

WIARNG 2016 HALL OF HONOR

How to Nominate

Updated 2 August 2013

1. Eligibility

Who can be nominated?

- Officers, warrant officers, and enlisted members of the Wisconsin Army National Guard (WIARNG).
- Civilians who have enhanced public support of the WIARNG through their position.

When can they be nominated?

- Minutemen are eligible as early as three years after their retirement, separation, or death.
- There are no time restrictions on when you can/cannot nominate civilians.

2. Who may nominate?

- Any present or former member of the Wisconsin National Guard.

3. Types of nominations

Nominees will be considered under one category: **Routine**

Routine nominees are WIARNG members who have been separated at *least* three years and a *maximum* of ten years prior to the meeting of the selection board. For example, when the board meets in December 2010 to select the 2011 Hall of Honor award recipient, the target group for consideration will have left service between January 2000 and November 2007. (See *Routine* table.)

<u>Routine</u>	
Time frame served	Board convenes
1940 – 2007	2010
1940 – 2008	2011
1940 – 2009	2012
1940 – 2010	2013
1940 – 2011	2014
1940 - 2012	2015
1940 - 2013	2016

4. Packet content requirements:

- a. **Nomination Form / Records Request** (example found in Appendix 1).
- b. **Signed Cover Letter** (example found in Appendix 2) from nominator with their address and:
 - (1) Name and mailing address of nominee (or of closest living relative).
 - (2) Any civilian awards or accolades.
 - (3) Professional affiliations.
 - (4) Biographical information.

c. **Nomination Narrative** (example found in Appendix 3):

Narrative describing nominee's contributions to the Wisconsin Army National Guard in both military and civilian capacities (see Para. 5).

d. Chronological summary of the following items will be added to the packet by the Program Administrator in the form of an updated 2-1 (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/retired from the WIARNG.

Exceptions:

- Civilians recognized for *enhanced* public support of the WIARNG.
- Present WIARNG members who are being nominated for performing specific acts of valor, bravery, and/or conspicuous gallantry as mentioned in Para. 1. (See Para. 5 for board criterion for evaluation).

4-1. Army form 2-1

Current regulations prohibit access to the military records of retired WIARNG members by non-DoD personnel. When a packet has been submitted to the Program Administrator, she/he will retrieve a copy of the nominee's 2-1 from the necessary agencies and add it to the packet.

4-2. Packet questions

For questions concerning the application packet for Wisconsin Army National Guard 2015 Hall of Honor contact:

SSG Dana Cowell, Admin Assistant for DAG, by email at dana.m.cowell.mil@mail.mil or phone at (608) 242-3011 or 1-800-335-5147 ext.3011

4-3. Nominations Deadline

Nominations are *due November 28th, 2015* to: SSG Cowell in either of the following ways:

E-mail: dana.m.cowell.mil@mail.mil **Fax:** (608) 242-3111 **Mail:** Dept. of Military Affairs
WIAR-ZA
Attn: SSG Dana Cowell
P.O. Box 8111
Madison, WI 53708-8111

5. Nomination criterion

Nomination packets will be evaluated on the following criterion:

a. The service and level of recognition of the nominee must have been above and beyond that which is normally considered outstanding or exemplary.

b. The nominee must have distinguished him/herself through exceptional achievement and devotion to duty, and have exemplified the core values of military service – loyalty, duty, respect, selfless service honor, integrity and personal courage.

c. Their service military and civilian 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:

(1) 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.”**

(2) 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.”**

(3) 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.”**

d. *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.

e. No individual should be nominated solely because they compare favorably with previous awardees.

f. Packets must be submitted using the format of templates shown in Appendix 1 - 3.

6. Packet acceptance

Every packet will be reviewed by the Program Administrator. Each packet will be reviewed for the following above mentioned criteria.

a. Packet nomination falls within the dates of the board being requested (Routine or Special).

b. Nomination packets include all the information addressed in paragraph 4.

c. Packets not meeting the criteria will not be accepted and returned to the nominator with a letter of explanation as to why it is being returned.

Appendix 1

Wisconsin Army National Guard – Hall of Honor
Nomination Form / Records Request

Nominee's Name: _____

If deceased, name of closest living relative: _____

Address (nominee or closest living relative):

Street: _____

City: _____ St: _____ Zip: _____

Considered as: (Circle one) Officer / Enlisted / Served as Both or Civilian

Highest Rank Attained: _____ Year separated/discharged/retired: _____

Packet content requirements:

Signed Cover Letter (Appendix 2)

- Name and mailing address of nominee
- Any civilian awards and accolades
- Professional affiliations
- Biographical information

Nomination Narrative (Appendix 3)

- Narrative describing contributions to the WIARNG both military and civilian capacities

Nominator's Name: _____ Phone #: _____

Street: _____ City: _____ St: _____ Zip: _____

*****At this time the Nominator forwards this form along with the Cover Letter (Appendix 2) and Nomination Narrative (Appendix 3) to the Program Administrator (mailing address is below).*****

Return completed nominations to the Program Administrator: DMA, ATTN: WIAR-ZA P.O. Box 8111, Madison, WI 53708-8111 or fax to 608-242-3011, Attn: SSG Dana Cowell. If you have questions regarding the nomination process, call 608.242.3011 or 1.800.335.5147, ext 3011.

Chronological summary (To be completed by the Program Administrator)

- Units of assignment
- Duty positions and dates held
- Awards and decorations received
- Highest rank attained
- Year separated/discharged/retired from the WIARNG

Nominating MSC: (Circle one)

32d IBCT / 64th TC / 157th MEB / 426th REG / JFHQ-WI

Endorsement: As (MSC Commander / Retiree Council President) I concur with this nomination.

Signed: _____

Name: _____

Rank/Branch: _____

Title: _____

**Appendix 1. EXAMPLE Nomination Form / Records Request
Appendix 2**

15 October 20XX

Chief Warrant Officer Three (Retired) John A. Snuffy

Hall of Honor Cover Letter

MEMORANDUM FOR WIARNG Hall of Honor Program Administrator

SUBJECT: Nomination for Induction into the WIARNG Hall of Honor

1. Nomination of the following retired WIARNG Soldier for induction into the Wisconsin Army National Guard Hall of Honor is respectfully submitted:

CW3 Joseph A. Snuffy (Retired)
123 Fake Street
Madison, WI 53708

2. Chief Warrant Officer Three (CW3) Joseph A. Snuffy faithfully and honorably served his country as both an enlisted Soldier and Army Warrant Officer.

a. As an enlisted Soldier, he served in positions of increased responsibility, culminating with his assignment as Battalion Operations Sergeant (MSG) of 64th Troop Command. Upon appointment to CW2, Mr. Snuffy distinguished himself by providing leadership and mentorship to commanders, staff and soldiers of 64th Troop Command. In addition, he assumed the challenging assignment as primary OIC for personnel readiness throughout Troop Command.

b. His contributions to the 64th and Joint Force HQ as a Chief Warrant Officer were noteworthy for their consistency in improving soldier readiness by providing timely, relevant and accurate guidance to commanders and other leadership officials. During his entire WIARNG service, as both an enlisted soldier and Warrant Officer, CW3 Snuffy maintained his reputation of, and commitment to, serving soldiers first.

3. Biographical Information:

a. CW3 Snuffy joined the US Army directly after HS graduation in 1970 and was assigned to 732D Maintenance Battalion as a mechanic. In 1974 he was assigned to the HHC Supply Sergeant and continued to work for the battalion until 1984. Mr. Snuffy was then transferred to 64th Troop Command where he was assigned to battalion training NCO. He was promoted to Master Sergeant in 1988 when he took over a Troop Command operation sergeant. In 1990 he applied for WO and was appointed as Troop Commands Legal Technician (CW2) from 1991 – 1996. Upon transfer to JFHQ in 1996, Mr. Snuffy served as Military Personnel Technician in the Human Resources Office (now the J1). He served in that position until his retirement in 2000.

4. Civilian service awards: CW3 Snuffy has been active in his community, country, and church for many years. He has been recognized several times for his involvement on his church council and various Village of Fake and Town of Fake committees.

5. Professional affiliations: Mr. Snuffy is a member of the Wisconsin National Guard Association, the National Guard Association of the United States, American Legion Post 123, VFW Post 1234, ESGR
15 October 2010
SUBJECT: Nomination for Induction into the WIARNG Hall of Honor

Area 1, and MOAA National and local chapters. Mr. Snuffy is also a member of the Wisconsin Association of Mediators (WAM).

6. The point of contact for this nomination is the undersigned at 608-242-1234, iam.soldier@us.army.mil, 432 Stone Street, Madison, WI 53704.

Happy T. Submit
CW5, WIARNG
Number One Warrant Officer

Appendix 2. EXAMPLE Cover Letter
Appendix 3

15 October 20XX

Chief Warrant Officer Three (Retired) John A. Snuffy

Hall of Honor Nomination Narrative

Sustained, exceptional performance of all duties over a prolonged duration

CW3 John A. Snuffy demonstrated exceptional performance and dedication to duty while assigned to numerous challenging and difficult positions with 64th TRP CMD and JFHQ. His twenty-four years as a member of 64th Troop Command included assignments as Supply Sergeant, Training NCO, Battalion Training NCO, and Operations Sergeant. CW3 Snuffy earned the respect and admiration of TRP CMD Soldiers through his leadership style and never wavering care and consideration as Operations Sergeant for the 64th Troop Command, subordinate units, and JFHQ. CW3 Snuffy's outstanding performance was noteworthy for its significant impact toward shaping personnel policies and procedures that continue today.

In 1999, while assigned to JFHQ, CW3 Snuffy was again recognized for his exceptional service when he received the Department of Military Affairs Meritorious Service Medal for his Joint Forces work with the Army and Air National Guard in the areas of dispute resolution, interest based bargaining, and partnership. This innovative joint forces duty during this period preceded what is organized today as the Joint Forces Headquarters, J-1/Manpower Section.

Institution of innovative programs

During his service with 64th Troop Command, CW3 Snuffy was recognized with a Meritorious Service Medal for developing Troop Commands innovative public affairs program. Prior to this, Troop Command did not have a public affairs program. CW3 Snuffy's attention to detail in organizing many years' worth of historical data and photographs ensured that Troop Commands history from the 1980s and 1990s would be preserved and available for review and research.

Mr. Snuffy was a primary driving force for the development and implementation of what was, at the time, an innovative and modernization of the processes for maintaining Soldier records. This development and activation of a centralized state-wide military personnel records center had significant impact on WIANRG Personnel Readiness.

Enhancement of public/community support for the Guard within the State of Wisconsin

CW3 Snuffy's civic and community involvement has been continuous throughout his military career and into retirement. He is very active in local community government and assumes a leadership role to increase community awareness of military issues. His planning and development in starting and sustaining the establishment of local youth soccer program were critical to the formation of the program as it exists today. He has considerable Soldier-caring, mediation, and consulting experience to the Wisconsin Employer Support of the Guard and Reserve (ESGR). He is the area chairman of the ESGR Outreach Committee which works with employers to improve Soldier support and recognition.

Appendix 3. EXAMPLE Nomination Narrative