



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
8725 JOHN J. KINGMAN ROAD  
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

MAR 7 2012

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Defense Logistics Agency (DLA) 2011 Annual Hall of Fame

The DLA 2011 Annual Hall of Fame ceremony will be held on August 28, 2012. The ceremony will recognize and honor former members of the DLA community who have made significant and enduring contributions to the Agency.

The attached guidelines include the eligibility and criteria. Also attached is the nomination format. Nominations may be submitted by former or current DLA employees and must be endorsed by the J code Director and/or the Primary Level Field Activity Commander/Deputy. You should also designate a point of contact to coordinate the preparation of nominations within your organization to eliminate potential duplication of effort.

Nominations are due to Ms. Trish McMinn, DLA Human Resources Policy, by April 6, 2012. Point of contact for this action is Ms. McMinn at (703) 767-0603, DSN 427-0603, or by email: [patricia.mcminn@dla.mil](mailto:patricia.mcminn@dla.mil).

*for Howard J. Webb*  
BRAD BUNN  
Director  
DLA Human Resources

Attachments  
As Stated

cc:  
Awards Administrators



## DLA Hall of Fame Guidelines

**Eligibility:** Membership in the Hall of Fame is open to all former DLA military and civilian personnel regardless of rank/grade. Nominees must have separated from DLA for a minimum of 3 years and have no reasonable prospects for future employment or assignment with DLA.

**Admission Criteria:** Nominees will be evaluated on their contributions and exceptional devotion to duty, efficiency, economy, or other improvements in DLA's operations that are significantly broad in scope.

**Nominations:** Nominations may be submitted by current or former DLA employees. Sponsorship by the Jcode Director and/or the Primary Level Field Activity Commander/Deputy is required to facilitate the preparation and justification of nominations. **Hall of Fame nomination packages have Personally Identifiable Information. If the nomination package is sent electronically, it MUST be sent encrypted. If you do not have the means for encryption, the nomination package should be sent via the US postal service.** A nomination consists of:

A nomination form providing general information on the nominee and submitting employee.

A narrative description of the individual's significant enduring contributions (not to exceed 2 pages) and proposed citation (1 paragraph).

Other information substantiating and supporting the nomination. This may include statements from current or former DoD officials, published articles, manuals, reports, and other forms of documentation.

A portrait-style photograph of the nominee (official photograph preferred).

**Induction:** Selectees (or their next of kin if deceased) will be notified in writing and invited to attend the ceremony. The ceremony will be held at the HQ DLA. Selectees will receive a medallion and plaque commemorating their induction.

**Hall of Fame Display:** A prominent display honoring inductees will be maintained at DLA HQ Complex.

## *Defense Logistics Agency Hall of Fame Nomination*

**Nominee's Name** \_\_\_\_\_

**Career Service in DLA** (Provide the nominee's organization, position title, and inclusive dates of service. If the nomination is justified on contributions in more than one position or assignment, list each.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Nominee's Current Address:** (If deceased, provide the data for surviving spouse or next of kin.)

Name: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

Current Address: \_\_\_\_\_

Telephone Number (to include Area Code): \_\_\_\_\_

**Supporting Documents:**

- Narrative not to exceed 2 pages describing the nominee's enduring contributions and proposed citation (one paragraph)
- Substantiating and support documents
- Portrait-style photograph of the nominee

**Nominator's Information:**

Name: \_\_\_\_\_

Organization/Office Code: \_\_\_\_\_

Telephone Number (to include Area Code): \_\_\_\_\_

**Sponsoring Organization:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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