



OKLAHOMA MILITARY HALL OF FAME

NOMINATION COVER PAGE

Nominee

Highest rank _____ Full name of nominee: _____

Is nominee living or deceased? (Circle one)

Date and place of birth: _____

Service Branch(s): _____

Connection to Oklahoma (circle all that apply): born, raised, served, retired, other _____

Nominee Contact Information (if living): Include complete postal address, telephone and email

Acceptor Contact Information (if nominee is deceased): If nominee is deceased, provide name and complete contact information of the individual who will accept the award. And indicate the acceptor relationship to the nominee.

Nominator Contact Information: Include complete postal address, telephone and email.

Nominator(s) Signature Block/Date



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PREPARING A NOMINATION PACKET

GENERAL: Nominations are due June 1st of the current calendar year. Mail the nomination packet to the Oklahoma Military Heritage Foundation, PO Box 30658, Edmond, OK 73003. Do not e-mail the packet. All supporting documents and photos should be copies, not originals, since they will not be returned. Military rank is not a factor. Past Inductees have come from all ranks, officers and enlisted. If not selected, the packet will continue to be reviewed each subsequent year. A complete nomination packet will include the following items:

COVER PAGE – Complete, sign and attach the nomination cover page form

NOMINATION SUMMARY - Prepare a single page summary of the nominee achievements.

DETAILED BIOGRAPHICAL INFORMATION - Prepare a complete description of the nominee's military, civilian and patriotic service. Selected information will be used in the Proclamation Citation, Hall of Fame databases and official external communications.

Photo of Nominee

Minimum size is 4 x 5. Pose should be shoulder/frontal view, and ideally in uniform with medals, decorations and badges. Please write rank, name, service branch, approximate date of photo, on the back of photo or on page provided.

Form DD-214

Copy of Retirement/Discharge Document: All nominations must include the Form DD-214 or equivalent. For service prior to 1950, include the appropriate WD AGO (War Department Adjutant General's Office) Forms or the NAVPERS (Naval Personnel) discharge documents.

Copies of these documents may be requested from the federal government by qualifying family members using the federal SF 180 form. There is no cost. Processing time may be lengthy. Alternatively, private enterprises will perform this service via Internet and generally offer a turnaround time of less than a week. The cost is an estimated \$100.

Military Section

The military record of the individual must demonstrate heroic and/or extraordinary leadership action, service, or sacrifice; and principal awards received. These items must be documented on the included DD-214 or equivalent. Include available official citations, narratives, and/or orders for major decorations.

Civic/Public Service Section

Nominee must have outstanding civilian public service and/or patriotic service to include civic work, service to veterans, projects influencing or motivating youth, helping the handicapped and disabled, community improvements, leadership positions, etc. Include Letters of Endorsement; Awards/Recognition; and Newspaper/Media

Oklahoma Connection

Nominee must have a well-established Oklahoma connection. Nominee must be a native Oklahoman or have lived a major portion of his/her life in Oklahoma. This may also include one who played a major role in one of the military installations in Oklahoma, not one who simply passes through one of the installations during a military career.

Nomination Packet Tips

1. Before you start, look at the example nomination packet we offer on the website.
2. Please label the backs of all photos with name, rank, branch of service and year, if known.
3. Please send copies of all items. If you do send originals, please include a self-addressed stamped envelope so we can return them to you. OKMHF will not be responsible for lost original documents. It is best to submit a clear, concise packet with only the most important documentation such as major military citations, civilian awards, and pertinent news articles. A bulging application packet over-loaded with letters and loose clippings is likely to have something overlooked or lost.