

**Joint Force Texas Regulation 1-04**

**Decorations, Awards, and Honors**

# **TEXAS GUARD HALL OF HONOR**

**Texas Military Forces,  
Joint Force Headquarters,  
Texas Military Department,  
Austin, Texas 78763-5218  
1 October 2013**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

JFTX Reg 1-04  
Texas Guard Hall of Honor

This revision, dated 1 October 2013 - -

- o Updates proponent.
- o Changes Adjutant General's Department to Texas Military Department
- o Updates nomination format to nomination packet.
- o Adds blank nomination form JFTX Form 100.
- o Adds sample nomination narrative (see Figure 6-1).
- o Makes administrative changes (throughout).

Texas Military Forces  
Joint Force Headquarters  
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Austin, Texas 78763-5218  
1 October 2013

\*Joint Force Texas  
(JFTX) Regulation 1-04

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**TEXAS GUARD HALL OF HONOR**

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**By Order of the Adjutant General:**

**JOHN F. NICHOLS**  
Major General, TXANG  
Adjutant General

**Official:**  
**CAROLYN SMALLWOOD**  
CW3, GS, TXARNG  
TXMF Policy Branch



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**Summary.** This regulation prescribes policy and procedures for recognizing former members of the Texas Military Forces (TXMF) in The Texas Guard Hall of Honor.

**Applicability.** This regulation applies to all elements of the Texas Military Forces.

**Internal Control Systems.** This regulation is subject to the requirements of AR 11-2, but does not contain control measures.

**Suggested Improvements.** The proponent of this regulation is the Adjutant General's (AG's) Chief of Staff (CofS). Users are invited to send comments and suggested improvements to The Adjutant General of Texas, (NGTX-ZCS), P.O. Box 5218, Austin, Texas 78763-5218.

**Distribution.** A

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*\*This regulation supersedes JFTX Reg 1-04, 1 April 2008*

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**Glossary**

1. **Purpose.** This regulation prescribes policy and procedures for recognizing former members of the Texas Military Forces in Texas Guard Hall of Honor.

2. **Objective.** The Texas Guard Hall of Honor was established in 1981 to provide a means of recognizing outstanding service and leadership of individuals while serving as members of the Texas Military Forces (TXMF) in state or federal status. While it is recognized that there are numerous instances of TXMF personnel performing outstanding service as a private citizen, this award is limited to service performed while in TXMF duty status.

3. **Eligibility.** The Hall of Honor is designed to recognize former military and civilian members of the TXMF, living or deceased, who epitomize the organizational values and diversity of the TXMF, favorably convey who the TXMF is as a culture, and have distinguished themselves and the TXMF by one or more of the following:

a. Being a “first,” a trailblazer, with an accompanying extraordinary and positive impact on the TXMF.

b. Making an extraordinary and positive difference in the continual transformation of the TXMF, changing the outlook and focus of the organization and/or shaping the organizational environment for the future.

c. Former military nominees must have received an honorable discharge, and both civilian and former military nominees must have retired or left the ranks of the TXMF at least three years prior to the nomination date.

#### 4. **Responsibilities.**

a. The Adjutant General will appoint a selection committee to recommend nominees on an annual basis. The Adjutant General is the final decision authority for inductions into the Hall of Honor.

b. The AG’s CofS has staff proponency and is responsible for the overall function and operation of the program.

c. The selection committee will solicit nominations, meet as required to consider nominations, and make recommendations to the Adjutant General.

d. The AG’s CofS or a designated CofS representative is responsible for the administration of Hall of Honor activities, to include attending and recording meetings of the selection committee. The protocol section is responsible for invitations, reception, Color Guard and award plaque, individual award and planning appropriate ceremonies.

e. The AG’s CofS, Director of Staff-Air, Chief of Staff-Army, Chief of Staff-Texas State Guard, and the Museum Director will assist in the research of background information on nominees and provide this information, upon request, to the selection committee or the individual or organization compiling information for a nomination.

## 5. Nominations Committee.

a. Composition. The nominations committee will consist of nine current and former members of the TXMF. Committee membership will be as follows:

Commander or Chief of Staff of the Texas Army National Guard (voting member)

Commander or Director of Staff of the Texas Air National Guard (voting member)

Commander or Chief of Staff of the Texas State Guard (voting member)

Chief, Joint Staff or State Senior Enlisted Advisor (SEA) (voting member)

Texas Army National Guard Retiree (voting member)

Texas Air National Guard Retiree (voting member)

Heritage Representative (advisor; non-voting member)

TAG's CofS or designated representative (advisor; non-voting member)

Recorder (non-voting member)

b. Term of Appointment. The term of appointment will be for two years beginning 1 October. Appointments will be staggered as much as possible to ensure continuity of committee knowledge.

c. Committee Chairman. The chairman of the committee will be selected annually by the Adjutant General. The chairman will ensure close liaison with the AG's CofS and that meetings are called and conducted in a timely manner.

d. Heritage Representative. The Heritage Representative on the Nominations Committee will be appointed by the Adjutant General from either the TXMF Museum staff or the museum foundation. The role of this individual is to bring to the Nominations Committee recommendations on distinguished veterans, either living or deceased, from the TXMF's past.

e. Method of Appointment. The committee will recommend individuals for appointment to the Adjutant General to replace members whose terms will expire. Normally, these recommendations will be made immediately following the first annual meeting. Upon approval, appointments will be confirmed by an appointment letter published by the Adjutant General.

f. Meetings. Meetings will be at the call of the committee chair and will normally be held annually at Camp Mabry 90 days prior to the date set by the Adjutant General for induction ceremonies. Committee votes will be determined by simple majority, with the chairman voting.

## 6. Nominations.

a. Call for Nominations. A call for nominations will be made annually by a memorandum from the Adjutant General to major commands not later than 1 January. The memorandum will be widely distributed throughout the TXMF. The National Guard Association of Texas will be provided information copies of the call. Nominations must be received by 1 March.

b. Nominations Packet: Typed narrative summary of the nominee's achievements and contributions in the recommended format as shown in figure 6-1; nomination form JFTX Form 100; 8x10 photograph. The nomination packet should not exceed five (5) pages on 8-1/2" x 11" single-sided white paper, excluding discharge papers and other supporting documentation. **Special attention should be given to providing a thorough and well-written nomination narrative.** Narrative should cover TXMF actions/achievements and how they enhanced the image of the Texas Military Forces. Nomination packets must be received by the selection committee by 1 March and will be addressed to the Texas Hall of Honor (NGTX-ZCS) P.O. Box 5218, Austin, Texas 78763-5218.

## 7. Nomination and Selection.

a. Nomination of individuals for induction into the Texas Guard Hall of Honor will be considered by committee vote. It is recommended that induction be limited to not more than three individuals annually, to include posthumous inductions.

b. Announcement of Selectees. Announcement of persons selected for induction into the Hall of Honor will be made on or about one month prior to the induction ceremony. The TXMF Public Affairs Officer will actively publicize the selection within the TXMF and through all news media outlets.

c. Notification to Selectees. Written notification of selection will be made by the Adjutant General to each selectee or the selectee's family.

d. Notification of non-selects. Only the nominator will be notified if their nominee is not selected.

## 8. Induction.

a. Ceremony. The induction ceremony will be conducted at Camp Mabry. The names and photographs of the selectees will be displayed in the Hall of Honor located in the TXMF Museum; symbolized by standard framed photos and criteria with appropriate honors.

b. Honors. Induction into the Texas Guard Hall of Honor is considered one of the highest honors given within the Texas Military Forces. In addition to enshrinement in the Hall of Honor, a distinctive award will be provided by the Texas Military Forces for presentation to the selectee or the selectee's family or representative.

**Texas Guard Hall of Honor**  
**Nomination Form**

All new nominations and re-nominations must be received no later than 1 March.

Full Name of Nominee \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Years & Location of TX Residency \_\_\_\_\_

Did Nominee Receive an Honorable Discharge?  Yes  No (attach verification documents,  
(eg. DD Form 214, NGB Form 23, etc)

Is Nominee Deceased?  Yes  No

Is this a Re-nomination of a veteran who was not selected previously?  Yes  No

***Please attach an 8x10 photograph and the typed narrative summary to this nomination form.***

***Nominee Statement: I hereby affirm the information contained herein is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Guidelines. I agree to provide additional information if requested by the Texas Guard Hall of Honor Committee.***

Nominator's Name \_\_\_\_\_ Day Telephone \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Nominator's E Mail Address \_\_\_\_\_

Nominator Signature (REQUIRED) \_\_\_\_\_

**Please Note:** Only the nominator will be notified if their nominee is not selected.

Mail this form and completed packet by March 1  
Texas Hall of Honor (NGTX-ZCS)  
P.O. Box 5218  
Austin, Texas 78763-5218

**APPENDIX A**  
**ANNUAL SCHEDULE**  
**Texas Hall of Honor**

<b>DATE/WHEN</b>	<b>EVENT</b>
<b>October</b>	<b>Appointment of new selection committee members</b>
<b>January</b>	<b>Call for nominations – cc/NGAT</b>
<b>90 days prior to Induction Ceremony</b>	<b>Meeting of selection committee</b>
<b>February</b>	<b>Receipt of nominations by selection committee</b>
<b>February/March</b>	<b>Meeting of selection committee</b>
<b>30 Days prior to the induction Ceremony</b>	<b>Announcement of selectees</b>
<b>TBD by TAG</b>	<b>Enshrinement Ceremony</b>

## CAPTAIN SPEEDY G. AIRBORNE

Provide a narrative as to why you feel this individual should be considered for the Texas Guard Hall of Honor. Ensure you include the nominee's Texas Military Forces (TXMF) actions/achievements and how they enhanced the image of the Texas Military Forces. The narrative should include any significant academic achievements, recognitions, etc. List any post military professional and employment history (attach any significant awards, recognition, etc. that may be pertinent to this item). List contributions and recognition of the nominee by veterans' support programs or initiatives (examples may include the nominee's active involvement with veterans' organizations, community patriotic projects and committees, patriotic events, parades, etc). List any significant community service/Advocacy Activities (volunteer activities, civic activities and contributions, political or appointed offices held, organizational affiliations, community awards and recognitions, selected community publications and presentations). List any awards or honors (e.g. Presidential awards, Who's Who, Citizen of the Year, etc.). The narrative should be typed and double spaced on 8-1/2" x 11" single-sided white paper using Arial 12 pitch font with 1 inch margins. The narrative should not exceed three (3) pages.

**Figure 6-1. Sample Nomination Narrative**

## **Glossary**

### **Section 1 Abbreviations**

**TXMF**  
Texas Military Forces

**JFTX**  
Joint Force Texas

**AG's CofS**  
Adjutant General's Chief of Staff

**NGAT**  
National Guard Association of Texas

**TBD**  
To be determined

### **Section II Terms**

This section contains no entries.

### **Section III Special Abbreviations and Terms**

This section contains no entries.

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