

ARKANSAS STATE UNIVERSITY ROTC HALL OF HEROES

NOMINATION CRITERIA & GUIDELINES



Nominations are due no later than July 1

Arkansas State University ROTC Hall of Heroes

Nomination Package Criteria & Guidelines

1. General Criteria:

Eligibility: The nominee must be an alumnus of Arkansas State University, not necessarily a graduate and must have been enrolled in ROTC, not necessarily commissioned. 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.

2. Nominations: The Arkansas State University ROTC Hall of Heroes has established **TWO** categories of veterans for entry into the Hall of Heroes:

- 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 general guidelines in paragraph 3 below).
- b. **Category #2:** For those who have honorably served in the U.S. Armed Forces, and then contributed exceptionally to community, state, and/or nation. (See general guidelines in paragraph 4 below).

3. General Guidelines for Category #1:

- a. The nominee must have been awarded one or more of the following U.S. military medals:
 - i. Medal of Honor
 - ii. Distinguished Service Cross
 - iii. Navy Cross
 - iv. Air Force Cross
 - v. Silver Star
 - vi. Distinguished Flying Cross of Heroism
 - vii. Bronze Star Medal
 - viii. Purple Heart
 - ix. Any medal with "V" Device
- b. The nominator must submit the following items:
 - i. **Nomination form (Required):** Please be accurate and sign the form indicating your validation of the data.
 - ii. **Summary of Achievements while on Active Duty:** A simple chronology of the veteran's service achievements and any detail that is needed.
 - iii. **Copy of Award narrative:** Include any narratives of Awards given to the veteran.
 - iv. **Narrative:** Describe why you feel this individual should be considered for the Arkansas State University Hall of Heroes.

4. General 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. These outstanding contributions may, for example, be in areas of professional, civic, veterans' advocacy, political or contributions

over the life of the nominee.

b. The nominator must submit the following items:

- i. **Nomination form (Required):** Please be accurate and sign the form indicating your validation of the data.
- ii. **Summary of Education and Training Accomplishments:** A simple chronology of education and training accomplishments (List or attach any significant achievements, recognitions, etc.)
- iii. **Summary of the Veteran's Professional or Employment History:** Please provide a simple chronology of professional and employment history. (You may attach any significant awards, recognition, etc. that may be pertinent to this item.)
- iv. **Summary of Veteran's Advocacy Contributions:** State the nominee's active involvement with veteran's service or support organizations.
- v. **Summary of Civic Activities, and Contributions:** State the nominee's civic affiliations and contributions (e.g. Rotary, Kiwanis, schools, public service, fraternal, etc.)
- vi. **List Awards, Honors, or Publications about the Nominee:** (e.g. Presidential awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, etc.)
- vii. **Letters of Recommendation:** Letters should be from people not immediately related to the nominee.
- viii. **Narrative:** Describe why you feel this individual should be considered for the Arkansas State University Hall of Heroes.

Selection process for Categories #1 & #2: All nomination packets will be reviewed by a "Hall of Heroes Selection Committee" (HOHSC) in July of each year. The HOHSC will be comprised of:

- i. **ASU Professor of Military Science**
- ii. **A select committee composed of Hall of Heroes inductees.**
- iii. **Commander, Red Wolf Alumni Battalion (Non-Voting)**
- iv. **Executive Director of Alumni Relations (Non-Voting)**

5. The HOHSC members will follow the guidelines and criteria noted above and will make recommendations based upon criteria noted. Veterans who are approved for induction into the HOH will be notified not later than August. The Induction Ceremony will be held in conjunction with a home football game, close to Veterans Day.

6. Questions should be directed to the ASU ROTC Department at [870 972-2064](tel:870-972-2064).

Nomination Form

Arkansas State University Hall of Heroes

NOTE: Please be sure to read the Nomination Package Criteria & Guidelines prior to completing this form.

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

NOMINEE'S INFORMATION

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 No

NOMINATOR'S INFORMATION

Name: _____

Address: _____
(Street) (City) (State) (Zip)

Home Phone: () - Cell Phone: () -

E-mail: _____

AFFIDAVIT AND AUTHORIZATION

I hereby affirm that the information contained in this Nomination Form, including but not limited to the veterans and honorable discharge status, is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Guidelines. I agree to provide information if requested by the Arkansas State University Hall of Heroes Selection Committee.

Signature of Nominator (REQUIRED): _____ Date: _____

Checklist for Nomination Packet

Please initial each item below.

- _____ Verification of attendance at Arkansas State
- _____ Verification of enrollment in ROTC
- _____ Verification of Honorable Military Service & Discharge.
- _____ Nomination form entirely completed **(Required)**
- _____ Copy of Medal Certificate and Citation accompanying award. (Category 1 nominations)
- _____ Copy of General Order for Award (if available), (Category 1 nominations)
- _____ Summary of education and training accomplishments, veteran's professional or employment history, veteran's advocacy contributions, civic activities/contributions, and list of awards/honors. (Category 2 nominations)
- _____ Any supporting documentation or letters of recommendation. (Category 1 and 2 nominations)
- _____ Simple narrative as to why nominee should be favorably considered. (Category 1 and 2 nominations)

Please attach a typed summary of the nominee's achievements and contributions in the recommended format along with this nomination form. The nomination packet must NOT exceed seven (7) pages on 8-1/2" x 11" single-sided paper, excluding discharge papers and required nomination form. If the packet exceeds seven (7) pages the packet will not be considered by the HOHSC. Letters simply recommending your nominee for inclusion will not be considered. Multiple nominations for a single individual are discouraged.

MAIL COMPLETED PACKET TO:

Arkansas State University
ROTC Hall of Heroes Selection Committee
P.O. Box 1810
State University, Arkansas 72467

OR

Email packet to milsci@astate.edu

NOTE: ALL PACKETS MUST BE POSTMARKED NO LATER THAN JULY 1.

NOTICE!!!! Please DO NOT send original documents as nothing will be returned to sender.

****Any packet postmarked after this date will be considered by the Selection Board in the following year.**

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY