



**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) International Student Hall of Fame Policy.

**1. Purpose.** Prescribe policies and procedures for the nomination, selection, and induction of new members into the NCOLCoE International Student Hall of Fame.

**2. Applicability.** Applies to international students Sergeants Major Course (SMC) graduates who have attained, through military merit, the highest positions in their respective nation's armed forces, or who have held an equivalent position by rank or responsibility in a multi-national military organization.

**3. Reference.** Army Regulation 870-5, Military History: Responsibilities, Policies and Procedures, 21 September 2021.

**4. Background.** The NCOLCoE International Student Hall of Fame provides a prestigious and visible means of recognition to international students. It applies to international students Sergeants Major Course (SMC) graduates who have attained, through military merit, the highest positions in their respective nation's armed forces, or who have held an equivalent position by rank or responsibility in a multi-national military organization.

**5. Nomination Criteria.**

a. The nominee must be a resident graduate of the Sergeants Major Course.

b. The nominee must accomplish, through merit, one of the following:

(1) Serve as the Senior Military Enlisted Noncommissioned officer (Warrant Officer), by rank seniority, in one of his/her nation's service components.

(2) Be appointed to the highest enlisted position in a national service component or the nation's armed forces (i.e., Sergeant Major if the Army or when such a position entails the service components most senior enlisted position).

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(3) Be appointed senior enlisted member of an operational combined command while holding a rank equal or senior to the highest rank held in his/her nation's service component.

(4) Other significant and noteworthy accomplishments not covered by 5b (1) – (3) above, as approved by the NCOLCoE Commandant.

## **6. Nomination Information.**

a. The senior United States (U.S.) in-country representative is responsible for all nominations under the U.S. Security Assistance Program or, when more appropriate, by the Commanding General of a U.S. unified or specified command or the senior enlisted member.

b. Submit all nominations at the time the nominee assumes a position which qualified him/her for nomination, or at any time afterward.

c. Individuals may be nominated posthumously.

d. The NCOLCoE will not inform any nominees or their host country government until appropriate U.S. government approval is obtained.

## **7. Nomination Procedures.**

a. Host governments will forward the following documentation addressed to the Commandant, The Noncommissioned Officer Leadership Center of Excellence, 11291 SGT E. Churchill Street, Fort Bliss, Texas 79918-8002, with information copied to the appropriate U.S. unified commander.

(1) Letter of Nomination. The original letter will explain in detail how the nominee qualifies for the nomination with inclusive dates of appointment, if current (Annex A: Part 1).

(2) The nomination packet will include a letter from the U.S. Ambassador stating that he/she concurs with the nomination (Annex A: Part 2).

(3) Career Biography. Include a biography of the nominee's military service (Annex A: Part 3).

(4) Photographs. Include two 8"x10" quality color photographs (Head and Shoulders official portrait) suitable for permanent display (Annex A: Part 4).

b. Recommender must provide nominees personal contact information: current

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Email, address, and phone number.

c. Digital nomination packets can be completed in-lieu of mailed packets at the following: <https://www.ncolcoe.army.mil/About-Us/Office-of-Deputy-Commandant/International-Military-Student-Office/ISHOF/>

d. Follow the online instructions for nomination packet submissions.

## **8. Clearance Process.**

a. Upon receipt of a nomination packet, the NCOLCoE will review it for completeness, accuracy, and suitability.

b. After the reviewing process is complete, the NCOLCoE will request the nominating agency obtain approval from both the host government and the nominee to accept induction. The nominating agency will advise the NCOLCoE of acceptance, and whether the nominee desires to attend an induction ceremony.

c. No further action is required for nominees disapproved by the NCOLCoE or who decline induction.

## **9. Call for Nominations and Review Process.**

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 for Hall of Fame nominations is 1 March of the Nomination Year.

(3) International Hall of Fame nominations are a lengthy process. To facilitate adequate processing time, it is imperative that nominations are received by the closing date.

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

(5) Review Panel: Panel Convenes on 15 March of the Nomination Year. Panel reviews recommended selectees.

(a) The Review Panel consists of two (2) members.

(1) The NCOLCoE Deputy Commandant

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(2) The NCOLCoE Chief of Staff.

b. The Commandant will personally contact inductees to inform them of their selection.

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

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

## **10. 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. Inductees are cordially invited to travel to Fort Bliss, Texas to be inducted, in person, at their own expense. **The NCOLCoE will not fund travel expenses.**

(1) **For inductees that cannot attend the ceremony in person a video can be submitted.**

(2) The video will not exceed 10 minutes in length. Post-production introductory headers and summary trailers are allowed but will be considered as part of the 10-minute maximum allowable length.

(3) The minimum acceptable length is 5 minutes.

(4) Video submissions will be in .WMV or .MP4 format. Maximum file size is 1GB. Submit videos to the following location:

<https://drive.google.com/drive/u/1/folders/1GB5cKr6DndUH-s4Eqvk8n0V0GNVG62mk>

c. If available, the senior international student from the country or region concerned may represent the Sergeant Major to be inducted.

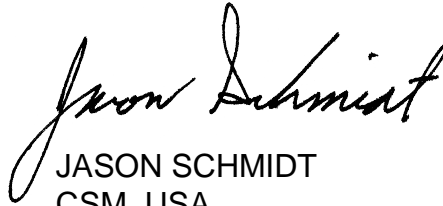
d. The NCOLCoE will forward to the nominating agency a photo/plaque, for an in-country presentation to the inductee. Copies of photographs and any newspaper publicity from the Fort Bliss ceremony will be forwarded as well.

e. 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 if attending the ceremony.

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**11. 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.



JASON SCHMIDT  
CSM, USA  
Commandant

Enclosures (4)

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

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**ANNEX A- Nomination Data  
Letter of Nomination**

**1. Part 1- Letter of Nomination.**

- a. The original letter will explain in detail how the nominee qualifies for the nomination.
- b. Include inclusive dates of appointment, if current.
- c. The information requested above must be completely / accurately filled out or the packet will be deemed as incomplete, and not be processed.

**2. Part 2- U.S. Embassy Letter of Concurrence.**

- a. The nomination packet will include a letter from the U.S. Ambassador stating he/she concurs with the nomination.
- b. The information requested above must be included or the packet will be deemed as incomplete, and not be processed.

**3. Part 3- Career Biography.**

- a. Name.
- b. Command Sergeant Major, Warrant Officer One etc.
- c. Career Service; 19xx-20xx.
- d. OVERVIEW (required for each nomination to summarize the career of the nominee).

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

- a. Photographs will be 8x10 inches and in color.
- b. A (head and shoulders official portrait) suitable for permanent display.
- c. Previous official Command type photographs are acceptable.

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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.

5. 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 close 1 March for Nomination Year 2023).

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

c. 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.

d. Announcement of Selectees to the field Last week of May in the Nomination Year.

e. Induction Ceremony: Normally conducted within two (2) days of the Sergeants Major Academy Graduation for that year.

f. Call for Nomination and Submission Timelines.

<b>Nomination Year</b>	<b>Call for Nominations Opens</b>	<b>Call for Nominations Closes</b>	<b>Selectee Announcement</b>	<b>HoF Induction Ceremony</b>	<b>SGM-A Graduation Class #</b>
<b>2023</b>	1 November 2022	1 March 2023	May 2023	June 2023	73
<b>2024</b>	1 November 2023	1 March 2024	May 2024	June 2024	74
<b>2025</b>	1 November 2024	1 March 2025	May 2025	June 2025	75
<b>2026</b>	1 November 2025	1 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**



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11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8001

Office of the Commandant

CSM (Doe, John)  
XXXX 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 International Student Hall of Fame. This year's ceremony will be on (DATE), (YEAR), at 0900 MST located in NCOLCoE Headquarters at Fort Bliss, Texas.

The NCOLCoE International Student Hall of Fame provides a prestigious and visible means of recognition to international students. It applies to international students Sergeants Major Course (SMC) graduates who have attained, through military merit, the highest positions in their respective nation's armed forces, or who have held an equivalent position by rank or responsibility in a multi-national military organization.

CSM (Ret) John B. Doe, your contributions and mentorship are indicative of the highest quality noncommissioned officers and has contributed immensely to your military's service.

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 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/country.

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

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

Name  
Position Held  
Dates in Position

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

NCOLCoE Hall of Fame  
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 or country representative 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 ISHOF website.

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

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