



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

ATZS-HIS

17 February 2016

SUBJECT: Military Intelligence Hall of Fame Nominations

Thank you for your inquiry into nominations for the Military Intelligence Hall of Fame. Enclosed you will find the most current Annexes A-B of the MI Hall of Fame Standing Operating Procedures. Please note that substantial changes have been made to the nomination procedures. A sample nomination letter and biographical sketch have been provided for your guidance, but these are only a portion of the nomination packet that must be submitted for consideration. Read the attachments carefully to ensure you are submitting the strongest nomination possible for your nominee. Nominations not meeting the guidelines contained herein will be returned for revision.

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. You may also be interested in looking at the official Hall of Fame website at: <https://www.ikn.army.mil/apps/MIHOF/Home>.

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- 3 Encls
1. HOF Annex A-B
2. Sample Nomination Memo
3. Sample Career Bio Sketch

LORI S. TAGG
Hall of Fame Board Recorder

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.
3. Nominees may not be serving on active duty and must have been separated or retired a minimum of two years before the date of consideration by the Hall of Fame Nomination Board. The individual, however, may continue to be employed as either a government civilian or contractor, 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. 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. The following criteria should be considered in defining “significant contributions”:
 - a. Outstanding accomplishments over a sustained period
 - b. A single action or a sustained series of actions beyond the realm of normal duty performance
 - c. Doctrinal, technical, or instructional contributions
 - d. Efforts or actions inspiring to others
 - e. Combination of the above

ANNEX B: NOMINATION PROCEDURES

1. Anyone may nominate an individual for induction into the Military Intelligence Hall of Fame. Individuals may not be self-nominated.

2. Each Hall of Fame nomination packet MUST include the items listed in 2(a-d) below. Packets missing any of these items will not be boarded until the missing or incomplete item(s) are received.

a. A one-page nomination letter signed by the nominator in the format of the attached example. This letter must include:

- i. Nominee's full name, official rank/grade at the time of retirement, separation, or death
- ii. The date of the nominee's retirement, separation, or death
- iii. Nominee's (or next of kin's) current address, email address, and phone number
- iv. A statement indicating in which category the nomination should be considered: General Officer, Officer, Warrant Officer, Enlisted, Civilian. [Note: Nominations can compete in only one of these five categories.]
- v. A paragraph, totaling no more than 150 words, stating succinctly the justification for the nominee's inclusion in the Hall of Fame
- vi. Nominator's current address, email address, and phone number

b. A full career biography of the nominee in the format of the attached example. A copy of the nominee's Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Enlisted DA Form 2-1 is also requested (if available), but not required, for verification purposes.

c. A narrative justification, totaling no more than two (2) pages, outlining 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.

- 1) Whether based on documented sustained service or on heroic actions/valorous awards, the nominee must have made a significant and/or enduring contribution to military intelligence commensurate with his/her grade or rank. The narrative should address the following evaluation criteria:
 - a) Significant documented contributions
 - b) Sustained superior performance
 - c) Accomplishments far exceeding grade/rank
 - d) Inspirational leader
 - e) Impact of accomplishments on the MI Corps
 - f) Enduring nature of accomplishments

ANNEX B: NOMINATION PROCEDURES (continued)

- 2) The narrative should include only accomplishments from the portion of nominee's career for which he/she is nominated (see 2(a) (5) above). For example, an NCO served in Army MI and then, after retirement, joined the Defense Intelligence Agency (DIA) as a civilian. The individual is nominated for consideration in the Enlisted category. The individual is eligible for consideration in that category once he/she has been retired two years from service in uniform. While civilian employment may be included on the career biography, the nominee's narrative justification may include only achievements from his/her military career.

d. A color photograph of the nominee, preferably in uniform if available/applicable. An 8x10 photo is preferred, but any photo clearly showing the nominee is acceptable. If sent electronically, the photo must be in a .jpg or .tif file of high resolution, at least 300 dpi.

3. Nominators are encouraged, but not required, to include endorsement letters as part of the nomination packet. Endorsement letters are weighed favorably by Board Members. To keep nominations to a manageable size, however, endorsement letters will be limited to three (3), each of which should be no more than one (1) page in length.

4. 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. Do not include unclassified portions with the classified memo. 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.

5. Soft copy 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.

6. 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. Nominators will be notified of a packet's receipt and the date of the next Nomination Board.

7. 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.

ANNEX B: NOMINATION PROCEDURES (continued)

8. Information provided must be based on firsthand knowledge or thoroughly documented research.
9. When the possibility exists that a nomination is questionable or misleading, the Adjutant of the Corps, following discussion with the Chief of the MI Corps, will determine the propriety of the nomination.
10. Each nomination will be considered by three (3) consecutive Boards. If the nominee is not selected following consideration by the third Board, his/her packet will be placed in a Pending File for one (1) year. The packet will be reboarded during the fifth year. If the nominee is not chosen for induction within that period, the nomination will be placed permanently in the Inactive Files.
11. Additional information supporting each nominee will be accepted at any time during the Boarding period described in Paragraph 10, as long as new materials do not exceed the limits outlined in Paragraph 2 of this Annex.
12. Inactive Files may be re-activated at the discretion of 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.

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 Adjutant of the Corps presides as President and designates Nomination Board Members.
2. Each Board will consist of at least seven military and civilian voting members representing a cross section of the MI Corps. Traditionally, the Board is made up of the current Adjutant, Command Sergeant Major, and Chief Warrant Officer of the Corps; the three Honorary Officers of the Corps; and one representative each from the Hall of Fame membership, US Army Intelligence and Security Command, US Army Forces Command, the Deputy Chief of Staff, Intelligence (DA G2), and the Reserve Component. Each Board will also have one non-voting member to serve as Recorder.
3. The Board takes place virtually over a two-week period in October/November of each year.
4. A password-protected Intelligence Knowledge Network (IKN) website facilitates the Nomination Board process. It is accessible only to Board Members.
5. Before the Board:
 - a. Nominations are divided into five categories:
 - i. General Officers
 - ii. Officers
 - iii. Warrant Officers
 - iv. Enlisted
 - v. Civilian
 - b. One week before the Virtual Board opens, the Recorder will email each Board Member instructions for accessing and voting on the Board website, Board procedures, and any administrative information.
6. During the Board:
 - a. On the first day of the Virtual Board, all Board members will participate in a conference call with the Chief of the MI Corps who will discuss the criteria to be used in evaluating each of the nominations [see Annex B, Paragraph 2(c)(1) and also Paragraph 3(e) below].
 - b. 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 items.

ANNEX C: NOMINATION BOARD PROCEDURES (continued)

c. Board Members review and score all nominations in each of the five (5) categories listed in Paragraph 5(a) above. For each nomination, board members will score each of the six (6) evaluation criteria below on a scale of 1-5, with 1 being the lowest and 5 the highest. While the evaluation criteria are the same for all five (5) categories, Board Members will evaluate the contributions to MI commensurate with the nominee's grade or rank. Evaluation criteria are:

- i. Significant documented contributions
- ii. Sustained superior performance
- iii. Accomplishments far exceeding grade/rank
- iv. Inspirational leader
- v. Impact of accomplishments on the MI Corps
- vi. Enduring nature of accomplishments

d. When Board Members have voted on all nominations within the five (5) categories, they 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.

7. After the Board:

a. The Board Recorder will compile the results and present them to the Chief, Adjutant, Command Sergeant Major and Chief Warrant Officer of the Corps. The Chief of the MI Corps has final approval of Nomination Board results.

b. 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 for the Chief of the MI Corps signature. These letters will be sent to those individuals selected for induction or his/her next of kin. Historically, the Chief has also personally telephoned those individuals selected for induction into the MI Hall of Fame. Letters and phone calls are normally completed in December.

c. Once the new inductees have been personally notified, the Recorder will draft an email announcing the results for release by the Chief of the MI Corps. An email message is also sent to senior Army intelligence leaders and distributed MI Corps-wide.

d. The Board Recorder will prepare, for the Adjutant's signature, letters to each of the nominators outlining any feedback about their nomination provided by the Board Members. Nominators are encouraged to revise their nomination packets and resubmit for the next Board. Revision and resubmittal of a packet does not increase the number of boards at which a nomination will be considered.

ANNEX C: NOMINATION BOARD PROCEDURES (continued)

e. After approval and notification by the Chief of the MI Corps, the Recorder is authorized to provide the names of nominees considered and the list of that year's inductees to outside personnel who may request the information. The scores received by any one nominee will not be made public, to include to the participating Board Members.

8. Each nomination will be considered by three (3) consecutive Boards. If the nominee is not selected following consideration by the third Board, his/her packet will be placed in a Pending File for one (1) year. The packet will be reboarded during the fifth year. If the nominee is not chosen for induction within that period, the nomination will be placed in the Inactive Files. Inactive Files remain permanently in the Office of the Command Historian.

9. Inactive files may be re-activated at the discretion of 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.

SAMPLE HALL OF FAME NOMINATION MEMO/LETTER

Month X, 20XX

MEMORANDUM FOR Military Intelligence Hall of Fame Nomination Board, US Army Intelligence Center & Fort Huachuca, ATTN: ATZS-HIS, Fort Huachuca, Arizona 85613-6000

SUBJECT: Nomination for the Military Intelligence Hall of Fame

1. I nominate JOSEPH A. SAMPLE, Colonel (Retired), for the Military Intelligence 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. **[Use up to 150 words to provide a concise statement of significance to the Nomination Board.]**
3. Colonel Sample retired from Active Duty on DAY MONTH YEAR. He can be reached at 1234 Baker Street, Anywhere, AB, XXXXX. Phone number: XXX-XXX-XXXX. Email: abc123@email.com. This nomination should be considered in the *[Pick only one: General Officer, Officer, Warrant Officer, Enlisted, or Civilian]* category.
4. The point of contact for this nomination is the undersigned. I can be reached at 5678 Baker Street, Anywhere, AB, XXXXX. Phone number: XXX-XXX-XXXX. Email: def456@email.com

Encl

1. Career Biography
2. Narrative Justification
3. Photo
4. Endorsements

IVAN A. SMITH
Colonel, MI
Commanding

SAMPLE OF CAREER BIOGRAPHY

[FULL NAME]

MILITARY EDUCATION:

Officer Candidate School 1966

Intelligence Research Officer Course 1970

Etc.

CIVILIAN EDUCATION:

School	Degree/Program	Year
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Etc.

MILITARY ASSIGNMENTS:

Nov 66	Sep 67	Supply Officer, 165 th MI Bn, Frankfurt, GE
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Sep 67	Oct 68	S3 Training Officer, 165 th MI Bn, Frankfurt, GE
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Etc.

CIVILIAN ASSIGNMENTS [if applicable]:

Nov 95	Sep 00	Director, Production Division, Defense Intelligence Agency
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Sep 00	Oct 07	President, ACME Corporation
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Etc.

AWARDS AND DECORATIONS:

Legion of Merit (3 OLC)

Bronze Star Medal

Defense Meritorious Service Medal

Meritorious Service Medal (3 OLC)

Army Commendation Medal (1 OLC)

Parachutist Badge

Etc.