



REPLY TO
ATTENTION OF

ATSS-CD

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

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) International Student Hall of Fame Policy & Call for Nominations

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 2007.
4. Background. The NCOLCoE International Student Hall of Fame is dedicated to provide a prestigious and visible means of recognition to international students who have attained 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 of the Army or when such 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 5b(1) – (3) above, as approved by the Commandant.

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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" x 10" color photos (head and shoulders official portrait) suitable for permanent display (Annex A: Part 4).

(5) Recommender must provide nominees personal contact information: email, current phone number and address.

b. Clearance Process.

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

(2) After the reviewing process is complete, the NCOLCoE will request the nominating agency obtain approval from both the host government and the nominee to

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accept induction. The nominating agency will advise the NCOLCoE of acceptance, and whether the nominee desires to attend an induction ceremony.

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

8. Induction.

a. The NCOLCoE will conduct an annual induction ceremony during graduation week of the current SMC resident class in session, which normally occurs in June of each year. The NCOLCoE must receive all nominations by 01 March 20XX to facilitate adequate processing time.

b. All International Student Hall of Fame induction ceremonies are held at the NCOLCoE. 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. If available, the senior international student from the country or region concerned may represent the Sergeant Major to be inducted. The NCOLCoE will forward to the nominating agency a Certificate of Honor, with photo, 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.

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

6 Encls

1. Annex A, Part 1: Nomination Letter
2. Annex A, Part 2: Embassy Letter
3. Annex A, Part 3: Biography
4. Annex A, Part 4: Photograph
5. Annex B, Responsibilities
6. Annex C, Inductee Notification Letter

JASON SCHMIDT
CSM, USA
Commandant

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ANNEX A – Nomination Data
Part 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.

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ANNEX A – Nomination Data

Part 2 – U.S. Embassy Letter of Concurrence

The nomination packet will include a letter from the U.S. Ambassador stating that he/she concurs with the nomination

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ANNEX A – Nomination Data
Part 3 – 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 4 – Official Photograph

Include two 8" x 10" color photos (head and shoulders official portrait) suitable for permanent display

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ANNEX B – 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 B (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 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

(DATE)

Office of the Commandant

Embassy of the (Country)
Defense Attaché Office
Attn.:
Country, Army of (country)

Dear Mr. John Doe,

It is with great pleasure the NCO Leadership Center of Excellence (NCOLCoE) and Sergeants Major Academy (SGM-A) announce the approval of CSM John Doe, Sergeant Major of the Army of (Country) for induction into the NCOLCoE and SGM-A International Student Hall of Fame. This year's ceremony will be on June 16, 2021.

The NCOLCoE International Student Hall of Fame is dedicated to provide a prestigious and visible means of recognition to its International Military Student Graduates who have attained, through military merit, the highest positions within their respective nation's Armed Forces of have held an equivalent position by rank or responsibility in a multi-national military organization.

Command Sergeant Major John Doe demonstrated leadership abilities and mentorship are indicative of the highest quality noncommissioned officers. His commitment to world peace and his contributions to the professionalism of the (Army of (Country)) set an example for all noncommissioned officers to emulate.

An official invitation will follow with additional information concerning the induction ceremony at the NCOLCoE and SGM-A. 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