



DEPARTMENT OF THE ARMY
CHIEF OF TRANSPORTATION
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATZF-CG

15 February 2022

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Regimental Hall of Fame Letter of Instruction for 2022

1. **PURPOSE:** The Transportation Corps Regimental Hall of Fame (HOF) recognizes individuals 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 US Army Transportation Corps Regiment and to all records forwarded to or pertaining to the Transportation Corps HOF.

3. **DEFINITIONS:**

a. **US Army Transportation Corps:** The US Army Transportation Corps is 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 US Army Transportation Corps:** A substantial and considerable contribution to the US Army Transportation Corps is any action or sustained series of actions beyond the realm of normal duty performance that substantially enhances the accomplishment of the US Army Transportation Corps mission. Attainment of rank and/or position in itself is not necessarily indicative of HOF eligibility.

4. **PROCEDURES:**

a. **Eligibility:**

1. A HOF nominee (either military or Civilian) must have been a member of the Transportation Corps and made significant contributions that distinguish them above their peers. A significant contribution to the US Army Transportation Corps is any action or sustained series of actions beyond the realm of normal duty performance that substantially enhanced the accomplishment of the US Army Transportation Corps

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Regiment's mission. Attainment of a high rank and/or position is not necessarily indicative of a significant contribution.

2. The nominee must be retired from the Transportation Corps at least one calendar year before being nominated for the HOF.

3. An individual may be nominated for the TC HOF posthumously. There is no waiting period for posthumous Hall of Fame nominees.

4. Transportation Corps Medal of Honor recipients are automatically inducted into the TC HOF.

b. Appointment:

1. Any current or former member of the Transportation Corps Regiment with knowledge of the nominee's service and performance may prepare and submit a nomination packet as described in Enclosure 1 - HOF Nomination Packet.

2. To be considered by the HOF Selection Board, completed nomination packets must be received by the Office of the Chief of Transportation NLT 15 March 2022. Complete nomination packets not received by the due date will not be considered for induction by the selection board for that year (for specific requirements, refer to the HOF Letter of Instruction (LOI) published annually):

i. A biographical sketch of the individual's career highlights, including a listing of awards and decorations. The biography will consist of no more than 3,500 characters in an Ariel, 12-point font outlining the career and significant accomplishments that enhanced the Corps while the nominee was serving in the Transportation Corps or in Federal Service (see LOI for an example).

ii. A clear 5x7 photo of the nominee, from the shoulders up in color. Military photo will be the command or DA photo. Civilian photograph will be taken in business attire.

iii. Nomination and endorsement letters, no more than a one page narrative (no less than 400 words) detailing the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps.

3. Nomination Packets can be either emailed to the link or mailed to the addresses below.

usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil

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Subject: 2022 HOF Nomination Packet for: Nominee Name
Format: Submit both a Microsoft word and PDF format.

Director, Office of the Chief of Transportation
2221 Adams Avenue, 3rd Floor
Fort Lee, VA 23801-2102

4. The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination packet lacks sufficient details and documentation.

c. Endorsement.

1. The nominator must solicit endorsements for their candidate. Endorsements may accompany the nomination packet or be submitted separately.

2. The Office of the Chief of Transportation must receive the endorsement letters to be added to the nominee's packet NLT 31 March 2022.

3. Any member of the Transportation Corps Regiment or any individual who served with the nominee may submit endorsements in support of nomination.

4. Transmit endorsement letters either by email below or mail to address below:

usarmy.lee.tradoc.mbx.transporation-proponency-office@army.mil

Subject: 2022 HOF Nomination Endorsement for: Nominee Name
Format: Word document and/or PDF

Director, Office of the Chief of Transportation
2221 Adams Avenue, 3rd Floor
Fort Lee, VA 23801-2102

5. SELECTION: The HOF Selection Board will be comprised of individuals, designated by the Chief of Transportation, who served or are serving in positions of significant responsibility involving Transportation functions. The Chief of Transportation will have final approval and veto authority over the recommendations made by the HOF Selection Board.

6. INDUCTION:

a. Upon confirmation of the appointment, the Regimental Adjutant will prepare a

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letter of notification, to be signed by the Chief of Transportation (COT) for dispatch to the HOF inductee or their immediate family, if the individual is deceased. Notifications will occur NLT 45 days prior to the induction ceremony to allow time for travel arrangements.

b. Funding is not available for invitational travel.

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

d. The HOF Induction Ceremony will take place during the Fort Lee Transportation Week Activities - Transportation Corps Regimental Honors Day in July (TBD).

e. Duties and functions:

1. HOF members' duties are purely ceremonial and honorary.

2. HOF members may attend / participate in Regimental activities at their own expense.

f. Scheduling. Arrangements for HOF members to attend unit functions will be coordinated directly with the HOF member concerned.

7. Point of Contact: The POC for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7449 or CML (804)765-7449 or usarmy.lee.tradoc.mbx.transportation-proponency-office@army.mil.

Encl
Example Nomination Packet

//ORIGINAL SIGNED//

FREDERICK L. CRIST
COL, LG
Chief of Transportation

Enclosure 1: HOF Nomination Packet

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:

NOMINATION LETTER: NO MORE THAN TWO PAGE of a detailed narrative (no less than 400 words) outlining the nominee's distinguished service, performance, and significant contributions to the U.S. Army Transportation Corps.

ENDORSEMENT LETTERS: Endorsement letters (no less than 400 words) supporting the nomination of the nominee, providing a detailed descriptive narrative of the nominee's distinguished service, performance, and significant contributions to the US Army Transportation Corps. Multiple endorsement letters (at least two, but no more than five) must be sent on behalf of the nominee.

BIOGRAPHY: The biography will consist of no more than 3,500 characters in a 12-point font outlining the career and significant accomplishments that enhanced the Corps while the nominee was on Active Duty or in Federal Service.

CHRONOLOGICAL RESUME OF MILITARY/CIVILIAN SERVICE

- Include job title, organization, and inclusive years of assignment in chronological order
- US Decorations and Badges
- Education (Military/Civilian and degrees earned)

PHOTOGRAPH: One 5x7 photo of the nominee, from the shoulders up in color. Military photo will be the command or DA photo. Civilian photograph will be in business attire.