

**TRANSPORTATION CORPS
DISTINGUISHED MEMBER OF THE REGIMENT
LETTER OF INSTRUCTION (LOI)**

1. 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 person in the Regiment or who have been members of the regiment with knowledge of the nominee's service and performance may submit a Letter of Nomination by 31 March of each year to ensure the DMOR Project Officer has adequate time to prepare the nomination packet. Nominations will be solicited via the Chief of Transportation's Quarterly Significant Activities Report and the Regimental website
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 Selection Board, nominations must be received by the Distinguished Member of the Regiment Project Officer no later than 31 March.

(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.

(d) Nominations submitted without sufficient details and documentation will be returned to the nominator for completion and submission. The DMOR Project Officer will promptly notify the nominator if his/her nomination falls into this category.

(e) Mail nominations to:

Regimental Adjutant
Office of the Chief of Transportation
ATTN: ATZF-OCT
705 Read Street
Fort Eustis, Virginia 23604-5407

2. SELECTION:

a. The 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; Chief of Staff, USATC and School; and the Regimental Command Sergeant Major. The DMOR Project Officer 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.

3. 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 Regimental Review in July 2009.

b. Individuals are inducted as a DMOR for life.

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: (Area Code) (Number)
Work: (Area Code) (Number)

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)

US 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)