



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE  
AND UNITED STATES ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

S: 15 March 2019

ATSS-CD

7 January 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The NCO Leadership Center of Excellence (NCOL COE) Hall of Honor Policy & Call for Nominations

1. Purpose. Prescribe policies and procedures for the nomination, selection, and induction of new members into the NCO Leadership Center of Excellence Hall of Honor (HoH). Additionally, to call for nominations for the June 2019 Induction Ceremony.
2. Applicability. Applies to all retired Soldiers from the Regular Army, Army National Guard, and US Army Reserve, as well as retired Department of the Army Civilians who have made significant and enduring contributions to the NCOL COE/USASMA and/or to the Noncommissioned Officer Professional Development System (NCOPDS).
3. Reference. Army Regulation 870-5, Military History: Responsibilities, Policies and Procedures, 21 September 2007.
4. Background. The NCOL COE 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 NCOL COE/USASMA or to the NCOPDS.
5. Nomination Criteria.
  - a. Nominee must be a US Citizen.
  - b. Nominee must have served meritoriously in a position of great responsibility in direct support of NCOPDS (formerly NCOES) or the NCOL COE/USASMA, in which the recommended service made meritorious improvements or enhancements to existing programs or procedures.
  - c. Nominee should not be on active federal service, military or civilian.
  - d. Nominations may be made posthumously.
  - e. Exception to Policy (ETP) authority for any aspect of the Hall of Honor selection process rests solely with the Commandant, NCOL COE.

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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 NLT 15 March 2019 to the NCOL COE, ATTN: Director, G1 (Human Resources), 11291 SGT E. Churchill Street, Fort Bliss, TX 79918-8002.

c. Nominations will contain the nominee's data shown in Annex A. The annex comprises four parts: Part 1 - Personal Data, Part 2 - Career Biography of Nominee, Part 3 - Specific Contributions to NCOL COE/USASMA and/or NCOPDS Narrative and Part 4 - Official Photograph.

7. Selection procedures.

a. The selection board will convene in April (Annex B - Key Events). The board will be comprised of five voting members: the Deputy Commandant serving as the President of the Board, the Chief of Staff, a current member of the Hall of Honor and two remaining board members appointed by the Commandant.

b. 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 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 to attend the induction ceremony by the Commandant. The NCOL COE will request approval to fund the travel expenses for the inductee or the next of kin with invitational travel orders IAW the Joint Travel Regulation (JTR) to attend the ceremony.

b. During the induction ceremony in June, a "replica" Induction Plaque will be presented to the inductee, next of kin, or a designated representative at the ceremony and that person will have the opportunity to formally accept the induction. Each inductee will also be honored with a permanent photographic display in the NCOL COE Hall of Honor containing the name, photograph, and narrative biography which includes major accomplishments for which inducted.

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9. Any questions concerning the information contained in this correspondence may be directed to the Director, G1 (Human Resources), COM: 915-744-8816, DSN: 621, or send email to [Christynne.m.leon-gorcyca.civ@mail.mil](mailto:Christynne.m.leon-gorcyca.civ@mail.mil).

JIMMY J. SELLERS  
Command Sergeant Major, USA  
Commandant

ANNEXES:

A: Nomination Data

B: Key Events

DISTRIBUTION:

All Nominative CSMs/SGMs