

UAV FORM-0I-1: Arizona Veterans Hall of Fame Criteria and Nomination Form 1 Dec 2023
ALL PREVIOUS FORMS ARE OBSOLETE

A. PURPOSE: The Arizona Veterans Hall of Fame (AVHOF) recognizes U.S. Military veterans, either living or deceased, who are from Arizona or have made Arizona their home, and who have made significant professional or volunteer contributions to their community, state, or the nation. Unified Arizona Veterans, (Hereinafter referred to as UAV), established, manages, maintains, and operates the Arizona Veterans Hall of Fame (Hereinafter referred to as AVHOF).

B. ELIGIBILITY REQUIREMENTS & CRITERIA: Nominees for the AVHOF must meet these criteria.

1. While anyone may nominate an Arizona veteran for the AVHOF, **no self-nominations are accepted.**
2. **ARIZONA RESIDENCY REQUIREMENTS:** AVHOF Nominees must have been born in or entered military service from Arizona, or have FIVE successive years of Arizona residency. The five years of Arizona residency must be established before the annual Nomination Application Deadline of March 31st.
3. **HONORABLE MILITARY SERVICE:** Nominees must provide LEGIBLE copies of official U.S. military Honorable Discharge or Retirement Certificate from their branch(s) of the U.S. Military. In order for an individual Nomination to proceed, these documents MUST specify HONORABLE DISCHARGE STATUS. A General Discharge under Honorable Conditions is acceptable for medically discharged/retired veterans.
4. **PERSONAL CHARACTER/BACKGROUND CHECK:** AVHOF Nominees are expected to exhibit the highest personal character, demonstrated during and after military service, through conduct upholding the integrity, loyalty, respect, duty, honor, selfless service, and personal courage expected of individuals who have served in the U.S. military.

AVHOF Nominees undergo background checks, for which Nominees Social Security Numbers are required.

AVHOF Nominees must have no felony convictions. However, should any research or background check upon a Nominee find any material, report and/or activity of credible source regarding criminal, civil or family court, which may or may not rise to the level of felony charges or convictions, yet serves to detract from the character, integrity, ethics and conduct expected of an AVHOF Nominee, that Nomination will not be considered.

- MEDAL OF HONOR: Recipients who meet the AVHOF criteria are eligible for Induction.
- **ALL** Nominees & **ALL** Nomination Packets must meet **ALL** Eligibility Criteria.
- NON-CONFORMING, NON-ELIGIBLE or INCOMPLETE packets will be returned to the Nominator.

NON-ELIGIBILITY OR CONFLICTS OF INTEREST: **The following are not eligible for Nomination.**

The currently serving Arizona Governor, and the Governor's Office Executive Staff.

The currently serving Director of the Arizona Dept. of Veterans' Services and the Director's Executive Staff.

The currently serving UAV Chair, Vice-Chair, and members of UAV's AVHOF Selection Committee.

UAV & AVHOF HAVE STRICT NON-DISCRIMINATION POLICIES

UAV and the AVHOF subscribe to the belief that everyone is treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, pregnancy, or any other characteristic protected by law.

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C: NOMINATION PACKET PROCESS

ALL NOMINATION PACKETS ARE CONFIDENTIAL

1. SUBMISSION OF PACKETS: Nomination Packets must be **SENT VIA U.S. MAIL** to Unified Arizona Veterans, P. O. Box 34338, Phoenix, AZ 85067. **Personal deliveries will not be accepted.**

DO NOT SEND VIA UPS OR FEDEX: These services will not deliver to the UAV Post Office Box.

PACKETS MUST BE POSTMARKED **NO LATER THAN MARCH 31st** of the Nomination Year.

2. EVALUATION OF PACKETS BY UAV SCREENING PANEL: The Screening Panel is UAV's Executive Council and support staff, who will review packets for completion & compliance with UAV Form OI-1.

3. SELECTION PANEL: Nominations are evaluated by a Selection Panel comprised of UAV Member VSOs. Nominees will be rated on the scope and impact of their achievements and how their efforts and achievements have benefited their community, state, or nation, and/or veterans and their families.

4. CERTIFICATION OF PACKETS BY UAV BOARD OF DIRECTORS: UAV Board of Directors will certify the results of the Selection Panel and contract for a background check to be completed on the Selectees.

5. BACKGROUND CHECK: AVHOF Nominees will undergo a thorough background check, after which, Selectee packets meeting all AVHOF Selection Criteria will be conveyed to the ADVS Director for review.

6. SUBMISSION TO ARIZONA GOVERNOR: After ADVS Director review, packets are forwarded to the Governor of Arizona for final approval of Selectees. Approved Selectees become Prospective Inductees.

7. APPROVAL BY GOVERNOR: The UAV Chair will notify, via telephone, all Nominators of Prospective Inductees who have met all AVHOF Criteria, have a clean background check, and have been approved by the Governor of Arizona.

8. NOTIFICATION OF PROSPECTIVE INDUCTEES: The UAV Chair also sends official confirmation letters to the Prospective Inductees, with copies to their Nominator. The UAV Chair will also notify the Nominators of the Non-Selectees.

MAIL NOMINATION PACKETS to Unified Arizona Veterans, P. O. Box 34338, Phoenix, AZ 85067.

DO NOT SEND VIA UPS OR FEDEX: These services will not deliver to the UAV Post Office Box.

PACKETS MUST BE POSTMARKED NO LATER THAN MARCH 31st of the Nomination Year.

>>>> **NOMINATION FORMS ARE ONLY GOOD FOR ONE (1) YEAR.** <<<<<

>>>> **UAV DOES NOT RETAIN ANY NOMINATION FORMS.** <<<<<

RE-NOMINATIONS WILL REQUIRE ANOTHER COMPLETE SUBMISSION. NOMINATORS ARE RESPONSIBLE FOR RETAINING DOCUMENTS AND PHOTOS FOR RE-NOMINATIONS.

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D. NOMINATION PACKETS FORMAT AND SEQUENCE PAGE 1:

Nomination Packets are formatted and arranged in the following three sections to ensure consistent evaluation.

1. ADMINISTRATIVE & ELIGIBILITY SECTION
2. NARRATIVE SECTION
3. NOMINEE/SELECTEE/PROSPECTIVE INDUCTEE PHOTOGRAPHS

USE PAPER CLIPS: PLEASE DO NOT FOLD OR STAPLE ANY PAGES IN THE PACKET

1. **ADMINISTRATIVE & ELIGIBILITY SECTION:** Nomination Form and Verification of Honorable Military Service. This section will be reviewed only by the UAV Screening Panel and not the AVHOF Selection Panel. These documents are not subject to the 8-page maximum in the Narrative Section of the Nomination Packet.

NOMINATION FORM: This form must be filled out in its entirety, to **include the Nominees Social Security Number.** If any block is left blank, the Packet will be returned to the Nominator. Exceptions include the blocks for posthumous nominations, nicknames, and the residency establishment requirement, (If more than 6 months prior to Nomination)

VERIFICATION OF HONORABLE MILITARY SERVICE: Only LEGIBLE copies of official documents will be accepted. Multiple pages of Honorable Veteran Status Documents may be submitted.

- For veterans prior to 1950, acceptable documents are Retirement or Discharge Certificates.
- After 1950: DD Form 214, SF 1300 (Report of Casualty), NGB-22 or military retirement certificate.
- General Discharge under Honorable Conditions is acceptable for medically discharged/retired veterans.

2. **NARRATIVE SECTION:** To be composed by the Nominator, not the Nominee. The Nomination Form and the military separation papers are not counted in this section.

PAGE COUNT: The Narrative Section is a max of EIGHT (8) single-sided 8½” x 11” pages w/1 in. margins.
TEXT SIZE & FONT: Maximum text size of #12. Use Arial, Calibri, or Times New Roman fonts.
If any section has no applicable information, type "Omitted". (Example: SUMMARY OF CIVIC VOLUNTEER ACTIVITIES: Omitted Page)

NARRATIVE SECTION: MANDATORY FORMAT & SEQUENCE OF PAGES

Narrative Section Pages must use **BOLD-FACE** headings and be arranged in the following sequence:

PAGE 1: NOMINATOR’S COVER LETTER

PAGE 2: EDUCATION, MILITARY SERVICE & CIVILIAN EMPLOYMENT HISTORY

PAGE 3: CIVIC ADVOCACY, ACTIVITIES, and/or ACHIEVEMENTS

PAGE 4: VETERANS’ ADVOCACY, ACTIVITIES, and/or ACHIEVEMENTS

PAGES 5 & 6: NO MORE THAN TWO ADDITIONAL 1 PAGE LETTERS OF RECOMMENDATION

PAGES 7 & 8: NO MORE THAN TWO 1 PAGE COPIES OF NON-MILITARY AWARDS

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D. NOMINATION PACKETS FORMAT AND SEQUENCE PAGE 2:

THIS IS NOT A RESUME, NOR AN EXTENSIVE CURRICULUM VITAE. PLEASE SUMMARIZE.

Page 1: Nominator Cover Letter/First Letter of Recommendation: A **ONE PAGE SUMMARY** of a Nominee's significant/outstanding veteran or civic contributions and/or achievements, outlining why that person should be considered for the Arizona Veterans Hall of Fame. **MUST BE SIGNED BY NOMINATOR.**

Page 2: A **ONE PAGE SUMMARY** Nominee's Education, Military Service & Civilian Employment History.

THIS IS NOT AN EXTENSIVE CURRICULUM VITAE, NOR A RESUME. 1 LINE PER ENTRY.

Page 3: CIVIC ADVOCACY, ACHIEVEMENTS & VOLUNTEER ACTIVITIES. summarize civic affiliations such as Rotary, Kiwanis, schools, faith-based, and fraternal. List significant civic (non-veteran related) achievements, awards, and recognition.

Page 4: VETERANS' ADVOCACY, ACHIEVEMENT, and VOLUNTEER ACTIVITIES: Summarize the Nominee's contributions to veteran advocacy, advisory councils, veterans mental and physical health support programs or initiatives.

BE SPECIFIC: List estimated miles driven and/or time spent traveling while engaged in civic or veteran service volunteering. List estimated hours or days spent in civic or veteran advocacy.

Pages 5 & 6: NO MORE THAN TWO (2) ADDITIONAL LETTERS OF RECOMMENDATION: At least two letters of recommendation are required, with a maximum of three (3) allowed, and least one of the letters must be written by another veteran. If the Nominator is a veteran, the Nominator's cover letter satisfies this requirement. Letters cannot be from family members of a Nominee. ONE letter of recommendation per page.

EMAILED LETTERS OF RECOMMENDATION ARE ACCEPTABLE: Emails must be complete with header block and full name of the recommending individual. The header block will suffice as the signature.

Pages 7 & 8: OPTIONAL: No more than 2, 1-page copies of **Non-Military** Awards or Achievements.

3. NOMINEE/SELECTEE/PROSPECTIVE INDUCTEE PHOTOGRAPHS: (Page 5)

High Resolution digital images are required of all Prospective Inductees. These are used in print, broadcast & display media for the UAV and the AVHOF. These images may include high-resolution digital photographs, or high-resolution scans of photographs. More information is available on the Photo/Image Guidance Page.

This Operating Instruction was approved by the UAV Board of Directors on the 2nd day of December 2023. Questions are welcome-please email chair@azuav.org or avhof@azuav.org.

/s/ Eugene Crego
Chair, UAV

/s/ Caroleen C. Culbertson
Secretary, UAV

UAV FORM-0I-1: Arizona Veterans Hall of Fame Criteria and Nomination Form 1

AVHOF Program, Addendum 1: Photo Guidance Updated Dec 2023

A. Induction into the Arizona Veterans Hall of Fame is a unique experience, reflecting how, after their military service, veterans have continued to serve society and the veteran community. To make this experience as memorable as possible for Inductees, families and friends, UAV requires high-resolution original digital photos or high-resolution scans of physical photographs. The uses of this media include, but are not limited to, print, broadcast or social media, program booklets, and the Arizona State Capitol Museum displays.

B. PURPOSE: This Photo Guidance is to ensure that the Nominators of AVHOF Nominees submit military and civilian photographs of similar size and standard. Digital photographs are preferred. However, it can be difficult to 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. If Nominators or Nominees don't have any digital photographs, or the ability to scan the original at 600 DPI, then contact UAV at AVHOF-NOMINATIONS@AZUAV.ORG. We can help find a way to obtain high-resolution pictures.

C. REQUIREMENTS: Working with digital images is not a simple thing to explain. Think of it like this: Image resolution and image file size are both important because they affect the quality of the finished article. 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. Image file size is an indicator of how much "information" is in the file. The more, the better.

Resolution is measured by the number of pixels, or dots per inch (DPI). The most common printer/scanner 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. Physical pictures that need to be scanned should be scanned at least 600 DPI. Look in the scanner menu for the DPI setting, or look for an "advanced setting."

E. SPECIFICATIONS: 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 the only photo available is a group photo, the Nominee's head and shoulders in the photo need to be 5x7.

PLEASE DO NOT "CROP" PHOTOGRAPHS!

Cropping should only be done by the graphic designer. Cropping the image or increasing the size of a low-resolution image will affect the photo quality.

APPLE USERS: PLEASE DO NOT SEND HEIC FORMAT PHOTOS. PLEASE CHOOSE THE JPEG FORMAT OPTION.

If you have questions or are unsure if a particular photograph is suitable, please reach out to Unified Arizona Veterans at AVHOF-NOMINATIONS@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 INFORMATION

NOTE: ALL QUESTIONS ARE MANDATORY. BLANK FIELDS WILL DISQUALIFY NOMINATION

NOMINEE Full Name: _____ Nickname (IF ANY, or N/A): _____
Current Home Address (Street/Unit #): _____ City: _____
County: _____ Zip Code: _____ Month & Year of NOMINEE'S Arizona residency: _____
SSN: _____ DOB: _____ Cell Phone: _____ EMAIL: _____
City & State of Birth: _____ If NOMINEE is deceased, year passed: _____

HONORABLE DISCHARGE DOCUMENTS SELECT ONE: Most Recent DD-214 or NGB-22

(The following mandatory section is used for statistical purposes and for outreach and training programs only.)

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

Nominator's Checklist and Certification

I have used Arial, Calibri, or Times New Roman #12 font for all documents in the Narrative Section.

I used a maximum of EIGHT (8) single-sided 8½" x 11" pages with 1 in. margins in the Narrative Section.

I have used the Bold Font HEADING captions as specified on Page 3 in the Narrative Section.

I will provide the digital military and civilian photographs as specified on Photo Guidance Page 5. I have notified the Nominee (if deceased, a representative) that if selected, their biography and photographs will be used by UAV in all forms of legacy or digital media, to include print, audio, and video.

I have notified the Nominee (if deceased, a representative) that a background check will be conducted.

I have notified the Nominee (if deceased, a representative) that, if selected, the Nominee (if deceased, a representative) must attend the induction ceremony, in person, in order to be inducted.

I understand Induction Ceremonies are normally held the last 2 weeks in October, but dates may vary.

I hereby certify that the Nominee (if deceased, a representative) has agreed to all stipulations herein.

I hereby certify that the information contained in this packet is true and accurate to the best of my knowledge and verification. I also agree to provide additional information if requested by the UAV.

NOMINATOR'S SIGNATURE: _____ DATE: _____

NOMINATOR'S FULL NAME (please print): _____

NOMINATOR ADDRESS: _____ City: _____ Zip Code: _____

NOMINATOR Cell Phone: _____ NOMINATOR EMAIL: _____

SEND COMPLETED PACKET VIA U.S. MAIL TO:

Unified Arizona Veterans, P. O. Box 34338, Phoenix, AZ 85067

PACKETS MUST BE POSTMARKED NO LATER THAN MARCH 31st

CONFIDENTIAL

UAV Form 1, Updated Dec 2023

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