

## DLA Aviation Hall of Fame Guidelines

**PURPOSE:** Throughout its dynamic and challenging history, DLA Aviation employees have made significant contributions to our Nation's defense. The Hall of Fame recognizes former employees who have made significant, enduring contributions.

**APPLICABILITY:** This guideline applies to all nominations submitted under the Hall of Fame Program.

### **DISCUSSION:**

a. The Center's history extends to 1942 as a supply depot providing goods and services to those defending freedom around the world.

b. The DLA Aviation community is comprised of both military and civilian government personnel who report to the Commander, DLA Aviation.

### **RESPONSIBILITIES:**

a. DLA Aviation's Deputy Commander appoints the Hall of Fame Board, approves final list of inductees, and administers the Hall of Fame Program. The Board is comprised of deputies from every directorate, a former Hall of Fame Inductee and a Union representative.

b. The Board recommends policy, provides oversight of the program, and selects inductees into the Hall of Fame.

### **PROCEDURES:**

#### **a. Award Eligibility.**

(1) Any former DLA Aviation employee separated from Defense Logistics Agency or DLA Aviation for at least one year and who has made a **significant long-term contribution** may be nominated. Former employees are defined as all military (active duty and reserve components) and government civilians. The term DLA Aviation includes all former and future name designations of the Aviation Demand and Supply Chain.

(2) One-year separation is from the date of reassignment, retirement, discharge or death. The individual should not be in a position to return to work as an employee of DLA Aviation.

(3) The term "significant" refers to any specific or continuous accomplishment positively affecting a large segment of DLA Aviation's employees, customers and/or vendors; or a long-term contribution that has a lasting and positive

impact on DLA Aviation's mission and/or business practices; or an enduring achievement that has lifelong specific benefits to the demand and supply chain and agency.

(4) The term "long-term" refers to the length of time of the positive effects of the action(s) and not to the length of service of the nominee.

#### **b. Nomination.**

(1) Any current or former DLA Aviation employee or retiree may make a nomination. There is no limit to the number of nominations allowed.

(2) Hall of Fame nominations should include individuals only. The Board will not consider groups/teams.

(3) Employees or retirees who nominate individuals will be identified as "champions" for their nominees. Their responsibilities include the following:

(a) Submission of a complete and accurate Hall of Fame nomination form to include nominee's position/title/office at the time of departure from the center.

(b) Submission of a **narrative description, not to exceed two pages, depicting the nominee's significant, enduring contributions**. It should be remembered that long-term contributions must be clearly demonstrated in the narrative. **The write-up must clearly outline how the long-term contributions have had a lasting and positive impact on DLA Aviation's mission and/or business practices; or the accomplishment has had a continuous or specific positive impact on a large segment of DLA Aviation's employees, customers and/or vendors; or an enduring achievement that has lifelong specific benefits to the center and agency.**

(c) Submission of a photograph of the nominee suitable for displaying. Portrait style photographs, sized 5 x 7 and 4 x 5 are preferred.

(4) The Hall of Fame Board will review all nominations. Incomplete nomination packages will be returned for completion and acceptance only if re-submitted within the specified deadline.

(5) Those nominees not selected for induction into the Hall of Fame will be eligible for re-nomination in subsequent years.

#### **c. Selection.**

(1) The DLA Aviation Awards Coordinator will chair the board. Voting members will be the deputies from each directorate, Union representative and a DLA Aviation former Hall of Fame Inductee.

(2) The Hall of Fame Board will convene to:

(a) Determine the inductees for the current year by reviewing packages and selecting those most strongly meeting the criteria.

(b) Vote for 50 percent of the nominees. For example, if 20 nominees are submitted, board members would have ten votes. The nominees receiving 75 percent of the total vote are inducted.

**d. Induction.**

(1) Individuals selected for induction to the Hall of Fame, or their next of kin/descendent if the individual is deceased, will be notified of the selection in writing and formally invited to attend the induction award ceremony.

(2) The Hall of Fame Board members will coordinate the induction ceremony in conjunction with the Protocol Office, Public Affairs Office and the Command staff.

(3) The ceremony will be held annually.