



**William H. Burkhart Shippensburg University
ROTC Hall of Fame Nomination Form
Academic Year 2023-2024**



Name of nominee (*including maiden, if known*):

Grad Year(s):

Degree(s):

Address:

Home Phone:

Cell Phone:

E-mail:

A complete nomination will consist of:

1. This completed form as the cover sheet
2. Nominee's biography (no longer than one page) and photo
3. A justification as to why the nominee should be admitted to the Hall of Fame and how they meet the criteria outlined in the Hall of Fame Criteria

Person submitting nomination:

Contact information:

Send complete packet to:

Email (preferred): rotc@ship.edu

Mail (alternate): Army ROTC
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257

Packets may also be hand-delivered to the Shippensburg ROTC Department, Room 133 in Wright Hall on the Shippensburg Campus.

Send questions to the above email address or call LTC Nicole Jepsen at 717-477-7682.

**Nominations must be received by Shippensburg ROTC NLT 8 December 2023.
Late submissions will not be considered by this year's selection committee.**



DEPARTMENT OF THE ARMY
DEPARTMENT OF MILITARY SCIENCE
SHIPPENSBURG UNIVERSITY
SHIPPENSBURG, PA 17257-2299

ATCC-BBP-ASU

12 September 2023

MEMORANDUM FOR RECORD

SUBJECT: Criteria and Procedures for Induction into the William H. Burkhart
Department of Military Science Hall of Fame

1. This memorandum outlines induction criteria and procedures for the William H. Burkhart Department of Military Science Hall of Fame (SHIP ROTC HOF). The sitting Professor of Military Science (PMS) at Shippensburg University shall be the sole authority for establishment of the criteria and procedures for the SHIP ROTC HOF.
2. Purpose. The SHIP ROTC HOF serves two purposes.
 - a. To recognize personnel associated with Shippensburg University who have contributed significantly to the ROTC program and/or the United States military.
 - b. To serve as a reminder to our Cadets that they are the future leaders of both our Army and our Nation. The HOF highlights that ROTC instruction develops officers of character for the United States Army, as well as leaders committed to a lifetime of service to the Nation. The SHIP ROTC HOF serves as an inspiration and source of pride for Shippensburg ROTC Cadets, Shippensburg ROTC Alumni, and Shippensburg University as a whole.
3. Criteria. Nominees must meet both of the following criteria for consideration by the committee.
 - a. Be a graduate of Shippensburg University, who either:
 - (1) Received a commission from the Shippensburg University ROTC Program, or
 - (2) Contributed to the Shippensburg University ROTC Program in a significant way, regardless of whether they were a Shippensburg ROTC member. While not all inclusive, "contributed" may include service as a cadre member, contributions that significantly benefited the program as a member of the University faculty or staff, or other actions that benefitted Cadets in the Shippensburg ROTC Program.

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(3) Exceptions to this criteria are authorized for individuals who attended Shippensburg University prior to the ROTC program's establishment and served with distinction in the United States military.

b. Exemplify service to the Nation, whether through military or civilian life. This service may occur over a significant period of time (e.g., via an exemplary military record and/or excellence in public or private careers), or through an exceptional single act, such as those recognized by military or civilian valor or heroism awards. In addition, the nominee should embody the Army Values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

4. Procedures. The following are the procedures for selection to the SHIP ROTC HOF.

a. The PMS will establish the timeline for nominations each year. The timeline and nomination form will be posted on the Shippensburg ROTC website at www.ship.edu/rotc, as well as on Shippensburg ROTC's social media pages:

www.facebook.com/shiprotc

www.instagram.com/shippensburg_armyrotc

www.linkedin.com/showcase/rotc-program/

b. Any individual or any organization may submit a nominee for the SHIP ROTC HOF. At a minimum, packets will include a nomination form, a biography and photo of the nominee, and a description of how the nominee meets the criteria established in this memorandum.

c. Nomination packets may be submitted in hard copy to the Department of Military Science, Room 133, Wright Hall, Shippensburg University or in electronic form to rotc@ship.edu. The PMS will provide the selection committee with all nomination packets received by the published suspense. Any packets received after the suspense will be held for the following year's board.

d. The PMS will serve as President of the selection committee. As the President, the PMS is a non-voting member. However, in the event that no nominee receives a plurality of votes, the PMS will serve as sole adjudicator of the selectee among those who received the most votes.

e. At a minimum, the committee's voting members must include the following:

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- (1) A current Shippensburg ROTC Program Cadre member.
- (2) A current Shippensburg University staff or faculty member.
- (3) A member designated by the Shippensburg University Foundation.

f. Optional committee members may include:

- (1) A former HOF winner.
- (2) A Shippensburg University alumnus who received a commission from the ROTC Program.
- (3) A current Shippensburg University MS IV ROTC Cadet selected by a plurality vote of the MS IV Class.
- (4) Additional ROTC Cadre, former Cadre members, University staff, or other University or ROTC-affiliated personnel, as selected by the PMS.

g. In the event that the voting committee deems two candidates equally worthy of recognition, the PMS holds the rights to recognize both or select the overall awardee.

h. The HOF winner will be recognized at the annual Shippensburg University ROTC Military Ball in the spring and will be offered the opportunity to serve as the event's guest speaker.

5. The point of contact for this memorandum is the undersigned at 717-477-7682 or nljepson@ship.edu.



NICOLE JEPSEN
LTC, AG
Professor of Military Science