

Unified Arizona Veterans (UAV) Operating Instruction #1: AVHOF Program, Addendum 1: Nomination Instructions & Form

AVHOF Nomination Packet Criteria & Guidelines

A. **Criteria.** The following criteria are established as requisites to the nomination packet.

- 1) The Arizona Veterans Hall of Fame seeks to recognize those Arizonans who have worn the uniform of this Nation's Armed Forces and have contributed to their community, state, or nation in an exemplary manner outside of the military service. These outstanding contributions may, for example, be in areas of professional, civic, veterans' advocacy, political or other contributions of a singular nature or made over a period of time by the nominee. ***Please note that the Arizona Veterans Hall of Fame focuses on a nominee's contributions outside of their military service.*** The sole exception is for those Arizonans who have received the Medal of Honor and meet the residency criteria at A.2).
- 2) **Eligibility:** The nominee must have been born in Arizona, or entered military service from Arizona, or lived in Arizona for a minimum of five years; and must have honorably served as verified by a U. S. Military service document such as a DD Form 214, SF 1300, or equivalent National Guard (NGB-22 or 22A) document, DD Form 363 military retirement certificate or orders, be of good moral character and have no felony convictions. Satisfaction of the residency requirement is based upon meeting the criteria by the nomination application deadline of March 31st. Posthumous nominations are welcomed.
- 3) **Non-eligibility:** To preclude a conflict of interest or the appearance thereof, employees of the Governor's Office Executive Staff, the Arizona Department of Veteran Services Director and the Director's Executive Staff, the UAV Chairperson and members of the UAV AVHOF Selections Committee, are not eligible for induction into the AVHOF.

B. **Guidelines.** Nominations will be reviewed by a committee of veterans selected from Arizona's recognized veterans' service organizations and from inductees of the Arizona Veterans Hall of Fame. **Nominees** will be evaluated on the scope and impact of their achievements and the extent to which their **efforts benefit the community, state or nation** and provide inspiration to other veterans to make similar contributions. Nominees will be approved by the UAV Board of Directors and forwarded to the Governor of Arizona for final approval. For the submission process to fairly and uniformly portray and evaluate the efforts and contributions of all nominees, the nomination packet will contain a ***maximum of 12 single-sided pages using #12 Times New Roman Font.***

Note: The packet must be ***completed in*** accordance with the ***following sequence and format.***

All categories are required unless otherwise annotated as optional:

- 1) **Nomination form:** After the 4th Friday of October every year, check the UAV website to insure/update the nomination with the current criteria.
- 2) **Verification of veteran status:** Attach a copy of the official document, e.g., DD Form 214 after 1950, discharge certificate pre-1950, SF 1300, NGB-22, certificate of military retirement, etc.
- 3) **Education:** Provide a *brief* outline chronology of education & training achievements.
- 4) **Military, Professional & Employment History:** Provide a *brief* outline chronology of professional and employment history. **Note:** List any significant non-veteran related achievements, awards, recognition, etc. **Note:** List books, newspaper or magazine articles, etc., either about the nominee or written by the nominee.
- 5) **Summary of Civic Volunteer Activities:** (*optional*) Summarize the nominee's civic affiliations and contributions (e.g., Rotary, Kiwanis, schools, churches, political, fraternal, etc.) **Note:** List any significant civic non-veteran, non-employment related achievements, awards, & recognition.
- 6) **Veteran's Advocacy Activities:** (*optional*) Summarize the contributions, achievements, awards and other recognition the nominee has received in relation to veterans' advocacy or veterans' support programs or initiatives. **Note:** Include the nominee's membership and active involvement with veterans' organizations.
- 7) **Narrative:** Briefly describe (*about 100 words*) why you feel this individual should be considered for the Arizona Veterans Hall of Fame. **Note:** This is a recap of the nominee's significant civic/veteran contributions.
- 8) **Letters of Recommendation** (*optional*): From people not immediately related to the nominee. **Note:** The Nominator's cover letter will be considered as a letter of recommendation and should be listed 1st.

NOTE: All nominations that are submitted with more than 12 single-sided 8½" by 11" pages and/or not using #12 Times New Roman Font in the narrative body will be returned to the nominator.

Any questions please email secretary@azuav.org or visit www.azuav.org and contact one of the UAV officers.

Arizona Veterans Hall of Fame Nomination Form

Be sure to read the Nomination Packet Criteria & Guidelines (located on reverse) prior to completing this form.

NOMINEE

Full Name: _____ Nickname: _____

Home Address (nbr/street/unit): _____

City: _____ County: _____ Zip Code: _____

Phone (cell # preferred): _____ SSAN: _____ DOB: _____

City/State of Birth: _____ Email: _____

Years/Towns with
AZ as Primary Home: _____

Proof of Military Service: Most Recent DD 214/215 or NGB 22 Other (specify): _____

Nominator's Checklist and Certification

Check each item (mandatory)

This packet contains no more than **12 SINGLE-SIDED 8½" by 11" pages**, including this page & photographs.

I understand that if **more than 12 total pages/documents** are submitted that the **packet will be returned**.

I have used Times New Roman Font Size 12 in the body of the nomination narrative.

This Packet was completed as required by the criteria, guidelines & sequence on the reverse side of this form.

Proof of Honorable Military Service, e.g., DD-214, NGB-22, etc., is included with this packet.

I have notified the Nominee (if deceased, a representative) that a background investigation may be conducted.

I have notified the Nominee (if deceased, a representative) that if selected, the **Nominee** (if deceased, a representative) **must be present at the induction ceremony** and that they have agreed to attend.

I certify hereby that the information contained in this packet is true and accurate to the best of my knowledge and ability to verify same. Further, I agree to provide additional information if requested by the UAV.

Nominator's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: _____

MAIL COMPLETED PACKET TO:

Unified Arizona Veterans
Attn: AVHOF Nomination
P. O. Box 34338, Phoenix, AZ 85067

ALL PACKETS MUST BE POSTMARKED NO LATER THAN MARCH 31st

Any nomination packet postmarked after this date will be considered for the next year's induction class.