

IHoF NOMINATION CRITERIA

1. Nomination Criteria.

- a. The nominee must be a resident graduate of the Sergeants Major Course.
- b. Individuals may be nominated posthumously.
- c. The nominee must accomplish, through merit, one of the following:

(1) Served as a 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 of the Army or when such a position entails the service components most senior enlisted position).

(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 1c (1) – (3) above, as approved by the NCOLCoE Commandant.

IHoF NOMINATION PROCEDURES

1. Anyone may nominate an individual for induction in the International Student Hall of Fame. Individuals may not be self-nominated.
2. Host governments will forward the following documentation no later than the 1st of January of the nominating year addressed to the Commandant ATTN: ATSS-DAE, 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.
3. International Student Hall of Fame nomination packets **MUST** include the items listed in 3 (a-e). The Nomination Board will only review complete packets.
 - a. A one-page nomination letter signed by the nominator in the format of the example attached at the end of this SOP. This letter must include:
 - (1) Nominee's full name, Service, official rank/grade at the time of nomination, retirement, separation, or death.
 - (2) The date of the nominee's retirement, separation, date of departure from federal service and/or death (if applicable).
 - (3) Nominee's (or next of kin's) address, email address, and phone number.
 - (4) A paragraph, totaling no more than 150 words, stating succinctly the justification for the nominee's inclusion in the International Student Hall of Fame.
 - (5) Nominator's current address, email address, and phone number.
 - b. A full career biography of the nominee in the format of the example attached at the end of this SOP.
 - c. A narrative justification, totaling no more than three (3) pages, outlining the key accomplishments and achievements of the nominee that justify induction into the International Student Hall of Fame. Whether based on documented sustained service or on heroic actions/valorous awards as stated in Annex A, 1c (1)-(4).
 - d. A color photograph of the nominee, preferably in uniform if available/applicable. The Nomination Board prefers an 8x10 photo, but any photo clearly showing the nominee is acceptable. If sent electronically, the photo must be in a .jpg or .tif file of high resolution, at least 300 dpi.
 - e. U.S. Embassy Letter of Concurrence

IHoF NOMINATION PROCEDURES (continued)

4. The Nomination Board encourages submitting digital copy nominations but will also accept hard copy packets. If a digital copy nomination has already been submitted, there is no need to send a hard copy nomination.
5. Nominations should be sent to everett.t.dague.civ@army.mil or to Command Historian, Noncommissioned Officer Leadership Center of Excellence, ATTN: ATSS-DAE, 11291 SGT E. Churchill Street, Fort Bliss, Texas 79918. The Nomination Board will notify the nominator of a packet's receipt and the date of the next International Student Hall of Fame Nomination Board. The Nomination Board accepts packets year-round, but to be considered for the current year, the Nomination Board must receive the completed packet NLT 1 January.
6. The International Student Hall of Fame Nomination Board Recorder will review all packets and, if needed, the nominator will be asked to provide additional information in order to assure the nominee is given the fullest consideration by the Nomination Board.
7. Information provided must be based on firsthand knowledge or thoroughly documented research.
8. The Nomination Board will accept additional information supporting each nominee at any time during the boarding period described in Paragraph 9 below, new materials must not exceed the limits outlined in Paragraph 3 of this Annex.
9. The Nomination Board will consider each nomination consecutively for three (3) years. If the board does not select the nominee after the third board's consideration, the board will place their packet in a pending file for one year. The packet will undergo reevaluation during the fifth year. The Nomination Board will place nominations not selected for induction within this five-year period into the inactive files.

IHoF NOMINATION PROCEDURES (continued)

10. After a three-year waiting period, the Nomination Board may reconsider inactive nominations. Renominations must include substantially updated information. If the Nomination Board does not choose the updated nomination during a second five-year period, the board will permanently place it in the inactive files.

11. NCOLCoE Command Historian's office will keep inactive files in accordance with AR 25-400-2, Army Records Management Program.

**SAMPLE INTERNATIONAL STUDENT HALL OF FAME NOMINATION
MEMO/LETTER**



**DEPARTMENT OF THE ARMY
THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE
11291 SGT E. CHURCHILL STREET
FORT BLISS, TEXAS 79918-8002**

XXXX-XXX

DD Month YYYY

MEMORANDUM FOR Commandant NCO Leadership Center of Excellence
(NCOLCoE) International Student Hall of Fame Nomination Board , ATTN: ATSS-DAE,
Fort Bliss, Texas 79918

SUBJECT: Nomination for NCOLCoE International Student Hall of Fame

1. I nominate JOSEPH A. SAMPLE, SMA (Retired), for the NCOLCoE International Student Hall of Fame.
2. SMA (R) Sample's career spans 29 years and includes the most challenging assignments available to a noncommissioned officer in the Xxxx Defense Force. [Use up to 150 words to provide a concise statement of significance to the Nomination Board.].
3. SMA (R) Sample retired from Xxxx Defense Force on DAY MONTH YEAR. He/she can be reached at 1234 Baker Street, Anywhere, AB, XXXXX. Phone number: XXX-XXXXXXX. Email: abc123@email.com.
4. The point of contact for this nomination is the undersigned. I can be reached at 5678 Baker Street, Anywhere, AB, XXXXX. Phone number: XXX-XXX-XXXX. Email: def456@email.co

- 4 Encls
1. Career Biography
 2. Narrative Justification
 4. Embassy Letter
 3. Photo

William A. Johnson
COL, USA
Defense Attache
(Country)

SAMPLE Nomination Letter

SAMPLE OF CAREER BIOGRAPHY

[FULL NAME]

MILITARY EDUCATION:

Advanced Leader Course
Year
Sergeants Major Academy
Year
Etc.

CIVILIAN EDUCATION:

School	Degree/Program
Year	
Etc.	

MILITARY ASSIGNMENTS:

DATE/MO to DATE/MO	Operations Sergeant, 1/15 Ar Bn. Ft Bliss, Tx
DATE/MO to DATE/MO	CSM, 8th AR Bde, Frankfurt, GE
Etc.	

CIVILIAN ASSIGNMENTS [if applicable]:

DATE/MO to DATE/MO	Director, Production Division, Boeing
DATE/MO to DATE/MO	President, ACME Corporation Etc.

AWARDS AND DECORATIONS:

Legion of Merit (3 OLC)
Bronze Star Medal
Defense Meritorious Service Medal
Meritorious Service Medal (3 OLC)
Army Commendation Medal (1 OLC)
Parachutist Badge
Etc.