



DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

JAN 7 0 2018

MEMORANDUM FOR DLA LAND AND MARITIME ASSOCIATES

SUBJECT: DLA Land and Maritime Hall of Fame Guidelines and Instructions

I. PURPOSE: To prescribe policies and procedures for the nomination, selection and induction of personnel into the DLA Land and Maritime Hall of Fame. The Hall of Fame honors and preserves the memory of past Land and Maritime and DSCC associates for their exceptional leadership, service, dedication to duty, and contributions in supporting the mission of the Defense Logistics Agency. The program intends to preserve the Installation's history, and to give all associates a sense of heritage, honor, pride, and belonging.

II. DISCUSSION: DLA Land and Maritime is a major subordinate command of the Defense Logistics Agency (DLA) and the host activity on the Defense Supply Center Columbus Installation. The Center's history extends back to May 1, 1918, when it was dedicated as the Columbus Quarter Master Reserve Depot to support the Army during World War I. Although its name has changed 14 times and its methods have evolved during the years, its principal mission has remained the same—to support the defense of the nation.

- a. Throughout its history, the Installation's real strength stems from the talents, dedication and determination of its associates who continue to make significant contributions to our Nation's defense.
- b. DSCC's community is comprised of both military and civilian personnel, as well as other DoD personnel engaged in related or supportive activities.

III. RESPONSIBILITIES: The DLA Land and Maritime Executive Programs Office manages the Hall of Fame Program. The Protocol Officer is responsible for planning and conducting the Induction Ceremony. The Chief of Staff appoints the Hall of Fame Selection Board.

IV. PROCEDURES:

Award Eligibility.

Any former DLA Land and Maritime associate, to include those assigned to Depot-Level Repairables Detachments, and Shipyards, separated for at least one year may be nominated. Former associates include all military (active duty) and civilians. "DLA Land and Maritime associate" includes individuals who worked for the Defense Electronics Supply Center and the Defense Construction Supply Center. It also includes those DLA individuals who physically work on the DSCC Installation, but are carried on another organization's personnel rolls, e.g. DS-FC, J-6, J-8, etc.

- a. One-year separation (from the Selection Board date) is required, and includes reassignment, retirement, discharge (Military Personnel) or death.

- b. DLA Land and Maritime associates who have already been elected to the DLA Hall of Fame are not eligible for nomination to the DLA Land and Maritime Hall of Fame.
- c. DLA Land and Maritime associates who have returned to work as a Retired Annuitant or a Contractor are not eligible for nomination to the DLA Land and Maritime Hall of Fame until they have retired from that assignment and been separated for at least one year.

Selection Criteria.

Nominees will be evaluated on their significant and enduring contributions to DLA Land and Maritime, DSCC and the DLA mission:

The term "significant" refers to any specific or continuous accomplishment positively affecting a large segment of the center's employees, customers and/or vendors; or a long-term contribution that has a lasting and positive impact on the center's mission and/or business practices, or that has lifelong specific benefits to the center and agency.

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

There must also be visible evidence that the nominee is held in high esteem by his/her peers, subordinates, and superiors. There should be nothing in their professional or personal background to reflect negatively on Land and Maritime, the DSCC Installation or the DLA Enterprise.

Nomination.

- a. The Executive Programs Chief will coordinate nominations.
- b. Any current, prior, or retired DLA Land and Maritime, or DSCC Installation associate may submit a nomination. There are no limits to the number of submitted nominations.
- c. To be considered by the Selection Board, nominations must be submitted to the Executive Programs Office Chief, Ms. Janet Bunnell, by Friday, February 17, 2017.
- d. Hall of Fame nominations should include individuals only. The Selection Board will not consider groups. Nominations must include the following:
 - 1. The completed DLA Land and Maritime Hall of Fame nomination form.
 - 2. A 1-2 page narrative addressing the selection criteria and how they apply to the nominee.

3. A one paragraph proposed plaque citation.
 4. Other supplemental documentation supporting the nomination. This may include supporting letters of recommendation, newspaper clippings, historical references, etc.
- e. The Project Officer will review all nominations. Incomplete nominations will be returned and the nominator will be allowed to complete the application, if time permits.

Selection.

- a. The DLA Land and Maritime's Chief of Staff will chair the board and voting members from the following directorates and offices will comprise the voting board:
 1. Chief of Staff (or Command representative)
 2. Chief, Executive Programs
 3. Union Representative(s) – one each invited from AFGE and IFPTE.
 4. Four designated Land and Maritime Directors/Office Chiefs, to include at least one Detachment Director, appointed on an ad hoc basis for a one year term.
- b. After nominations are in, board members will be sent the packages to review.
 1. Each board member may cast one vote for each candidate that they believe deserves selection. The nominee must have at least five out of the eight votes to be selected to the DLA Land and Maritime Hall of Fame. If no candidate has at least 5 votes, then no one will be selected for that year.
 2. The board will have approximately one week to review and determine their vote. The board will then convene and each member will have the opportunity to discuss the nominees, provide reasons for their votes, and be given one final opportunity to change their votes. The Chief or Deputy Chief of Staff will chair the meeting.
 3. Nominees not selected for induction will not be automatically considered for future selection boards. However, they may be re-nominated using the same procedure and criteria. If a nominee has not been inducted into the Hall of Fame after being nominated three separate years, he or she cannot be nominated in the future.
 4. The Chief of Staff will send the Committee's recommendations to the Deputy Commander and Commander for final approval.

5. After approval, the Commander will send a letter to each selectee advising them of their selection, and inviting them and a guest to attend the induction ceremony.
6. While there is no limitation on the number of people to be inducted in a given year, the size of the class will be a consideration in final decisions on inductees.

Induction.

- a. Each person selected for induction, or his next of kin/descendant if the selectee is deceased, will be notified of the selection in writing and formally invited to attend the induction ceremony.
- b. The Protocol Officer will coordinate the induction ceremony.
- c. The ceremony is open to all DLA Land and Maritime associates and inductees, and their guests.
- d. Each inductee will receive a plaque from the current DLA Land and Maritime Commander. The name and photograph of the inductee will be inscribed on the "Wall of Honor" in Building 20.
- e. The induction ceremony will normally be held during Public Service Recognition Week, which is the first full week in May of each year, if scheduling allows. It will be held in the Building 20 Auditorium.



STEVEN K. ALSUP, SES
Deputy Commander