

UAV-0I-1 AVHOF Prgm A01 Criteria and Nomination Form

Arizona Veterans Hall of Fame Nomination Packet Criteria & Nomination Form

NOTICE: The Criteria and Nomination Form have been completely revised for 2021. Older forms and nomination criteria are obsolete and will be returned to the Nominator.

A. PURPOSE: The Arizona Veterans Hall of Fame (AVHOF) seeks to recognize Arizonans, living and deceased, who have worn the uniform of our Nation's Armed Forces and have made significant contributions to their community, state, or nation outside their military service.

- These contributions may be by veterans' advocacy or volunteerism, professional, political, or other civic contributions of a clearly outstanding nature; volunteerism is especially commendable.

B. ELIGIBILITY CRITERIA: These criteria are requisites to the nomination packet and are reviewed and updated if needed each year no later than mid-December.

- **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 has been a permanent resident of Arizona, either currently or in the past, for a minimum of five consecutive years.
 - Satisfaction of the permanent residency requirement is based upon meeting the criteria by the nomination application deadline of March 31st.
 - The Nominee must have an Honorable Discharge or Retirement Certificate as verified by a U.S. military service document.
 - The UAV recognizes Medal of Honor recipients who meet the above criteria.
- **Non-Eligibility/Conflicts of Interest:** Individuals who are involved in the selection process are not eligible for nomination nor induction and include the:
 - Governor and Governor's Office Executive Staff,
 - Arizona Dept. of Veterans' Services Director (ADVS) and the Director's Executive Staff, and the
 - UAV Chairperson and members of UAV's AVHOF Selection Committee.
 - In addition to the above, Self-nominees are also not eligible.

C. NOMINATION PACKET PROCESS: Nomination Packets are confidential and will be reviewed by a Selection Committee consisting of a Screening Panel and a Selection Panel.

- Nominations will first be reviewed by a UAV Screening Panel comprised of members of UAV's Executive Council and support staff.
- The Screening Panel will review all nominations for completeness and compliance to the criteria established in this Operating Instruction.
- Non-conforming packets will be returned to the Nominator.
- Nominations will be evaluated by a Selection Panel comprised of demographically chosen members of VSOs belonging to the UAV.
- Nominees will be rated on the scope and impact of their achievements and the extent to which their efforts and achievements benefit their community, state, or nation; and/or veterans and their families.
- Selection Panel recommendations will then be sent to the UAV Board of Directors who will certify the results of the Selection Panel and cause a background check to be completed on the Selectees.
- Upon successful completion of the background check, the Selectee packets will be forwarded through the ADVS Director to the Governor of Arizona for approval.
- Selectees approved by the Governor become Prospective Inductees.
- The UAV Chair then telephones the results to the Nominators of the Prospective Inductees. The Chair also sends official confirmation letters to the Prospective Inductees with copies to their Nominator as well as letters to the Nominators of the Non-Selectees.

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D. MANDATORY CRITERIA FORMAT AND SEQUENCE OF THE NOMINATION PACKET:

The Packet shall be divided into two sections, the *ADMINISTRATIVE and ELIGIBILITY SECTION*, and the *NARRATIVE SECTION*.

PLEASE NOTE: *Do not fold or staple any of the pages; use paper clips.*

ADMINISTRATIVE and ELIGIBILITY SECTION: This section contains the Nomination Form, Proof of Military Service, and photographs of the nominee while serving in the military as well as a current photograph in business attire.

- This section will only be viewed by the UAV Screening Panel and will not be forwarded to the AVHOF Selection Panel.

- The pages in this section are not counted against the maximum of 10 pages in the Narrative Section of the Nomination Packet.

D.1. NOMINATION FORM:

- The form will be filled out in its entirety, with no blanks, other than the blocks for a posthumous nomination or a nickname, and month established residence if more than 6 years ago.
- If any block is left blank, the Packet will be returned to the Nominator.

D.1.1. VERIFICATION of HONORABLE MILITARY SERVICE to our Nation:

- ❖ Submit only copies of official documents, e.g.,
 - Pre-1950: Retirement *or* Discharge Certificate.
 - After 1950: DD Form 214, SF 1300 (Report of Casualty), NGB-22 or certificate of military retirement.
 - Multiple page Honorable Veteran Status Documents may be submitted.
 - A General Discharge under Honorable Conditions satisfies this requirement when given to veterans who have been discharged due to medical conditions.

D.1.2. MILITARY and CIVILIAN PHOTOGRAPHS:

- ❖ The nominator must submit two photographs of the nominee.
 - One must be of the nominee in military uniform during the nominee's service to our country.
 - The other must be a recent photograph of the nominee in civilian business attire.
- ❖ Digital emailed photographs are preferred.
- ❖ Detailed information on the options and requirements of acceptable digital, scanned, and USPS mailed original photographs can be found at Attachment 1 of this Operating Instruction.
- ❖ Photographs submitted via USPS will be returned upon request.
- ❖ Any questions regarding photographs should be sent to AVHOF@azuav.org.

NARRATIVE SECTION: The UAV, which founded, manages, and operates the AVHOF, does not discriminate against an individual's age, race, color, ethnicity, religion, creed, physical handicap, gender, nor gender persuasion.

- This section shall be composed by the nominator, not the nominee.
- The Narrative Section is a maximum of ten (10) *single-sided* 8½" x 11" pages using #12 font in either Arial, Calibri, or Times New Roman fonts.
- The *Nomination Form* and the *military separation papers are not counted* in this section.
- Use the sequence below including bold-faced headings for sections.
- If any section has no applicable information, type "Omitted".

Example: **3) SUMMARY OF CIVIC VOLUNTEER ACTIVITIES:** *Omitted*

MANDATORY FORMAT & SEQUENCE OF NARRATIVE SECTION

NOMINATOR'S COVER LETTER & SUMMARY: Briefly describe in *one page* why you feel the nominee should be considered for the Arizona Veterans Hall of Fame. Your letter should summarize the nominee's significant veteran or civic contributions and/or achievements.

- 1) EDUCATION:** Provide a brief chronological outline in bullet form of the nominee's significant civilian and military education, as well as any honors. For example,
 - 1988 Diploma, National Honor Society, North High School, Phoenix, AZ
 - 1990 Associates Degree, Law enforcement, Northern Arizona University
 - 1993 Basic NCO Academy, Fort Hood, TX
 - 1994 Flight School, Rotary Aircraft, Fort Rucker, AL
- 2) MILITARY & CIVILIAN EMPLOYMENT HISTORY:** Provide a brief chronological outline of the nominee's employment history. List significant non-veteran related achievements, awards, recognition, etc. List books, newspaper, or magazine articles, etc., about the nominee or written by the nominee. Copies may be submitted in the Attachment Section *and are counted in the page total*.
- 3) CIVIC VOLUNTEER ACTIVITIES and/or CIVIC ACHIEVEMENTS:** Summarize the nominee's civic affiliations and contributions (e.g., Rotary, Kiwanis, schools, religious organizations, political, fraternal, etc.). List any significant civic (non-veteran related) achievements, awards, and recognition. Copies may be submitted in the Attachment Section *and are counted in the page total*.
- 4) VETERANS' ADVOCACY ACTIVITIES:** Summarize the contributions, achievements, and any awards or other recognition the nominee has received in relation to veterans' advocacy or veterans' support programs or initiatives. Copies of awards and other recognition may be submitted in the Attachment Section *and are counted in the page total*. Include the nominee's membership and active involvement with veterans' organizations. If applicable, include estimated mileage and estimated hours or days spent in veterans' advocacy, as well as any other tangible quantifier.
- 5) LETTERS OF RECOMMENDATION:** At least two letters of recommendation must be submitted from persons who are not family members of the nominee. One of these letters should be from a fellow veteran, preferably one in the nominee's veterans service organization. If the nominator is a veteran, the cover letter will satisfy this requirement. Complete emailed letters of recommendation with header block and full name of recommending person will be accepted. The header block will suffice as the email's signature. Do not reduce the original font size to fit more than one on a page.
- 6) ATTACHMENTS:** Include any attachments such as certificates, articles, photographs taken receiving awards or other recognition, etc. *Attachments are counted* in the Narrative Section page tally.

Questions about the AVHOF program and process are welcomed. Please email questions to avhof@azuav.org.

APPROVAL: This Operating Instruction addendum was approved by the UAV Board of Directors on the 5th day of December 2020. Questions regarding this operating instruction may be addressed to chair@azuav.org or avhof@azuav.org

/s/ Dylan J. Dalzotto
Chairman, UAV

/s/ Caroleen C. Culbertson
Secretary, UAV

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Unified Arizona Veterans (UAV) Operating Instruction #1, AVHOF Program, Addendum 1: Attachment 1: Photo Guidance

A. PURPOSE: The purpose of this guidance is to ensure that each AVHOF Selectee's Nominator submits military and civilian photographs of similar size and standard as all other Selectees. This ensures that all photographs are equal and can be used by the UAV to provide professionally produced memorial program booklets, Arizona State Capitol Museum displays, and other products that reflect the highest standard deserving for this important pinnacle event in each Inductee's life.

B. BACKGROUND: It can be difficult to obtain and provide digital photos. People may have few photographs of their time in service. Some may not have any digital pictures, but only physical photographs. Over time, these photographs may have deteriorated, or become fragile.

B.1. However, digital photos are required for printing, projection, and historical purposes. Working with digital images is not a simple thing to explain, other than image resolution and image size are both important because they affect the quality of the finished article.

B.2. In a simple sense, image resolution is how an image looks or comes across when you look at it. Resolution affects how your photo looks printed; the higher the resolution, the better and sharper the image looks when printed or projected. Resolution is measured by the number of pixels, or dots per inch (DPI). The most common printer setting is 300DPI. This is high enough for non-professional photos, but it is not high enough for printing, projection, and historical purposes. This is why something pulled from the internet will not work.

C. REQUIREMENTS: It is necessary to have original digital photos or high-resolution scans of physical photographs. Physical pictures that need to be scanned should be scanned as high as the scanner can go. Most scanners can scan to at least 600 DPI. Look for the "advanced setting," or look for a DPI setting.

C.1. Basically, the images need to be as large as possible. A headshot or other photo more than 1 MB or larger will probably work fine. Best rule of thumb: If you view the image on screen at 100% (all viewers have some way you see the percent size, etc.) the image on your screen should look at least 5 x 7 for a portrait or headshot (or the height of your hand roughly). If a small group photo you will be cropped out of, then, at 100% YOUR HEAD AND SHOULDERS needs to be that size.

C.2. PLEASE: Do not "Crop" photographs. This should be done by the graphic designer. Cropping the image or increasing the size of a low-resolution image will affect the photo quality. If a graphic designer is unavailable to you, mail in your photographs. Photographs submitted via USPS will be returned upon request.

C.3. Apple users, when sending or exporting photos, please choose the JPEG format option, at the highest possible resolution.

D. PREFERENCE: Digital photographs are preferred. However, if either you, or the nominee doesn't have the ability to provide digital photographs, or scan the original at 600 DPI, then have the nominee mail the original to the UAV. We will scan it and return it.

D.1. If you have questions or are unsure if a particular photograph is suitable, please reach out to Unified Arizona Veterans at AVHOF@azuav.org. We may need to forward the photo to our graphic designer for a decision.

Arizona Veterans Hall of Fame Nomination Form

Be sure to read the Nomination Packet Criteria & Narrative Format instructions prior to completing this form.

CONFIDENTIAL

This form will not be forwarded to the Selection Panel.

CONFIDENTIAL

NOMINEE

If deceased, year passed: _____

NOTE: Each entry field and section below is mandatory with exception of the Nickname & Month (if more than 6 years ago) fields.

Full Name: _____ Nickname: _____

Home Address (# / street / unit): _____

City: _____ County: _____ Zip Code: _____

Phone (cell # preferred): _____ SSAN: _____ DOB: _____

City/State of Birth: _____ / _____ Email: _____

Month and Year the Nominee established Arizona as their Primary Residence: _____ / _____

City/Towns lived in: _____

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

Check Only One Block. (This mandatory section is used for statistical purposes and for outreach and training programs only.)

Race/	White	Black/African American	Asian or Pacific Islander
Ethnicity:	Hispanic/Latino	Native American	(includes Native Hawaiian)

Nominator's Checklist and Certification

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

I certify that the **Narrative Section of this packet contains no more than 10 pages/documents**, and that each page is **SINGLE-SIDED and 8½" by 11"**. (The Nomination Form & Discharge Papers are not counted in the total pages)

I have used either Arial, Calibri, or Times New Roman #12 font in the body of the nomination narrative.

I have used the **HEADING** captions as enumerated in bold font in the criteria guidelines at Section D.

I have included the military and civilian photographs required by Criteria Section D.1.2.

I have notified the Nominee (if deceased, a representative) that a background investigation will 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 to be inducted** and that they have agreed to attend. The induction ceremony is normally held during the last two weeks in October, but may vary from time to time.

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 used to advertise the AVHOF.

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 PACKET TO: **Unified Arizona Veterans, P. O. Box 34338, Phoenix, AZ 85067**

PACKETS **MUST BE POSTMARKED** NO LATER THAN **MARCH 31st**

CONFIDENTIAL

UAV Form 1, dtd 5 Dec 2020