



Kentucky Veterans Hall of Fame (KVHOF) Nomination Guidelines

§ 15.000 Eligibility

For a nomination to be eligible for review by the KVHOF selection committee a veteran must meet the requirements outlined in these guidelines and the following items must be included in the nomination package, using the KVHOF Nomination Form available on the KVHOF website www.kyveterans.org.

1. Contact Information for Nominee and Nominator
2. Verification of Veteran's Eligibility
3. Summary of Veteran's Non-Military Education and Training
4. Summary of Veteran's Professional or Employment History
5. Summary of Veterans' Advocacy Contributions
6. Summary of Veteran's Civic Activities and Contributions
7. Major Awards and Honors
8. Narrative Supporting the Nominees consideration for the KVHOF

Following is a detailed explanation of the rules governing the nomination package and what we expect for each of the eight (8) items listed above.

§ 15.010 Veteran defined

The Kentucky Veterans Hall of Fame Foundation (KVHOFF) seeks to recognize those Kentucky veterans who have worn the uniform of this nation's Armed Forces, performed their military service honorably, and then continued to contribute to their community, state, and nation in an exemplary manner. These outstanding contributions may, for example, be in the areas of professional, civic, Veteran's advocacy, or political achievements and may be over the life of the nominee. (Please note that the Kentucky Veterans Hall of Fame Foundation is not intended to be a military hall of fame.)

The KVHOFF defines a "veteran" as meeting the criteria in either (1) OR (2), below:

- (1) A former member of the Armed Forces of the United States who served on active duty for a purpose other than training who:
 - a. Served on active duty for at least six months, and received an honorable discharge or honorable separation; or,
 - b. Served on active duty for less than six months and was released honorably by competent authority; or,
 - c. Died on active duty; or,
 - d. Was missing in action for more than ninety (90) days.
- (2) A member of the United States merchant marine to whom either of the following applies:
 - a. The member has an honorable report of separation from active duty military service, form DD214 or DD215 from a reliable source such as www.archives.gov website; or,



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- b. The member served in the United States merchant marine between December 7, 1941, and December 31, 1946, and died on active duty while serving in a war zone during that period of service.

§ 15.020 Honorable discharge

Nominees must have received an "honorable" discharge from the United States Armed Forces or United States Merchant Marine. Under Honorable Conditions (General) is not sufficient for nomination. If more than one discharge exists, all must be provided, but the final discharge shall govern.

§ 15.030 Good moral character

Nominees must have an assessment of good moral character, to include but not be limited to: no felony or major misdemeanor convictions, no terminations for cause for civil employment, and no requested departures from a voluntary position requiring moral responsibility and integrity. Nominators are advised to review the public record to discover and address possible negative information about a potential nominee. When nominees are selected they will be required to sign an affidavit to that effect that authorizes a background check to be conducted.

Before or after induction if an individual is assessed as having anything other than good moral character, such assessment will be grounds for rejection or expulsion from the KVHOF.

§ 15.040 Kentucky residency

A nominee must have resided in Kentucky for a minimum of five years. The Kentucky Veterans Hall of Fame is intended to recognize significant contributions occurring in Kentucky or impacting or honoring Kentucky at a national or international level. However, the Kentucky Veterans Hall of Fame is not intended to honor one-time or future Kentucky citizens whose noteworthy contributions primarily have impact in other states and localities. There are other halls of fame, veterans or otherwise, better suited to recognize persons such as these.

§ 15.050 Posthumous nominations

Posthumous nominations are accepted and may be considered for selection on an annual basis.

§ 15.060 Ineligible nominees

- 1) Felons;
- 2) Non-US citizens;
- 3) Veterans with less than honorable discharge;
- 4) Veterans of other than good moral character.



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In addition, Kentucky veterans holding the following positions are ineligible for selection into the Kentucky Veterans Hall of Fame until two years after leaving his or her disqualifying position, absent a waiver: 1) all state elected officials, 2) members of the Kentucky Veterans Hall of Fame Foundation; 3) members of the Kentucky Veterans Hall of Fame Selection Committee, 4) members of the Governor's staff, and 5) the director of the Kentucky Department of Veterans Affairs. The period of ineligibility shall run for two years after such veterans have left the aforementioned positions.

§ 15.061 Waiver

The Selection Committee may waive any definitions described in this document. Neither the nominator nor nominee will have voting rights or privileges in the selection or waiver process. A vote to waive the rules for a specific nominee requires a two-thirds majority vote of those present at the Selection Committee meeting, and approval of the Executive Director of the KVHOFF.

§ 15.070 Ineligible nominators

The following persons are ineligible to nominate:

- 1) The Governor;
- 2) Members of the Governor's staff;
- 3) Staff from the Kentucky Department of Veterans Affairs;
- 4) The Kentucky Veterans Hall of Fame Selection Committee members;
- 5) Kentucky Veterans Hall of Fame Foundation staff;
- 6) Felons;
- 7) Non-US citizens;
- 8) Veterans with less than honorable discharge.

§ 15.100 Military valor

The Kentucky Veterans Hall of Fame recognizes significant post-military achievement and accomplishment of veterans honorably discharged from any branch of service and of any era. Obviously, military service is a prerequisite to veteran status. However, except for Medal of Honor recipients, the Kentucky Veterans Hall of Fame is not intended to honor valor or military careers; that is the role of the Military Hall of Fame, which honors veterans who received medals for valor while serving in the US Armed Forces.

§ 15.010 Medal of Honor Recipients

All Kentucky Medal of Honor recipients and Kentucky United States Presidents who are veterans are automatically considered, subject to submission of a nomination packet, but not automatically inducted. The Selection Committee may deny selection for cause based upon moral or ethical considerations.



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§ 16.000 Nomination guidelines

The Selection Committee relies upon a standardized submission process to fairly compare the nomination packages. The information organized in the standardized sections serves to inform the Selection Committee's decisions. Each year more than one hundred nomination packets are reviewed for selection. The Selection Committee carefully reviews each nomination package to advance those which best show evidence of outstanding post-military citizenship. Thus nominators are well advised to take care in organizing information in the standardized sections to clearly and efficiently put the nominees' best foot forward, section by section. Each of the sections in the Nomination Guidelines should spotlight a nominee's outstanding achievements and accomplishments. In particular, the narrative should be written with careful attention to detail and not be done summarily: e.g. "said nominee's achievements are too numerous to list." Indeed, achievements must be listed and concisely described. Furthermore, whether extolling the virtuous handling of important job requirements, lifelong membership in worthy organizations or life of charitable service to others, the nominator must take care to convey how the achievements go "**above and beyond**" in whatever calling the nominee pursues. While nominees must have served honorably, selection is not typically based on the merits of the nominee's military service. Selection is based on the nominee's achievements for the betterment of society following separation or retirement from military service, and therefore it is the nominee's civilian contributions that must be emphasized.

§ 16.01 Kentucky Veterans Hall of Fame Nomination Form

The nomination form requires the nominator to provide contact information on both the nominee and the nominator. The nominator must sign the nomination form. The nominator's signature verifies the accuracy of the information and its submission within the standardized format. Nominators should not pass over the requirement for accuracy lightly. The Selection Committee reviews the public record to guard against selection on the basis of false information.

§ 16.011 Self-nominations

Self-nominations are disfavored.

§ 16.012 Letters of recommendation

Letters of recommendation should include a detailed analysis of contributions or otherwise add something new to the record presented. Multiple nominations for a single individual are discouraged. Selection is based upon merit and the deliberative process undertaken by the Selection Committee does not invite selection by acclaim.



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§ 16.020 Verification of veteran's eligibility

Verification of veteran's eligibility requires a certified true copy of an official document verifying a veteran's service, usually a DD214 or a substitute certification in the event that the nominee's DD214 is illegible or unavailable. If the DD214 cannot be located, the veteran may sign a completed Standard Form 180 (SF180) to obtain a replacement. If a nominee has multiple discharges, nominators are required to submit all discharges. To insure accuracy, it is highly recommended that the final discharge paper (e.g., DD Form 214) be attained through primary sources such as the www.archives.gov website. Packets shall not be falsified in any way to include falsification of military records.

§ 16.030 Summary of veteran's non-military education and training accomplishments

Summary of veteran's non-military education and training requires a resume of education achievements and training accomplishments not listed in the veteran's discharge documents. It is inherent in the nature of a hall of fame to recognize outstanding achievements or accomplishments that elevate a nominee above and beyond all others. Thus while mundane education and training achievements may be listed, it is more important to spotlight the nominee's most significant education and training awards and certifications.

§ 16.040 Summary of veteran's professional or employment history

Summary of veteran's professional or employment history requires a list professional or employment history in resume or curriculum vitae style, not otherwise listed in the veteran's discharge documents. Again, it is important to expand upon a mere list to emphasize significant achievements, accomplishments, and honors.

§ 16.050 Summary of nominee's Veterans' Advocacy contributions

Summary of nominee's veterans' advocacy contributions requires a resume of the nominee's contributions or active participation in veterans support programs or initiatives, including active involvement with veterans organizations. The summary should be in-depth and show by extensive detail that not only did the nominee participate in important endeavors, but that he or she was a primary mover in successful endeavors. Key to this summary is the phrase "active involvement." While it is important to list all activities, mere association or membership in numerous organizations does not greatness make. A nominator should emphasize and concisely describe those activities and organizations in which a nominee has undertaken an active role, e.g., positions held within organization, for how long, accomplishments in position, etc.

§ 16.060 Summary of civic activities and contributions

Summary of civic activities requires a detailed summary of active involvement in civic activities and contributions, e.g., Rotary Club, Kiwanis, schools, political or fraternal organizations, etc.



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While many nominees make their mark in Veterans' advocacy, others make their mark in other organizations or institutions with no direct correlation to Veterans organizations. Still others make their mark outside of organizations altogether. The Selection Committee values worthwhile achievements and accomplishments in any calling or multiple callings.

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§ 16.070 Major awards and honors

This section requires a listing of awards and honors not otherwise discussed in the prior sections. Nominators should elaborate on the background of awards or honors and the basis for the nominee's recognition pursuant thereto. As noted above, the nominator's task is to make the case for distinction. Doing so requires more than presenting raw data such as a photograph album or newspaper clippings. Instead, nominators, having extracted valuable facts, should undertake the process of refining and polishing to result in a clear and concise presentation.

§16.080 Narrative supporting the Nominee's consideration for the Kentucky Veterans Hall of Fame

The nomination should include a detailed comprehensive narrative making the case for inclusion in the Kentucky Veterans Hall of Fame (e.g. civic contributions, veterans' advocacy, exemplary professional contributions, etc.). The operative phrase is "detailed comprehensive." Packages with well thought out analysis and detailed examples of significant contributions and their impact locally, statewide, nationally, or internationally compare favorably to packages which merely list achievements in outline form. At the other extreme, nominators who submit letters of recommendations with grandiose language, pictures or newspaper clippings without sufficient detail to bear intense scrutiny suffer in comparison to nomination packages full of hard-hitting facts. The nominator's essay telling the nominee's story best makes the case for recognizing the life of one who valued others above all.

§ 16.090 Page limits

The nomination packet must not exceed ten (10) pages on 8-1/2" x 11" single sided paper, excluding discharge papers and the required nomination cover page. Nomination packets exceeding the page limitation will not be considered, but returned to the nominator.



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§ 16.100 Re-submissions

Re-submitted nomination packages will be considered anew each year. However, reasons for non-selection shall not be discussed or released to anyone. Nominators considering re-submission are encouraged to review the nomination guidelines for insight into the selection process. Nominators may seek general advice from the Selection Committee.

§ 16.110 Nomination Package submission

Mail or otherwise deliver completed nomination packages to be postmarked no later than May 1 of each year (or the next business day, if ordinary mail is inoperative on May 1) to:

Kentucky Veterans Hall of Fame Foundation, Inc.
H.B. Deatherage
Executive Director
P. O. Box 1446
Florence, Kentucky 41022

Contact information: Any questions or concerns may be addressed to hbdeatherage@aol.com or call his cell (859) 512-2247. In addition, please visit our website at www.kyveterans.org.

§ 16.120 Electronic submissions [This section reserved for future provisions]

§ 16.130 Selection

Nomination packages are reviewed by the Selection Committee of the Kentucky Veterans Hall of Fame Foundation.

§ 16.131 Approval

Nominees selected by the Selection Committee must be approved by the KVHOFF Executive Director.

§ 16.132 Induction

Following approval by the KVHOFF Executive Director, the selected nominees should be inducted, when possible, in a ceremony held the last weekend in September.

§ 16.133 Enshrinement

The Inductees Kentucky Veterans Hall of Fame Plaque is enshrined in the Kentucky Veterans Hall of Fame.



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§ 16.200 Contact Information

Nominees are responsible to provide updated contact information to include telephone numbers, land mail addresses, and electronic addresses.

§ 17.000 [Reserved for future use]