



**DEPARTMENT OF THE ARMY**  
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

ATSS-CD

25 October 2022

MEMORANDUM FOR RECORD

**SUBJECT:** Standard Operating Procedures for the Noncommissioned Officer Leadership Center of Excellence (NCOLCoE) and Sergeants Major Academy (SGM-A) Hall of Honor Policy & Call for Nominations.

- 1. Purpose.** Prescribe policies and procedures for the nomination, selection, and induction of new members into the NCOLCoE Hall of Honor.
- 2. Applicability.** Individuals who have made significant and enduring contributions to the NCOLCoE, SGM-A, and/or to the Noncommissioned Officer Professional Development System (NCOPDS) or significant contributions to the NCO CORPS.
- 3. Reference.** Army Regulation 870-5, Military History: Responsibilities, Policies and Procedures, 21 September 2021.
- 4. Background.** The NCOLCoE Hall of Honor was established in May 2006, with the purpose of providing a highly visible and prestigious means of recognizing individuals who meritoriously contributed either directly to the NCOLCoE, SGM-A, and/or to the Noncommissioned Officer (NCO) Professional Military Education (PME).
- 5. Nomination Criteria.**
  - a. 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.
  - b. 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 Civilian 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.
  - c. Nominations may be made posthumously.

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d. Exception to policy (ETP) authority for any nominee or aspect of the Hall of Honor selection process rests solely with the Commandant, NCOLCoE.

## **6. Nomination Procedures.**

a. Anyone may nominate an individual for induction in the Hall of Honor. Nominations must be based on genuine knowledge or documented research.

b. Nominations will be forwarded no later than the **1st of March** of the Nominating Year to the NCOLCoE, ATTN: Director, G5, 11291 SGT E. Churchill Street, Fort Bliss, TX 79918-8002.

c. Digital nominations can be completed in-lieu of mailing a packet at the following: <https://www.ncolcoe.army.mil/About-Us/Hall-of-Honor/>

d. Nominations will contain the nominee's data shown in Annex A. The annex is comprised of four parts:

(1) Part 1 - Personal Information,

(2) Part 2 - Career Biography of Nominee,

(3) Part 3 - Narrative of Contributions to the NCOLCoE, Sergeants Major Academy, and/or NCO PME Narrative.

(4) Part 4 - Official Photograph.

## **7. Call for Nominations and Selection procedures.**

a. Call for Nominations.

(1) **Nominations open on 1 November** of the previous year. (See Annex B – Call for Nomination and Submission Timelines).

(2) Deadline for Nomination packets & Commandant Appointment Hall of Honor Selection Panel (Nominations close on 1 March of the Nomination Year).

b. Selection procedures.

(1) Review Process: NCOLCoE Historian completes reviews/verifies nomination data as historically correct. (Review period ends 14 March of Nomination Year).

(2) Selection Board: Board Convenes on 15 March of the Nomination Year. Board votes on recommended selectees.

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(3) The selection panel will convene on or about 15 March in the Nominating Year after all nominations have been received. (See Annex B – Call for Nomination and Submission Timelines).

(4) The Selection Board consists of five (5) voting members.

(a) The NCOLCoE Deputy Commandant (President of the Board).

(b) The NCOLCoE Chief of Staff.

(c) One (1) current member of the Hall of Honor.

(4) Two (2) board members appointed by the NCOLCoE Commandant.

c. Board Proceeding Certification/Selection: Board proceedings approved and certified by Commandant, NCOLCoE.

(1) The Commandant makes selection(s) and will personally contact inductees to inform them of their selection.

(2) Written notification will subsequently be sent to each selectee, containing coordination instructions for June induction ceremony in the Nomination Year.

(3) Official announcement of new inductees will be made and distributed to the field only after the Commandant has personally contacted each selectee.

## **8. Induction.**

a. Each person selected, or the next of kin, (if the selectee is deceased), will be notified of the selection in writing and formally invited by the NCOLCoE Commandant to attend the induction ceremony.

b. The NCOLCoE will request approval to fund the travel expenses for the inductee or the next of kin with invitational travel orders in accordance with the current Joint Travel Regulations to attend the ceremony.

c. During the official induction ceremony in June of the nominating year, a "replica" induction plaque will be presented to the inductee, the next of kin, or a designated representative at the ceremony, and that individual will have the opportunity to formally accept the induction.

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**9. The Point of Contact** for this action is the Director G3/5/7 Mr. Sylvester Smith at Comm (915) 744-9069 or DSN 621-9069.

Enclosures (4)

1. Nomination Procedures (Annex A)
2. Call for Nomination and Selection Process (Annex B)
3. Inductee Notification Letter (Annex C)
4. Responsibilities (Annex D)

JASON SCHMIDT  
CSM, USA  
Commandant

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**ANNEX A**  
**Nomination Procedures**

**1. Part 1- Personal Information:**

- a. Name (Last, First, Middle)
- b. Service / Rank / Date of Departure from Federal Service.
- c. Date and Place of Birth.
- d. U.S. Citizen: Yes/No
- e. Date Deceased (If Applicable).
- f. Current Address and phone number:

(1) If recommended nominee is deceased include **current Next of Kin address**, (Spouse, Child or family member(s) recommending nominee).

(2) If recommended nominee is deceased include Next of Kin, (Spouse, Child or family member(s) recommending nominee **current telephone or cell phone number**).

**g. Current and valid Email address:**

(1) If recommended nominee is deceased include **current and valid Next of Kin Email address**, (Spouse, Child or family member(s) recommending nominee).

**h. Awards and Decorations:**

- (1) Include all authorized Military Awards and Decorations nominee received.
- (2) Include all authorized Civilian Awards and Decorations nominee received.

9. The information requested above must be completely / accurately filled out or the packet will be deemed as incomplete, and not be processed.

**10. Part 2- Career Biography:**

a. Summarize the military or Civilian Career of the nominee.

b. Example- (Rank/Name enlisted in the United States Army as a XXXXX on 14 June XXXX and completed One Station Unit Training at XXXXXXX. And served for over XX years in multiple units within the 1st, 2nd, 3rd, and 4th Infantry Divisions; 1st Cavalry

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Division and the NCOLCoE/SGM-A/NCOA etc.

(Rank/Name) has served at all levels leadership levels which include Platoon Sergeant, First Sergeant, Sergeant Major; and Command Sergeant Major; the final position was as the Command Sergeant Major, etc.

c. Summary of career should not exceed one (1) page.

**11. Part 3- Narrative of Contributions to the NCOLCoE, Sergeants Major Academy, and/or NCO PME Narrative.**

a. Summarize the military or Civilian contributions to the NCOLCoE, Sergeants Major Academy, and/or NCO PME of the nominee.

b. Summary of contributions should not exceed one (1) page.

**12. Part 4- Official Photograph.**

a. Photographs will be 8x10 inches and in color.

b. The background will be neutral if possible.

c. Previous official Command type photographs are acceptable.

d. If recommended 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.

13. The Point of Contact for this action is the Director G3/5/7 Mr. Sylvester Smith at Comm (915) 744-9069 or DSN 621-9069.

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**ANNEX B**  
**Call for Nominations and Selection Procedures**

**1. Call for Nominations and Selection Procedures:**

- a. Call for Nominations: (Nominations open on 1 November of the previous year). (Nominations open 1 November 2022 for Nomination Year 2023).
- b. Deadline for Nomination packets & Commandant Appointment Hall of Honor Selection Panel (Nominations close on 1 March).
- c. Review Process: NCOLCoE Historian completes reviews/verifies nomination data as historically correct. (Review period ends 14 March of Nomination Year).
- d. Selection Board: Board Convenes on or about 15 March of the Nomination Year. Board votes on recommended selectees.
- e. Proceeding Certification/Selection: Board proceedings approved and certified by Commandant, NCOLCoE. The Commandant makes selection(s) and will personally contact inductees to inform them of their selection. Written notification will subsequently be sent to each selectee, containing coordination instructions for June induction ceremony in the Nomination Year.
- f. Announcement of Selectees to the field Last week of May in the Nomination Year.
- g. Induction Ceremony: Normally conducted within two (2) days of the Sergeants Major Academy Graduation for that year.
- h. Call for Nomination and Submission Timelines.

Nomination Year	Call for Nominations Opens	Call for Nominations Closes	Selection Board Convenes	Selectee Announcement	HoH Induction Ceremony	SGM-A Graduation Class #
2023	1 November 2022	1 March 2023	O/A 15 March 2023	May 2023	June 2023	73
2024	1 November 2023	1 March 2024	O/A 15 March 2024	May 2024	June 2024	74
2025	1 November 2024	1 March 2025	O/A 15 March 2025	May 2025	June 2025	75
2026	1 November 2025	1 March 2026	O/A 15 March 2026	May 2026	June 2026	76

**2. The Point of Contact** for this action is the Director G3/5/7 Mr. Sylvester Smith at Comm (915) 744-9069 or DSN 621-9069.

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**ANNEX C**  
**Inductee Notification Letter**



**DEPARTMENT OF THE ARMY**  
**THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE**  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8001

Office of the Commandant

CSM (Doe, John)  
U.S. Army (Retired)

Dear CSM (Ret) Doe,

It is with great honor the NCO Leadership Center of Excellence (NCOLCoE) and Sergeants Major Academy (SGM-A) announce your induction into the NCOLCoE and SGM-A Hall of Honor. This year's ceremony will be on (DATE), (YEAR), at 0900 MST located in NCOLCoE Headquarters at Fort Bliss, Texas.

Established in May 2006, the purpose of the Hall of Honor is a highly visible and prestigious means of recognizing individuals who meritoriously contributed either directly to the NCOLCoE, SGM-A, and/or to Noncommissioned Officer Professional Military Education.

CSM (Ret) John B. Doe, you have contributed meritoriously in position/s of great responsibilities in support of the NCOLCoE and SGM-A. Your contributions and mentorship are indicative of the highest quality noncommissioned officers and has contributed immensely to our mission of providing professional military education that develops holistically fit, disciplined, well-educated professionals capable of meeting the challenges of large-scale combat operations in a multi-domain environment.

An official invitation will follow with additional information concerning the induction ceremony at the NCOLCoE, Fort Bliss, Texas.

Sincerely,

Jason Schmidt  
Command Sergeant Major, U.S. Army  
Commandant



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**ANNEX D**  
**Responsibilities**

**1. Responsibilities by Staff Section/Directorate.**

2. **G5 Strategic Plans** is overall responsible for the program in its entirety except for the actual ceremony.

a. Their responsibilities will encompass but are not limited to the following areas:

(1) Call for nominations will be conducted through 1 March IAW Annex B.

(2) Coordinate with the Chief of Staff to obtain the appropriate travel approvals for each nominee as it applies to individual needs.

(a) Coordinate individual travel orders (ITOs) once funds are officially approved.

(b) Coordinate with the NCOLCoE protocol for any special needs of inductees.

(3) The G5 Facilities manager will Order all required supplies to include frames, matting, and other associated items to prepare two framed photographs for each inductee.

(a) One photo will be displayed on the appropriate wall within the NCOLCoE auditorium.

(b) The second photo will be presented to the inductee.

(4) The G5 facilities manager will order and prepare two (2) engraved plates with black with gold lettering for the photo display.

(a) One plate will have three lines utilizing the below format:

Name  
Position Held  
Dates in Position

(b) The second plate will have five (5) lines utilizing the below format:

NCOLCoE Hall of Honor  
Date of induction  
Rank, Name Position Held  
Inclusive Dates in Position

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### **3. NCOLCoE Protocol.**

a. The Protocol Office is overall responsible for contacting the inductees with the appropriate contact letter that has been signed by the commandant. See Annex C for an example.

b. Mailing packets to Inductees that cannot attend the induction ceremony in person.

(1) Inductees will receive the induction plaque.

(2) Inductees will also receive a Thank You for Your Service letter signed by the NCOLCoE Commandant.

c. Conduct follow up with the inductee to ensure the plaque has been received.

### **4. G3 Operations.**

a. The G-3 is responsible for the execution of the ceremony. Their responsibilities will encompass but are not limited to the following areas

(1) Schedule and Conduct all In Progress Reviews (IPRs).

(2) Set up the stage in the East Auditorium (EA).

(3) Conduct initial and final rehearsals.

(4) Resource red carpet and two (2) metal easels and any additional equipment that is requested/required.

### **5. Command Communications.**

a. Command Communications is responsible for the execution of the digital content and photography of the event. Their responsibilities will encompass but are not limited to the following areas:

(1) Ensure two (2) 8x10 color photographs of each inductee are printed and made available to the G-5 in a timely manner.

(2) Ensure that the appropriate dates and times of the induction ceremonies are publicized on all available social media platforms once the inductees have been formally announced.

(3) Provide live coverage (Facebook Live or other social media outlet) of the induction ceremony as appropriate.

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(4) Provide a follow up story to be published on Army CORE and social media platforms as available.

(5) Publish biography and photo on the NCOLCoE HOH website.

(6) Maintain webpage and post call for nominations on appropriate social media outlets/webpages.

6. **The Point of Contact** for this action is the Director G3/5/7 Mr. Sylvester Smith at Comm (915) 744-9069 or DSN 621-9069.

