

**ARKANSAS MILITARY VETERANS' HALL OF FAME, INC.
(AMVHOF)**

NOMINATION PACKAGE

CRITERIA AND GUIDELINES

(Recommend the complete package is read before you begin)

1. **Nominations:** The Arkansas Military Veterans' Hall of Fame, Inc. (AMVHOF) has established two categories of veterans for entry into the AMVHOF:
 - a. **Category #1:** For the military accomplishments of a veteran, e.g., receiving the Medal of Honor or for significant achievements during their military career (see Guidelines for Category #1 in Para 3. below).
 - b. **Category #2:** For those who have honorably served in the US Armed Forces, and then contributed exceptionally to community, state, and/or nation. (See Guidelines for Category #2 in Para 4. below).

2. **Criteria:**
 - a. **Eligibility:** The nominee must have either been born in Arkansas, entered military service from Arkansas, or lived in Arkansas for a minimum of eight years. Additionally, he /she must have received an honorable discharge from U.S. Military service, be of good character; and have no felony convictions. Posthumous nominations are accepted.
 - b. **NON-Eligibility:** To preclude conflict of interest or the appearance thereof, AMVHOF Executive Board members, employees of the AMVHOF including members of AMVHOF Special Selection Committee (SSC), are NOT eligible for consideration for selection to the AMVHOF until three (3) years after they have ceased service therewith.
 - c. Letters that simply recommend the nominee for inclusion will not be considered. The deadline for submitting or mailing the Nomination Package **is** the last day in August of the current year.
 - d. Multiple nominations for a single individual are discouraged.

3. **General Guidelines:**
 - a. The three **mandatory documents** below will be in the Nomination Package or the Special Selection Committee (SSC) **will not** consider the nominee for the AMVHOF.
 - i. The Nomination Form, all three pages. Please be accurate and sign the form indicating your validation of the data.
 - ii. One copy of a **high definition photograph** of the Nominee. **(Will not be returned.)**
 - iii. Nominee's **Discharge Orders** (DD Form 214, NGB Form 22, or a Report of Separation).

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- 1) If the veteran does not have a copy of his/her honorable Discharge Orders, he/she (or if deceased, relatives) may request the Discharge Orders and/or the nominee's decorations on SF Form 180, Military Record Requests by going to one of two websites **www.archives.gov/st-louis/military-personnel/** or **www.archives.gov/veterans/military-service-records/**
 - 2) If the Discharge Orders do not list a medal, an approved DD Form 215, Correction of DD Form 214 **MUST** be submitted with the Nomination Package for the medal to be consider by the SSC. (The medal may also be listed on the returned information from MilPer Archives from submission of the SF Form 180)
- b. Required and Recommended Documents:
- i. The Nomination Package includes *required* documents as listed on the "Category 1 Checklist" page A2-2.
 - ii. The "Category 2 Checklist "page A2-2. Includes *required* and *recommended* documents.
 - iii. These documents will **NOT** exceed twelve (12) pages of 8-1/2" x 11" single-sided paper. If the documents exceed twelve pages, the Nomination Package **will not be** considered by the SSC.

4. Guidelines for Category #1:

- a. The nominee must have been awarded one or more U.S. Military medals. The medal(s) must be listed on the Nominee's Discharge Orders.
- b. The list below has placed U.S. Military Medals in "Medal Groups." Each Military Service uses a different name, ribbon, and medal within each group. Go to the AMVHOF website for a complete breakdown of medals per Military Service.
 - i. **Congressional Medal of Honor Group** (All Services use the same name and ribbon, but the Army, Navy, and Air Force have different Medals.)
 - ii. **Service Cross Medals Group**
 - iii. **Distinguished Service Medals Group**
 - iv. **Silver Star Medal** (This medal is the same for all Military Services)
 - v. **Superior Service Medals Group**
 - vi. **Medals for Noncombat Heroism Group**
 - vii. **Bronze Star Medal** (This medal is the same for all Military Services)
 - viii. **Purple Heart Medal** (This medal is the same for all Military Services)
 - ix. **Meritorious Service Medals Group**
 - x. **Commendation Medals Group**
 - xi. **Achievement Medals Group**
- c. Three **mandatory documents:** (Refer to paragraph 3a.)
 - i. Nomination Form.
 - ii. One copy of a **high definition photograph** of the Nominee.
 - iii. Discharge Orders.
- d. All documents listed below **are required:** (Not more than twelve pages.)
 - i. **Synopsis:** Create a synopsis of the Nominee's civilian and military education, Military Awards and Decorations, and accomplishments. Discuss the honors in publications about the Nominee to include books, newspaper or magazine articles, etc. (Must not be longer than one page.)
 - ii. Summary of achievements is a chronological list by date of the veteran's achievements that were shown in the Discharge Orders and discussed in the above Synopsis. (Must not be longer than one page.)
 - iii. Include "Narrative(s)" for the veteran's highest military medal(s) listed in the Discharge Orders, and discussed in the Synopsis and the Summary.
 - iv. Documents that verify the Nominee's additional accomplishments that are listed in the Synopsis and the Summary.

5. Guidelines for Category #2:

- a. The nominee must have worn the uniform of this Nation's Armed Forces, performed their military duties, received an honorable discharge, and then continued to contribute to community, state, and nation in an exemplary manner.
- b. Three **mandatory documents**: (Refer to paragraph 3a.)
 - i. Nomination Form.
 - ii. One copy of a **high definition photograph** of the Nominee.
 - iii. Discharge Orders.
- c. All documents listed below **are required**: (Not more than twelve pages of required and recommended documents.)
 - i. Create a synopsis of the Nominee's life accomplishments. Some suggested areas are provided below. Must not be longer than one page.
 - 1) Military Awards and Decorations. Refer to the list in paragraph 3b above and the Nominee's Discharge Orders.
 - 2) Civilian and military education.
 - 3) Professional employment history.
 - 4) Describe the Veteran's Advocacy Contributions and include the Nominee's active involvement with veteran's service or support organizations.
 - 5) Present the Nominee's civic affiliations and contributions (e.g. Rotary, Kiwanis, schools, public service, fraternal, etc.)
 - 6) Discuss civilian awards, honors, or publications about the Nominee: (e.g. Presidential awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, etc.)
 - ii. Summary of achievements: A chronological list by date of the veteran's achievements that were shown in the Discharge Orders and discussed in the above Synopsis. Must not be longer than one page.
 - iii. Include "Narrative(s)" for the veteran's highest military medals(s) listed in the Discharge Orders and documents that verify the Nominee's military and civilian accomplishments that are listed in the Synopsis and the Summary.
- d. **Recommended documents**: Letters of Recommendation should be from people not immediately related to the nominee and will be submitted at the discretion of the nominee or nominator.

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6. Mailing Instructions

- a. Mail completed package to:
Arkansas Military Veterans' Hall of Fame, Inc.
Attn: Secretary
P.O. Box 11011
Conway, Arkansas 72034
- b. All Nomination Packages MUST be postmarked no later than August 31, of the current year. Any package postmarked after this date will be considered by a Special Selection Committee during the following year.
- c. Please **DO NOT** send original documents or photographs as nothing will be returned to sender.
- d. Do not return the Criteria and Guidelines.

7. Selection Process for Categories 1 & 2

- a. AMVHOF's Executive Board will appoint a "Special Selection Committee" (SSC) in September of each year. The SSC will be comprised of selected veterans from across the state. The SSC may also include previously inducted members of the Hall of Fame.
- b. The SSC, following the criteria and guidelines in Appendix A, B, and C of the AMVHOF Bylaws, will review all nomination packages, and compile a recommended list for the AMVHOF Executive Board's final approval. Veterans who are approved for induction into the AMVHOF will be notified in late September.

8. Annual Induction Banquet

Each year, on or about Veteran's Day, November 11, the AMVHOF will hold a Banquet / Induction Ceremony. The time and place will be advertised on the AMVHOF web site. Please see our website for additional details.

Any questions - please contact the AMVHOF at www.AMVHOF.org or leave a message at 1-888-329-3845.

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ARKANSAS MILITARY VETERANS' HALL OF FAME, INC.
Nomination Form

THIS FORM ***MUST*** BE COMPLETED IN ITS ENTIRETY

NOTE: Please read the Nomination Package's Criteria and Guidelines prior to completing this form.

Nomination is for: Category #1 or Category #2
(Note: Please check only one category)

Nominee's Information

*(Note: Please complete **all** the requested information)*

Date of Application: _____

Full Name of Nominee: _____

Home Address: _____
(Street) (City) (State) (ZIP)

Home Telephone: _____

Cell Phone: _____

Email: _____

City/State of Birth: _____ / _____

Date of Birth: _____

Is Nominee deceased? Yes or No

Location and Years of Arkansas Residency: *(Example: Batesville, 1960-1965;
Conway, 1970-1977)*

Checklists for Nomination Packages

Category 1 Checklist Arrange the completed items for the Nomination Package in the order shown below. Please initial items as they are completed in your Nomination Package.

| <u>Initials</u> | <u>Item Description</u> | <u>Required</u> |
|-----------------|---|-----------------|
| _____ | : Completed Nomination Form (Three-pages) | Mandatory |
| _____ | : High Definition Photograph of the Nominee. (One-page) | Mandatory |
| _____ | : Discharge Orders. (Considered to be a one-page document) | Mandatory |
| _____ | : Synopsis use Guidelines for Category 1 (One-page) | X |
| _____ | : Summary of Achievements. (One-page) | X |
| _____ | : Narrative(s) for highest military award(s) and documents that verify military accomplishments | X |

Category 2 Checklist Arrange the completed items for the Nomination Package in the order shown below. Please initial items as they are completed in your Nomination Package.

| <u>Initials</u> | <u>Item Description</u> | <u>Required</u> | <u>Recommended</u> |
|-----------------|--|-----------------|--------------------|
| _____ | : Completed Nomination Form (Three-pages) | Mandatory | |
| _____ | : High Definition Photograph of the Nominee. (One-page) | Mandatory | |
| _____ | : Discharge Orders. (Considered to be a one-page document) | Mandatory | |
| _____ | : Synopsis use Guidelines for Category 2 (One-page) | X | |
| _____ | : Summary of achievements. (One-page) | X | |
| _____ | : Narrative(s) for highest military award(s) and documents that verify military and civilian accomplishments | X | |
| _____ | : Letters of Recommendation. | | X |

Nominator's Information

*(Note: Please complete **all** the requested information)*

Full Name of Nominator: _____

Home Address: _____
(Street) (City) (State) (ZIP)

Home Telephone: _____

Cell Phone: _____

Email: _____

If selected, will the nominee or his representative be present to accept the award? Yes or No

PLEASE NOTE: Only the nominator will be notified if this nominee is **NOT** selected.

AFFIDAVIT AND AUTHORIZATION

I hereby affirm that the information contained in this Nomination Package is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Criteria and Guidelines. I agree to provide information if requested by the Arkansas Military Veterans' Hall of Fame. I acknowledge that all provided photographs and documents will not be returned.

Signature of Nominator (REQUIRED): _____

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