

Defense Information School  
DISTINGUISHED INTERNATIONAL ALUMNI PROGRAM

1. Purpose. This memorandum provides requirements, policy and procedures for honoring international alumni who have attained, through merit, the highest positions in their armed forces or government.
  
2. General. The Distinguished International Alumni Program was established to provide a visible and prestigious means to honor International-graduates who have attained, through merit, the highest positions in their Armed Forces or government. Graduates of the Defense Information School (DINFOS) will be honored for their achievements in accordance with the following guidance.
  
3. Qualifying Criteria. To qualify for induction into the Distinguished International Alumni Program, international graduates of DINFOS must have accomplished, through merit, one of the following:
  - (a) Served in a senior position in Public Affairs (PA)/Visual Information (VI) or other high level positions within their service component or government.
  
  - (b) Served as the senior PA or VI director of an operational combined command or United Nations Task Force.
  
  - (c) Be internationally recognized as having made a significant and enduring military, diplomatic or humanitarian contribution to international communications efforts.
  
  - (d) Served at the ministerial level or above in the government, either through appointment or election.
  
4. Eligibility.
  - (a) The eligibility of nominees will be verified by the in-country U.S. Security Cooperation Officer.
  
  - (b) Alumni who have attained a qualifying position through means other than merit are not eligible.

## 5. Nomination Process.

a. Nominations. Yearly, the International Military Student Office will update a list of the International Alumni and their current status. This list may be used to determine eligibility for nomination to the Distinguished International Alumni Program.

(1) Nominations may be made by any DINFOS staff or faculty member, alumnus, Regional Combatant Command, or other U.S. government agency such as the Department of State.

(2) Nominations may be made at the time the nominee assumes a position which qualifies them for nomination, or at any time thereafter.

(3) Individuals may be nominated posthumously.

(4) Prospective nominees and their host governments should not be informed of the nomination until appropriate approval has been obtained.

## b. Documentation.

(1) The International Military Student Office is responsible for collecting all nomination information and preparing the staff package for the Commandant.

(2) Each nomination package includes a letter to the OSD/PA, Combatant Command and Embassy Country Team informing them of the intention to induct the candidate into the Alumni Program (Appendix 1, 2 and 3).

(3) A short biographic summary of the alum's service record should normally be attached to each nomination letter.

(4) OSD/PA, COCOM and Country Team must all approve each nomination.

## 6. Approval Process.

(a) The Commandant is the final approving authority for all nominations.

(b) Once DINFOS-IMSO receives confirmation from each party, a letter of congratulations, signed by the Commandant is sent to the graduate informing them of their selection (Appendix 4).

## 7. Induction Ceremony.

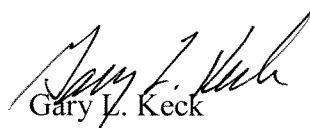
(a) When possible, the Distinguished International Alumni Induction ceremony is scheduled during the graduate's next trip to Washington, D.C. Induction ceremonies are typically held in the Hall of Heroes at DINFOS.

(b) The ceremony is hosted by the Commandant with participation from the DINFOS staff and Faculty.

- (c) Representatives from the inductee's embassy, DINFOS faculty, former sponsors and current international students are invited to attend the ceremony.
- (d) Following the ceremony, a reception hosted by the Commandant for the official party (limited to no more than 20) is held in the Hall of Heroes at DINFOS.
- (e) A normal schedule of events for an induction ceremony would be:
  - a. Office Call with Commandant
  - b. Distinguished International Alumni Induction Ceremony
  - c. Reception for Official Party
- (f) When possible, the DINFOS Public Affairs Office will issue a press release prior to the induction ceremony. This will be coordinated by the PAO with the inductee and the inductee's embassy.

8. Distinguished International Alumni Program Display.

- (a) A permanent Distinguished Alumni display located on the second floor main corridor will showcase all Distinguished International Alumni inductees. A framed 8X10 photograph of the inductee is permanently displayed here, along with an engraved plate with their name and position fixed on a plaque. The recipient will receive a framed certificate.

  
Gary L. Keck  
Colonel, U.S. Army  
Commandant

Sample- Memorandum for OASD-PA

Date:

MEMORANDUM FOR Mr. \_\_\_\_\_, Assistant Secretary of Defense for Public Affairs,  
1400 Defense Pentagon, Room 2E964, Washington, D.C. 20301-1400

SUBJECT: Defense Information School Distinguished International Alumni Induction

1. We are pleased to note that Brigadier General \_\_\_\_\_, Chief of Air Force and a 2002 graduate of the Defense Information School, is eligible for induction into the Distinguished International Alumni Program. The Defense Information School's Distinguished International Alumni Program was established in to recognize those International students who achieve, through military merit, senior positions in their service component, armed forces, or government.

2. We intend to induct \_\_\_\_\_ into the Distinguished International Alumni Program, unless you are aware of any reasons why he/she should not be inducted.

3. Your support of the Distinguished International Alumni Program at the Defense Information School is greatly appreciated. The DINFOS POC is: Mr. Charles F. Brown, Chief, International Military Student Office, Ft. Meade, MD, 20755-5620, (301) 677-2020, charles.brown@dinfos.dma.mil

Gary L. Keck  
Colonel, U.S. Army  
Commandant

Sample - Memorandum for COCOM

Date

MEMORANDUM FOR General \_\_\_\_\_, Commander, U.S. Southern Command, Unit 30400, Box 1000, APO AE 03128-4209

SUBJECT: Defense Information School Distinguished International Alumni Induction

1. We are pleased to note that Brigadier General \_\_\_\_\_, Chief of Air Force and a 2002 graduate of the Defense Information School, is eligible for induction into the Distinguished International Alumni Program. The Defense Information School's Distinguished International Alumni Program was established in to recognize those International students who achieve, through military merit, senior positions in their service component, armed forces, or government.

2. We intend to induct \_\_\_\_\_ into the Distinguished International Alumni Program, unless you are aware of any reasons why he/she should not be inducted.

3. Your support of the Distinguished International Alumni Program at the Defense Information School is greatly appreciated. The DINFOS POC is: Mr. Charles F. Brown, Chief, International Military Student Office, Ft. Meade, MD, 20755-5620, (301) 677-2020, charles.brown@dinfos.dma.mil

Gary L. Keck  
Colonel, U.S. Army  
Commandant

Sample – Letter to Country Team

Date

Office of the Commandant

Honorable \_\_\_\_\_  
U.S. Embassy  
Department of State  
Washington, D.C. 20521-3190

Dear Ambassador \_\_\_\_\_:

We are pleased to announce that Brigadier General \_\_\_\_\_, Chief of the Air Force and a 2002 graduate of the Defense Information School, is eligible for induction into the Distinguished International Alumni Program. The Defense Information School's Distinguished International Alumni Program was established to recognize International students who achieve, through military merit, senior positions in their service component, armed forces, or government.

We intend to induct \_\_\_\_\_ into the Distinguished International Alumni Program, unless you are aware of any reasons why he/she should not be inducted.

Your support of the Distinguished International Alumni Program at the Defense Information School is greatly appreciated. The DINFOS POC is: Mr. Charles F. Brown, Chief, International Military Student Office, Ft. Meade, MD, 20755-5620, (301) 677-2020, charles.brown@dinfos.dma.mil.

Sincerely,

Gary L. Keck  
Colonel, U.S. Army  
Commandant

Sample – Letter to Inductee from DINFOS Commandant

Date

Office of the Commandant

Mr. Frantisek Kasicky  
Minister of Defense  
Slovak Republic  
c/o United State Embassy  
Department of State  
Washington, D.C. 20521-3190

Dear Mr. Kasicky:

Congratulations! It is my honor to inform you of your selection for induction into the Defense Information School's Distinguished International Alumni Program. The Distinguished International Alumni Program provides a prestigious and visible means of honoring DINFOS graduates who have attained, through merit, senior positions in their nation's Armed Forces.

We would be pleased to conduct your induction the next time you are in Washington D.C. At your convenience, please notify us in advance of your next visit so that the appropriate plans can be made. Your picture will be permanently displayed in the Distinguished Alumni hallway. It would help a great deal if you could send us two 8" x 10" color photographs of you from the chest up.

We are proud of your accomplishments since your graduation from the Defense Information School and wish you continued success in the service of your country. You are always welcome at the Defense Information School. I send you my warmest personal regards.

Sincerely,

Gary L. Keck  
Colonel, U.S. Army  
Commandant