

INDIANA MILITARY VETERANS HALL OF FAME NOMINATION PACKAGE 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, or
 - Entered military service from Indiana, or
 - Lived in Indiana for a minimum of five years.
 - And 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 from their respective board/committee.
- c. Letters that simply recommend the nominee for inclusion will not be considered. The Nomination Package will be completed and received by the DEADLINE – August 1.
- d. Multiple nominations for a single individual are discouraged.
- e. The Nomination Package will not exceed fifteen (15) pages on 8-1/2" x 11" single-sided paper, plus the nominee's photo. The package should include all required and optional documents. If the package exceeds fifteen (15) pages, it will be returned to the nominator.
- 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 military accomplishments of a veteran who served in an area of operations under combat conditions on the sea, land or air.
 - 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 for valor or heroism
 - Foreign medals awarded for valor or heroism

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, if they support the nomination package. They are 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 **(Required)**: Describe why you think this individual should be considered for the Indiana Military Veterans Hall of Fame
- 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/ or www.archives.gov/veterans/military-service-records/
- f. Summary of the Veteran's Professional or Employment History **(Required)**: 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.
- g. Summary of Veteran's Advocacy Contributions **(Required)**: State the nominee's active involvement with veteran's service or support organizations.
- h. Summary of Education and Training Accomplishments **(Optional)**: A simple chronology of education and training accomplishments. List or attach any significant achievements, recognitions, etc.
- i. Summary of Civic Activities, and Contributions **(Optional)**: State the nominee's civic affiliations and contributions, e.g. Rotary, Kiwanis, schools, public service, fraternal, etc.
- j. List Awards, Honors, or Publications about the Nominee such as Military and Presidential Awards, Who's Who, Citizen of the Year, Sagamore of the Wabash, 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 (without the Criteria and Guidelines) to address below or EMAIL to IMVHOF@gmail.com

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

Please **DO NOT** send original documents or photographs as nothing will be returned to the sender.

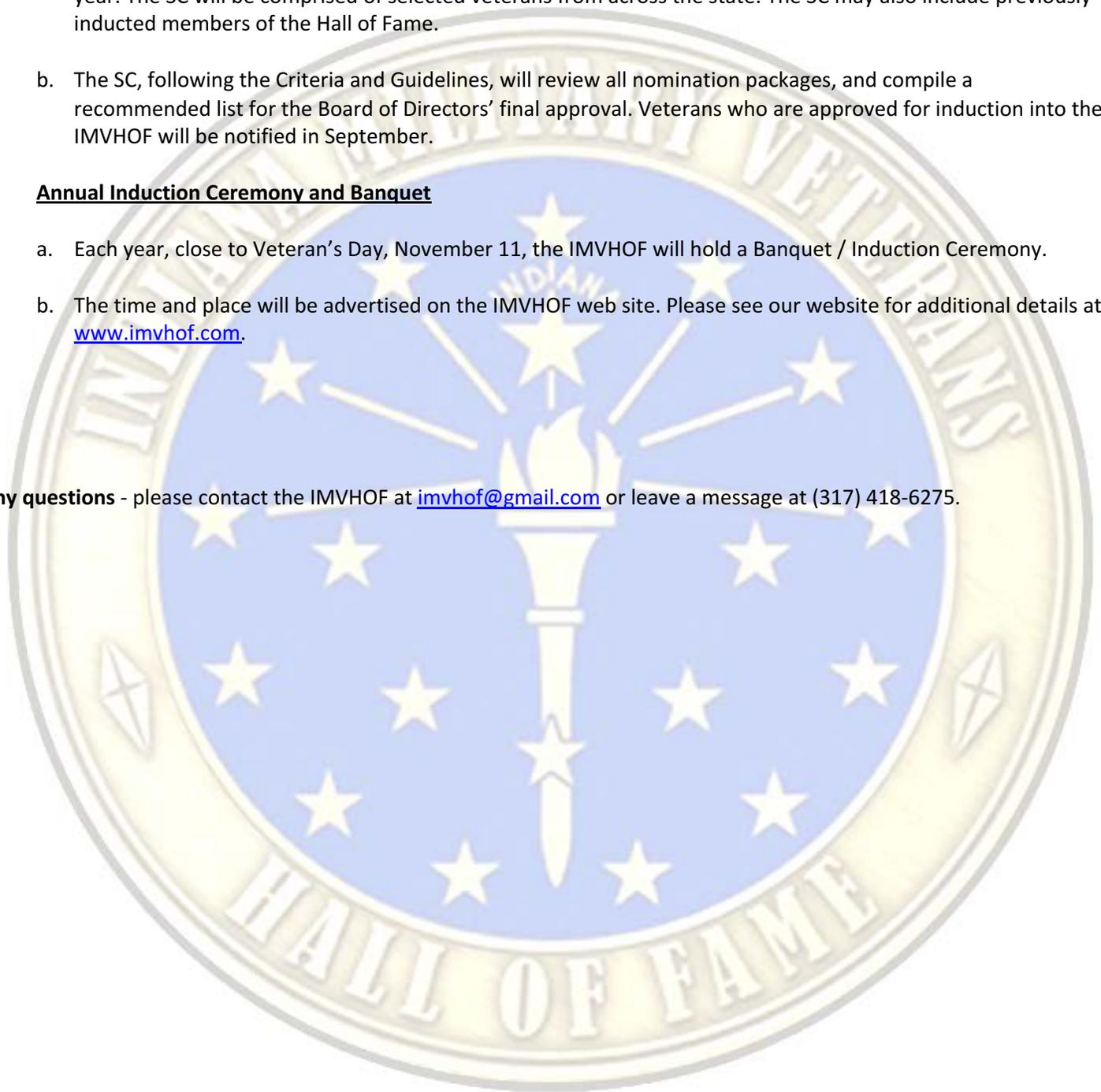
5. Selection Process

- a. IMVHOF's Board of Directors will appoint a "Selection Committee" (SC) in August 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, close to 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.

Any questions - please contact the IMVHOF at imvhof@gmail.com or leave a message at (317) 418-6275.



**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: Valor Veteran Advocacy Community Support

(Note: Please submit in only one category.)

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 Justification 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 Or 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 Justification as per the Guidelines	X	
_____	Proof of Honorable Military Service (DD Form 214) or equivalent	X	
_____	Summary of the Veteran's Professional or Employment History	X	
_____	Summary of Veteran's Advocacy/Community Service Contributions.	X	
_____	Summary of Education and Training Accomplishments.		X
_____	List Awards, Honors or Publications about the Nominee		X
_____	Letters of Recommendation		X

