

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 eligible (see next paragraph) Arizonans who have received the Congressional Medal of Honor.
- 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. Posthumous nominations are accepted.
- 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. Eligibility requirements are based on the nomination application deadline.

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 uniformly portray the efforts and contributions of these great Arizona veterans, the nomination packet, containing a **maximum of 12 single-sided pages**, must be completed in accordance with the following sequence and format. All categories are required unless otherwise annotated as optional:

- 1) **Nomination form:** Nominator's signature is required indicating validation of the data. After January 1st of every year, check the UAV website to insure or update the nomination with the current criteria and submission form.
- 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 and Training:** (optional) Provide a chronology of education and training achievements.
- 4) **Professional or Employment History:** Provide a chronology of professional and employment history. (List any significant awards, recognition, etc.)
- 5) **Veteran's Advocacy Contributions:** (optional) Summarize the contributions and recognition of the nominee in relation to veterans' advocacy or veterans' support programs or initiatives. (include the nominee's active involvement with veterans' organizations.)
- 6) **Summary of Civic Activities, and Contributions:** (optional) Summarize the nominee's civic affiliations and contributions (e.g., Rotary, Kiwanis, schools, churches, political, fraternal, etc.)
- 7) **Awards, Honors or Publications:** (optional) List Presidential awards, Citizen of the Year awards, etc.; list books, newspaper or magazine articles, etc., either about the nominee or written by the nominee.
- 8) **Narrative:** Describe why you feel this individual should be considered for the Arizona Veterans Hall of Fame. This may be included in the cover letter, if any – see next category.
- 9) **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.

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

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

Full Name of Nominee: _____

Home Address: (nbr/street) _____ Unit: _____

City: _____ County: _____ Zip Code: _____

Home Telephone No.: (____) _____ Email: _____ DOB: _____

City/State of Birth: _____ SSAN: _____

Years of Arizona Residency and Location/s: _____

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

I affirm that the information contained herein is accurate to the best of my knowledge and that it complies with the AVHOF Nomination Guidelines. I agree to provide further information if requested by the UAV/Arizona Veterans Hall of Fame. If your nominee is selected as a finalist, a background investigation of the nominee will be conducted. If selected, **the nominee**, or if deceased their representative, **must be present at the induction.**

Please acknowledge that you have notified the nominee and he/she agrees to be present:

Nominator's Name: _____

Telephone: (____) _____ Email Address: _____

NOMINATION PACKETS ARE LIMITED TO A **MAXIMUM** OF
12 SINGLE-SIDED 8½" BY 11" PAGES AND WILL BE RETURNED IF MORE PAGES ARE SUBMITTED.
FONT SIZE 12 MUST BE USED IN THE BODY OF THE NARRATIVE.

Nomination Packet Checklist. Please check each item and initial the last item:

- Nomination form entirely completed (**required**)
- Proof of Honorable Military Service; e.g. DD-214, etc. (**required**)
- Narrative as required by the guidelines contained on the reverse side of this form.
- Any supporting documentation or letters of recommendation.
- Recheck the Nomination Packet to ensure that it contains no more than 12 single-sided pages.
- Nominator's Signature:** _____ **Date:** _____

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.