

**ADJUTANT GENERAL'S CORPS (AGC) HALL OF FAME (HOF)  
& DISTINGUISHED MEMBER OF THE CORPS (DMOC)  
MEMORANDUM OF INSTRUCTION (MOI) FOR 2020  
Change 1 – 4 October 2019 (changes in red)**

1. **PURPOSE.** This MOI assigns responsibilities and procedures for selecting the annual class of the Adjutant General's Corps (AGC) Hall of Fame (HOF) and Distinguished Member of the Corps (DMOC).

2. **BACKGROUND.** The AGC HOF and DMOC were established in June 2010 to recognize and honor persons who made positive, lasting and significant contributions to the AGC. Inductees are honored with a permanent display in the AGC Hall of Honor at the Adjutant General School, Fort Jackson, SC.

a. In addition to giving permanent recognition to those personnel who made significant contributions to the AGC mission of the U.S. Army, the AGC Hall of Honor preserves a substantial amount of historical information about the Corps and its distinguished contributors.

b. Individuals are selected for induction solely on their significant contributions to the U.S. Army Adjutant General's Corps and each selectee is able to stand up to close scrutiny. Attainment of high rank or position is not indicative, nor a discriminator, when determining the significance of the contributions to the Corps and/or Army.

3. **APPLICABILITY.**

a. The following Adjutant General's Corps personnel are eligible for consideration into the AGC HOF, or as a DMOC, and must meet the additional criteria provided in paragraphs 3a, 3b and 3c, respectively.

(1) Officers with a basic branch of Adjutant General (42B, 42C, 42H).

(2) Warrant Officers (420A, 420C).

(3) Noncommissioned Officers in Career Management Field (CMF) 42 (previously CMF 71 and 97, Bandsmen included) and MOSs 79R, 79S, 79T & 79V NCOs.

(4) Soldiers in CMF 42 (previously CMF 71/97, Bandsmen included).

(5) Civilian employees (GS, NSPS or NF) primarily in career field CP50, and those in CP32 who directly work developing or delivering HR institutional training, working for the Department of Defense (e.g., MEPCOM), or the Department of the Army, in, or in support of, the field of Army Human Resources Management.

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b. AGC HOF Nominees.

(1) All HOF nominees must have served in the AG Corps, and be retired from the Army or DOD as a Soldier or Civilian employee (using the nominee's official retirement date) for at least two years after 20 or more years of honorable service, or as an approved Army medical retiree. Cutoff date to calculate two years being retired is **30 June**.

*Example #1 - If the nominee's official retirement date is 1 May 2018, then the nominee is eligible for AGC HOF consideration on 1 May 2020 and eligible for induction into the **AGC HOF Class of 2020**.*

*Example #2 - If the nominee's official retirement date is 1 September 2018, then the nominee is eligible for AGC HOF consideration on 1 September 2020 and eligible for induction into the **AGC HOF Class of 2021***

(2) If Killed in Action or Deceased, the nominee is immediately eligible for AGC HOF consideration without regard to years of service or retirement status.

(3) All AGC HOF nominees must retain honorable service, even during retirement.

(4) AGC HOF nominees selected for induction will be inducted for the last rank / grade honorably held during active service.

(5) AGC HOF Inductee Standards

(a) The AGC HOF standard for induction follows: Individuals eligible for HOF induction must have made **positive, lasting and significant contributions** to the AGC which **truly perpetuate the history and traditions of the Corps**. Please note, within the AGC HOF narrative, **contributions should include quantifiable / historically significant data, vice solely stating that the nominee performed in an outstanding manner**.

(b) Successful military or government civilian careers, or attainment of a senior position alone does not guarantee induction into the AGC HOF. Induction into the AGC HOF will be determined based on the high standards as described above.

(c) AGC HOF nomination packets may also include second career DOD / DA Civilian or Contractor contributions for AGC Soldier HOF nominees who qualify as having attained 20 or more years of honorable service, or are approved as an Army medical retiree.

(d) Individuals may not submit their own nomination packet for AGC HOF consideration.

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c. AGC DMOC Nominees.

(1) AGC DMOC nominees must be active, retired, or separated AGC Soldiers or Civilian employees who fall under the following categories listed below.

(a) AGC Officers who attain the rank of Brigadier General or higher, upon promotion or frocking.

(b) AGC Warrant Officers who attain the rank of Chief Warrant Officer Five.

(c) AGC enlisted members who attain the rank of Command Sergeants Major or Sergeants Major.

(d) AGC senior leaders who have served as the Chief of the Corps, the Chief Warrant Officer of the Corps, the AGC Command Sergeant Major, or in an AGC Honorary billet.

(e) AGC Civilian employees who are appointed as Senior Executive Service Civilians.

(f) Any AGC Soldier or Civilian employee who has provided a singularly stellar contribution that has had, or will have, a long lasting positive impact on the AGC and/or the Army.

(2) DMOC Selection Standard. Must have distinguished themselves by outstanding and dedicated service or significant contribution(s) that has had, or will have, a long lasting positive impact on the AGC and / or the Army. This selection standard applies to all DMOC nominee categories listed above.

(3) AGC Soldiers or Civilians who fall into the DMOC categories listed in paragraph 3.c.(1) above may have a DMOC nomination packet submitted on their behalf. Individuals may not submit their own DMOC nomination packet.

(4) Individuals submitting DMOC nomination packets may not nominate more than two individuals during a given year.

#### 4. RESPONSIBILITIES.

a. The Chief of the Adjutant General's Corps, Fort Jackson, SC, administers the AGC HOF and DMOC Programs.

b. G1s or senior HR leaders for Army Commands, Army Service Component Commands, Direct Reporting Units, U.S. Army Corps, U.S. Army Divisions, and other General Officer commands are encouraged to consider and submit eligible AGC personnel for HOF or DMOC consideration.

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c. Current members of the Hall of Fame or Family members of a deceased Hall of Fame inductee may submit a nomination.

d. Anyone with personal knowledge of a potential AGC HOF or DMOC inductee may submit a nomination.

**5. AGC HOF & DMOC SELECTION PROCESS**

a. AGC HOF Selection. The selection board for the AGC HOF will consist of a minimum of eight voting members and a maximum of twelve voting members. Each board will have the following membership.

(1) The Chief of the Corps (Board President)

(2) The AGC Command Sergeant Major

(3) The Chief Warrant Officer of the Corps

(4) Other Active Duty or retired Adjutant General's Corps senior leaders or Civilians as designated by the Board President.

(5) Board secretary appointed by the President of the Board. The board secretary will be responsible for verifying eligibility, organizing board packets, and collecting and tallying votes from board members. The board secretary is a non-voting member of the board.

b. Nominees must receive a minimum of 75% yes votes from the selection board for approval and induction into the AGC HOF.

c. AGC DMOC Selection. The Chief of the Corps is the approval for all AGC DMOC selections. At the discretion of the Chief of the Corps, an AGC DMOC Advisory Board may be convened to review AGC DMOC nomination packets, determine AGC DMOC nominee qualifications, and make recommendations regarding AGC DMOC selections. The AGC DMOC Advisory Board will normally consist of the following members: Chief of the Corps (President); Chief Warrant Officer of the Corps; AGC Command Sergeant Major; and/or other active duty or retired Adjutant General's Corps Soldiers or Civilians as designated by the Chief of the Corps.

d. Procedures.

(1) AGC HOF and DMOC nomination packets are due NLT 10 January of each calendar year.

(2) HOF Nomination packets must include the following:

(a) Completed AGC HOF Nomination form (Enclosure 2) with all

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mandatory items completed. The secretary will return, without action, all packets without a completed HOF nomination form.

(b) An 8"x10" head and shoulder photo in color. Photos in military uniform will have the same rank for which the nominee is being recommended (enclosure 2). Digital submissions will include a high resolution photo in a graphic format (i.e. .jpg, .pdf, or .gif).

(c) A cover letter from the recommender that attests to the nominees qualifications in meeting the standards of a HOF inductee and to accuracy of the information presented in the nomination packet.

(d) **A minimum of two letters of endorsement**, separate from the cover letter submitted by the recommender.

(e) A narrative describing the significant and lasting contributions of the nominee to the AGC and / or the Army. Recommenders will limit their narrative to 2 single spaced, type written pages, **Arial font. 10 pt. minimum**. All narratives and endorsements will have an original or digital signature.

(3) Hard Copy AGC HOF and DMOC nomination packets will be submitted to.

Commandant, Adjutant General School  
ATTN: HOF & DMOC Board Secretary  
10000 Hampton Parkway  
Fort Jackson, SC 29207

(4) Digital Copy HOF and DMOC nomination packets will be emailed to:

Primary: Mr. David Smoot, AGC HOF & DMOC Board Secretary,  
[david.a.smoot4.ctr@mail.mil](mailto:david.a.smoot4.ctr@mail.mil), 803-751-5854.

Secondary: Mr. Jeffrey Miller, XO, Adjutant General School,  
[jeffrey.l.miller52.civ@mail.mil](mailto:jeffrey.l.miller52.civ@mail.mil), 803-751-8413.

(5) AGC HOF nomination packet will remain active for three consecutive years. Nominees not selected after three consecutive reviews by the annual AGC HOF selection board will be placed in an inactive status. After a one year waiting period, the nominee may be considered again if re-nominated. If an individual is re-nominated during the waiting period, the nomination will be effective when the one year waiting period is over. In no event shall an individual remain under consideration for more than three consecutive years. Reminder, individuals may not submit their own HOF nomination packet.

(6) AGC DMOC Nomination Packets will include the following items:

(a) Completed AGC DMOC nomination form (Enclosure 4).

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(b) 8"x10" Head and shoulder photo in color. Photos in military uniform will have the same rank for which the nominee is being recommended (enclosure 2). Digital submissions will include a high resolution photo in a graphic format (i.e. .jpg, .pdf, or .gif)

(7) AGC DMOC nomination packets are only active for the year they are submitted. If not selected, DMOC nomination packets may be submitted annually.

6. Questions concerning the Adjutant General's Corps HOF and DMOC Program should be directed to Mr. David Smoot, AG Corps Hall of Fame (HOF) and Distinguished Member of the Corps (DMOC) Board Secretary, (803) 751-5854 (DSN 734), [david.a.smoot4.ctr@mail.mil](mailto:david.a.smoot4.ctr@mail.mil).

4 Encls

1. AGC HOF Packet Info
2. AGC HOF Nomination Form
3. AGC DMOC Packet Info
4. AGC DCOM Nomination Form

  
MICHAEL T. McTIGUE  
Colonel, AG  
Chief, Adjutant General's Corps

**DISTRIBUTION:**

Deputy Chief of Staff, G-1, HQDA  
G1, US Army Forces Command (FORSCOM)  
G1, US Army Training and Doctrine Command (TRADOC)  
G1, Army Materiel Command (AMC)  
G1, US Army Futures Command (AFC)  
G1, US Army Africa (USARAF)  
G1, US Army Central (USARCENT)  
G1, US Army North (USARNORTH)  
G1, US Army South (USARSO)  
G1, US Army Europe (USAREUR)  
G1, US Army Pacific (USARPAC)  
G1, US Army Special Operations Command (USASOC)  
G1, Military Surface Deployment and Distribution Command (SDDC)  
G1, US Army Space and Missile Defense Command/ Army Forces Strategic Command (USASMDC/ARSTRAT)  
G1, US Army Cyber Command  
G1, US Army Medical Command (MEDCOM)  
G1, US Army Intelligence and Security Command (INSCOM)  
G1, US Army Criminal Investigation Command (USACIDC)  
G1, US Army Human Resources Command (HRC)  
G1, US Army Corps of Engineers (USACE)

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G1, US Army Military District of Washington (MDW)  
DISTRIBUTION (Continued)  
G1, US Army Test and Evaluation Command (ATEC)  
G1, US Military Academy (USMA)  
G1, US Army Acquisition Support Center (USAASC)  
G1, US Army War College  
G1, Installation Management Command (IMCOM)  
G1, First US Army  
G1, Third US Army I US Army Central  
G1, Eighth US Army (EUSA)  
G1, I Corps  
G1, III Corps  
G1, XVIII Airborne Corps  
G1, 1st Armor Division  
G1, 1st Cavalry Division  
G1, 1st Infantry Division  
G1, 2nd Infantry Division  
G1, 3rd Infantry Division  
G1, 4th Infantry Division  
G1, 7th Infantry Division  
G1, 10th Mountain Division  
G1, 25th Infantry Division  
G1, 82nd Airborne Division  
G1, 101st Airborne Division (Air Assault)  
G1, US Army NATO Brigade  
Commander, The United States Army Band (TUSAB)  
Commander, The United States Army Field Band (TUSAFB)  
Commander, The United States Military Academy Band  
Commandant, US Army School of Music  
Director, 1st Human Resources Sustainment Center  
Director, 3rd Human Resources Sustainment Center  
Director, 8th Human Resources Sustainment Center  
Director, 14th Human Resources Sustainment Center  
Director, 310th Human Resources Sustainment Center  
Director, Army National Guard  
Chief, U.S. Army Reserve  
G1, US Army Reserve Command (USARC)  
Current AGC HOF Members, or Family Members of a deceased AGC HOF inductee

CF:

Director, Military Personnel Management Directorate, Army G1  
The Adjutant General, U.S. Army Human Resources Command