



REPLY TO  
ATTENTION OF

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

ATZF-CG

16 February 2016

**MEMORANDUM FOR RECORD**

**SUBJECT:** Transportation Corps Distinguished Member of the Regiment Letter of Instruction 2016

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

4. **PROCEDURES:**

a. **Eligibility:**

Open to all Transportation Corps Regiment military and civilian personnel upon retirement or posthumously who distinguish themselves by outstanding service and performance for or on behalf of the Transportation Corps.

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b. Nomination:

(1) Any current or former member of the Transportation Corps Regiment, with first person knowledge of the nominee's service and performance, may prepare and submit a nomination packet as described in Enclosure 1.

(2) To be considered by the DMOR Selection Board, nominations must be received by the Office of the Chief of Transportation NLT 15 April 2016.

(3) An individual can submit the maximum of three nomination packets per given year for the DMOR award. A complete DMOR nomination packet example can be found in Enclosure 1.

(4) Nomination packets can be e-mailed to:

[usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil)

Subject: 2016 DMOR Nomination Packet for (Nominee Name)

Format: Submit both a Microsoft word and PDF format.

(5) Nomination packets can be mailed to:

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

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

5. SELECTION: The DMOR Selection Board will be comprised of individuals designated by the Chief of Transportation who served or are serving in positions of significant responsibility involving Transportation functions. 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 DMOR ceremony.

b. Individuals are inducted as a DMOR for life.

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c. The DMOR Ceremony will take place during the Transportation Corps Regimental Honors Day in July 2016.

d. Due to fiscal constraints, funding for invitational travel can only be provided if the funds are available at the time of the event.

7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7902, CML (804)765-7902, or [usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil](mailto:usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil).

Encl  
Example Nomination Packet

**//ORIGINAL SIGNED//**  
MICHEL M. RUSSELL, Sr.  
Brigadier General, US Army  
Chief of Transportation