

**DEPARTMENT OF THE ARMY**  
**Pittsburg State University**  
**Department of Military Science, 201 Student Recreation Center**  
**Pittsburg, KS. 66762**

ATOW-KKS-PS

01 MAY 2020

MEMORANDUM FOR RECORD

SUBJECT: Guidelines for inducting members into the Pittsburg State University ROTC Hall of Fame

1. **PURPOSE.** This memorandum is to codify both the parameters for entry into the PSU ROTC Hall of Fame as well as to identify the process that must be utilized in order to appoint an individual to a Hall of Fame status. All nominations must be submitted in the format listed below as well as confirmed in the manner stated. Nominees should have a complete packet prior to submittal.
2. **ELIGIBILITY.** Over 1,300 officers have been commissioned out of the ROTC department at Pittsburg State University, with every single one going on to serve with honor and integrity. And even as the ROTC department realizes the value of each one of these officers, not all can be inducted into the Hall of Fame. While any individual can make a nomination for entry into the Hall of Fame, certain criteria must be considered when making a recommendation.
  - a) A significant achievement in their career field; Examples: promotion to the rank of Colonel, served on active duty, National Guard, US Army Reserves in positions of great responsibility, killed in action (KIA), award of Medal of Honor/Distinguished Service Cross; and, made a significant contribution while working for industry or community support.
  - b) **Active support to PSU and the ROTC program.**
  - c) **Must be a commission officer from the PSU ROTC program**
3. **PACKETS.** For any individual to be considered for induction to the Hall of Fame, a packet containing the following items must be submitted via USPS or email to the Professor of Military Science:
  - a) Biography/Nomination Sheet
  - b) Picture
  - c) Letter of Recommendation
4. **PROCESS.** Nominee packets will be forwarded by the PMS, or an individual appointed on his behalf, for an approval/disapproval vote to a panel consisting of five members. Two members will be from the PSU ROTC Hall of Fame, two members from the current ROTC cadre, and the current PMS. These five personnel will then vote by secret ballot, with the PMS being the only individual privileged to see how all persons vote. A majority vote will decide whether the nominated individual is inducted.
5. **BOARD.** The two voting members from the Hall of Fame will be randomly chosen and contacted by the PMS. The selection of these persons will depend greatly on availability,

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and may cause the same person to be chosen multiple times in a row. The cadre members will be chosen by the PMS, with the only stipulation being that one non-commissioned officer must be chosen to vote. All members will relay their vote to the PMS in any manner

available to them (phone, email, mail, face to face). The PMS will notify the nominated member and the recommender of the board's decision.

6. Point of contact for this memorandum is the undersigned at [ccostello@pittstate.edu](mailto:ccostello@pittstate.edu), or (620)235-4851.

CHARLES H. COSTELLO  
LTC, AG  
Professor of Military Science

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