

**TRANSPORTATION CORPS HALL OF FAME  
LETTER OF INSTRUCTION 2012**

1. **PURPOSE:** The Transportation Corps Hall of Fame (HOF) recognizes individuals who have 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 Hall of Fame and for 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 Hall of Fame.

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 peace and war.

b. **Significant contributions to the US Army Transportation Corps:** A significant contribution to the US Army Transportation Corps is any action or sustained series of actions beyond the realm of normal duty performance, which has substantially enhanced the accomplishment of the US Army Transportation Corps' mission. Attainment of high rank and/or position is not necessarily indicative of a significant contribution.

4. **RESPONSIBILITIES:**

a. The Office of the Chief of Transportation will:

(1) Maintain/operate the HOF Program.

(2) Maintain records and documents pertaining to the Transportation Corps Hall of Fame Program.

(3) Develop milestones.

(4) Keep the chain of command and appropriate staff members informed about all HOF actions. Prepare briefings and conduct In Process Reviews (IPRs) as required.

(5) Prepare and maintain all correspondence relating to the HOF Program.

(6) Receive and acknowledge all nominations. Upon receipt, notify nominator if nomination packet is not complete. Ensure the nomination packet is standardized and presented to the Selection Board in an unbiased manner.

(7) Plan, coordinate, and conduct the HOF Selection Board. Provide the HOF Board members nomination packets to vote on, not later than 16 March 2012, to allow sufficient preparation time for the induction ceremony, on 27 July 2012.

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(8) Notify the selected inductees, their families, or designated personal representative by invitation immediately following the HOF Board's adjournment. Notify nominators of individuals not selected.

(9) Coordinate with the Public Affairs Office (PAO) to announce the ceremony and HOF related events in *The Traveller*, via social media, and through local media outlets.

(10) Coordinate with the Public Affairs Office to promote the Transportation Corps HOF Program by publicizing inductees' biographies in *The Traveller*.

(11) Conduct research on nomination packets to verify historical data contained in biographies.

b. PAO will publish all information on the HOF ceremony and the inductee's biographies in the TC Symposium edition of *The Traveller and Spearhead Magazine*.

5. PROCEDURES:

a. ELIGIBILITY. All Transporters who have devoted a lifetime of service and made a significant contribution to the Transportation Corps. All Army Transportation Corps military and civilians are eligible for inclusion in the Hall of Fame immediately after death, or three years after discharge or retirement.

b. NOMINATION.

(1) Nominations may be submitted by a member of the Transportation Corps Regiment or by any individual having served in the Regiment and should be submitted to the Regimental Adjutant NLT 28 February 2012. Nominations will be solicited through the following forums:

(a) Chief of Transportation's Quarterly Significant Activities Report

(b) Letters of Instruction sent to all TC Active Duty, Reserve, National Guard, and Retired General Officers and TC active and retired Senior Executive Service civilians

(c) The Office of the Chief of Transportation's website at:

<http://www.transchool.lee.army.mil/OCOT/Pages/Regt%20Plans%20and%20Opns.html>.

Once there, click on "Nominating Procedures for the Transportation Corps Hall of Fame."

(2) An individual may nominate or endorse more than one individual during a given year.

(3) All nominations received after 28 February 2012 will be considered the following year.

(4) Nominations will consist of those items outlined in Annex A.

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(5) Mail or E-mail nominations to:

LTC Douglas M. Vallejo  
Director, Office of the Chief of Transportation  
2221 Adams Avenue, 3<sup>rd</sup> Floor  
Fort Lee, Virginia 23801-2102

E-mail nominations: [douglas.m.vallejo.mil@mail.mil](mailto:douglas.m.vallejo.mil@mail.mil)

c. ENDORSEMENT.

(1) Endorsements in support of nominations may be submitted by any member of the Regiment, or by any individual having served in the Regiment, and must be submitted to LTC Douglas Vallejo, NLT 28 February 2012. Endorsements received after 28 February 2012 will not be considered. The nominator should solicit any endorsements for their candidate.

(2) Endorsements may accompany the nomination packet or be submitted separately.

(3) Mail endorsements to:

LTC Douglas M. Vallejo  
Director, Office of the Chief of Transportation  
2221 Adams Avenue, 3<sup>rd</sup> Floor  
Fort Lee, Virginia 23801-2102

6. SELECTION:

a. The HOF Selection Board will review and recommend nominees for the HOF to the Chief of Transportation. The Selection Board will be comprised of individuals who have served in positions of significant responsibility involving Transportation functions. The board will consist of eight voting members:

- (1) The senior Transporter on active duty
- (2) The Chief of Transportation (President of the Board)
- (3) The Senior Reserve Component Transportation Corps General Officer
- (4) The Honorary Colonel of the Regiment
- (5) The Functional Chief's Representative
- (6) The Honorary Warrant Officer of the Regiment
- (7) The Honorary Sergeant Major of the Regiment
- (8) The Honorary Civilian of the Regiment

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b. The Office of the Chief of Transportation will forward a memorandum to each individual identified in paragraph 6a requesting their participation on the HOF Selection Board. Board members will accept or decline by notifying the Office of the Chief of Transportation. Once all nomination packets are received, the Office of the Chief of Transportation will assemble and mail all complete nomination packets to each board member. A formal board will not convene. Instead, members will vote on the packets provided to them and return them to the Regimental Adjutant. At least six of eight voting board members must participate.

c. The HOF Selection Board will make selections from a review of six categories although there is not a requirement to make a selection from each category. Only qualified individuals will be considered and selected by the HOF board. Those categories are:

- (1) General Officer
- (2) Officer, Warrant Officer
- (3) Noncommissioned Officer
- (4) DA Civilian
- (5) Historical Surviving Members.

d. The Chief of Transportation is the final approving authority for all HOF inductees.

e. The HOF Selection Board will consider the following criteria when evaluating nominations for the Transportation Corps Hall of Fame.

(1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.

(2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or Federal Service (e.g., member of boards, advisory boards, councils, or civic organizations).

(3) Awards/achievements directly related to Transportation.

(4) Distinguished Member of the Regiment.

(5) Participation or service in professional organizations.

(6) Support organizations for Soldiers -- Combined Federal Campaign and Army Emergency Relief.

(7) Champion the Corps and Regiment in speeches and during other opportunities.

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(8) Published Articles (if applicable and relevant; include dates).

(9) Surviving Transportation Corps members of a unit/organization of historical significance (e.g., Red Ball Express).

f. Nominations considered by the HOF Selection Board, but not selected, will be retained by the Office of the Chief of Transportation and resubmitted for reconsideration for the next two years. If, after the third consideration, the nominee is not selected, the nomination packet will be retired under the control and management of the Office of the Chief of Transportation. An individual may be renominated at any time during this process. The period of renomination is three years.

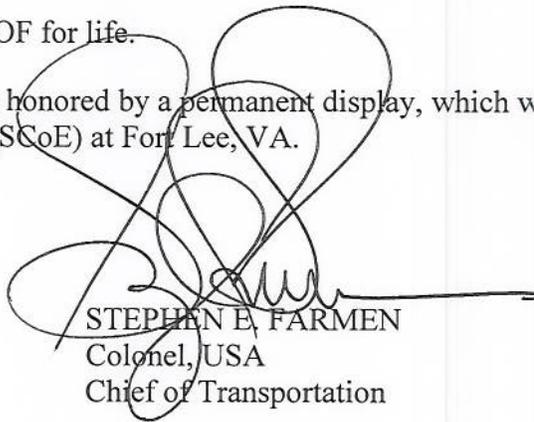
**7. INDUCTION:**

a. Each individual selected for induction, 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 induction ceremony, which will be held in conjunction with the Transportation Corps Conference each year.

b. Individuals are inducted into the HOF for life.

c. Each inductee into the HOF will be honored by a permanent display, which will be located at the Sustainment Center of Excellence (SCoE) at Fort Lee, VA.

Encl  
Annex A



STEPHEN E. FARMEN  
Colonel, USA  
Chief of Transportation

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ANNEX A - HOF BIOGRAPHICAL DATA

NAME (First, Middle, Last):

RANK/GRADE (If applicable):

DATE AND PLACE OF BIRTH:

ADDRESS (Spouse or Next of Kin Address, if deceased):

TELEPHONE NUMBER: Home:  
Work:

E-MAIL ADDRESS (If applicable):

PRESENT DUTY POSITION/OCCUPATION (If applicable):

RETIREMENT DATE (If applicable):

EDUCATION (Military and civilian; include periods of attendance and degrees earned):

SIGNIFICANT ASSIGNMENTS/DUTY POSITIONS (Include dates):

MAJOR CONTRIBUTIONS TO THE US ARMY TRANSPORTATION CORPS AND OTHER FACTORS TO BE CONSIDERED BY THE SELECTION BOARD (List significant contributions with supporting details and provide responses to remaining criteria.):

(1) Significant accomplishments that enhanced the Corps while on Active Duty or in Federal Service.

(2) Significant accomplishments that enhanced the Corps after retirement from Active Duty or in Federal Service (e.g., member of boards, advisory boards, councils, or civic organizations).

(3) Awards/achievements directly related to Transportation.

(4) Distinguished Member of the Regiment.

(5) Participation or service in professional organizations.

(6) Support organizations for Soldiers -- Combined Federal Campaign or Army Emergency Relief.

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(7) Champion the Corps and Regiment in speeches and during other opportunities.

(8) Published Articles (if applicable and relevant; include dates).

(9) Surviving Transportation Corps members of a unit/organization of historical significance (e.g., Red Ball Express).

The biography will consist of no more than 3,500 characters (to include spaces) in a 12-point font.

PHOTOGRAPH (8 x 10: color or black and white; military in uniform with jacket; civilian in business attire).

LIST OF POSSIBLE SOURCES OF INFORMATION ABOUT THE NOMINEE: