAO. Coordinate with appropriate agencies to develop and publish articles and photographs in appropriate media.

8. Questions should be directed to Director, Office of the Chief of Transportation, DSN 539-7902 or CML (804)765-7902.

Encl  
Annex A

//original signed//  
JOHN P. SULLIVAN  
Colonel (P), U.S. Army  
27<sup>th</sup> Chief of Transportation

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-----NOMINATION LETTER-----

ONE PAGE 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 US Army Transportation Corps.

-----NOMINEE CONTACT SHEET-----

NOMINEE 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 (If applicable):

-----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)