

**ADJUTANT GENERAL'S CORPS (AGC)
REGIMENTAL HALL OF FAME (HOF)
& DISTINGUISHED MEMBERS OF THE REGIMENT (DMORs)
MEMORANDUM OF INSTRUCTION (MOI)**

1. REFERENCE. AR 600-82, The U.S. Army Regimental System.

2. PURPOSE. This MOI assigns responsibilities and procedures for selecting the annual class of the Adjutant General's Corps (AGC) Regimental Hall of Fame (HOF) and Distinguished Members of the Regiment (DMORs).

3. BACKGROUND.

a. The AGC Regimental HOF and DMORs were established in June 2010 to recognize and honor persons who made positive, lasting and significant contributions to the AG Corps. Its members are honored with a permanent display in the AGC Hall of Honor at the Adjutant General School, Fort Jackson, SC.

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

c. Individuals are chosen 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 necessarily indicative of a significant contribution to the Corps. Likewise, rank, sex, ethnicity and/or religion are not discriminators.

4. APPLICABILITY.

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

- ✓ Officers (42A, 42B, 42C, 42H)
- ✓ Warrant Officers (420A, 420C)
- ✓ Noncommissioned Officers (Career Management Field (CMF) 42 (previously CMF 71 and 97) (Bandsmen included) and MOSs 79R, 79S 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 (e.g., MEPCOM), or the Department of the Army, in, or in support of, the field of Human Resources Management

b. HOF Nominees.

(1) All HOF nominees must have served in the AG Corps, and be retired from the Army or DOD (e.g., MEPCOM) as a Soldier or Civilian employee (using the nominee's official

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retirement date) for at least three years from 20 or more years of honorable service, or as an approved Army medical retiree.

Example – If the nominee's official retirement date is 1 June 2007, then the nominee is eligible for AGC HOF consideration on 1 June 2010.

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

(4) HOF Inductee Standards:

(a) Individuals eligible for HOF induction must have made positive, lasting and significant contributions to the AG Corps which truly perpetuate the history and traditions of the Corps.

(b) Successful military or government civilian careers, or attainment of a senior position alone will not guarantee induction into the AG Corps HOF. Selection as an AG Corps Hall of Famer will be determined based on the highest standards of paragraph 4b(4)(a) above.

(c) Individuals may not submit their own nomination packet for HOF consideration and selection.

c. DMOR Nominees.

(1) DMOR nominees can be active, retired, or separated AGC Soldiers or Civilian employees who fall under the following categories:

(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 Command Sergeants Major or Sergeants Major serving at the general officer nominative level.

(d) AGC Soldiers who have served as Chief of the Corps, Regimental Warrant Officer, Regimental Command Sergeant Major, or in a Regimental 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(s) that has had, or will have, a long lasting positive impact on the Corps or the Army.

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(2) DMOR Selection Standard. Must have distinguished themselves by outstanding dedicated service or significant contribution(s) that has had, or will have, a long lasting positive impact on the Corps or the Army applies to all DMOR categories listed above.

(3) AGC Soldiers or Civilians who fall into the DMOR categories listed in paragraph 4c(1) may have a DMOR nomination packet submitted on their behalf. Individuals may not submit their own nomination packet.

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

5. RESPONSIBILITIES.

a. The Chief of the Adjutant General's Corps (AGC), Fort Jackson, SC, administers the AGC Hall of Fame and DMOR Program.

b. Although anyone with knowledge of a potential AGC HOF or DMOR inductee can submit a nomination, current members of the Hall of Fame or family member of a Hall of Fame inductee, the G1s or senior HR leaders for the major Army organizations listed below are solicited to consider and submit eligible AGC personnel for Hall of Fame or DMOR consideration:

- (1) Current members of the Hall of Fame or surviving family members
- (2) HQs, US Army Europe (USAREUR) and Seventh Army
- (3) HQs, US Army Forces Command (FORSCOM)
- (4) HQs, US Army Training and Doctrine Command (TRADOC)
- (5) HQs, US Forces Korea (USFK)
- (6) HQs, US Army Special Operations Command (USASOC)
- (7) HQs, US Army Pacific (USARPAC)
- (8) Army Deputy Chief of Staff, G-1 (DCS, G-1)
- (9) HQs, Installation Management Command (IMCOM)
- (10) HQs, Third US Army
- (11) HQs, Fifth US Army

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- (12) HQs, Eighth US Army (EUSA)
- (13) HQs, I Corps
- (14) HQs, III Corps
- (15) HQs, XVIII Airborne Corps HQs
- (16) Each Active Component (AC) Division
- (17) HQs, US Army Human Resources Command (HRC)
- (18) HQs, US Army Military District of Washington (MDW)
- (19) HQs, US MEPCOM
- (20) HQs, US Army Reserve Command (USARC)
- (21) Army National Guard Bureau
- (22) The United States Army Band (TUSAB)
- (23) The United States Army Field Band (TUSAFB)
- (24) The United States Military Academy Band
- (25) US Army School of Music

6. HOF & DMOR SELECTION PROCESS.

a. HOF Selection.

(1) The selection board for the Adjutant General's Corps Hall of Fame will consist of the following members:

- (a) Chief of the Corps (President).
- (b) Regimental Chief Warrant Officer.
- (c) Regimental Command Sergeant Major.
- (d) Other active duty or retired Adjutant General's Corps Soldiers or Civilians as designated by the Board President (minimum of five).

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(2) A HOF nomination packet must receive a 75% Yes vote for approval and induction as an AGC Hall of Famer.

b. DMOR Selection.

(1) The selection board for the Adjutant General's Corps Distinguished Member of the Regiment will consist of the following members:

- (a) Chief of the Corps (President).
- (b) Regimental Chief Warrant Officer.
- (c) Regimental Command Sergeant Major.
- (d) Honorary Colonel of the Regiment.
- (e) Honorary Warrant Officer of the Regiment.
- (f) Honorary Sergeant Major of the Regiment.

(g) Other active duty or retired Adjutant General's Corps Soldiers or Civilians as designated by the Board President (minimum of two).

(2) A DMOR nomination packet must receive a 75% Yes vote for approval and induction.

c. Procedures.

(1) AGC HOF and DMOR nomination packets are due NLT 1 March of each calendar year.

(2) All AGC HOF and DMOR nomination packets will be submitted to:

Chief of Staff
US Army Adjutant General School
ATTN: ATSG-AG
US Army Soldier Support Institute
10000 Hampton Parkway
Fort Jackson, SC 29207

(3) AGC HOF and DMOR nomination packets can be scanned and e-mailed to:

- (a) Primary – Mr. Dave Ratliff, David.Ratliff1@us.army.mil, (803) 751-8300 (DSN 734).
- (b) Secondary – Mr. Bill Villnow, William.Villnow@us.army.mil, (803) 751-8368 (DSN 734).

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(4) HOF Nomination Packets. Must include the following:

- (a) 8x10 Head/Shoulder Photo, preferably color (see Enclosure 1).
- (b) Completed AGC HOF nomination form (see Enclosure 2).

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

(5) DMOR Nomination Packets. Must include the following:

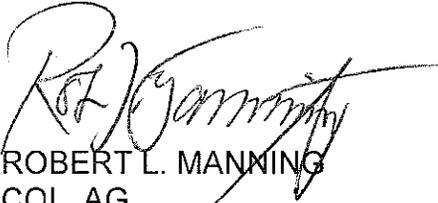
- (a) 8x10 Head/Shoulder Photo, preferably color (see Enclosure 3).
- (b) Completed AGC DMOR nomination form (see Enclosure 4).

(c) DMOR nomination packets are only active for the year they are submitted. If not selected, DMOR nomination packets may be submitted annually. Reminder, DMOR nominees may not submit their own nomination packet; and, individuals submitting a DMOR nomination packet may not nominate more than two individuals during a given year as a DMOR.

8. Questions concerning the Adjutant General's Corps Hall of Fame Program should be directed to Mr. Dave Ratliff, (803) 751-8300 (DSN 734), David.Ratliff1@us.army.mil.

4 Encls

- 1. AGC HOF Packet Info
- 2. AGC HOF Nomination Form
- 3. AGC DMOR Packet Info
- 4. AGC DMOR Nomination Form


ROBERT L. MANNING
COL, AG
Chief, Adjutant General's Corps

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DISTRIBUTION:

Current Hall of Fame Members or Surviving Family Member
G1, US Army Europe (USAREUR) and Seventh Army
G1, US Army Forces Command (FORSCOM)
G1, US Army Training and Doctrine Command (TRADOC)
C1, US Forces Korea (USFK)
G1, US Army Special Operations Command (USASOC)
G1, US Army Pacific (USARPAC)
G1, Installation Management Command (IMCOM)
G1, Third US Army
G1, Fifth US Army
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, 10th Mountain Division
G1, 25th Infantry Division
G1, 82nd Airborne Division
G1, 101st Airborne Division (Air Assault)
G1, US Army Human Resources Command (HRC)
G1, US Army Military District of Washington (MDW)
C1, US MEPCOM
G1, US Army Reserve
G1, Army National Guard
Commander, The United States Army Band (TUSAB)
Commander, The United States Army Field Band (TUSAFB)
Commander, The United States Military Academy Band
Commander, US Army School of Music

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**ENCLOSURE 1 – ADJUTANT GENERAL'S CORPS (AGC) HALL OF FAME NOMINATION
PACKET INFORMATION**

HOF CRITERIA

Minimum Requirements:

- ✓ Officers (42A, 42B, 42C, 42H)
- ✓ Warrant Officers (420A, 420C)
- ✓ Noncommissioned Officers (Career Management Field (CMF) 42 (previously CMF 71 and 97) (Bandsmen included) and MOSs 79R, 79S 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 (e.g., MEPCOM), or the Department of the Army, in, or in support of, the field of Human Resources Management
- ✓ ALL HOF NOMINEES MUST BE RETIRED FROM THE ARMY or DOD (e.g., MEPCOM) AS A SOLDIER OR CIVILIAN EMPLOYEE (USING THE NOMINEE'S OFFICIAL RETIREMENT DATE) FOR AT LEAST THREE YEARS FROM 20 OR MORE YEARS OF HONORABLE SERVICE, OR AS AN APPROVED ARMY MEDICAL RETIREE. *Example – If the nominee's official retirement date is 1 June 2007, then the nominee is eligible for HOF consideration on 1 June 2010.*
- ✓ If Killed in Action or Deceased, the nominee is immediately eligible for HOF consideration without regard to years of service or retirement status
- ✓ All HOF nominees must retain honorable service, even during retirement

AGC HOF Nomination Packets will include:

- ✓ Completed AGC HOF Nomination Form (see Enclosure 2)
- ✓ 8x10 Head/Shoulder Photo
 - Preferably Class A's or Army Service Uniform for Soldiers; otherwise, best photo available
 - Preferably color
 - Preferably Business Suit for DoD/DA Civilians; otherwise, best photo available.
- ✓ There is no specific format for the nomination packet narrative and no examples will be provided to preclude favoritism
- ✓ If possible, please submit the entire nomination packet electronically – scanned AGC HOF Nomination Form, photo and any supporting documentation.

Narrative on the AGC HOF Nomination Form should focus on:

Positive, lasting and significant contributions that perpetuate the history and traditions of the U.S. Army Adjutant General's Corps. Please refrain from summarizing the nominee's overall

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career unless directly connected to lasting and significant contributions. The narrative for lasting and significant contributions should be no more than two type written pages.

Note – Individuals submitting AG Corps Hall of Fame nominations may request access to individual military records by completing SF Form 180, Request Pertaining to Military Records (attached to this MOI). The SF Form 180 must be signed by the nominee, or if incapacitated or deceased by the next of kin, legal guardian, authorized government agent or other authorized representative. SF Form 180 with instructions can also be found at the Army Publishing Directorate, <http://www.apd.army.mil/>.

Additional Requirements:

- ✓ **Nomination Packets must be received NLT 1 March of each calendar year.**
- ✓ AGC Hall of Fame inductees will be honored during Regimental Week at the Adjutant General School and in concert with the AG Corps Regimental Ball normally held each year in June at Fort Jackson, SC.
- ✓ Inductees will be enshrined in the AGC Hall of Fame.

Points of Contact:

- ✓ AGC HOF Action Officers:
 - Mr. Dave Ratliff, (803) 751-8300 (DSN 734), David.Ratliff1@us.army.mil
 - Mr. Bob Ortiz, (803) 751-8447 (DSN 734), Robert-OrtizAbreu@us.army.mil
- ✓ Mailing address:
 - Chief of Staff
 - US Army Adjutant General School
 - ATTN: ATSG-AG
 - US Army Soldier Support Institute
 - 10000 Hampton Parkway
 - Fort Jackson, SC 29207

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ENCLOSURE 2 – ADJUTANT GENERAL'S CORPS HALL OF FAME (HOF) NOMINATION FORM

**U.S. ARMY ADJUTANT GENERAL'S CORPS (AGC)
HALL OF FAME (HOF) NOMINATION**

1. AGC HOF NOMINEE'S NAME:
2. RETIRED RANK/GRADE:
3. OFFICIAL DATE RETIRED or MEDICALLY RETIRED:
4. DATE KIA OR DECEASED:
5. CONFIRM THE FOLLOWING ON THE HOF NOMINATION FORM:
 - a. Is the AGC Soldier and Civilian HOF nominee one of the following:
 - (1) Officers (42A, 42B, 42C, 42H)
 - (2) Warrant Officers (420A, 420C)
 - (3) Noncommissioned Officers (Career Management Field (CMF) 42 (previously CMF 71 and 97) (Bandsmen included) and MOSs 79R, 79S NCOs
 - (4) Soldiers 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 Human Resources Management.
 - b. All HOF nominees must be retired from the Army or DoD (e.g., MEPCOM) as a Soldier or civilian employee (using the nominee's official retirement date) for at least three years from 20 or more years of honorable service, or as an approved Army medical retiree. *Example – If the nominee's official retirement date is 1 June 2007, then the nominee is eligible for HOF consideration on 1 June 2010.*
 - c. If Killed in Action or Deceased, the nominee is immediately eligible for HOF consideration without regard to years of service or retirement status.
 - d. All HOF nominees must retain honorable service, even during retirement.
6. AGC DUTY POSITIONS HELD AND DATES:
7. MILITARY / CIVILIAN EDUCATION:
8. AWARDS / CITATIONS:

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9. LIST OF POSSIBLE SOURCES OF INFORMATION ABOUT NOMINEE:

10. NARRATIVE – POSITIVE, LASTING AND SIGNIFICANT CONTRIBUTIONS THAT PERPETUATE THE HISTORY OF THE U.S. ARMY ADJUTANT GENERAL'S CORPS (no more than two type written pages):

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ENCLOSURE 3 – ADJUTANT GENERAL'S CORPS (AGC) DISTINGUISHED MEMBER OF THE REGIMENT (DMOR) NOMINATION PACKET INFORMATION

DMOR CRITERIA

Minimum Requirements:

- ✓ Active Duty, Retired or Separated
- ✓ Officers (42A, 42B, 42C, 42H)
- ✓ Warrant Officers (420A, 420C)
- ✓ Noncommissioned Officers (Career Management Field (CMF) 42 (previously CMF 71 and 97) (Bandsmen included) and MOSs 79R, 79S NCOs)
- ✓ Soldiers CMF 42 (previously CMF 71) (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 (e.g., MEPCOM), or the Department of the Army, in, or in support of, the field of Human Resources Management
- ✓ All DMOR nominees must retain honorable service, even during retirement / separation

Nomination Packets will include:

- ✓ Completed AGC DMOR Nomination Form (see Enclosure 4)
- ✓ 8x10 Head/Shoulder Photo
 - Preferably Class A's or Army Service Uniform for Soldiers; Otherwise, best photo available
 - Preferably color
 - Preferably Business Suit for DoD/DA Civilians; otherwise, best photo available.
- ✓ There is no specific format for the nomination packet narrative and no examples will be provided to preclude favoritism
- ✓ If possible, please submit the entire nomination packet electronically – scanned AGC DMOR Nomination Form and photo.

Narrative on the AGC DMOR Nomination Form should focus on:

AGC Soldiers or Civilians who have distinguished themselves by outstanding dedicated service or significant contribution(s) for or on behalf of the AG Corps that has had, or will have, a long lasting positive impact on the Corps or the Army. The nomination form will include which category the nominee is qualified for under paragraph 4c(2) of this MOI. Please refrain from summarizing the nominee's overall career unless directly connected to dedicated service or significant contributions (no more than two type written pages).

Additional Requirements:

- ✓ Nomination Packets must be received NLT 1 March of each calendar year.

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- ✓ AGC DMOR inductees will be honored during Regimental Week at the Adjutant General School and in concert with the AG Corps Regimental Ball normally held each year in June at Fort Jackson, SC.
- ✓ Inductees will be enshrined in the AGC Hall of Honor.

Points of Contact:

- ✓ AGC DMOR Action Officers:
 - Mr. Dave Ratliff, (803) 751-8300 (DSN 734), David.Ratliff1@us.army.mil
 - Mr. Bob Ortiz, (803) 751-8447 (DSN 734), Robert-OrtizAbreu@us.army.mil
- ✓ Mailing address:
 - Chief of Staff
 - US Army Adjutant General School
 - ATTN: ATSG-AG
 - US Army Soldier Support Institute
 - 10000 Hampton Parkway
 - Fort Jackson, SC 29207

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**ENCLOSURE 4 – ADJUTANT GENERAL'S CORPS DISTINGUISHED MEMBER OF THE
REGIMENT (DMOR) NOMINATION FORM**

**U.S. ARMY ADJUTANT GENERAL'S CORPS
DISTINGUISHED MEMBER OF THE REGIMENT (DMOR) NOMINATION**

1. AGC DMOR NOMINEE'S NAME:

2. RANK/GRADE:

3. DMOR CATEGORY (List all that apply on the DMOR nomination form):

(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 Command Sergeants Major or Sergeants Major serving at the general officer nominative level.

(d) AGC Soldiers who have served as Chief of the Corps, Regimental Warrant Officer, Regimental Command Sergeant Major, or in a Regimental Honorary billet.

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

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

(g) Note – The standard of AGC Soldiers and Civilians who have distinguished themselves by outstanding dedicated service or significant contribution(s) that has had, or will have, a long lasting positive impact on the Corps or the Army applies to all DMOR categories listed above.

4. ACTIVE DUTY, RETIRED OR SEPARATED:

5. OFFICIAL DATE RETIRED, MEDICALLY RETIRED, OR SEPARATED:

6. DATE KIA OR DECEASED:

7. CONFIRM THE FOLLOWING ON THE DMOR NOMINATION FORM:

a. Is the DMOR nominee one of the following:

(1) Officers (42A, 42B, 42C, 42H).

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

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

(4) Soldiers 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 Human Resources Management.

b. All DMOR nominees and inductees must retain honorable service, even during retirement / separation.

8. AGC DUTY POSITIONS HELD AND DATES:

9. MILITARY / CIVILIAN EDUCATION:

10. AWARDS / CITATIONS:

11. NARRATIVE ON AGC SOLDIERS OR CIVILIANS WHO HAVE DISTINGUISHED THEMSELVES BY OUTSTANDING DEDICATED SERVICE OR SIGNIFICANT CONTRIBUTION(S) FOR OR ON BEHALF OF THE AG CORPS THAT HAS HAD, OR WILL HAVE, A LONG LASTING POSITIVE IMPACT ON THE CORPS OR THE ARMY (no more than two type written pages):

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/evetrecs/>.

2. Personnel records and Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters must provide proof of death, such as a copy of a death certificate, letter from funeral home or obituary.

b. Fees for records: There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)	2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH				
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)							
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")	
a. ACTIVE COMPONENT							
b. RESERVE COMPONENT							
c. NATIONAL GUARD							
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES			

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. Check the appropriate box below to specify a deleted or undeleted copy. When was the DD Form(s) 214 issued? YEAR(S):
- UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
- DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- All Documents in Official Military Personnel File (OMPF)**
- Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, provide facility name and date for each admission:
- Other (Specify):** _____

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- Benefits
 Employment
 VA Loan Programs
 Medical
 Medals/Awards
 Genealogy
 Correction
 Personal
 Other, explain: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- | | |
|--|--|
| <input type="checkbox"/> Military service member or veteran identified in Section I, above | <input type="checkbox"/> Legal guardian (Must submit copy of court appointment.) |
| <input type="checkbox"/> Next of kin of deceased veteran (Must provide proof of death). | <input type="checkbox"/> Other (specify) _____ |

Show relationship: _____
 (See item 2a on accompanying instructions.)

2. SEND INFORMATION/DOCUMENTS TO:
 (Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name _____

Street _____ Apt. _____

City _____ State _____ Zip Code _____

Signature Required - Do not print

() _____

Date of this request _____ Daytime phone _____

Email address _____

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired after 10/16/1992	14	11
	Reserve; or active duty records of current National Guard members who performed service in the U.S. Army before 7/1/1972	7	
	Active enlisted (including National Guard on active duty in the U.S. Army) or TDRL enlisted	9	
	Active officers (including National Guard on active duty in the U.S. Army) or TDRL officers	8	
	Current National Guard enlisted and officer not on active duty in Army (including records of Army active duty performed after 6/30/1972)	13	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command ATTN: AHRC-PAV-V 1 Reserve Way St. Louis, MO 63132-5200	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	U.S. Army Human Resources Command ATTN: AHRC-MSR 200 Stovall Street Alexandria, VA 22332-0444	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Commander USAEREC ATTN: PCRE-F 8899 E. 56th St. Indianapolis, IN 46249-5301	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Corps Mobilization Command 15303 Andrews Road Kansas City, MO 64147-1207	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120	http://www.archives.gov/veterans/evetrecs/	