

**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)**

**Enclosure 1 – ADJUTANT GENERAL'S CORPS HALL OF FAME NOMINATION PACKET
INFORMATION**

HOF CRITERIA:

Minimum Requirements:

Officers (42A, 428, 42C, 42H)

Warrant Officers (420A, 420C)

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

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

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, or the Department of the Army, in, or in support of, the field of Human Resources Management.

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**.*

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

All HOF nominees must retain honorable service, even during retirement.

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

AGC HOF Inductee Standards:

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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.

Successful military or government civilian careers, or attainment of a senior position alone does not guarantee induction into the AGC HOF.

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.

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

Note - AGC HOF inductees are automatically selected and recognized as an AG Corps DMOC, if not previously selected as a DMOC.

AGC HOF Nomination Packet will include:

- Completed AGC HOF Nomination Form (see Enclosure 2)
- Color 8"x10" head and shoulder photo
 - Preferably Class A's or Army Service Uniform for Soldiers – wearing their current rank or rank at retirement; otherwise, best photo available)
 - Preferably Business Suit for DoD / DA Civilians; otherwise, best photo available
 - Digital formats must be in one of the following file formats; .pdf, .jpg. or .gif
- Narrative by the recommender highlighting the positive, lasting, and significant contributions made to the AG Corps.
 - **2 single spaced, type written pages, Arial font. 10 pt. minimum.**
- **A minimum of two letters of endorsement,** separate from the cover letter submitted by the recommender.

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Digital submissions in .pdf format are preferred.