



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. Individuals cannot be self-nominated.
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. Considerations 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 2a-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 (*see attached example*).

This letter must include:

- 1) Nominator's current address, email address, and phone number
- 2) Nominee's full name, official rank/grade at the time of retirement, separation, or death.
- 3) The date of the nominee's retirement, separation, or death.
- 4) Nominee's (or next of kin's) current address, email address, and phone number
- 5) A paragraph, totaling no more than 150 words, stating succinctly the justification for the nominee's inclusion in the Hall of Fame

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) The supporting justification should include only those accomplishments from the portion of nominee's career for which they are eligible. 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. While civilian employment may be included on the career biography, the nominee's justification may include only achievements from his/her military career.

d. An 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.

ANNEX B: NOMINATION PROCEDURES (continued)

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 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.
5. 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.
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.
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 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.
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 (11) above, as long as new materials do not exceed the limits outlined in (2) above.
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.

SAMPLE HALL OF FAME NOMINATION MEMO/LETTER

August 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
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
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Intelligence Research Officer Course	1970
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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.