



# THE NCO LEADERSHIP CENTER OF EXCELLENCE

11291 SGT E CHURCHILL ST, FORT BLISS, TEXAS 79918-8002 PH: 915-744-8009 DSN: 621

## HALL OF HONOR NOMINATION PACKET

This form shall be filled out in its entirety and submitted along with the Nominee's personal information; Career Biography; Narrative of Contribution to the NCOLCoE, SGM-A and/or NCOPDS; and a publishable hi-resolution digital photograph.

**Nomination Criteria:** Nominee must have served meritoriously in a position of great responsibility in direct support of the NCOLCoE, SGM-A, and/or NCO PME, in which the recommended service made meritorious improvements or enhancements to existing programs or procedures. Individuals may also have served meritoriously in a position of great responsibility in direct support of the NCO CORPS. Nominees include all Soldiers from the Regular Army, Army National Guard, United States Army Reserve, as well as former Department of the Army Civilians, current or former Army Career Professionals (ACPs), and anyone who has made significant and enduring contributions to the NCOLCoE, SGM-A, the Noncommissioned Officer Professional Development System (NCOPDS) or the NCO CORPS. Nominations may be made posthumously. Exception to policy authority for any aspect of the Hall of Honor selection process rests solely with the Commandant, NCOLCoE.

**Nomination Procedures:** Anyone may nominate an individual for induction in the Hall of Honor. Nominations must be based on genuine knowledge or documented research. Nominations open on 1 November of the nominating year and close 1 March of the following year. Nominations must be forwarded **No Later Than 1 March** to: **NCOLCoEHallofHonor-InternationalHallofFameMBX@army.mil**.

**Selection Board Procedures:** The selection board convenes each year in April. The NCOLCoE Deputy Commandant, Chief of Staff, a current member of the Hall of Honor and two board members appointed by the Commandant. The Board will recommend inductees and submit the board's proceedings to the Commandant for final approval. Official announcement of new inductees will be made and distributed to the field only after the Commandant has personally contacted each person selected.

## NOMINEE PERSONAL INFORMATION

**Name of Nominee (L, F, MI):**

**Service:**

**Rank:**

**Retirement Date:**

**Date of Birth:**

**Place of Birth:**

**U.S. Citizen: Yes No**

**Date Deceased (If Applicable):**

**Current Address:**

**Phone Number - Home:**

**Cell:**

**Email:**

**Awards and Decorations: (LIMITED TO 1,200 CHARACTERS)**

**Submitted By**

Name/Position:

Email:

Phone:

Cell:

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## NOMINATION DATA - CAREER BIOGRAPHY

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COPY AND PASTE BIOGRAPHY INFORMATION (LIMITED TO 6,000 CHARACTERS)

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## NARRATIVE OF CONTRIBUTION

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COPY AND PASTE NARRATIVE OF CONTRIBUTION INFORMATION (LIMITED TO 7,000 CHARACTERS)

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## OFFICIAL PHOTOGRAPH


Photographs will be 8x10 inches, in color and at least 300 DPI.

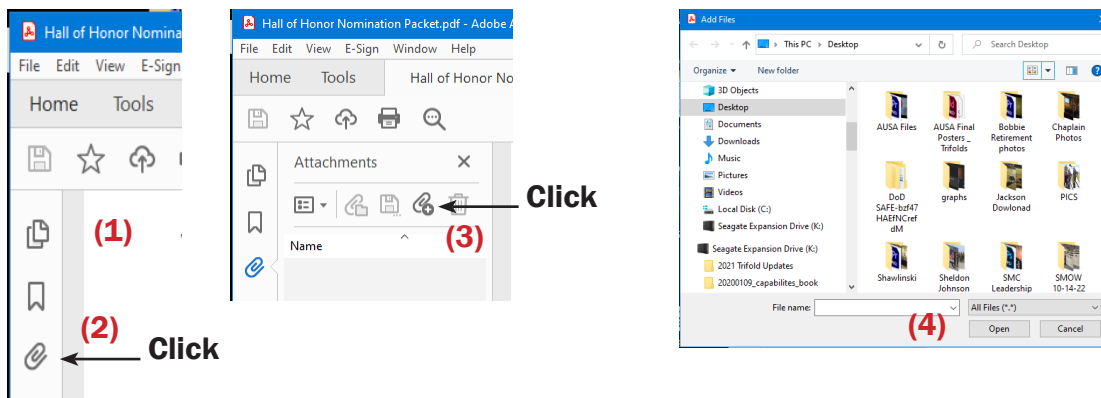
The background will be neutral if possible. Previous official Command type photographs are acceptable.

If nominee is deceased and 8x10 photographs are unavailable; include a photograph or digital image representing the nominee in the best possible way so the photograph or digital image can be used for the official photograph.



## PROCEDURES FOR ATTACHING PHOTO TO THE PDF

With PDF open, click on the left side arrow  on the PDF border. This will open up a panel (1). Click on the Paper Clip Icon to open another panel (2). Click on the paper clip with the plus sign (3). You will now be directed to an add files window. Browse to the location of the photo, select it and click open (4).



Navigate to photo, select it and click open. This will attach the file to your PDF. You can now save the PDF and then click the send button at the bottom of the page.

Note: If you make a mistake in filling out this form and wish to start over, click on the **Clear Form** Button below. Once you have completed the form click on the **Save Form** Button below. To forward the completed packet to the NCO Leadership Center of Excellence email the saved form to: **NCOLCoEHallofHonor-InternationalHallofFameMBX@army.mil.**

**CLEAR FORM**

**SAVE FORM**

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