

## **Hall of Fame Packet Checklist**

Nominee Name:

Nominee/Nominator Contact Information Form

Nomination Letter

- summarizing nominee's distinguished service, performance, and significant contributions to the Transportation Corps and Sustainment community
- no longer than three pages using standard letter formatting

Biographical Sketch of Nominee's career highlights, significant accomplishments, and list assignments/positions held; include ORB/SRB, if available

Digital photo of nominee (head and shoulders photo)

- military photo can be command board photo, DA photo, or photo taken in uniform in a field environment
- civilian photo should be in business attire

Endorsement Letters (N/A for Merit Based Nomination Packet)

- may submit no more than three endorsement letters
- endorsement letters detailing nominee's distinguished service, performance, and significant contributions and/or focused on specific aspects the endorser has direct knowledge of
- should be no longer than one page using standard letter formatting

Email packet in PDF or Microsoft Word format to:

[usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil](mailto:usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil)

## **HOF Nominee/Nominator Contact Information Form**

### **NOMINEE CONTACT INFORMATION:**

Rank/Grade and Name (First, Middle, Last):

Nominee Nok (If Deceased):

Current Mailing Address:

Telephone Number: Home:

Work:

E-Mail Address:

Date And Place of Birth:

Present Duty Position/Occupation or Employment (If Applicable):

Years of Military/Civilian Service/Retirement Date:

### **NOMINATOR CONTACT INFORMATION:**

Name:

Telephone Number: Home:

Work:

EMAIL ADDRESS:

## Example Format to use when preparing nomination packet

### Biographical Sketch of Nominee

Nominee Name:

Period Covered:

Position Held:

Unit Assigned:

Duties and Significant Accomplishments:

Period Covered:

Position Held:

Unit Assigned:

Duties and Significant Accomplishments:

***\*\*Provide an entry for nominee's entire career***

**If no ORB/ERB/SRB is available to include in the packet, provide key information using the following format:**

<b>List of Military Assignments</b>			
<b>Position Held</b>	<b>Unit</b>	<b>Location</b>	<b>Timeframe</b>
Platoon Leader	41st Transportation Company	Vilseck, Germany	1990-1991

<b>List of Awards, Decorations and Badges</b>		
Legion of Merit	Bronze Star w/1OLC	Defense Meritorious Service Medal

<b>List of Military Education</b>	
Airborne	1989
Transportation Officer Basic	1990