



Arkansas Military Veterans'  
Hall Of Fame, Inc.  
Office of the Secretary  
P.O. Box 11011  
Conway, AR 72034



Sir or Madam,

Thank you for your interest in honoring a Veteran and nominating him/her for induction into the Arkansas Military Veterans' Hall of Fame. Please be sure to carefully read through the following guidelines and instructions before you complete the Nomination Packet.

### **GUIDELINES AND INSTRUCTIONS**

**Nomination Period:** January 1<sup>st</sup> – June 30<sup>th</sup> of each year.

**Late Nomination Packets:** All Nomination Packets must be received by June 30<sup>th</sup> of each year. If the nomination packets are received after June 30<sup>th</sup>, they will be held over to the following year.

**Nomination Packet Judging:** Nomination Packets will be judged for two consecutive years unless the nominee is Inducted on his/her first year.

### **ELIGIBILITY**

**Eligible:** To be eligible for Induction into the AMVHOF the nominee may be living or deceased and must have the following requirements:

- Is currently serving or has served in one of the United States Military Service Branches.
- Been either born, entered military service, or have lived for at least 8 years in the state of Arkansas.
- Received an Honorable Discharge from a military service branch in the United States Military.
- Be of good character
- Have not been convicted of a felony.
- Those that have run for public office and failed to win, living, or deceased, must wait for a 3-year moratorium from their last election campaign.
- Those that have run for public office and won, living, or deceased, must wait a 5-year moratorium from their last day in office.
- Any current sitting AMVHOF Board of Director, living or deceased, must wait a 3-year moratorium from the last day of leaving the board.
- Any member of the Inductee Selection Panel, living or deceased, must wait a 3-year moratorium from the last day of leaving the panel.

**Non-eligible and Disqualified:** Nominees will be considered non-eligible or may be disqualified for the following reasons:

- Has never served in one of the United States Military Service Branches.
- Was never born, entered military service, or have lived for at least 8 years in the state of Arkansas.
- Did not receive an Honorable Discharge from a military service branch in the United States Military.
- Current sitting AMVHOF Board of Director.
- Any sitting member of the Inductee Selection Panel.
- Someone who is not of good character.
- Have been convicted of a felony.



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- Those that have run for public office and failed to win, living, or deceased, that have not waited for the 3-year moratorium from their last election campaign.
- Those that have run for public office and won, living, or deceased, that have not waited for the 5-year moratorium from their last day in office.
- Nomination form not signed.
- Cover letter or Nomination form not submitted with Nomination Packet.

### **CATEGORIES**

A nominee will be judged and may be inducted into the AMVHOF in one of four categories that have been established by the AMVHOF Board of Directors:

**Medal of Honor:** Automatic Induction

#### **Category 1: Gallantry**

For those that have received medals for Valor, Heroism, Wounded, MIA/POW, or Killed in Action during active military service.

#### **Category 2: Military Service Career**

For those who served with Honor and Dignity and had exemplary Military Careers.

#### **Category 3: Community Service (Kept on Serving)**

For those who are veterans, who have contributed in an exceptional manner and/or outstanding service to their brother/sister veterans, community, state, or nation.

Number of Inductees that will be inducted each year: Every year there will be 15 Nominees inducted into the AMVHOF, Medal of Honor recipients do not count towards the total of 15.

#### **Documents that our mandatory and recommended:**

**Mandatory:** The Following Documents are Mandatory to be submitted with the packet:

- High Quality/High-Definition Photograph Copy of nominee.
- Completed Nomination Form
- Copy of DD-214, and DD-215 (if applicable), NGB Form 22, or a Report of Separation.
- Synopsis of nominee's military or civilian accomplishments. (No longer than one page in length)
- Summary of nominee's achievements. (No longer than one page in length)
- Copy of Narratives of Gallantry, medals and documents that verify gallant service.
- Copy of Narratives of highest military awards and documents that verify military accomplishments. (Category 2)
- Copy of Narratives and documents that verify civilian and community accomplishments. (Category 3)
- Cover Letter
- Nomination Form.



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**Recommended:** The following documents are Recommended to be submitted with the packet:

- Letters of Recommendation. (No longer than one page in length)
- Civilian and Military Education
- Professional employment history.
- Describe the Veteran's Advocacy Contributions and include the Nominee's active involvement with veterans' service or support organizations.
- Present the nominee's civic affiliations and contributions.
- Discuss civilian awards, honors, or publications for the nominee.

### **NOMINEE PACKETS**

Nominee Packets must be filled out in full and contain the following mandatory and recommended items for it to be considered for induction:

Cover Letter.

Nomination Information Form.

Mandatory and recommended documents listed in the previous sections.

**Note: If the Nominee Packets do not contain the cover Letter, Nomination Information Form with Signature, or any of the Mandatory Documents, your Nomination Packet will be disqualified.**

### **SUBMITTING**

All nominee packet submissions that are being mailed should be placed in an envelope. **DO NOT SUBMIT PACKETS IN BINDERS.** Submit the entire nomination packet minus the criteria and guidelines in one of the following ways:

By mail:

Arkansas Military Hall of Fame, Inc.

Attn: Secretary

Category #

P.O. Box 11011

Conway, AR 72034

(Do not put nominee's name on outside of envelope)

By Email:

[amvhof.selection@outlook.com](mailto:amvhof.selection@outlook.com)

**(subject line must say: Nominee for Category #) (Nominee packet must be sent in PDF format as an attachment) (NOMINEE'S NAME MUST NOT BE IN SUBJECT LINE OR BODY OF MESSAGE)**



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### **FAQ'S**

Q: When is the cut-off date for submission of a nomination packet?

**A: The cut-off date for submission is June 30<sup>th</sup> of each year.**

Q: What will happen if my nomination packet is received after the deadline?

**A: The nomination packet will be held over to the following year.**

Q: If you receive the nomination packet after the cut-off date, will it only be judged for one year?

**A: No, each nomination packet will always be judged for two years.**

Q: How many years will my nomination packet be good for?

**A: Each nomination packet will be judged for two years.**

Q: Will I be notified if my nominee is inducted?

**A: No, only the nominee will be notified.**

Q: Will I be notified if my nomination packet was disqualified, or my nominee is non-eligible?

**A: Yes, you will be notified if the nominee packet was disqualified, or the nominee is non-eligible and with the reason for the disqualification and non-eligibility.**

Q: Can I submit a nomination packet by mail?

**A: Yes, you can mail the nomination packet to the following address:**

**Arkansas Military Hall of Fame, Inc.**

**Attn: Secretary**

**Category #**

**P.O. Box 11011**

**Conway, AR 72034**

**(Do not put nominee's name on outside of envelope)**

Q: Can I submit a nomination packet by email?

**A: Yes, you can email the nomination to the following email:**

**[amvhof.selection@outlook.com](mailto:amvhof.selection@outlook.com)**

**(subject line must say: Nominee for Category #) (Nominee packet must be sent in PDF format as an attachment) (NOMINEE'S NAME MUST NOT BE IN SUBJECT LINE OR BODY OF MESSAGE)**