

# MIAMI COUNTY VETERANS SERVICES OFFICE

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## MIAMI COUNTY VETERANS HALL OF FAME SUBMISSION RULES & NOMINATION FORM

**Governing Authority: The Hall of Fame's definition of a veteran, eligibility, and submission requirements are excerpts from the Miami County Veterans Services Commission's Policy and Procedures, MCVSC 10H.**

### **A. Definition of a Veteran**

A veteran is any person who has completed services in the armed forces, including the National Guard or Reserves, and has been discharged as "Honorable." Veterans awarded a "General Under Honorable" discharge are not eligible to be inducted.

### **B. Eligibility**

The veteran nominated must meet all the following criteria:

1. Must be a current resident of Miami County, Ohio. If submitting for posthumous recognition, the veteran must have resided in Miami County, Ohio, at the time of their passing.
2. Must have received an "Honorable" discharge for all periods of service.
3. Must be of good moral character, displaying integrity, honesty, respect, courage, no negative legal issues, and display values and beliefs considered most beneficial to society.
4. Must be significant acts in one of the five submission categories or a combination of two or more
  - a. **Volunteerism** – work with an organization(s) or at events that support veterans or patriotism in supporting our country.
  - b. **Advocacy** – advocates for veterans' causes, policies that improve veterans' lives, and/or society that helps veterans indirectly.
  - c. **Professional Distinction** – Mark of excellence that indicates the veteran has surpassed standard expectations and demonstrated outstanding performance in their field that has favorably impacted the veteran community directly or indirectly.
  - d. **Public Service** – Work that benefits the veteran community or indirectly by providing service to society as a whole that promotes patriotism.
  - e. **Philanthropy**- Giving financially to benefit the veteran community or help to promote patriotism in the county.
5. Miami County residents inducted in the Ohio Veterans Hall of Fame will automatically be inducted into the County Veterans Hall of Fame.
6. Any currently serving elected official at the county level or above, members of the HOF Executive Board (Selection Committee), Veterans Services Commission, or employees of the

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Veterans Services Office are ineligible to be nominated until they have left their respective position and have not assumed another ineligible position.

## C. Nominations Requirements

### 1. Guidelines

- a. All information submitted must be factual; falsified information in the packet, once submitted, shall render the application automatically disqualified. If a veteran is inducted and it is later discovered that the packet included false information, the veteran shall be removed.
- b. Must submit final discharge document, DD Form 214, NGB Form 2, and/or discharge orders. If there are multiple discharges, please submit copies of each.
- c. Nominations packets must not exceed 10 pages on 8'.5" x 11' single-sided paper to include the nomination form and final discharge. Packets that exceed 10 pages will be returned to the nominator.
- d. Do not include original documents with the nomination packet. Once submitted, the package becomes the property of the selection committee and the Veterans Services Commission.
- e. Do not include documents such as newspaper articles that lose legibility when copied. Send a clean, legible, 8'5" x 11" copy of the article or document.
- f. Posthumous (after the death of the veteran) nominations will be accepted.
- g. Members of the HOF selection board are prohibited from submitting nominations, and the Veterans Services Commission is only allowed to submit posthumous packets.
- h. Packets can be submitted each year during the nomination season, which opens Dec 1 and closes Jun 30<sup>th</sup> the following year, which would be the year of their class if selected.
- i. Packets will be reviewed during Jul and Aug. Selected/Non-selected notifications will be sent no later than September 30th.

### 2. Packet Format

To fully notice all the accomplishments of the nominee and to uniformly portray their post-military achievements, the submission packet must adhere to the following format:

- a. **Section 1 – Nomination Form**  
The nominator must sign the nomination form (application) to confirm the accuracy and factualness of the information.
- b. **Section 2 – Verification of Veterans Status**

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Submit a certified copy of the nominee's final discharge paper, i.e., DD214, NGM 22, and/or discharge orders, and a legible copy of all prior discharges.

c. **Section 3 – Post-Military Achievements**

Provide a detailed summary of the outstanding achievements within the five submission categories listed in the purpose section and Section C.4.

d. **Section 4 - Post-Military Awards and Honors**

Provide a list and highlights of accolades and honors. You may submit pictures of each award. Focus on accomplishments and achievements before and after military service; however, exclude military awards.

e. **Section 5 - Education and Training Accomplishments**

Include a chronology of education and training accomplishments, focusing on the education and training before and after military service. Remember to exclude military education and training.

f. **Section 6 – Overall Accomplishments and Achievements**

Please inform the selection committee of the reasons behind your decision to submit the veteran. Provide a comprehensive narrative detailing why your nominee should be considered for inclusion in a prestigious group. Narrative must not exceed 500 words.

3. All nomination packets must be submitted by 30 Jun of each year. The selection committee will consider packages received after June 30 if the postmark is before July 1. Packets will be addressed accordingly and mailed or dropped off:

Miami County Veterans Services  
Attn: Hall of Fame Selection Board  
510 W. Water St., Box 140  
Troy, OH 45373