

DEPARTMENT OF THE ARMY  
USAWC & CARLISLE BARRACKS  
CARLISLE, PA 17013

USAWC Memorandum  
No. 351-2

16 November 2018

Schools  
INTERNATIONAL FELLOWS (IFs) HALL OF FAME  
U.S. ARMY WAR COLLEGE (USAWC)

1. Purpose. This memorandum provides requirements, policy guidance, and procedures for inducting International Fellow Alumni into the USAWC Hall of Fame.
2. General. The USAWC IF Hall of Fame was established to provide a prestigious and visible means of honoring USAWC international military student graduates who have attained, through military merit, the highest positions in their nation's armed forces, or who have held an equivalent position by rank or responsibility in a multinational organization.
3. Qualifying Criteria.
  - a. Qualification. To qualify, the IF must be a graduate of the USAWC Resident or Distance Education Program in good standing.
  - b. Eligibility. To be eligible, the IF must meet one of the following service requirements based upon military merit:
    - (1) Be appointed as the senior officer in a national armed service (e.g. Army Chief of Staff or Land Forces Commander).
    - (2) Be appointed to the highest position in a nation's armed forces (e.g. Chairman, Joint Chiefs of Staff) or the equivalent to the Commanding General or Chief of Staff of a national service component (e.g. Chief of Defense or Commanding General-Gendarmerie).
    - (3) Be appointed as the commander or chief of an operational combined command while holding a rank equal or senior to the highest rank held in his nation's service component (e.g. Chairman of the North Atlantic Treaty Organization (NATO) Military Committee).
    - (4) At the Commandant's discretion, be internationally recognized as having made a significant and enduring military and humanitarian contribution to international peace and stability (e.g. Commanding General of humanitarian relief or peacekeeping forces).

(5) Fellows who have attained a prominent government civilian position, to include elected positions, may be eligible for nomination provided that the position also meets the following criteria:

- Government Position:

- Elected officials and political appointees may be eligible for consideration with the concurrence of both the U.S. senior defense representative in the host country and the U.S. State Department.

- The government position must be either Cabinet rank-equivalent or higher than the most senior executive positions in the offices of the head of government or the head of state (e.g. Minister of Defense or Secretary of Defense).

- International Organization. The international organization represents nation states, and the position is either the senior executive position or equivalent (e.g. Director General of the World Health Organization).

#### 4. Initiating Nominations.

a. The senior U.S. in-country representative responsible for the U.S. security assistance program initiates the nomination process by sending a complete nomination packet to the USAWC IF Program Office. U.S. Country Teams are highly encouraged to collaborate with their COCOM Staff when assembling the nomination packet.

(1) U.S. Country Teams may submit nomination packets any time after the nominee assumes a position which qualifies him or her for nomination.

(2) Individuals may be nominated posthumously. The process for a posthumous nomination is identical to that for any other nomination; it requires the same degree of involvement and vetting by all parties.

(3) Nominees, and their host country government, should not be informed of the initiation or status of a nomination packet prior to final approval.

b. The following documentation is required for the nomination packet. Incomplete packets will require USAWC IF Office to contact the U.S. Country Team in order obtain necessary information and materials, and will result in processing delays.

(1) Letter of Nomination signed by the ODC Chief in the nominee's country. The letter must state how the nominee qualifies for the nomination, to include the dates during which the nominee held the qualifying position.

(2) An endorsement letter signed by the Ambassador or Chief of Mission stating support of the nominee's induction into the USAWC International Fellows Hall of Fame.

(3) Biographic Data. A short biographic summary of the nominee's military service.

(4) Photographs. Two 8"x10" head and shoulders color glossy photographs suitable for permanent display. A high-quality computer image is acceptable (5 MBs or better).

## 5. Nomination Vetting Process.

a. Upon receipt of a nomination packet, the USAWC IF Program office will review it for completeness, accuracy and suitability and, in conjunction with the USAWC Registrar, will verify that the nominee is a graduate in good standing. The USAWC IF Program Office will also seek COCOM recommendations as part of the packet evaluation. This part of the process may take up to 6 weeks.

b. With the USAWC Deputy Commandant's approval, the USAWC IF Program Director will submit the validated nomination packet to the Deputy Assistant Secretary of the Army for Defense Exports and Cooperation (DASA-DE&C) for vetting through the Department of the Army and State Department staffs.

c. DASA-DE&C will return the nomination packet to the USAWC IF Office, with a recommendation for approval or disapproval, for the USAWC Commandant. DASA-DE&C may require up to 6 months, or longer in unusual cases, to complete its review and submit its recommendation.

d. After considering all staff recommendations, the USAWC Commandant will either approve or disapprove the nomination. If approved, the IF Office will provide a complete nomination packet, with the Commandant's recommended approval, to the Director of the Army Staff. The Commandant retains disapproval authority; if the Commandant disapproves the nomination, the IF Office will inform the U.S. in-country team of the decision and will terminate the nomination process.

e. The final approval authority for the nomination rests with the Chief of Staff of the Army, who frequently delegates this authority to the Director of the Army Staff.

f. Upon receipt of the Director of the Army Staff's final approval or disapproval of the nomination, the USAWC IF Office will inform the U.S. in-country team of the decision. If approved, the in-country team should notify the nominee and appropriate members of the host country government in order to begin planning for the induction ceremony.

g. The USAWC IF Office will also send memorandums of notification to the appropriate COCOM and ASCC Commanders.

## 6. Induction Ceremony.

a. The USAWC normally conducts International Hall of Fame induction ceremonies twice each academic year (fall-winter and winter-spring) at the U.S. Army War College. Inductees are cordially welcome to travel to Carlisle Barracks to be inducted in person, but the USAWC cannot fund travel or lodging.

b. The USAWC IF Office will coordinate with the nominee's representatives to establish a mutually supportive date for the induction ceremony.

c. In the event the nominee becomes unable to support a scheduled ceremony date, he or she may reschedule. However, after a third cancellation, the USAWC will induct the nominee in absentia. For ceremonies conducted in absentia, the USAWC IF Office will invite the Defense Attaché in Washington, D.C. or a Resident Educational Program student from the country or region of the inductee to represent the officer to be inducted. The USAWC IF Office will then forward to the nominating agency a Certificate of Honor for an in-country presentation to the inductee, as well as copies of photographs and any newspaper publicity of the Carlisle Barracks ceremony.

7. Policy Implementation. This policy supersedes all previous criteria for induction into the USAWC International Fellow Hall of Fame and is effective upon publication. The criteria contained herein are not retroactive and may not be used to nominate officers who have served in a qualifying position prior to the date of this document.

Proponent of this memorandum is the  
International Fellows Program/G9

FOR THE COMMANDING GENERAL:

//signed//  
KIMO C. GALLAHUE  
COL, IN  
Deputy Commandant

DISTRIBUTION:  
U1 (electronic)