

Excellence in Practice Awards

The Icon: A Symbol of Excellence in Travel Program Guidance and Communication

September 5, 2024

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 government team that has, with exemplary professional skill, successfully communicated and provided guidance for travel-related updates. The government led 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. 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; with a limit of three documents.

Nominations must be received to DTMO by November 15, 2024. DTMO will forward the package to your Service/Agency representative for consideration.

The Icon Award Entry Form

Candidate Organization and Team Location

(no abbreviations please)

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 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. **Excellence Program Highlights:** Describe the enhancements and communications that support your travel program. Please include **only** activities and accomplishments that occurred in FY24 (from October 1, 2023 through September 30, 2024). Focus on the following criteria*:

- 2.1. Communication of relevant information and issues; effectiveness, timeliness, and general appearance of communication (submit sample)

- 2.2. Examples of how the team continually addresses the needs of traveler and user concerns

- 2.3. Planning for and efficiency in updating organizational business rules to address compliance and system topics

- 2.4. General description of training strategy and execution

3. **Supporting Materials:** You may include no more than three 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%