



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

ATZF-CG

12 June 2023

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Hall of Fame Letter of Instruction for 2024

1. **PURPOSE:** The Transportation Corps 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 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.

4. **PROCEDURES:**

a. **Eligibility:**

1. A HOF nominee (either Military or Civilian) must have been a member of the Transportation Corps and made significant substantial and considerable contributions that distinguish them above their peers. Attainment of a high rank and/or position is not necessarily indicative of a significant contribution or HOF eligibility.

2. Individuals are eligible for nomination into the Transportation Corps Hall of Fame one year after retirement.

3. Individuals may be nominated posthumously.

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

5. 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 GO billet.

b) Appointment and successful completion as the Regimental Command Sergeant Major or any CSM Nominative Level Billet.

c) Appointment and successful completion as the Regimental Warrant Officer or CW5 Nominative Billet

b. 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 5 January 2024.

3. 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) or Soldier Record Brief (SRB) will also be included.

d) A clear digital photo of the nominee, from the shoulders up in color. 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.)

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e) 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 Nominations 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 summarizing 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) or Soldier Record Brief (SRB) will also be included.

d) A clear digital photo of the nominee, from the shoulders up in color. 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.)

c. Packet Submission:

1. The Office of the Chief of Transportation must receive the completed packet NLT 5 January 2024.

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: 2024 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. Board composition will include retired Former Chiefs of Transportation, HOF members, and representatives from Active and Reserve Components in the grades of LTC and above, CW5, and SGM/CSM.

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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.

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 2024).

c. Funding is not available for invitational travel. Units or 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.

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

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

Encl
HOF Contact Information Form

\\original signed\\
BETH A. BEHN
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: