



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## **Excellence in Practice Awards**

### **THE ICON**

#### ***A Symbol of Excellence in Travel Program Guidance and Communication***

---

#### **I. Award Description**

---

Excellence in practice is hard to come by and is truly iconic. *The Icon* is awarded to a military service major command or Defense Agency team that has, with exemplary professional skill, successfully communicated and provided guidance for travel-related updates. The team that receives this award must have facilitated a visible enhancement in travel program capabilities for its subordinate sites. DTMO's most prestigious honor, *The Icon*, acknowledges the very highest level of achievement and is considered to be the "best of the best."

---

#### **II. Award Criteria**

---

Entries in this category will be judged on the following criteria:

- Communication of and guidance on travel program information including:
  - System and regulation updates
  - Training sustainment direction
  - Modifications to organizational business rules
  - Inclusion of new and recurring compliance topics
- Ability to represent and address the needs and concerns of travelers and DTS users
- Effectiveness, timeliness, and general appearance of communication (submit sample)

---

#### **III. Nomination Instructions**

---

Complete the entry form and email it to [dodhra.mc-alex.dtmo.list.eip-awards@mail.mil](mailto:dodhra.mc-alex.dtmo.list.eip-awards@mail.mil). You may use the nomination form below or include all required information in a Microsoft Word document. Please include any supporting materials as attachments to the email.

Nominations must be received by DTMO by February 29, 2016. DTMO will forward the package to your Service/Agency representative for consideration.

## The Icon Award Entry Form

### Candidate Organization (Team)

### Candidate Team Members' Names

### Nominator's Name and Title

### Nominator's Phone and Email

*Please provide a clear, concise response with examples of how the organization meets each of the criteria. You may submit supporting materials to enhance the nomination package.*

1. **Travel Program Description:** Briefly summarize your travel program, including the scope and size of the travel support effort.
  
2. **Excellence Program Highlights:** Describe the enhancements and communications that support your travel program. Please include only activities and accomplishments that occurred from the beginning of fiscal year 2015 to the present. Focus on the following criteria\*:
  - a. Communication of relevant information and issues; effectiveness, timeliness, and general appearance of communication (submit sample)
  
  - b. Examples of how the team continually addresses the needs of traveler and user concerns
  
  - c. Planning for and efficiency in updating organizational business rules to address compliance and system topics
  
  - d. General description of training strategy and execution
  
3. **Supporting Materials:** You may include documentation samples, URL links, screenshots, and other materials to support your submission. Please submit supporting materials as attachments to the email when submitting the entry form.

\*Criteria will be weighted as follows:  
a = 40% b = 30% c = 20% d = 10%