



Nomination Packet

Please read the Nominations Package's
Criteria and Guidelines prior to
completing this form.

Nomination Packets Must be received by
June 30th of each year.

enclosure 1



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 1st – June 30th of each year.

Late Nomination Packets: All Nomination Packets must be received by June 30th of each year. If the nomination packets are received after June 30th, 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

(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 30th 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

(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)



Arkansas Military Veterans'
Hall of Fame



Cover Letter

Date: _____

To: Arkansas Military Veterans' Hall of Fame

From: _____

Subj.: Checklist and Nomination Packet for _____ to be inducted into
the Arkansas Military Veterans' Hall of Fame.

I, _____ is submitting this Nomination Packet for _____
to be inducted into the Arkansas Military Veterans' Hall of Fame. The following items on the checklist
below will be included with this packet:

- Completed Cover Letter and Checklist _____
- Completed Nomination Form _____
- Discharge Orders _____
- High Resolution Photograph of Nominee _____
- Narratives of Gallantry, Highest Military Awards,
and Documents military and civilian accomplishments _____
- Letters of Recommendations _____
- Synopsis _____
- Summary of Achievements _____

Respectfully Submitted,

X
Nominator

FAILURE TO INCLUDE THIS COVER LETTER WILL RESULT IN A DISQUALIFICATION



**ARKANSAS MILITARY VETERANS'
HALL OF FAME, INC.
Office of the Selection Committee
P.O. Box 11011
Conway, AR 72034**



NOMINATION FORM

NOMINEE'S INFORMATION:

CATEGORY: Medal of Honor: _____ 1: _____ 2: _____ 3: _____
 Date of Application: _____ Is the Nominee Deceased? Yes _____ No _____
 First Name: _____ Middle Name: _____ Last Name: _____
 DOB: _____ Place of Birth: City: _____ State: _____
 Home Address: Street: _____ City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Email: _____

	Location	Years	Location	Years
Arkansas Residency				

If Nominee is Deceased, Name, Address, and Phone Number of Person who is Accepting on Nominee's Behalf.

First Name: _____ Middle Name: _____ Last Name: _____
 Home Address: Street: _____ City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Email: _____

NOMINATOR'S INFORMATION:

First Name: _____ Middle Name: _____ Last Name: _____
 Home Address: Street: _____ City: _____ State: _____ Zip Code: _____
 Home Phone: _____ Cell Phone: _____ Email: _____

NOTE: Only the nominator will be notified if this nominee is NOT selected.

AFFIDAVIT AND AUTHORIZATION

I hereby affirm that the information contained in this Nomination Package is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Criteria and Guidelines.

I agree to provide information if requested by the Arkansas Military Veterans' Hall of Fame. I acknowledge that all provided photographs and documents will not be returned.

FAILURE TO SIGN AND INCLUDE THIS FORM WILL RESULT IN DISQUALIFICATION.

X

 Nominator
 Signature Required

For AMVHOF Official use Only:

Date Received:

Packet #: