



REPLY TO
ATTENTION OF

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

ATZF-CG

MEMORANDUM FOR ALL TRANSPORTERS

SUBJECT: Transportation Corps Distinguished Member Of The Regiment Letter of Instruction (LOI) 2012

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 in 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. **RESPONSIBILITIES:**

a. The Office of the Chief of Transportation will:

(1) Be designated as the DMOR Project Officer.

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

(3) Develop milestones.

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

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

(6) 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.

(7) Plan, coordinate, and conduct the DMOR Selection Board. The board should convene no later than March 2012 to allow sufficient preparation time for the induction ceremony which will be held on 27 July 2012. DMOR packets and voting ballots will be mailed to Selection Board members not in attendance.

(8) Notify the selected inductees immediately following the Chief of Transportation's approval of the DMOR Selection Board's recommendations. Also notify the nominator of those nominees not selected for induction as a DMOR.

(9) Coordinate with the Public Affairs Office (PAO) to have an article announcing the names of the DMOR inductees published in the *The Traveller*.

(10) Prepare and distribute all letters of invitation for Transportation Corps Conference activities to the DMOR inductees, their families, or designated personal representative by 15 May 2012.

b. The Distinguished Member of the Regiment Induction Ceremony will take place during the Warrior Recognition Ceremony to be held on 27 July 2012, at Fort Lee, VA.

5. 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.

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b. NOMINATION.

(1) Any current or former member in the Regiment with knowledge of the nominee's service and performance may submit a Letter of Nomination by 28 February 2012 to ensure the Office of the Chief of Transportation has adequate time to prepare the nomination packet for the DMOR Selection Board members. Nominations will be solicited via the Chief of Transportation's Quarterly Significant Activities Report and the Regimental website at: http://www.eustis.army.mil/ocot/Documents/Regimental_Plans_Ops/Regimental.htm.

(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.

(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 28 February 2012. Those nominations received after 28 February 2012 will be retained for the DMOR Selection Board's consideration in 2013.

(5) Nominations will consist of:

(a) Name, address, telephone number, and e-mail address of nominator.

(b) One-page Letter of Nomination, submitted by the nominator, providing a detailed narrative description of the nominee's distinguished service and performance to the US Army Transportation Corps.

(c) Biographical sketch of the nominee as shown in Annex A.

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(d) Nominations 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.

(e) Mail nominations to:

LTC Douglas M. Vallejo
Department of the Army
Office of the Chief of Transportation
2221 Adams Avenue, 3rd Floor
ATTN: ATZF-OCT
Fort Lee, VA 23801-2102
Or Email nominations to: douglas.m.vallejo.mil@mail.mil.

6. 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 Chief of Staff, US Army Transportation School; and the Regimental Command Sergeant Major. The DMOR Project Officer, Office of the Chief of Transportation will be a nonvoting member of the selection board.

b. The DMOR Project Officer will prepare administrative instructions, DMOR nomination packets, and a score sheet for all DMOR Selection Board members to evaluate by secret ballot. The DMOR Project Officer will collect all score sheets, tabulate, and prepare a summary document for the Chief of Transportation's review and approval.

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

7. INDUCTION:

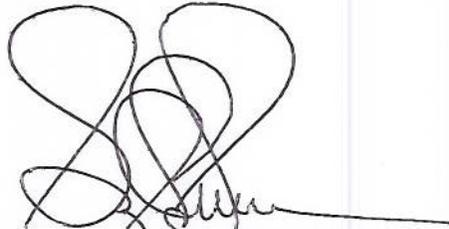
a. Each individual selected for induction as a DMOR, or the next of kin if the selected inductee is deceased, will be notified of the selection in writing and formally invited to attend the induction ceremony held in conjunction with the Transportation Corps Conference on 28 July 2011.

b. Individuals are inducted as a DMOR for life.

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

A handwritten signature in black ink, appearing to read 'S. FARMEN', with a long horizontal line extending to the right.

STEPHEN E. FARMEN
Colonel, USA
Chief of Transportation

Encl
Annex A

ANNEX A
DISTINGUISHED MEMBER OF THE REGIMENT NOMINEE BIOGRAPHICAL DATA

RANK/GRADE and NAME (First, Middle, Last):

CURRENT MAILING ADDRESS (Spouse or Next of Kin Address if deceased):

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):

CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE (Include job title, organization, and inclusive years of assignment in chronological order): (On separate sheet)

U.S. DECORATIONS AND BADGES: (On separate sheet)

EDUCATION (Military and civilian, include periods of attendance and degrees earned):
(On separate sheet)

MAJOR CONTRIBUTIONS TO THE US ARMY TRANSPORTATION CORPS (List significant contributions with detailed explanations): (On separate sheet)