

**WIARNG HALL OF HONOR**

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**1. Objective:** This instruction establishes the policies and procedures for nomination, selection and award for individuals to be inducted into the Wisconsin Army National Guard Hall of Honor. This program was directed by proclamation of The Adjutant General (TAG) on 30 August 2000. This award has been authorized for two purposes. First and foremost, to ensure proper recognition by the TAG of those individuals who have made “exceptional” and/or sustained contributions to the Wisconsin Army National Guard. Secondly, this award is designed to promote esprit de corps through remembrance of Wisconsin’s elite military heritage.

**2. Definition of Award:** Selection into the Hall of Honor is the highest recognition the Adjutant General can bestow upon a former member (or with limited exception – present member) of the Wisconsin Army National Guard. Civilians who have rendered significant contributions to the Wisconsin Army National Guard may also be considered for this award.

**3. Criteria**

**3-1. Persons eligible:** Officers, warrant officers and enlisted members are eligible for nomination into the Hall of Honor as early as three years after their separation/discharge, retirement or death. Civilians with no direct membership affiliation with the Wisconsin Army National Guard who have enhanced public support of the Guard through their position are also eligible for nomination. On a very limited, case-by-case exception basis, active service members may be nominated and selected for the Hall of Honor for performing specific acts of valor, bravery, and/or conspicuous gallantry. Such an act must have been witnessed by at least one other person and the individual should not have been recognized through the federal awards process. An individual may be nominated for the Hall of Honor a maximum of three different years.

**3-2. Service Dates:** Nominations for this award will include all military and civilian service of the nominee, with the exception being civilians or those individuals nominated based on a specific act of valor or bravery (see Para. 3-1). Privacy concerns and current regulations prohibit access to the records of WIARNG retired military members by non-DoD personnel. The program administrator will include a copy of each nominee’s 2-1 with their nomination packet after it is received at Joint Force Headquarters-Wisconsin..

**3-3. Packet requirements:**

a. Signed cover letter from nominator with their address and:

- (1) Name and mailing by Joint Force Headquarters-Wisconsin. (or of closest living relative)
- (2) Any civilian awards or accolades received by the nominee.
- (3) Professional affiliations
- (4) Biographical information
- (5) Narrative describing nominee’s contributions to the Wisconsin Army National Guard in both military and civilian capacities (see Para. 3-4)

b. Chronological summary of the following items (an updated 2-1 will be added to the packet by the program administrator and will fulfill this requirement—no action is required by the nominator):

- (1) Units of assignment
- (2) Duty positions and dates held
- (3) Awards and decorations received (with dates)

- (4) Highest rank attained
- (5) Year separated/discharged/retired0

**3-4. Nomination standards:** The standard of service rendered, and the level of recognition received from among the nominees peer group in order to justify nomination for selection into the Hall of Honor, *must have been above and beyond that which is normally considered outstanding or exemplary.* The awardee must have distinguished himself or herself through exceptional achievement and devotion to duty, and have exemplified the core values of military service – duty, honor, selfless service, respect, loyalty, integrity and personal courage. Their service must have brought great credit to the State of Wisconsin and the Wisconsin Army National Guard. The following are examples of qualifying service. These examples are not intended to be inclusive or exclusive:

a. The *sustained*, exceptional performance of all duties over a prolonged duration. For example: **“COL Jones served in various successful tours among that included Deputy Director of Plans Operations and Training (awarded the MSM for developing and implementing NET training at WMA), Commander, 243rd Maintenance Battalion (which he stood up and brought to a C1 status in a short two years) and culminated with his assignment as Commander, Joint Task Force Viper in Liberia where his attention to training and safety resulted in no deaths or serious injuries to troops in his command and for which he was awarded the Bronze Star and the Legion of Merit.”**

b. The institution of innovative programs which were unique and/or enhanced combat effectiveness of the WIARNG. For example: **“CSM Smith took the lead and developed and implemented a concise “National Guard NCO Leaders Reference Guide” recognized by his active duty peers as the best they have seen and is now in use throughout the WIARNG and many other states.”**

c. The enhancement of public/community support for the Guard within the State of Wisconsin while active and after retirement. For example: **“During his career and as well as long after, LTC Johnson served as an unofficial spokesman for the WIARNG. He traveled and spoke about the Guard several times each year to civic organizations in cities where his units of assignment took him and was often invited back to participate in those organizations functions as a Guard representative. In his hometown, he organized (and still does) the yearly food drives where his efforts ensure the county food pantry has never gone wanting.”**

Whenever possible, *quantifiable* measures of achievement will be used to evaluate a nominee, as well as awards of the U.S. Armed Forces, the State of Wisconsin, and/or civic/community awards. No individual should be nominated or selected solely because that person compares favorable with one or more previous awardees. Candidates nominated who fail to be selected for the Hall of Honor award may be re-nominated the following year (up to a maximum of three nominations).

**3-5. Who may nominate:** Any present or former member of the Wisconsin National Guard may nominate individuals who meet the qualifications. For ease of administration, all nomination packets must contain the requirements listed in Para. 3-3 with appropriate enclosures and attachments or they will not be considered. Nomination packets should be submitted to the Program Administrator for the Assistant Adjutant General for Army (ATAG), at a specified date each year, in order to be considered at the annual meeting of the selection boards.

Present members will submit nominations through their respective Major Subordinate Command (MSC) to the Program Administrator. MSCs may submit an unlimited number of nominees based upon criteria of this award. If a nominee is selected by more than one MSC, the Program

Administrator will notify the MSCs of this fact, compile all information, and submit the packet as one nomination.

Former members will submit nominations through The Wisconsin National Guard Retiree Council President.

**4. Types of Selection Boards**

**4-1. Routine Selection Boards:** The principle target group of nominees under Routine Selection Board procedures are Guard members who retired or separated at least three years and a maximum of ten years prior to the meeting of the selection board, e.g., when a board meets in December 2009, the target group for consideration would have retired between January 1999 and November 2006. (See table in Para. 4-3.)

Every effort will be made by the Selection Board to give fair and equitable consideration of all nominees from the civilian, officer, warrant officer and enlisted membership categories. No bias in favor of, or against, any group of nominees will be used in determining final selectees.

Board members will be appointed on orders by and report directly to the ATAG. MSC Commanders and their CSMs are responsible for submitting their final, prioritized nomination packets to the board by the suspense date, and for persuasively arguing the merit of their nominee(s) before the board.

**4-2. Special Selection Boards:** The principle target group of nominees under Special Selection Board procedures is as listed in Para. 4-3. The ATAG reserves the right each year to call meetings of Special Selection Boards, (held simultaneously with Routine Selection Boards) in order to review nomination packets received through the Retiree Council President. The practical purposes of this provision are two-fold. First, to consider qualified nominees whose military service was performed so long ago that it could not be reasonably known or evaluated by present MSC Commanders or their CSMs. Secondly, to give fair, equitable and timely consideration for this award to deserving individuals at an advanced age.

Retiree Council Members appointed on orders to the board, will be responsible for submitting their final, prioritized nomination packets, and for persuasively arguing the merit of their nominee(s) before the board. In the event five or more nominations are received for a Special Board, the ATAG will appoint a Special Pre-Selection board comprised of 5 retirees to pre-screen the packets. This Pre-Selection board shall meet and forward the top five packets to the Special Board for consideration.

**4-3 Identification of Target Year Groups:** The principle target year groups for both boards are as follows:

<u>ROUTINE</u>		<u>SPECIAL</u>	
<u>YEAR GROUP</u>	<u>YEAR CONSIDERED</u>	<u>YEAR GROUP</u>	<u>YEAR CONSIDERED</u>
1999 - 2006	2009	1940 - 1998	2009
2000 – 2007	2010	1940 – 1999	2010
2001 – 2008	2011	1940 – 2000	2011
2002 – 2009	2012	1940 – 2001	2012
2003 – 2010	2013	1940 – 2002	2013

**4-4. Selection Boards’ Composition:** A quorum, consisting of three-quarters of each board’s membership, must be present to conduct the selection board meetings. In the absence of the President, the Chief of Staff will assume the responsibilities of the President and conduct the respective boards.

### Routine Selection Board

ATAG-Army	President/Final Recommending Authority (Non-Voting)
Chief of Staff	Voting Member
State Command Sergeant Major	Voting Member/Recorder
MSC Commanders or their CSMs	Voting Members
Retiree Council Members (2)	Voting Members

### Special Selection Board (formed in those years where there are nominations by Retirees)

ATAG-Army	President/Final Recommending Authority (Non-Voting)
Chief of Staff	Voting Member
State Command Sergeant Major	Voting Member/Recorder
Retiree Council Members (4)	Voting Members

**5. Program Administrator:** The ATAG will appoint an officer or senior non-commissioned officer to administer this program. In the absence of an appointment, the Wisconsin National Guard Public Affairs Office (WING-PAO) will initiate activity to begin that year's program.

Specific duties of the position include, but are not limited to: procurement of awards and plaques; coordination of the awards ceremony; written notification of nominees from the Special Selection Board not selected; coordination of meeting times for committees and selection boards; and coordination of publicity through all appropriate public media which support or complement the stated objectives of the program - promoting esprit de corps, and positive public relations.

### **6. Process:**

- a. For first-round selection, a nominee must receive a simple majority of the Boards' votes (routine or special). This number will be defined as greater than 50% of the voting members present.
- b. Each board member will be given one vote per round. Board members who are also nominators will abstain from voting for their nominee.
- c. Routine selection procedures allow for one award selectee to be presented to the ATAG for confirmation each year, along with the board's prioritized list of all candidates considered during review.
- d. Special selection procedures allow for an unspecified number of awardees. This number will be determined each year, based on the quality and quantity of the candidates under review.
- e. The ATAG makes final recommendations to the TAG for both Routine and Special selection awardees.
- f. The TAG is the final approval authority for the award.
- g. The TAG, at his discretion, may select one additional Routine Selection Board nominee from among the prioritized list of boarded candidates reviewed each year.
- h. Voting for both boards will be held by secret ballot.
- i. Voting will consist of two processes.
  - (1) After review of packet and oral discussion, voting members will decide to approve or reject each nominee for the award by simply voting yes or no. The Program Administrator will collect and tally the votes. Those nominees selected by a simple majority for the award, will then move on to the next process. If there is a tie, the President will vote and break the tie.
  - (2) Voting members will rank order nominees, one being best. Program Administrator will total up the numbers and the nominee with the least amount of points will be the Board's number one choice. If there is a tie for number one, the President will vote and break the tie.
- j. If a board does not feel that any nominees meet the stated criteria for the award, the board need not recommend any nominees to the TAG.
- k. All deliberations and actions of the committee are confidential and should not be disclosed to anyone except the TAG or the ATAG.

l. The Program Administrator will be responsible for notifying all nominators of the results from both boards. The TAG will notify nominees selected for this award.

m. Substantive revision of this LOI, or the processes and procedures contained in this document, will be made only with the contribution and consent of the Selection Committee Board Members at their annual After Action Review. The expressed purpose of revision will be to refine this program to better meet its stated objectives. Final approval for any changes requires ATAG approval.

**7. Presentation:** The TAG or his designated representative will conduct the formal awards presentation and Hall of Honor induction ceremony at Joint Force Headquarters-Wisconsin.

**7-1. Sample Citation:**

**Colonel Roger L. Brill**

Through a long and distinguished career, Colonel Roger L. Brill served the Engineer branch and the Wisconsin Army National Guard with pride and distinction. A Guardsman since his 1965 enlistment as a private, Col. Brill served in many leadership positions, including battalion-level command, service as operations officer of the 264th Engineer Group, and two tours as the chief of staff of the Wisconsin Army National Guard. In 1990 through 1992, he commanded Task Force Badger, a joint humanitarian effort to build roads, schools and other infrastructure in the Republic of Panama, demonstrating his in-depth knowledge of the U.S. military and his ability to develop detailed plans. For his efforts he was awarded the Legion of Merit. Among many awards during a 34-year military career, Col. Brill earned a second Legion of Merit, three Meritorious Service Medals, the Army Commendation Medal, and the Humanitarian Service Medal.

**Inducted on March 2<sup>nd</sup>, 2003**