



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA  
1903 HATFIELD STREET  
FORT HUACHUCA, ARIZONA 85613-7000

ATZS-HIS

11 August 2015

SUBJECT: MI Corps Hall of Fame Nomination

Thank you for your inquiry into nominations for the Military Intelligence Corps Hall of Fame. Enclosed you will find the most current Annexes A-C of the MI Corps Hall of Fame Standing Operating Procedures and a sample nomination submission. Please note that only a sample of the justification and biographical sketch have been included.

Should you have any questions please feel free to contact me at COMM (520) 533-4113/DSN 821-4113 or via email at [lori.s.tagg.civ@mail.mil](mailto:lori.s.tagg.civ@mail.mil). You may also be interested in looking at the official Hall of Fame website at: <https://www.ikn.army.mil/apps/MIHOF/Home>.

//original signed//

- 3 Encls  
1. HOF Annex A-C  
2. Sample Justification MEMO  
3. Sample Career Bio Sketch

LORI S. TAGG  
Command Historian

## **ANNEX A: NOMINATION CRITERIA**

1. Commissioned officers, warrant officers, enlisted Soldiers or professional civilians who have served in a United States Army intelligence unit or in an intelligence position in the US Army are eligible for nomination.
2. Only nominations for individuals will be accepted. No unit or group nominations will be considered. Individuals cannot be self-nominated.
3. Nominees may not be serving on active duty and must have been retired a minimum of two years before the date of consideration by the HOF Nomination Board. The individual, however, may be employed by the US Government in either a civilian or contractor position, to include continued service in an intelligence role. Government civilians who have not previously served in uniform but who are otherwise qualified and have been retired a minimum of two years may be considered.
4. Temporary retirees for medical or other reasons and members of the Active Reserve or National Guard are not eligible until they have transitioned to permanent inactive or retired status.
5. Although nominees must have served with Army intelligence in some capacity, the supporting justification for their nomination may include accomplishments from any portion of their career, not merely their period of service in Army intelligence. For example, an NCO who served in Army MI and then, after retirement, joined the Defense Intelligence Agency (DIA) as a civilian, is eligible for Hall of Fame consideration, once he/she has been retired two years from service in uniform, by virtue of his/her Army service; however, his/her justification may include achievements from both military and civilian careers, even though his/her civilian intelligence service was not in an Army intelligence unit.
6. A nominee must have made a significant contribution to Military Intelligence that reflects favorably on the Military Intelligence Corps. When appropriate, the nomination may be based on heroic actions and valorous awards rather than on documented sustained service and a significant contribution to Army intelligence.

## ANNEX B: NOMINATION PROCEDURES

1. Anyone may nominate an individual for induction into the Military Intelligence Corps Hall of Fame. Individuals may not be self-nominated.
2. Headquarters, US Army Intelligence Center of Excellence will send an electronic message to the field at least two months prior to the Nomination Board requesting nominations.
3. Nominations should be sent to the Command Historian, US Army Intelligence Center of Excellence, ATTN: ATZS-HIS, 1889 Hatfield Street, Building 62723, Fort Huachuca, Arizona 85613-7000. DSN 821-4113 or commercial (520) 533-4113. Email: [lori.s.tagg.civ@mail.mil](mailto:lori.s.tagg.civ@mail.mil). Nominators will be notified of a packet's receipt and the date of the next Nomination Board.
4. Each Hall of Fame nomination packet MUST include the following:
  - a. A nomination letter signed by the nominator and including the nominator's current address, email address, and phone number.
  - b. The full name and official rank/grade of the nominee at the time of retirement or death.
  - c. A full career biography and a copy of his/her Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Enlisted DA Form 2-1 (if available).
  - d. A narrative justification specifically stating the key accomplishments and achievements of the nominee that warrant induction into the Hall of Fame and his/her impact on the Army and Military Intelligence. This narrative may be incorporated into the nomination letter instead of a separate enclosure.
  - e. The current email address, mailing address, and phone number of the nominee (if living) or the name, email address, mailing address and phone number of a surviving family member.
  - f. An 8x10 inch color photograph of the nominee, preferably in uniform if available/applicable. If an 8x10 photo is unavailable, any photo clearly showing the nominee is acceptable.
  - g. The nominee's Social Security Number and/or Service Number, if known. This information will only be used to confirm details of the nominee's service in case of discrepancy or dispute.
5. Nominators are encouraged, but not required, to include endorsement letters as part of the nomination packet. During past Nomination Boards, it has been noted that endorsement letters are weighed favorably by Board Members. To keep nominations to a manageable size for Board review, however, limit endorsement letters to no more than five (5).
6. Nominations should be unclassified. On a case-by-case basis, a classified (up to Secret) addendum, in the form of a memo or letter, may be accepted. Any classified portions of the nomination should be sent in a separate email to [lori.s.tagg.civ@us.army.smil.mil](mailto:lori.s.tagg.civ@us.army.smil.mil). Do not include unclassified portions with the classified portion. Nominators are hereby informed that only Board Members with access to a SIPR account will be able to review the classified addendum. Board Members without SIPR access will vote on the packet based solely on the unclassified nomination. Consequently, nominators should make every attempt to provide a completely unclassified nomination to ensure full Board visibility.

## **ANNEX B: NOMINATION PROCEDURES (continued)**

7. Nomination packets must be complete. Any nomination packet received without items a-e above will not be boarded until the missing or incomplete item(s) are received. Softcopy nominations are encouraged, but hard copy packets will also be accepted. It is not necessary to send a hard copy nomination if a soft copy nomination has already been submitted.
8. The Hall of Fame Nomination Board Recorder will review all packets and, if needed, the nominator will be asked to provide additional information in order to assure the nominee is given the fullest consideration by the Nomination Board.
9. Information provided must be based on firsthand knowledge or thoroughly documented research.
10. When the possibility exists that a nomination is questionable or misleading, the case will be referred to the Adjutant of the Corps. The Adjutant, following discussion with the Chief of the MI Corps, will determine the propriety of the nomination.

## **ANNEX C: NOMINATION BOARD PROCEDURES**

1. Nomination Boards are convened by the Adjutant of the Corps at the direction of the Chief of the Military Intelligence Corps. The Nomination Board is normally held in October of each year. The Adjutant of the Corps (USAICoE CofS) presides as President. Board results are not made public until approved by the Chief of the Military Intelligence Corps.

2. The Adjutant of the Corps will designate Nomination Board Members. Each Board will consist of at least seven voting members representing a cross section of the MI Corps. Each Board will also have one non-voting member to serve as Recorder.

3. Approximately two months prior to the convening of the Board, the Adjutant of the Corps will determine if the Board will be held in person or virtually. The procedures for each option are listed below.

### 4. Resident Board:

a. The Board will convene in a formal setting. Board Members will be seated with sufficient space between them to facilitate easy review and rotation of files.

b. When the Board convenes, the Recorder will give a brief description of what Board Members should consider when reviewing a nomination packet. He/she will discuss Board techniques and cover any administrative procedures.

c. Each Board Member will receive a stack of nominations. The members of the Board may review as many nominations as necessary before beginning to vote. Administrative assistants will move packets between Board Members.

d. Each Board Member will vote on each nomination packet by secret ballot.

e. Results will be compiled by the Recorder and will be presented to the Adjutant and Chief of the Corps. The Chief of the MI Corps has final approval of Nomination Board results.

f. After the Board has completed its deliberations, the Recorder is authorized to provide the names of nominees considered. The number of votes received will not be made public, to include to the participating Board Members.

### 5. Virtual Board:

a. A password-protected IKN website facilitates the Nomination Board process. It is accessible only to members of the Board. The website will include electronic versions of each nomination packet and a voting application.

b. One week before the Virtual Board opens, the Recorder will provide, via email, instructions for accessing and voting on the Board website, a brief description of what the Board Members should consider when reviewing a nomination packet, Board techniques, and any administrative procedures.

## **ANNEX C: NOMINATION BOARD PROCEDURES (continued)**

c. The Virtual Board will be available to Board Members for two weeks.

d. The Board Recorder will send any classified addendums directly to those Board Members with SIPR access. For security reasons, Board Members without SIPR access will not be able to review these additions.

d. The members of the Board may review as many files as necessary before beginning to vote. When all files have been voted on, Board Members submit their final votes to the Recorder via the online voting application. Voting is meant to be discreet and should not be discussed with others either during or after the Virtual Board open period.

e. Results will be compiled by the Recorder and will be presented to the Adjutant and Chief of the Corps. The Chief of the MI Corps has final approval of Nomination Board results.

f. After the Board has completed its deliberations, the Recorder is authorized to provide the names of nominees considered. The number of votes received will not be made public, to include to the participating Board Members.

6. Nomination packets of those not selected to the Hall of Fame will remain on file in the Office of the Command Historian. Additional information supporting each nominee will be sought and accepted at any time. At a minimum, each nomination will be considered by three successive Boards. If the nominee is not selected following consideration by a third Board, his/her packet will be placed in an inactive file with the Command Historian.

7. Nominator's may reactivate a nomination for three additional Boards at any time by providing additional substantive information. However, nominations may only be reactivated in this manner two additional times or be reviewed by a maximum of six Boards. Consequently, nominators are encouraged to provide additional information that is considerably different or of more significance than that already in the packet.

8. Inactive files may also be re-activated for three additional Boards at the discretion of the Recorder, the Adjutant, or the Chief of the Corps based on receipt of additional information. In rare cases, the Chief of the MI Corps may choose to induct a nominee from the inactive files who was not reviewed by the current year's Nomination Board.

9. When the Chief of the MI Corps has made a final determination of inductees, the Recorder or Hall of Fame Action Officer will prepare notification letters. Letters signed by the Chief of the MI Corps will be sent to those individuals selected for induction or his/her next of kin. Historically, the Chief has also personally contacted those individuals selected for induction into the MI Hall of Fame. Letters and phone calls are normally completed in December.

10. Once the new inductees have been personally notified, an email announcing the results will be drafted by the Recorder for release by the Chief of the MI Corps. An email message is then sent to senior Army intelligence leaders.

## SAMPLE HALL OF FAME NOMINATION LETTER

August 6, 20XX

MEMORANDUM FOR Commander, US Army Intelligence Center & Fort Huachuca,  
ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-6000

SUBJECT: Nomination for the Military Intelligence Corps Hall of Fame

1. I nominate JOSEPH A. SAMPLE, Colonel (Retired), for the Military Intelligence Corps Hall of Fame.

2. Colonel Sample's career spans 29 years and includes most of the challenging assignments available to a commissioned officer in Military Intelligence. He was commissioned from Officer Candidate School at Fort Benning in August 1966 and was subsequently assigned to the 165<sup>th</sup> MI Battalion in Frankfurt, Germany, where he held numerous assignments as a lieutenant. He then commanded the 8<sup>th</sup> MI Company with the 8<sup>th</sup> Infantry Division (Mechanized). In May 1970 he was assigned to the 101<sup>st</sup> Airborne Division (Airmobile) in Hue, Republic of Viet Nam, as the Assistant G2 Plans Officer and later as the S2, 2/17<sup>th</sup> Cavalry Squadron. In June 1971 he returned to the United States to serve as a Personnel Management Officer at the Military Personnel Center in Washington, D.C. He was selected to be an Assistant Professor of Military Science at the University of Michigan. Subsequently he was assigned to the 501<sup>st</sup> Military Intelligence Brigade in Korea as the Assistant S3 for Plans and Training. In December 1979 he became Chief, Intelligence Concepts Division, Director of Combat Developments at the US Army Intelligence Center. In January of 1982 he became the G2 Plans Officer and later the Chief of the All Source Analysis Center of III Corps at Fort Hood, Texas. In November 1984 he was assigned to the 5<sup>th</sup> Infantry Division (Mechanized) to command the 105<sup>th</sup> Military Intelligence Battalion. In June 1988 he became the Director of Training and Doctrine, and later, Director of Tactics, Intelligence and Military Science at the Intelligence Center. In January 1991, he was hand picked to be the G2, VII Corps during the Gulf War. He returned to the US Army Intelligence Center and was selected to be Chief of Staff. He retired on 30 August 1995.

3-5. [Use subsequent paragraphs to elaborate on how well he performed and any special considerations to include significant awards and/or recognitions.]

6. Although Colonel Sample has distinguished himself through demanding assignments with great responsibilities, his legacy to the MI Corps lies in the hundreds of officers and soldiers who have benefited from his mentoring, training and experience over his career. And the hundreds of

future company and battalion commanders, S2s and G2s who will continue to benefit from his legacy as they pass through the Intelligence Center and School which embody his training innovations and vision for the future MI Corps.

Encl

1. Biographic Sketch
2. Photo
3. Endorsements

IVAN A. SMITH  
Colonel, MI  
Commanding

## **SAMPLE OF CAREER BIOGRAPHY**

[FULL NAME AND SSN/SERVICE NUMBER]

[RANK/GRADE AT TIME OF RETIREMENT]

[CURRENT ADDRESS, EMAIL, AND TELEPHONE NUMBER OF NOMINEE (IF LIVING) OR THE ADDRESS, EMAIL, AND PHONE NUMBER OF A SURVIVING FAMILY MEMBER]

### MILITARY EDUCATION:

Officer Candidate School	1966
Intelligence Research Officer Course	1970
MI Officer Advance Course	1972
DIA Post Graduate Intelligence Program	1973
Command and General Staff College	1979
Air War College	1988

### CIVILIAN EDUCATION:

School	Degree/Program	Year
--------	----------------	------

### MILITARY ASSIGNMENTS:

Nov 66	Sep 67	Supply Officer, 165 <sup>th</sup> MI Bn, Frankfurt, GE
Sep 67	Oct 68	S3 Training Officer, 165 <sup>th</sup> MI Bn, Frankfurt, GE
Etc.		
Etc.		
Mar 92	Aug 95	Chief of Staff, US Army Intelligence Center, Fort Huachuca, AZ