

Excellence in Practice Award

Beacon: Transportation Team Award

July 2026

I. Award Description

The Beacon Award honors an entire Transportation Office (TO), or Passenger Travel Office (PTO), department, or organizational unit for collective innovation, successful program execution, and community-wide service. This distinction commends teams that resolve complex travel, logistics, or passenger needs - including Temporary Duty (TDY), Permanent Change of Station (PCS), and deployment support - while continuously improving processes. This award also recognizes teams that manage critical travel logistics without processing passengers directly. Ultimately, this award honors the team's exceptional customer service, technical skill, and enduring positive impact on the command's overall transportation readiness.

II. Award Criteria (Three Core Areas)

Submit up to four bullets or narrative statements for each of the three criteria areas:

1. Mission Support and Customer Experience

- **Focus:** Ensure service members, civilians, and families experience seamless travel during deployments, TDYs, or PCS moves.
- **Example Metrics:** Volume of passengers processed, positive customer satisfaction rates, and successful short-notice deployments or emergency travel.

2. Regulatory Compliance and Technical Proficiency

- **Focus:** Demonstrate absolute mastery of the JTR and proficiency in DoD systems like DTS, GATES, and DPS.
- **Example Metrics:** Zero audit or inspection findings, accurate routing with zero unauthorized delays, mastery of visa/passport/clearance requirements, and minimal TDRs.

3. Process Improvement and Cost Stewardship

- **Focus:** Optimize local workflows, save government funds, and elevate team capability.
- **Example Metrics:** Documented cost savings or cost avoidance from route/tariff optimization, training materials or SOPs that upskilled peers, and streamlined intake processes that reduce customer wait times.

III. Nomination Deadline: September 30, 2026

Submit your nomination by emailing the completed entry form to dodhra.mc-alex.dtmo.mbx.eip-awards@mail.mil. You may use the embedded form below or attach a Microsoft Word document. You may include up to three supporting attachments (such as metrics spreadsheets or command commendations). DTMO will collect and forward all packages to your Component Representative for board consideration.

Write your submission in an Action-Results-Impact (ARI) format.

- **Action/Accomplishment:** What did the nominee do?
- **Results/Benefits:** Who benefited and what was the immediate improvement?
- **Impact:** How did the action save money, avoid costs, or improve readiness? Include specific metrics.

See ARI writing examples on the following page.

The BEACON Award Entry Form

Office/Team Name and Place of Duty:

Office/Team Email:

Nominator's Name and Title:

Nominator's Phone and Email:

Please use the following ARI format in your response.

Action-Results-Impact (ARI) Writing Examples:

Strong Example: Sargent First Class Smith engineered an emergency passenger routing plan for a 120-person short-notice deployment unit; bypassed traditional commercial bottlenecks to secure charter travel within 24 hours of notification; and prevented a critical training delay saving the command \$15,000 in short-notice booking fees.

- Action: Engineered emergency passenger routing.
- Result: Bypassed bottlenecks to secure charter travel within 24 hours.
- Impact: Prevented training delay and saved \$15,000.

X Weak Example: SFC Smith did a great job helping a deployment unit get their travel sorted out quickly under a tight deadline. This statement is too vague and lacks specific, measurable actions or outcomes.

Only include activities and achievements from Fiscal Year 2026 —October 1, 2025, through September 30, 2026. Avoid uncommon, unnecessary, or unfamiliar acronyms. Criteria will be weighted as follows: a = 40% b = 35% c = 25%

Transportation Team Description:

Provide a summary of your transportation program. Explain the size and scope of your team's travel support. List any local, base, or major command awards received during FY26.

a. How did the team unite to exceed mission-essential tasks and customer expectations? (40%)

b. How did the team maintain compliance, apply technical expertise during complex operations, and use peer-to-peer quality control to prevent errors? (35%)

c. What team-led initiatives increased throughput and optimized resource allocation? Include measurable results. (25%)