



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRANSPORTATION SCHOOL
2221 ADAMS AVENUE
FORT GREGG-ADAMS, VIRGINIA 23801-2102

ATSP-TC

30 May 2025

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Hall of Fame Letter of Instruction for 2026

1. **PURPOSE:** The Transportation Corps Hall of Fame (HOF) recognizes individuals and units who served the Corps with distinction. The program maintains and enhances the legacy of the Transportation Corps and promotes cohesiveness and esprit de corps. This Letter of Instruction (LOI) prescribes policies and procedures for the nomination, selection, and induction of personnel into the Transportation Corps HOF and the maintenance of related records.

2. **APPLICABILITY:** This LOI applies to all elements of the U.S. Army Transportation Corps and to all records forwarded to or pertaining to the Transportation Corps HOF.

3. DEFINITIONS:

a. **U.S. Army Transportation Corps:** The service branch charged with the responsibility of providing transportation services to the Army, Department of Defense, and other Government agencies in peacetime and war.

b. **Substantial and considerable contributions to the U.S. Army Transportation Corps:** A substantial and considerable contribution is any action or sustained series of actions beyond the realm of normal duty performance that substantially enhances the accomplishment of the U.S. Army Transportation Corps' mission. Examples of contributions include, but are not limited to, actions participating in unified land operations, actions to reduce personnel, equipment, or operating costs for the Army, improvements to Army training, sustainment, and advancements in research and development, or contributions in transforming Army doctrine, policy, procedures, or force structure.

4. PROCEDURES:

a. **Categories:** Hall of Fame nominations can be submitted for an individual or a unit.

b. **Eligibility:**

(1) A HOF nominee (either Military or Civilian) must have been a member of the Transportation Corps, demonstrated a pattern of service of the highest caliber, and made significant, substantial, and considerable contributions to the Transportation Corps and the United States Army that distinguish them above their peers.

(2) A HOF Unit nominee must have been a Transportation Unit, or unit with a primarily transportation core mission, which made significant, substantial, and considerable contributions to the Army.

(3) Individuals are eligible for nomination into the Transportation Corps Hall of Fame in the year after retirement. Units are eligible for nomination one year after inactivation.

(4) Individuals may be nominated posthumously.

(5) Transportation Corps Medal of Honor or Distinguished Service Cross recipients are automatically inducted into the Transportation Corps HOF.

(6) Merit-Based Nominations can be submitted for all individuals meeting the following criteria upon their retirement.

(a) Appointment and successful completion as the Chief of Transportation or any other General Officer billet.

(b) Appointment and successful completion as the Regimental Command Sergeant Major or any nominative level Command Sergeant Major billet.

(c) Appointment and successful completion as the Regimental Warrant Officer or any nominative level Chief Warrant Officer Five billet.

c. Nominations:

(1) Any current or former member of the military or Department of Defense Civilian with knowledge of the nominee's service and performance may prepare and submit a nomination packet as described below.

(2) To be considered by the HOF Selection Board, completed nomination packets must be received by the Office of the Chief of Transportation NLT 6 January 2026.

(3) Individual nomination packets will consist of:

(a) Completed Nominee/Nominator Contact Information Form (Enclosure 1).

(b) A nomination letter summarizing the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps and Sustainment community. The nomination letter should be no longer than three pages using standard letter formatting.

(c) A biographical sketch of the individual's career highlights. The biography will outline the career and significant accomplishments that enhanced the Transportation Corps, and Sustainment community, and will include a listing of assignments/positions held. If available, an Officer Record Brief (ORB), Soldier Record Brief (SRB), or Soldier Talent Profile (STP) should also be included.

(d) Condensed biography (written for use in the ceremony program; 300-word limit).

(e) A clear digital photo, in color, of the nominee, from the shoulders up. Military photo can be the command, DA photo, or photo taken in uniform in a field environment. Civilian photograph will be taken in business attire. Photo should be submitted with the packet in an image format (.jpg, .png, etc.).

(f) Endorsement letters. The nominator may submit up to three endorsement letters detailing the nominee's distinguished service, performance, and significant contributions and/or focused on aspects of the nominee's career the endorser has direct knowledge of. Any individual who served with the nominee may submit an endorsement letter. Endorsement letters should be no longer than one page.

(4) Merit-Based nomination packets will consist of:

(a) Completed Nominee/Nominator Contact Information Form (Enclosure 1.)

(b) A Nomination letter stating the merit-based criteria the nominee meets that summarizes the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps. The nomination letter should be kept to no more than three pages using standard letter formatting.

(c) A biographical sketch of the individual's career highlights. The biography will outline the career and significant accomplishments that enhanced the Transportation Corps, and Sustainment community, and will include a listing of assignments/positions held. If available, an Officer Record Brief (ORB), Soldier Record Brief (SRB), or Soldier Talent Profile (STP) should also be included.

(d) Condensed biography (written for use in the ceremony program; 300-word limit).

(e) A clear digital photo, in color, of the nominee, from the shoulders up. Military photo can be the command, DA photo, or photo taken in uniform in a field environment. Civilian photograph will be taken in business attire. Photo should be submitted with the packet in an image format (.jpg, .png, etc.).

(5) Unit Nomination packets will consist of:

(a) Completed Nominee/Nominator Contact Information Form (Enclosure 1.)

(b) A nomination letter summarizing the nominated unit's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps, Sustainment community, and the Army. The nomination letter should be kept to no more than three pages using standard letter formatting.

(c) A biographical sketch of the unit's history and accomplishments. The biography will outline the significant accomplishments and key contributions that enhanced the Transportation Corps, Sustainment community, and the Army. Unit history documents should be provided, if available.

(d) A clear digital image of the unit's logo/crest and/or two to three photos to best represent the nominated unit. Photo(s) should be submitted with the packet in an image format (.jpg, .png, etc.).

(e) Endorsement letters. The nominator may submit up to three endorsement letters detailing the nominated unit's distinguished service, performance, and significant contributions and/or focused on aspects of the unit's accomplishments the endorser has direct knowledge of. Endorsement letters should be no longer than one page.

d. Packet Submission:

(1) The Office of the Chief of Transportation must receive the completed packet NLT 6 January 2026.

(2) Nomination Packets can be emailed, in a PDF or Microsoft Word format, to usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil, with Subject: 2026 HOF Nomination Packet for (Nominee Name).

(3) The Office of the Chief of Transportation will promptly notify the nominator if the nomination packet lacks sufficient details and documentation.

5. SELECTION:

a. The HOF Selection Board will be comprised of individuals designated by the Chief of Transportation. The board composition will include a retired Former Chief of Transportation and HOF members representing each cohort.

b. The HOF Selection Board will review all packets for recommended approval and induction into the HOF. Merit based nomination packets will also undergo a selection board review process.

c. The Chief of Transportation will have final approval and veto authority over the recommendations made by the HOF Selection Board.

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6. INDUCTION:

a. Upon confirmation of selection, notification to the HOF inductee or their immediate family, if the individual is deceased, will be made by the Chief of Transportation.

b. The HOF Induction Ceremony will take place during the CASCOM Sustainment Week Activities (tentatively scheduled for May 2026).

c. Funding is not available for travel. Individuals are responsible for all funding requirements.

d. Tenure in the HOF is indefinite; however, it may be revoked by the Chief of Transportation, when appropriate.

e. Duties and functions: HOF members duties are purely ceremonial and honorary. HOF members may attend/participate in Regimental activities at their own expense.

7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at usarmy.gregg-adams.tradoc.mbx.transportation-proponency-office@army.mil or (804)765-7449, DSN 539-7449.

Encl
HOF Contact Information Form

\\original signed\\
WILLIAM C. ARNOLD
COL, LG
Chief of Transportation

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: