

ARKANSAS TECH UNIVERSITY ROTC HALL OF HONOR

NOMINATION CRITERIA & GUIDELINES



Arkansas Tech University ROTC

Nominations are due no later than June 1st

Arkansas Tech University ROTC Hall of Honor Nomination Package Criteria & Guidelines

1. Eligibility Criteria: Nominees must be an alumni of Arkansas Tech University, not necessarily a graduate and must have completed Advanced ROTC, not necessarily commissioned, but must have served in the Military or a cadre member that made specific, significant contributions to ATU ROTC. Additionally, he/she must have received an honorable discharge from U.S. Military service or continue to serve in an honorable manner, be of good character, have no felony convictions, and be in good standing with the university. Posthumous nominations are accepted.

Once nominations are received the ROTC Department will contact the Alumni and ask for his/her DD214, Bio, a picture, and copies of any citations to complete the citation for our award. Do not send any original documents. All documents received will become property stored within the ATU ROTC department and will not be returned.

2. Nominations: The Arkansas Tech University ROTC Hall of Honor has established 3 categories of nominees.

Category #1 - Distinguished Military Service: Nominee's military accomplishments and their significant achievements received during their military career.

Category #2 – Distinguished Community Service: Those who have honorably served in the U.S. Armed Forces, and then contributed exceptionally to community, ATU, and/or nation.

Category #3 – Distinguished Cadre: Those who have honorably served in the U.S. Armed Forces, and then contributed exceptionally to community, ATU, and/or nation.

3. General Guidelines for Category #1 – Distinguished Military Service:

- a. The nominee must have been awarded one or more of the following U.S. military medals or major accomplishments.
 - 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 (for Valor)
- viii. Purple Heart
- ix. Any medal with "V" Device
- x. Promoted to General Officer or Senior Executive Service (SES)
- xi. Inducted into branch Hall of Fame (or similar award)

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 nominee's service achievements and any detail that is needed. List combat duty, major duty assignments, educational degrees and Military schools attended.
- iii. **Copies of Award narratives:** Include any narratives of Awards given to the nominee. List of decorations and badges.
- iv. **Narrative:** Describe why you feel this individual should be considered for the Arkansas Tech University Hall of Honor, and discuss major military contributions.

4. General Guidelines for Category #2 Distinguished Community Service:

- a. The nominee must have worn the uniform of this Nation's Armed Forces, performed their military duties, and then continued to contribute to community, ATU, and/or nation in an exemplary manner one or more of the following areas.
 - i. Political (i.e. Served as a Congressional Leader, State or U.S., etc.)
 - ii. Professional (i.e. professional awards, induction into professional Hall of Fame, etc.)
 - iii. Civic (e.g. Rotary, Kiwanis, schools, public service, fraternal, etc.)
 - iv. Veteran's Advocacy (any veteran's organization)
- 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, awards, etc.)
 - iii. **Summary of the Nominee'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:** The nominee's active involvement with veteran's service or support organizations.
- v. **Summary of Civic Activities and Contributions:** 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.
- v. **Narrative:** Describe why you feel this individual should be considered for the Arkansas Tech University Hall of Honor, discussing **major civilian** and military contributions.

5. General Guidelines for Category #3 Distinguished Cadre:

- a. The nominee must have served at ATU as ROTC cadre as either a uniformed soldier or government contractor.
- 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 nominee's service achievements and any detail that is needed. List combat duty, major duty assignments, educational degrees and Military schools attended.
 - iii. **Letters of Recommendation:** Letters should be from people not immediately related to the nominee.
 - iv. **Narrative:** Describe why you feel this individual should be considered for the Arkansas Tech University Hall of Honor, and discuss major military contributions.

6. Selection process: All nomination packets will be reviewed by a "Hall of Honor Selection Committee" (HOSSC) in June of each year. The HOSSC will be comprised of:

1. **ATU ROTC Assistant Professor of Military Science**
2. **Five (5) current Hall of Honor inductees. These members will serve staggered five (5) year terms.**
3. **ATU ROTC Alumni Chapter President**
4. **Battalion Commander, ROTC Battalion (Non-Voting)**
5. **Director of Alumni Relations (Non-Voting)**

The HOHSC members will follow the guidelines and criteria noted above and will make recommendations based upon criteria noted. Nominees who are approved for induction into the HOH will be notified not later than the 1st day of August of each year. The Induction Ceremony will be held in conjunction with the Annual ROTC Homecoming reunion.

7. The ROTC Foundation fund will pay for all awards.

8. Questions should be directed to the ATU ROTC Department at [479-498-6085](tel:479-498-6085).

Nomination Form

Arkansas Tech University Hall of Honor

NOTE: Please be sure to read the Nomination Package Criteria & Guidelines prior to completing this form. Nominations are due no later than June 1st

Nomination is for: Category #1, Category #2, or Category #3 (**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: _____

Years at Tech: _____ Is Nominee deceased? Yes (or) 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 Tech University Hall of Honor Selection Committee.

Signature of Nominator (REQUIRED):

Date:

Checklist for Nomination Packet

Please initial each item below.

- _____ Verification of attendance at Arkansas Tech
- _____ Verification of enrollment and completion of Advanced ROTC
- _____ Verification of Honorable Military Service & Discharge. (DD Form 214)
- _____ Nomination form entirely completed **(Required)**
- _____ Copy of Medal Certificate and Citation accompanying award. (Category 1)
- _____ Copy of General Order for Award (if available), (Category 1)
- _____ 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 and 3)
- _____ Any supporting documentation or letters of recommendation. (Category 1, 2, and 3)
- _____ **Simple narrative** as to why nominee should be favorably considered. (Category 1, 2, and 3)

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 request an exception from the ATU ROTC APMS. Letters simply recommending your nominee for inclusion will not be considered. Multiple nominations for a single individual are discouraged.

ROTC Department Checklist for Nomination Packet:

- _____ Contact Alumni ask for:
- _____ His/her DD214
- _____ Bio
- _____ A picture
- _____ Copies of any Citations if not submitted in packet. (For completing Wall Plaque)

MAIL COMPLETED PACKET TO:

Arkansas Tech University ROTC Hall of Honor
Selection Committee
1313 N Arkansas Ave.
Russellville, AR 72801

NOTE: ALL PACKETS MUST BE POSTMARKED NO LATER THAN July 30th.

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

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

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY