

**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:

a. **Eligibility.** The nominee must be an alumnus or alumnae of Arkansas State University, not necessarily a graduate, and must have been enrolled in ROTC, not necessarily commissioned. Additionally, if prior service, 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 three (3) categories of Veterans for entry into the Hall of Heroes:

a. **Category #1.** For the military accomplishments of a Veteran, e.g., receiving an award of significance or for significant achievement(s) 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 also contributed exceptionally to community, state, and/or nation, during or after their time of service (see *general guidelines in paragraph 4 below*).

c. **Category #3.** For those who did not serve in uniform, but were enrolled in and participated with the A-State ROTC program and made significant contributions to the A-State ROTC program (e.g., former A-State ROTC faculty/cadre).

## 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. Army Distinguished Service Cross
- iii. Navy Cross
- iv. Air Force Cross
- v. Distinguished Service Medal (Defense + each branch of service + National Guard) – *considered only if awarded when nominee was O-6 / Colonel (Captain for USN) or below*
- vi. Silver Star
- vii. Defense Superior Service Medal – *same criteria as item 3.a.v.*
- viii. Surgeon General's Medallion
- ix. Legion of Merit
- x. Distinguished Flying Cross
- xi. Soldier's Medal (each branch of service)

- xii. Bronze Star Medal
- xiii. Purple Heart
- xiv. Prisoner of War
- xv. Republic of Vietnam Gallantry Cross Medal with Palm Ribbon
- xvi. Any medal with "V" or "C" Device

xvii. Note: *the above list is not all-inclusive; if in doubt, contact the A-State ROTC Alumni Battalion Commander for further determination (e.g., state-level National Guard awards often mirror the same requirements for qualification as Dept. of Defense awards prescribed for Active Duty servicemembers)*

b. The nominator must submit the following items:

- i. **Nomination Form (Required).** Must be accurate; sign the form indicating your validation of the data.
- ii. **Summary of Achievements while in the Service (Active Duty, National Guard, Reserve Forces of the United States, or other U.S. Uniformed Services).** A simple chronology of the Veteran's service achievements and any detail that the nominating individual believes would assist the Selection Committee in determining the significance of said achievements, to include service schools/professional military education.
- iii. **Copy of Award Narrative and DA Form 638 Recommendation for Award (or service-equivalent documentation; if available).** Include any narratives of awards given to the Veteran, specifically for the awards that establish nomination eligibility; use substitute form as appropriate for non-Army or non-U.S. branches of service. If this documentation is unavailable, the DD Form 214 will suffice; however, the former is preferred.
- iv. **Narrative.** In your own words, describe why this individual should be considered for the Arkansas State University Hall of Heroes. (1 pg. max)

#### 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. Contributions that occurred while serving, but of an individual effort (*i.e.*, not organized or executed as part of military service or military-organized community service), may also be considered. 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. **All items required for Category #1 submissions, plus the following:**
- 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.**

Provide a simple chronology of professional and employment history; 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 Veterans' services or support organizations.

v. **Summary of Civic Activities and Contributions.** State the nominee's civic affiliations and contributions (e.g., Rotary Club, Kiwanis, schools, public service, fraternal, contributions to the A-State ROTC Red Wolf (or formerly, Indian) Battalion, the A-State ROTC Alumni Battalion, Beck Center for Veterans, etc.).

vi. **List Awards, Honors, or Publications about or Authored by the Nominee.** (e.g., Presidential awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, acceptance to prestigious organizations, etc.).

vii. **Letters of Recommendation (LOR).** These should originate from individuals not immediately related to the nominee. (1 pg. max per LOR)

### 5. General Guidelines for Category #3:

a. The nominee did not have to serve in uniform, but must have been enrolled in and participated with the A-State ROTC program and made significant contributions to the A-State ROTC program (e.g., former A-State ROTC faculty/cadre).

b. The nominator must submit the following items:

i. **All items required for Category #1 or #2 submissions that would support justification for nominee's selection as an inductee.**

### 6. Selection Process for All Categories:

a. A "Hall of Heroes Selection Committee" (HOHSC) shall review all nomination packets no later than sixty (60) days prior to the scheduled A-State "Heroes" football game of each year (*typically played +/- one week of Veterans Day*). The following individuals will serve on the HOHSC:

i. **One (1) Active Duty, National Guard, or Reserve Forces of the United States General Officer/Flag Officer (GO/FO) or Distinguished Current/Former Member of the U.S. Armed Forces (Voting), Honorary Chair, HOHSC (if available) – designee changes annually and selected by the current Professor of Military Science**

ii. **A-State ROTC Professor of Military Science (PMS), Co-Chair, HOHSC**

iii. **Five (5) or more Current Hall of Heroes Inductees**

iv. **Commander, Red Wolf Alumni Battalion (Non-Voting)**

v. **Executive Director of Alumni Relations or a Designated Proxy (Non-Voting)**

vi. **One (1) A-State Faculty Member (Non-Voting), either serving as a Department Chair or Higher, or an Associate Vice Chancellor or Higher (if available) – designee changes annually**

vii. **A-State ROTC Senior Military Science Instructor (SMSI) (Non-Voting) (if available)**

viii. **A-State Assistant Professor of Military Science (APMS) (Non-Voting) (if available)** – *must be assigned to the A-State campus or an alumnus of the A-State (Jonesboro) ROTC program serving at an A-State ROTC extension or cross-town campus*

b. **Continuance of Consideration.** In the event that a nominee is not selected, that individual shall receive consideration for the following two (2) years. Following the third year of consideration, if the individual remains unselected, he/she may be nominated with a new nomination application that includes additional data that better indicates why he/she is a worthy addition to the Hall of Heroes.

c. **Non-Selection and Archived Submissions.** In the event that none of the current year's nominees are deemed worthy of induction, the Hall of Heroes Selection Committee (HOHSC) may choose to forego induction of new members for the current year; however, the committee may also review prior years' nominations until an agreed upon number of candidates are selected.

d. The HOHSC members will follow the guidelines and criteria noted above and will make recommendations based upon criteria noted.

**7. Inductee Notification.** Veterans who are approved for induction into the HOH will be notified no later than three (3) business days following the adjournment of the HOHSC.

a. The A-State ROTC program will conduct an Induction Ceremony for selected nominees, to be held the morning of or evening prior to the A-State "Heroes" game.

b. Inductees will conduct a photo op and interviews for A-State and/or local media and ROTC prior to or following the induction ceremony (*as appropriate*) and receive further recognition at the "Heroes" game.

c. Though inductees are responsible for all travel, lodging, and meals associated with attendance of the induction ceremony, those with dire financial constraint should coordinate through the Commander of the Red Wolf Alumni Battalion for possible assistance.

**8. Questions should be directed to the A-State Department of Military Science and Leadership (ROTC) at [\(870\) 972-2064](tel:8709722064).**

**Nomination Form  
Arkansas State University  
Hall of Heroes**

NOTE: Read the Nomination Criteria & Guidelines packet prior to completing this form.

**NOMINEE'S INFORMATION**

Full Name of Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_

(Street) (City) (State) (Zip)

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

E-Mail: \_\_\_\_\_

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 additional information as 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.

- Completed Nomination Form
- Verification of attendance at Arkansas State University (*formerly known as ASU and Arkansas State College*)
- Verification of enrollment in ROTC
- Verification of Honorable Military Service & Discharge (DD Form 214 after 01 Jan 1950; other [forms](#) were used prior to then)
- Copy of Medal Certificate(s), DA Form 638 (or service-equivalent documentation; if available), and Citation accompanying award
- Copy of General Order(s) for Award (*if available*)
- Summary of education and training accomplishments, Veteran's professional or employment history, Veteran's advocacy contributions, civic activities/contributions, and list of awards/honors (4 pgs. max)
- Any supporting documentation or letters of recommendation (1 pg. max per LOR)
- Narrative as to why nominee should be favorably considered (1 pg. max)

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 aforementioned length criteria on 8-1/2" x 11" single-sided paper using 12-pt. Arial font, excluding nomination form, checklist for nomination packet. If the packet exceeds said criteria, the packet will not be considered by the HOHSC. Nominations that consist only of a letter 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, AR 72467**

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

**\*\*Any packet received after this date will receive consideration by the Selection Committee the following year.**

**\*\*\* Please DO NOT send original documents! \*\*\*  
Nothing will be returned to sender.**

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