



REPLY TO
ATTENTION OF

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

ATZF-CG

5 January 2015

MEMORANDUM FOR RECORD

SUBJECT: Transportation Corps Hall of Fame Letter of Instruction 2015

1. **PURPOSE:** The Transportation Corps Regiment Hall of Fame (HOF) recognizes individuals who served the Corps with distinction. The program maintains and enhances the legacy of the Transportation Corps Regiment 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 Regiment:** 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. **Significant contributions to the US Army Transportation Corps Regiment:** A significant contribution to the US Army Transportation Corps Regiment 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 Regiment's mission. Attainment of high rank and/or position is not necessarily indicative of a significant contribution.

4. **PROCEDURES:**

a. **Eligibility:**

(1) Open to all retired or posthumous Transportation Corps Regiment military and civilian personnel demonstrating the highest caliber of service while on active duty or in federal service and whose significant contributions to the Transportation Corps, the United States Army, and their communities continue after retirement.

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b. Nomination:

(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.

(2) To be considered by the HOF Selection Board, nominations must be received by the Office of the Chief of Transportation NLT 10 April 2015.

(3) An individual can submit only one nomination packet per given year for the HOF. A complete HOF nomination packet example can be found in Enclosure 1.

(4) Nomination packets can be e-mailed to:

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

Subject: 2015 HOF Nomination Packet for (Nominee Name)

Format: Word document and PDF

(5) Nomination packets can be mailed to:

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

(6) The Office of the Chief of Transportation will promptly notify the nominator if his/her nomination 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) For endorsement letters to be added to the nominee's packet it must be received by the Office of the Chief of Transportation NLT 10 April 2015.

(3) Endorsements in support of nominations may be submitted by any member of the Transportation Corps Regiment or by any individual who served with the nominee. An example can be found at Enclosure 1.

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(4) Endorsement letters can be e-mailed to:

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

Subject: 2015 HOF Nomination Endorsement for (Nominee Name)

Format: Word document and PDF

(5) Endorsement letters can be mailed to:

Director, Office of the Chief of Transportation

2221 Adams Avenue, 3rd Floor

Fort Lee, VA 23801-2102

5. SELECTION:

a. 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.

b. The HOF Selection Board will consider nominees from four categories. There is no requirement to select one per category. Only the most distinguished and qualified individuals will be considered and selected by the HOF board. Those categories are:

- (1) Officer
- (2) Warrant Officer
- (3) Noncommissioned Officer
- (4) DA Civilian

6. INDUCTION:

a. Each individual selected for induction to the HOF, or the next of kin, if the selected inductee is deceased, will be notified of the selection in writing and formally invited to attend the HOF induction ceremony.

b. Individuals are inducted into the HOF for life.

c. The HOF Induction Ceremony will take place during the Transportation Corps Regimental Honors Day in July 2015.

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7. The point of contact for this LOI is the Director, Office of the Chief of Transportation at DSN 539-7902, CML (804)765-7902, or usarmy.lee.tradoc.mbx.transportation-proponency-office@mail.mil.

A handwritten signature in black ink, appearing to read 'J.P. Sullivan', with a stylized, looping flourish at the end.

Encl
Example Nomination Packet

JOHN P. SULLIVAN
Brigadier General, US Army
Chief of Transportation

Enclosure 1: HOF Nomination Packet

NOMINATION LETTER:

ONE PAGE letter of nomination providing a detailed narrative (no less than 400 words) justifying the nominee's distinguished service, significant contributions, and performance to the U.S. Army Transportation Corps.

RESUME:

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)

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.

ENDORSEMENT LETTER:

ONE PAGE endorsement letter supporting the nomination of the nominee, providing a detailed narrative (no less than 400 words) description of the nominee's distinguished service, significant contributions, and performance to the US Army Transportation Corps.

PHOTOGRAPH:

One 8 x 10 photo of the nominee from the shoulders up in color or black and white. Military photo will be the command or DA photo. Civilian photo will be in business attire.

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/ CURRENT OCCUPATION:

YEARS OF MILITARY/CIVILIAN SERVICE/RETIREMENT DATE:

NOMINATOR CONTACT INFORMATION:

Name:

Telephone Number Home:
Work:

Email Address: