



REPLY TO  
ATTENTION OF

ATSS-CD

**DEPARTMENT OF THE ARMY**  
**THE NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE**  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918-8002

13 February 2020

## MEMORANDUM FOR RECORD

**SUBJECT:** Standard Operating Procedures for the Noncommissioned Officer Leadership Center of Excellence (NCOLCoE) and United States Army Sergeants Major Academy (USASMA) International Student Hall of Fame Policy & Call for Nominations

1. Purpose. Prescribe policies and procedures for the nomination, selection, and induction of new members into the NCOLCoE International Student Hall of Fame.
2. Applicability. Applies to international students Sergeants Major Course (SMC) graduates who have attained, through military merit, the highest positions in their respective nation's armed forces, or who have held an equivalent position by rank or responsibility in a multi-national military organization.
3. Reference. Army Regulation 870-5, Military History: Responsibilities, Policies and Procedures, 21 September 2007.
4. Background. The NCOLCoE International Student Hall of Fame is dedicated to provide a prestigious and visible means of recognition to international students who have attained the highest positions in their respective nation's armed forces, or who have held an equivalent position by rank or responsibility in a multi-national military organization.
5. Nomination Criteria.
  - a. The nominee must be a resident graduate of the Sergeants Major Course.
  - b. The nominee must accomplish, through merit, one of the following:
    - (1) Serve as the Senior Military Enlisted Noncommissioned officer (Warrant Officer), by rank seniority, in one of his/her nation's service components.
    - (2) Be appointed to the highest enlisted position in a national service component or the nation's armed forces (i.e., Sergeant Major of the Army or when such position entails the service components most senior enlisted position).
    - (3) Be appointed senior enlisted member of an operational combined command while holding a rank equal or senior to the highest rank held in his/her nation's service component.

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## 6. Nomination Information.

a. The senior United States (U.S.) in-country representative is responsible for all nominations under the U.S. Security Assistance Program or, when more appropriate, by the Commanding General of a U.S. unified or specified command or the senior enlisted member.

b. Submit all nominations at the time the nominee assumes a position which qualified him/her for nomination, or at any time afterward.

c. Individuals may be nominated posthumously.

d. The NCOLCoE will not inform any nominees or their host country government until appropriate U.S. government approval is obtained.

## 7. Nomination Procedures.

a. Host governments will forward the following documentation addressed to the Commandant, The Noncommissioned Officer Leadership Center of Excellence, 11291 SGT E. Churchill Street, Fort Bliss, Texas 79918-8002, with information copied to the appropriate U.S. unified commander.

(1) Letter of Nomination. The original letter will explain in detail how the nominee qualifies for the nomination with inclusive dates of appointment, if current (Annex A: Part 1).

(2) The nomination packet will include a letter from the U.S. Ambassador stating that he/she concurs with the nomination (Annex A: Part 2).

(3) Career Biography. Include a biography of the nominee's military service (Annex A: Part 3).

(4) Photographs. Include two 8" x 10" color photos (head and shoulders official portrait) suitable for permanent display (Annex A: Part 4).

### b. Clearance Process.

(1) Upon receipt of a nomination packet, the NCOLCoE will review it for completeness, accuracy, and suitability.

(2) After the reviewing process is complete, the NCOLCoE will request the nominating agency obtain approval from both the host government and the nominee to accept induction. The nominating agency will advise the NCOLCoE of acceptance, and whether the nominee desires to attend an induction ceremony.

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(3) No further action is required for nominees disapproved by the NCOLCoE or who decline induction.

8. Induction.

a. The NCOLCoE will conduct an annual induction ceremony during graduation week of the current SMC resident class in session, which normally occurs in June of each year. The NCOLCoE must receive all nominations by 15 April 2020 to facilitate adequate processing time.

b. All International Student Hall of Fame induction ceremonies are held at the NCOLCoE. Inductees are cordially invited to travel to Fort Bliss, Texas to be inducted, in person, at their own expense. The NCOLCoE will not fund travel expenses. If available, the senior international student from the country or region concerned may represent the Sergeant Major to be inducted. The NCOLCoE will forward to the nominating agency a Certificate of Honor, with photo, for an in-country presentation to the inductee. Copies of photographs and any newspaper publicity from the Fort Bliss ceremony will be forwarded as well.

9. Point of contact for this action is the Director, IMSO SGM Wallace Doss at (915) 744-9055 or IMSO Deputy Director at (915) 744-9659.

4 Encls

1. Annex A, Part 1: Nomination Letter
2. Annex A, Part 2: Embassy Letter
3. Annex A, Part 3: Biography
4. Annex A, Part 4: Photograph

JIMMY J. SELLERS  
CSM, USA  
Commandant

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ANNEX A – Nomination Data  
Part 1 – Letter of Nomination

The original letter will explain in detail how the nominee qualifies for the nomination with inclusive dates of appointment, if current.

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ANNEX A – Nomination Data  
Part 2 – U.S. Embassy Letter of Concurrence

The nomination packet will include a letter from the U.S. Ambassador stating that he/she concurs with the nomination

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ANNEX A – Nomination Data  
Part 3 – Career Biography

NAME

Command Sergeant Major, U.S. Army (Retired)  
Service Career: 1975-2005

**OVERVIEW** *(required for each nomination to summarize the career of the nominee)*

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ANNEX A – Nomination Data  
Part 4 – Official Photograph

Include two 8" x 10" color photos (head and shoulders official portrait) suitable for permanent display