



REPLY TO
ATTENTION OF

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

ATSS-CD

1 February 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. Applies to all retired Soldiers from the Regular Army, Army National Guard, United States (U.S.) Army Reserve, as well as retired Department of the Army Civilians who have made significant and enduring contributions to the NCOLCoE, SGM-A, 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 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 NCOPDS.
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 the NCOPDS, in which the recommended service made meritorious improvements or enhancements to existing programs or procedures.
 - b. Nominations may be made posthumously.
 - c. Exception to policy (ETP) authority for any aspect of the Hall of Honor selection process rests solely with the Commandant, NCOLCoE.

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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 no later than the 15th of March of the nominating year to the NCOLCoE, ATTN: Director, G1, 11291 SGT E. Churchill Street, Fort Bliss, TX 79918-8002.

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

7. Selection procedures.

a. The selection panel will convene on or about the 5th of April of the nominating year (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, NCOLCoE.

b. The Board will recommend inductees and submit the panel'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 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 Joint Travel Regulation to attend the ceremony.

b. During the induction ceremony scheduled in the month of June during 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 person will have the opportunity to formally accept the induction.

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9. Point of contact for this action is the Director, G1 or G1 SGM at (915) 744-8816/8379.

4 Annexes

A: Nomination Data

B: Key Events

C: Responsibilities

D: Inductee Notification Letter

JASON SCHMIDT

CSM, USA

Commandant

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ANNEX A – Nomination Data
Part 1 – Personal Information

Name (Last, First, Middle):

Service / Rank / Date of Departure from Federal Service:

Date and Place of Birth:

U.S. Citizen: Yes / No

Date Deceased (If Applicable):

Address (Spouse or next of kin, if deceased):

Current phone number:

Email:

Awards and decorations:

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

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ANNEX A – Nomination Data
Part 2 – Career Biography

NAME

Command Sergeant Major, U.S. Army (Retired)
Service Career: 1975-2005

OVERVIEW *(required for each nomination to summarize the career of the nominee)*

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ANNEX A – Nomination Data

Part 3 – Narrative of Contribution to NCOLCoE, SGM-A and/or NCOPDS

Documentation identifying the nominee's contribution to the NCOLCoE, SGM-A, and/or NCOPDS justifying induction into the NCOLCoE Hall of Honor.

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ANNEX A – Nomination Data
Part 4 – Official Photograph

A color 8"x10" photograph provided to serve as the induction photograph if selected for induction to the NCOLCoE Hall of Honor.

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ANNEX B – Key Events

Through 15 January	Call for Nominations
On or about 15 March	Deadline for Nomination packets & Commandant Appointment Hall of Honor Selection Panel
End of March	Historian completes reviews/verifies nomination data as historically correct.
On or about 5 April	Board Convenes. Board Members receive read-ahead packets prior to formal board sessions. Board votes on recommended selectees.
On or about 1 May	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 the June induction ceremony.
On or about 10 May	Announcement of annual Inductees to the field.
TBD June	Induction Ceremony

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ANNEX C – Responsibilities

G-1

The G-1 will be overall responsible for the program in its entirety except for the actual ceremony. Their responsibilities will encompass but are not limited to the following areas:

- Call for nominations will be conducted through 15 March IAW Annex B
- Coordinate with the Chief of Staff as soon as possible to obtain the appropriate travel approvals for each nominee as it applies to each individuals needs
- Inductees that cannot attend the induction ceremony in person will receive the induction plaque by mail along with a Thank You for Your Service letter signed by the Commandant. A dedicated person from within the G-1 will follow up with the inductee to ensure the plaque has been received before closing the loop.

Protocol

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

G-3/5

G-3 is responsible for the entire ceremony. This includes but is not limited to the following areas:

- Plan, rehearse, and oversee the ceremony
- Set up the stage in the East Auditorium (EA) using red carpet and metal easels.
- Order all required supplies to include frames, matting, and other associated items in order to prepare two framed photographs for each inductee. One photo will be displayed on the appropriate wall within the auditorium and the other one will be presented to the inductee.
- Prepare an engraved plate, black with gold lettering for the photo that will be on display in the auditorium. The plate will have three lines utilizing the below format:

Name
Position Held
Dates in Position

- Prepare an engraved plate, black with gold lettering for the photo that will be presented to the inductee. The plate will have five lines utilizing the format below:

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

- G-5 will coordinate ITO's once the necessary travel funds have been approved.

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ANNEX C (Responsibilities Con't)

Command Communications

- C2 will ensure that two 8x10 photographs of each inductee are printed and made available to the G-3 in a timely manner.
- Once the inductees have been formally announced, ensure that the appropriate dates and times of the induction ceremonies are publicized on all available social media platforms.
- Coordinate and provide live coverage of the induction ceremony when appropriate
- Provide a follow up story to be published in Fort Bliss and other Local publications where and when available.

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ANNEX D
(Inductee Notification Letter)



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

(DATE)

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 June 16, 2021, 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 the Noncommissioned Officer Professional Development System (NCOPDS).

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. The point of contact is Ms. Norma Molina, Chief of Protocol Officer, at (915)744-8489 or via email at norma.molina.1.civ@mail.mil

Sincerely,

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