

# INDIANA MILITARY VETERANS HALL OF FAME NOMINATION PACKAGE 2024 CRITERIA AND GUIDELINES

## 1. General Criteria:

- a. Eligibility: The nominee must meet the following eligibility requirements. Posthumous nominations are accepted.
  - Have either been born in Indiana
  - Entered military service from Indiana
  - Lived in Indiana for a minimum of five years.
  - Received an honorable discharge from U.S. Military Service and have no felony convictions.
- b. Non-Eligibility: To preclude conflict of interest or the appearance thereof, IMVHOF Board of Directors and members of IMVHOF Selection Committee (SC), are NOT eligible for consideration for selection to the IMVHOF until they have resigned.
- c. Letters that simply recommend the nominee for inclusion will not be considered. This Nomination Package **MUST** be completed and received by the DEADLINE – August 1.
- d. Multiple nominations for a single individual are discouraged.
- e. The Nomination Package must **NOT** exceed fifteen (15) pages on 8-1/2" x 11" single-sided paper. The package should include all required and optional documents. If the package exceeds fifteen (15) pages, **it will not be** considered by the "Selection Committee" (SC).
- f. Resubmissions are encouraged.
- g. Nomination does not guarantee and is not equal to induction.

## 2. Nomination Categories: The Indiana Military Veterans Hall of Fame has established three nomination categories.

- a. Valor: For the significant and extraordinary military accomplishments of a veteran on the sea, land or air under extreme combat conditions, in the face of certain death, resulting in the saving of American lives or the successful accomplishment of a specific mission.
  - The nominee must have been awarded one or more of the following U.S. military medals for valorous actions in a combat environment while engaged in operations against enemy forces.
    - Medal of Honor
    - Distinguished Service Cross
    - Navy Cross
    - Air Force Cross
    - Silver Star
    - Distinguished Flying Cross for Heroism
    - Bronze Star Medal for Heroism
    - Purple Heart
    - Any medal with "V" Device

b. Veteran Advocacy: For those who have served in the U.S. Armed Forces, received an Honorable Discharge and contributed exceptionally to the community, state, and/or nation in the interest of veterans.

- The nominee must have worn the uniform of this Nation's Armed Forces, performed their military duties, received an honorable discharge, and then continued to contribute to the community, state, and nation in an exemplary manner in the interest of and support of veterans. These outstanding contributions may, for example, be in areas of professional, civic, veterans' advocacy, political or contributions over the life of the nominee after separation from the military, while on active duty or as a member of the National Guard or Reserve. The nominee may have been awarded any of the following non-combat awards and decorations such as but not limited to:

- Defense Superior Service Medal
- Legion of Merit
- Soldier's Medal
- Navy & Marine Corps Medal
- Airman's Medal
- Defense Meritorious Service Medal
- Meritorious Service Medal
- Army Commendation Medal
- Navy & Marine Corps Commendation Medal
- Air Force Commendation Medal
- Coast Guard Commendation Medal
- Army Achievement Medal
- Navy & Marine Corps Achievement Medal
- Air Force Achievement Medal
- Coast Guard Achievement Medal

c. Community Support: For those who have served in the U.S. Armed Forces, received an Honorable Discharge and contributed exceptionally to the community, state, and/or nation not necessarily in the interest of veterans.

- The nominee must have worn the uniform of this Nation's Armed Forces, performed their military duties, received an Honorable Discharge and then continued to contribute to the community, state and/or nation in an exemplary manner not necessarily in the interest of and support of veterans. These outstanding contributions may, for example, be in the areas of professional, civic, political or contributions over the life of the nominee after separation from the military, while on active duty or as a member of the National Guard or Reserve. The nominee may have been awarded any of the following non-combat awards and decorations such as but not limited to:

- Defense Superior Service Medal
- Legion of Merit
- Soldier's Medal
- Navy & Marine Corps Medal
- Airman's Medal
- Defense Meritorious Service Medal
- Meritorious Service Medal
- Army Commendation Medal
- Navy & Marine Corps Commendation Medal
- Air Force Commendation Medal
- Coast Guard Commendation Medal
- Army Achievement Medal

- Navy & Marine Corps Achievement Medal
- Air Force Achievement Medal
- Coast Guard Achievement Medal.

### 3. Nomination Package Requirements:

- a. Some photographs or documents listed below are required. The optional documents, if available, are recommended, but submitted at the discretion of the nominee or nominator.
- b. Nomination Form **(Required)**: Please be accurate and sign the form indicating your validation of the data.
- c. One copy of a good quality photograph of the Nominee. The photograph will not be returned. **(Required)**
- d. Narrative: Describe why you feel this individual should be considered for the Indiana Military Veterans Hall of Fame (Optional)
- e. Verification of veteran's status **(Required)**: If the veteran does not have a copy of his/her honorable discharge, he/she (or relatives) may request the Discharge Orders (DD Form 214, Report of Separation) or equivalent and their decorations (SF Form 180, Military Record Requests) by going to one of two websites [www.archives.gov/st-louis/military-personnel/](http://www.archives.gov/st-louis/military-personnel/) or [www.archives.gov/veterans/military-service-records/](http://www.archives.gov/veterans/military-service-records/)
- f. Summary of Education and Training Accomplishments: A simple chronology of education and training accomplishments. List or attach any significant achievements, recognitions, etc. **(Optional)**
- g. Summary of the Veteran's Professional or Employment History: Please provide a simple chronology of professional and employment history. You may attach any significant awards, recognition, etc. that may be pertinent to this item. **(Required)**
- h. Summary of Community Support Contributions: State the nominee's active involvement with veteran's service or support organizations. **(Required)**
- i. Summary of Civic Activities, and Contributions: State the nominee's civic affiliations and contributions, e.g. Rotary, Kiwanis, schools, public service, fraternal, etc. **(Optional)**
- j. List Awards, Honors, or Publications about the Nominee such as Military and Presidential Awards, Who's Who, Citizen of the Year, books, newspaper or magazine articles, etc. **(Optional)**
- k. Any supporting documentation or Letters of Recommendation: Letters should be from people not immediately related to the nominee. **(Optional)**

### 4. Mailing Instructions

- a. Mail completed package to:

Indiana Military Veterans Hall of Fame  
P.O. Box 269098  
Indianapolis, Indiana 46226  
Attn: Selection Committee

- b. Please **DO NOT** send original documents or photographs as nothing will be returned to the sender.
- c. Do not return the Criteria and Guidelines.

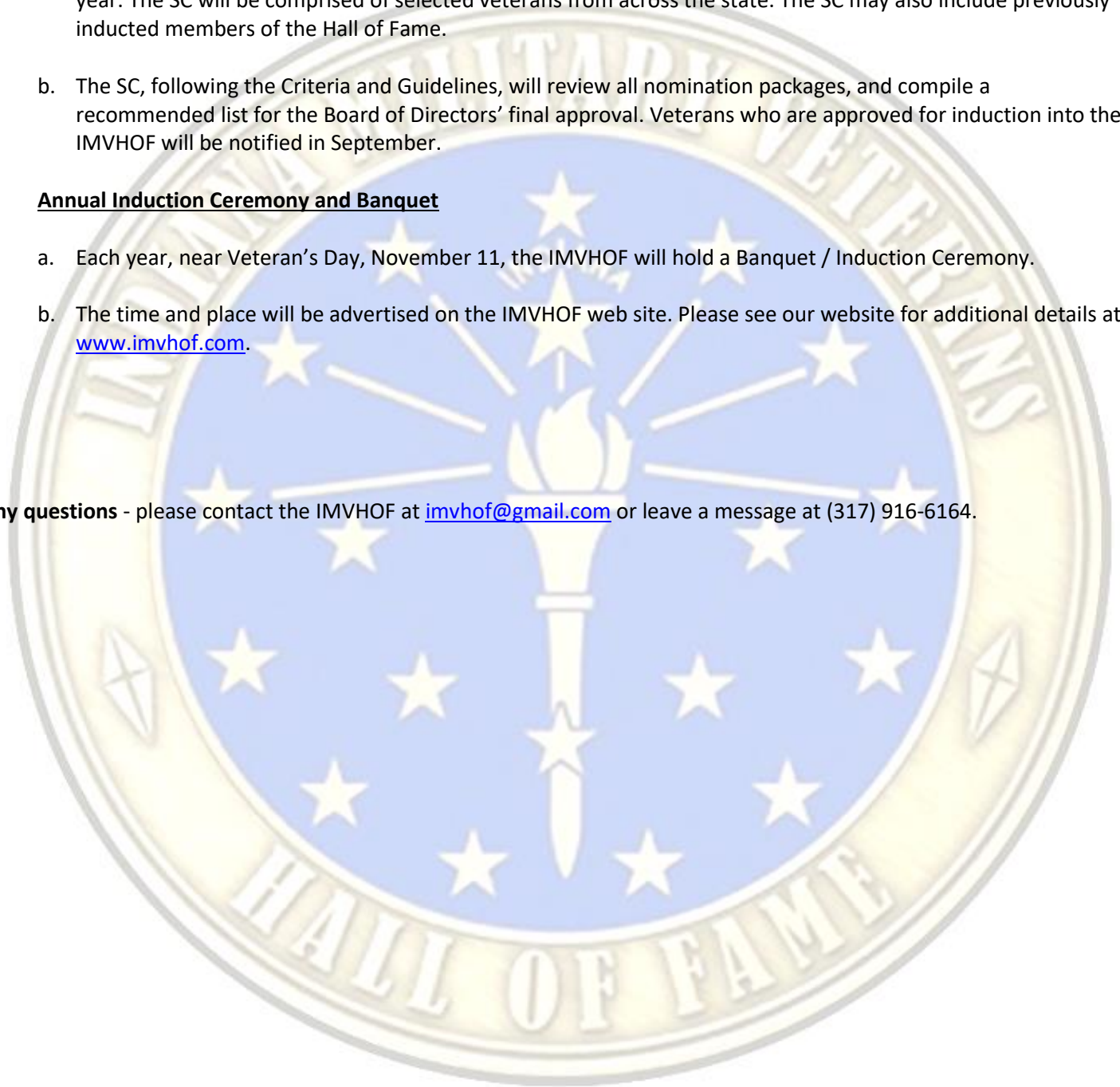
**5. Selection Process**

- a. IMVHOF's Board of Directors will appoint a "Selection Committee" (SC) in September of each year. The SC will be comprised of selected veterans from across the state. The SC may also include previously inducted members of the Hall of Fame.
- b. The SC, following the Criteria and Guidelines, will review all nomination packages, and compile a recommended list for the Board of Directors' final approval. Veterans who are approved for induction into the IMVHOF will be notified in September.

**6. Annual Induction Ceremony and Banquet**

- a. Each year, near Veteran's Day, November 11, the IMVHOF will hold a Banquet / Induction Ceremony.
- b. The time and place will be advertised on the IMVHOF web site. Please see our website for additional details at [www.imvhof.com](http://www.imvhof.com).

**Any questions** - please contact the IMVHOF at [imvhof@gmail.com](mailto:imvhof@gmail.com) or leave a message at (317) 916-6164.



**INDIANA MILITARY VETERANS HALL OF FAME  
NOMINATION FORM**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY**

NOTE: Please read the Nomination Package's Criteria and Guidelines prior to completing this form.

Nomination is for: Combat Valor  Veteran Advocacy  Community Support

*(Note: Please check only one)*

**Nominee's Information**

*(Note: Please complete all of the requested information)*

Date of Application: \_\_\_\_\_

Full Name of Nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

City/State of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Is Nominee Deceased? Yes  No

Location and Years of Indiana Residency: (Example: New Palestine, 1960 – 1965; Noblesville, 1976 – 1970)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Checklists for Nomination Packages

1. Valor Checklist. Arrange the completed items for the Nomination Package in the order shown below. Please initial only the items included in your Nomination Package.

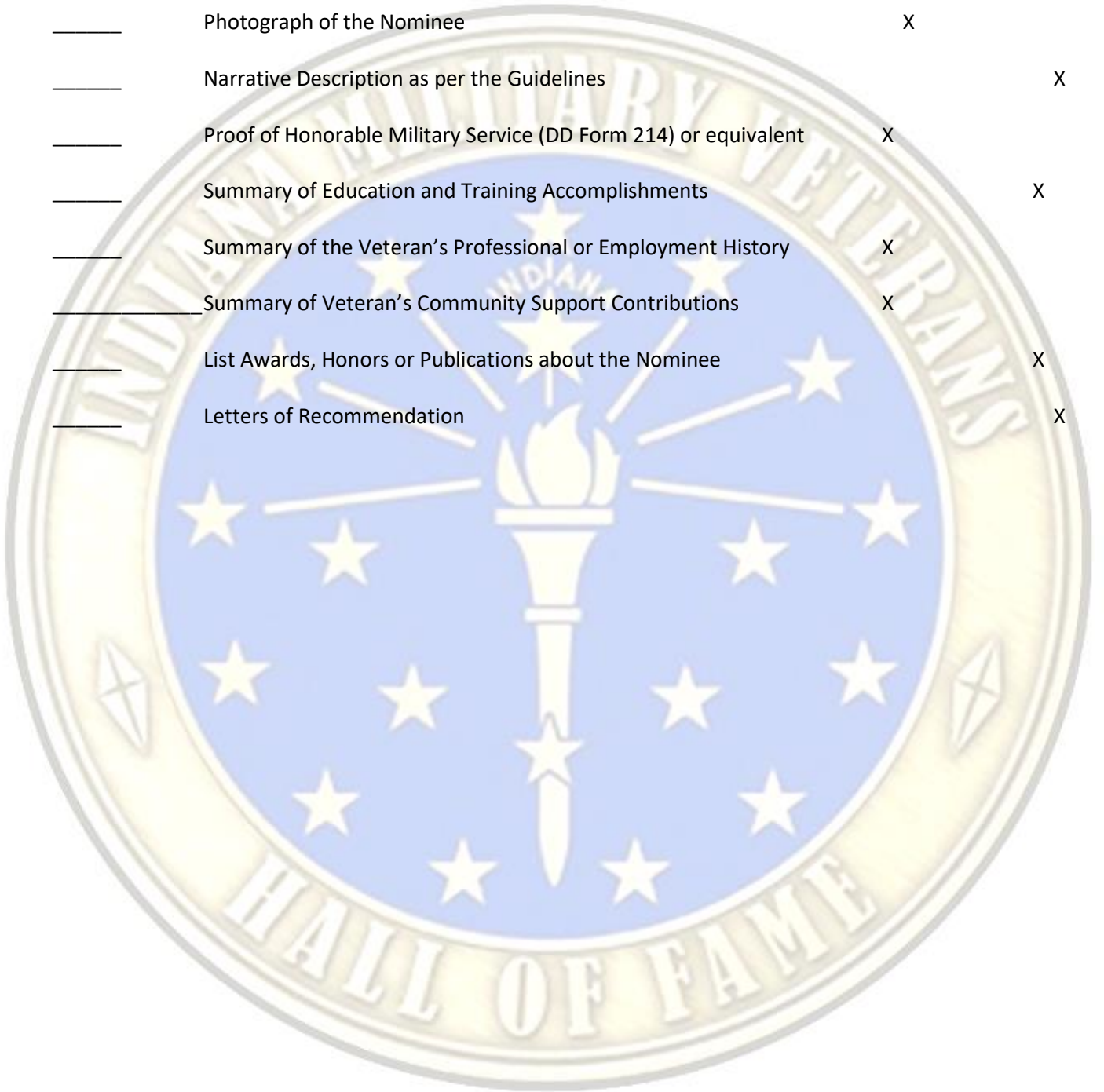
<u>Initials</u>	<u>Item Description</u>	<u>Required</u>	<u>Optional</u>
_____	Completed 3-page Nomination Form	X	
_____	Photograph of the Nominee	X	
_____	Narrative Description as per the Guidelines		X
_____	Proof of Honorable Military Service (DD Form 214)	X	
_____	Summary of Achievements while on Active Duty		X
_____	Copy of Medal Certificates, Citations & General Orders for Awards	X	

2. Veteran Advocacy Checklist. Arrange the completed items for the Nomination Package in the order shown below. Please initial only the items included in your Nomination Package.

<u>Initials</u>	<u>Item Description</u>	<u>Required</u>	<u>Optional</u>
_____	Completed 3-page Nomination Form	X	
_____	Photograph of the Nominee	X	
_____	Narrative Description as per the Guidelines		X
_____	Proof of Honorable Military Service (DD Form 214) or equivalent	X	
_____	Summary of Education and Training Accomplishments		X
_____	Summary of the Veteran's Professional or Employment History	X	
_____	Summary of Veteran's Advocacy Contributions	X	
_____	List Awards, Honors or Publications about the Nominee		X
_____	Letters of Recommendation		X

3. Community Support Checklist. Arrange the completed items for the Nomination Package in the order shown below. Please initial only the items included in your Nomination Package.

<u>Initials</u>	<u>Item Description</u>	<u>Required</u>	<u>Optional</u>
_____	Completed 3-page Nomination Form	X	
_____	Photograph of the Nominee	X	
_____	Narrative Description as per the Guidelines		X
_____	Proof of Honorable Military Service (DD Form 214) or equivalent	X	
_____	Summary of Education and Training Accomplishments		X
_____	Summary of the Veteran's Professional or Employment History	X	
_____	Summary of Veteran's Community Support Contributions	X	
_____	List Awards, Honors or Publications about the Nominee		X
_____	Letters of Recommendation		X



### Nominator's Information

(Note: Please all of the requested information)

Full Name of Nominator: \_\_\_\_\_

Home Address: \_\_\_\_\_  
                                    Street                                    City                                    State                                    Zip

Home Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If selected, will the nominee or his/her representative be present to accept the award?

Yes

No

**PLEASE 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 Indiana Military Veteran's Hall of Fame. I acknowledge that all provided photographs and documents will not be returned.

Signature of Nominator (Required) \_\_\_\_\_





