

Excellence in Practice Awards

The Champion: Best Mentor and Coach

August 8, 2022

I. Award Description

The Champion is awarded to a Lead Defense Travel Administrator* (LDTA) whose wisdom, guidance, and commitment to his or her Organization DTAs (ODTAs) has made a fundamental and long-term positive impact on their travel program. The recipient of this award demonstrates extraordinary and exemplary leadership and mentoring skills and possesses an innate ability to motivate and inspire others to achieve their goals and cultivate their own abilities. This award recognizes the leadership that a LDTA provides through customer service, training, and staff development initiatives that lead to an improvement in the organization's travel program.

*(*either military member or government employee)*

II. Award Criteria

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

- Attributes of mentoring provided:
 - Understanding and addressing ODTAs training needs and accomplishments
 - Observing ODTAs behavior
 - Providing constructive feedback on performance
 - Motivating ODTAs to continue to do good work
- Attributes of sustainment communication
- Dissemination of information and sharing best practices pertaining to DTS
- Measured results

III. Nomination Instructions

Complete the entry form and email it to 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 – no more than three - to the email.

The deadline for nominations is November 11, 2022. DTMO will forward the package to your Service/Agency representative for consideration.

The Champion Award Entry Form

Candidate's Name and Place of Duty:

Candidate's Organization:

Nominator's Name and Title:

Nominator's Phone and Email:

Please provide a clear, concise response that includes examples of how the candidate meets each of the criteria. You may submit up to three supporting attachments 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. **Mentoring Program Highlights:** Describe the ways in which the candidate uses mentoring to support the travel program and the outcomes. Please include *only* activities and accomplishments that occurred in FY22 (from October 1, 2021 through September 30, 2022). Focus on the following criteria*:

- a. Mentoring process (see attributes listed on page 1)

- b. Training opportunities provided to DTAs

- c. Sustainment communication provided to DTAs

- d. Dissemination of DTS information, such as business rules, processes, and Customer Service Notifications (CSNs)

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