

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

Arizona Veterans Hall of Fame Nomination Packet Criteria & Guidelines

A. Purpose: The Arizona Veterans Hall of Fame (AVHOF) seeks to recognize Arizonans, living and posthumous, who have worn the uniform of our Nation's Armed Forces and have made outstanding contributions to their community, Arizona, or the Nation outside of their military service. These contributions may be in the areas of veterans' advocacy, professional, civic, political, or other contributions of a singular nature or made over a period of time. The AVHOF recognizes Medal of Honor Recipients who meet the criteria at B. Criteria, 1) Eligibility.

B. Criteria: These criteria are requisites to the nomination packet and are updated each year by 1 December.

1) Eligibility: The Nominee must be of good moral character, have no felony convictions, and must have been born in or entered military service from Arizona, or lived in Arizona a minimum of five years. (Satisfaction of the residency requirement is based upon meeting the criteria by the nomination application deadline of March 31st.) The Nominee must also have honorably served as verified by a U.S. Military service document. (Item D-3)

2) Non-Eligibility: To preclude conflicts of interest, the following individuals are not eligible for induction into the AVHOF: 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 Selection Committee.

C. Guidelines: Nomination Packets are confidential and 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. **Selectees** will be evaluated on the scope and impact of their achievements and the extent to which their **efforts benefit the community, state or nation** while inspiring other veterans to make similar contributions.

Upon approval by the UAV Board of Directors, Selectees will undergo a background check and then their packets will be forwarded to the Governor of Arizona for final approval.

D. Format and Sequence of Nomination Packet: (All categories are required unless annotated as optional.)

1) A maximum of 12 single-sided 8 1/2" by 11" pages using #12 Font in Arial or Times New Roman.

2) Arizona Veterans Hall of Fame Nomination Form with all information filled out.

3) Veteran Status Verification: Copies of official documents: e.g., **Discharge Certificate pre-1950, DD Form 214 after 1950, SF 1300, NGB-22, certificate of military retirement, etc.**

4) Summary: Briefly describe (*about 100 words*) why you feel the nominee should be considered for the Arizona Veterans Hall of Fame. **Note:** This section sums up the nominee's significant civic/veteran contributions.

5) Education: Provide a *brief* outline chronology of education & training achievements.

6) 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. List books, newspaper or magazine articles, etc., either about the nominee or written by the nominee.

7) 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.

8) 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.

9) Letters of Recommendation (*optional*): From people not immediately related to the nominee.

Note: The Nominator's cover letter should be first and will be considered as a letter of recommendation.

10) Photographs: Photographs are not needed at this time. After the Governor's approval, prospective Inductees will be requested to provide two portrait photographs (active duty and current).

Please email questions to 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.

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NOMINEE

NOTE: Each field is mandatory with exception of the Nickname.

Full Name: _____ (Optional)
Nickname: _____

Home Address (# / 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

NOTE: Check each item and fill in each information field (mandatory)

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

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

I have used Font Size 12 in either Arial or Times New Roman font 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 have notified the Nominee (if deceased, a representative) that if selected, their biography and photographs will be used in the induction program, displayed at the Capitol Museum, and released to the media.

I hereby certify 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
P. O. Box 34338, Phoenix, AZ 85067

ALL PACKETS MUST BE POSTMARKED NO LATER THAN MARCH 31st

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UAV Form 1, dtd 1 Dec 2018