

CHAPTER NINE AVIATION ORDNANCEMEN

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HALL OF HONOR AWARD GUIDELINES

"THE VERY BEST OF THE BEST"

1. **PURPOSE:** To establish criteria for nominating individual (s) for the Association of Aviation Ordnancemen Chapter Nine Hall of Honor.

2. **BACKGROUND:** The Association of Aviation Ordnancemen and Chapter Nine is a professional organization, composed of local active/retired/reserve United States Navy/Marine Corps and Department of Defense personal dedicated to promote professionalism, leadership, integrity and safety of the Aviation Ordnance Field and the Aviation Ordnance Rating. The award was started in 2011 during discussions among many Chapter Nine leadership individuals and those 4 members of the Association of Aviation Ordnancemen Hall of Fame members were the first inductees. The award (s) will be presented to individual (s) who have made sustained outstanding contributions, or demonstrated performance with special recognition in the Aviation Ordnance Field or Association of Aviation Ordnancemen Chapter Nine. This award of Hall of Honor is to recognize individual (s) associated with Chapter Nine.

3. **AWARD:** The award (s) will be presented during the annual Aviation Ordnancemen birthday celebration picnic; March, or at the next Chapter Nine business meeting or as determined by BOD.
 - a. A certificate provided by the Chapter Secretary and signed by Chapter President will be presented to the individual (s) either at the picnic or mailed to the Awardee (s).
 - b. Awardee (s) will be appropriately recognized at the annual picnic and Chapter Nine Web site.

4. **ELIGIBILITY:** All individuals who are serving or have served in the Aviation Ordnance field and Chapter Nine.

5. **NOMINATION CRITERIA:**

- a. Nominated individual (s) must be serving, or have served in the Aviation Ordnance Rating/Field, Department of Defense and Chapter Nine member. Member in good standing with the Association of Aviation Ordnancemen is desirable.
- b. Nominated individual (s) must have made a specific contribution through superior Chapter performance which has enhanced the reputation, or future well-being of Chapter Nine.

6. **SELECTION COMMITTEE:** The selection committee will consist of the Committee Chairman (Appointed by the Chapter President and approved by the Board of Directors) and a minimum of 3 committee members. The selection of committee members will be at the discretion of the Committee Chairman. The Committee Chairman and Committee members must be members in good standing with Chapter Nine and the Association of Aviation Ordnancemen.

7. **ACTION:** The Association of Aviation Ordnancemen Chapter Nine will solicit nominations through normal business meetings and Chapter Web site.

- a. Nomination (s) must be submitted to the Chapter Nine Secretary or Hall of Honor Committee Chairman, no later than 31 January of the year of consideration. The nomination package may be e-mailed to the Committee Chairman, but a PAPER COPY and a DISC COPY (ELECTRONIC COPY) must be hand delivered or mailed to the Committee Chairman. After selection, all Awardee (s) package will be retained by the Chapter Secretary for historical purposes.
- b. Chapter Secretary will forward all nominations to the Committee Chairman for the review and selection of an Awardee (s) at a predetermined date and location as determined by the Committee Chairman. The selection is at the discretion of the Committee members and the Committee Chairman. The Committee Chairman shall notify the Chapter President of their decision on nomination (s).
- c. The Committee Chairman shall ensure the name (s) of the Awardee (s) is sent to the Chapter Nine Web site.
- d. Committee will consider ALL nominations and select the most worthy individual (s). Selection of an Awardee is not mandatory, only those deserving shall be inducted into Chapter Nine Hall of Honor.

8. **AWARD SUBMISSION FORMAT:**

a. Cover letter should include following information:

- i. Full name
- ii. Rank/ Rate/ Civil Service GS/WG
- iii. Current status (active, retired, etc.)
- iv. Current complete home residence; phone number, etc.
- v. Spouse's name, if appropriate
- vi. Enclosures:

1. Biography and history of duty stations

- a. Date entered service/ date retired/separated

2. Chapter Nine / National Association Affiliations

- a. Other local Chapter affiliations and duties; if applicable

3. Any other supporting documentation

b. Justification for this award nomination shall be forwarded as enclosure (s) to the cover letter and shall include appropriate information to justify the nomination (Enclosure vi) lists information needed.

- i. Identify specific action (s), Chapter contribution or continuing performance upon, which the nomination is based. Any supporting documentation will be appreciated.
- ii. Outline the impact of the specific action (s), or continuing performance, has or had upon Chapter Nine.
- iii. Briefly explain why the specific action (s) merits recognition.