

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

Condensed Biography (written for use in the ceremony program; 300 word limit)

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 to:

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:

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

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

List of Military Education	
Airborne	1989
Transportation Officer Basic	1990

Example Format to use when preparing nomination packet

Condensed Biography

Condensed Biography should be no more than 300 words and at a minimum include:

- source and date of commissioning or enlistment into the Army
- command or key leadership assignments
- other key assignments held
- awards, decorations, or badges

Example:

Colonel John Smith graduated from the University of Connecticut in 1964 and was commissioned a Second Lieutenant in the Transportation Corps. His overseas deployments include two tours in Vietnam, and Saudi Arabia (Operations Desert Shield/Desert Storm).

He commanded 377th Transportation Company, 75th Transportation Company, 6th Transportation Battalion, and 4th Infantry Division Support Command. Other key assignments include Platoon Leader, 513th Transportation Company; Assignment Officer, U.S. Army Personnel Command; Executive Officer, 53rd Transportation Battalion; Division Transportation Officer, 1st Cavalry Division; Deputy G4, 1st Cavalry Division; Chief of Staff, 3rd Corps Support Command. He retired in 1994, having served 30 years.

His awards and decorations include: Defense Superior Service Medal, Legion of Merit (w/OLC), Bronze Star Medal, Defense Meritorious Service Medal, Meritorious Service Medal (w/3OLC), Joint Service Commendation Medal, Army Commendation Medal, Senior Parachutist Badge, Air Assault Badge, and Army Staff Identification Badge.