

## **DLA Aviation Hall of Fame Guidelines**

**PURPOSE:** Throughout its dynamic and challenging history, Defense Logistics Agency (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 military and civilian government personnel who report to the DLA Aviation Commander, DLA Aviation, or the Director of DLA Installation Support at Richmond.

### **RESPONSIBILITIES:**

a. The DLA Aviation Deputy Commander appoints the Hall of Fame board and approves the final list of inductees. The board is comprised of deputy directors from each DLA Aviation directorate and industrial support activity (ISA). DLA Installation Support at Richmond, a former Hall of Fame inductee, and a Union representative.

b. DLA Aviation Command Programs Awards Office recommends policy changes and provides oversight of the program.

c. The DLA Aviation Public Affairs Office administers the Hall of Fame program.

### **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.

(2) One year separation is from the date of retirement, discharge or death. The individual should not be in a position to return to work as an employee of DLA Aviation. Former employees are defined as all military (active duty and reserve components) and government civilians.

(3) The term DLA Aviation includes all former and future name

designations of the Aviation Demand and Supply Chain.

(4) 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.

(5) 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, detailing the nominee's significant and long-term contributions. 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 how 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 an electronic photograph of the nominee suitable for displaying. Portrait style photographs, size 5 x 7 and 4 x 5 are preferred. Photos submitted electronically must be in "jpeg" format with at least 300 dpi resolution.

(4) The Hall of Fame Board will review all nominations. Incomplete nomination packages will be returned for completion and will be accepted 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 Program Manager will facilitate the board. Voting members will be the deputy directors from each directorate, ISA, DLA Installation Support at Richmond, a Union representative and a DLA Aviation Hall of Fame inductee.

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

(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 were 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.

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

(b) The ceremony will be held in the summer months.

**DEFENSE LOGISTICS AGENCY AVIATION HALL OF FAME NOMINATION  
FORM**

**Date of Nomination:** \_\_\_\_\_

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

**Nominee's Title\*:** \_\_\_\_\_

**Nominee's Office\*:** \_\_\_\_\_

**Dates Employed at DLA Aviation (or its predecessors):**

\_\_\_\_\_

(Month/Year)

**Nominee's Address:** \_\_\_\_\_  
**or Next of Kin\*\*:**

\_\_\_\_\_

\_\_\_\_\_

**Nominee's Phone:** \_\_\_\_\_  
**or Next of Kin\*\*:**

**\* Title and office at time of nominee's departure from DLA Aviation.  
\*\*If nominee is deceased, please provide the above information for Next of Kin.**

**Provide a 1-2 page narrative description of the nominee's significant long-term contributions to DLA Aviation that have made a lasting, positive impact on its business practices; positively affected a large segment of DLA Aviation's employees, customers and/or vendors; or, achieved lifelong specific benefits to the center and agency. This information must accompany this submittal form.**

**Submit an electronic photograph in jpeg format with minimum 300 dpi resolution of the inductee suitable for displaying. Portrait style photographs, size 5 x 7 and 4 x 5 are preferred.**

**Champion Information:**

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

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

**Primary and Alternate Phone Numbers:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Relationship to the Nominee: (Former co-worker, supervisor, etc.)**

\_\_\_\_\_

**SUBMIT THIS FORM NLT THE IDENTIFIED SUSPENSE DATE TO:**

**Yolonda Adams-Hall, DLA Aviation Awards Program Manager**  
**804-279-3664, [Yolonda.Adams-Hall@dla.mil](mailto:Yolonda.Adams-Hall@dla.mil)**

**If you do not have access to a computer, you may mail the nomination package to:**

**DLA Aviation**  
**Attn: Command Programs Office (DOA)**  
**DLA Aviation Hall of Fame 8000**  
**Jefferson Davis Highway Richmond, Virginia 23297-5100**