

CGAA Hall of Honor Nomination Guide and Procedures
Approved by CGAA BOD August 2023

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Background

In 1986 Captain Dick Herr, Commanding Officer of the Coast Guard Aviation Training Center (ATC) at Mobile, Alabama, requested that a project be initiated by the Ancient Order of Pterodactyls to provision the conference and training spaces of ATC with historical content to provide an inspirational environment for all aviation personnel undergoing training there. The following year plaques were authorized for CDR Elmer Stone and CAPT Donald B. MacDiarmid to be placed in the newly established Aviation Training Center Hall of Fame located in Erickson Hall.

In 1988 the Ancient Order assumed the responsibility for accepting nominations and the selection of individuals to be commemorated to what is now known as the Hall of Honor. Nominations were open to all Pterodactyls with selection authority vested in the Executive Board. In 1996 the name was changed to the Coast Guard Aviation Hall of Fame and in 2006 the name was again changed to Coast Guard Aviation Hall of Honor. During the period beginning in 1987 through 2022, 26 individuals or groups have been inducted into the Hall of Honor.

Discussion: The Coast Guard Aviation Association (CGAA) provides several ways to recognize individuals and group/team/aircrew achievements.

- **Roll of Valor:** The Roll of Valor was created to honor those personnel who have received higher ranking medals during or associated with flight. We solicit all medal holders whose citation has not yet been annotated on the Roll of Valor to submit their award for inclusion.
- **CGAA Annual Aviation Awards:** Each year the CGAA honors active duty aviation personnel by recognizing outstanding achievement. Recipients of these awards are chosen by the United States Coast Guard. Awards include the CAPT William J. Kossler Aeronautical Engineering Award, the Captain Gus Shrode Flight Safety Award, the Chief Oliver Berry Aviation Maintenance Award, the Commander Elmer Stone Fixed Wing Rescue Award, and the Captain Frank Erickson Rotary Wing Rescue Award.
- **The Victor Roulund Rescue Swimmer Meritorious Achievement Award:** Recognizes individuals who have made outstanding contributions to the U.S. Coast Guard Aviation Rescue Swimmer Program through sustained superior performance, significant initiative in technology or tactics, and unique or extraordinary accomplishments in other areas associated with the Program.
- **Hall of Honor (HOH):** The CGAA's highest award recognizes those who have made outstanding contributions to U.S. Coast Guard Aviation through sustained superior performance, significant achievement in technology or tactics, and unique or extraordinary accomplishments in flight.

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HOH Eligibility Criteria

Eligible Nominees: Persons or groups/teams/aircrew eligible for nomination and selection to the Coast Guard Aviation Association (CGAA) Hall of Honor must have made outstanding contributions to Coast Guard Aviation. Except as noted below, there are no restrictions on persons or groups eligible for consideration (i.e., civilian, military, uniformed service, foreign national etc.) beyond meeting one or more of the criteria listed below.

Outstanding contributions for this purpose are defined as:

- **Superior performance in or for Coast Guard Aviation having a lasting positive impact;** or
- **Superior performance in the technical or tactical development of Coast Guard Aviation having a lasting impact;** or
- **Extraordinary operational achievement.**

These criteria are purposefully set at the highest levels of “outstanding contributions”. Having completed a successful career, tour of duty, being a “first” or “last”, receiving a military or civilian sponsored award for a singular event are examples of nominations that in the past have not necessarily reached the superior performance, lasting positive impact, or extraordinary operational achievement level required to be eligible for consideration.

Extraordinary operational achievement does not necessarily include the award of a single medal or award or multiple career awards while engaged in Coast Guard aviation operations.

Persons Ineligible For Nomination: Persons serving as members of the HOH Selection Committee are not eligible for consideration during their tenure on the committee. CGAA officers involved with the processing, review and approval/disapproval of the HOH Selection Committee’s recommendations are also ineligible for nomination during their tenure. The CGAA President will inform the HOH Selection Committee in the precept of those CGAA officers ineligible for consideration in a given year.

CGAA believes that self-nomination is not in keeping with the values of the Service and especially Coast Guard Aviation. Members may not self-nominate themselves for individual awards or as a team/group member for the HOH. Members who desire to be considered for the HOH should seek an advocate willing to submit a nomination on an individual’s or team/group’s behalf.

Nomination Timeline, Procedure and Award Package Content

Timeline:

October (Year Preceding Selection): ALPTERO Announcement and Call for Nominations

March 1: Deadline for submission of nominations

June 1: HOH Selection Committee Report to CGAA President

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June 15: Selectees/Non-Selectees Notified. ALPTERO to all members with nominee(s) selected information

CGAA Annual Roost and Meeting: Awardee(s) honored. Exceptions as noted below.

Nomination Procedure:

Nominations may be made by any CGAA member in good standing.

The nomination must be in writing and formatted to provide the detailed information required below. Nomination packages should be submitted in digital format to the CGAA Executive Secretary. Supporting materials may be scanned and submitted with the nomination package. Supporting information available online (news articles, pictures, etc.), may be referenced by providing the website hyperlink in the Summary of Action. Nomination packages are required to be submitted in this manner to ensure easy transmission to selection committee members in multiple geographic locations. In those rare circumstances when materials cannot be submitted electronically, nominators should contact the CGAA Executive Secretary for submission directions. Nomination packages should be complete upon submission; partial packages will not be accepted. Where delays are anticipated in providing supporting information the nominator should contact the CGAA Executive Secretary for submission instructions.

The nominator shall provide:

- **Complete contact information for the person(s) making the nomination**, including CGAA member number.
- **Short biographic of the person being nominated**, to include full name, rank/rate, paygrade, civilian title, duty station or business address (for civilians) at the time of the event(s) being considered. A complete biography, resume, military awards, family history, etc. IS NOT required or desired.
- **For living persons**, as much contact information as is available. **For deceased persons**, provide as much contact information for any known living relatives as is available to the nominator.
- **Detailed documentation supporting the nomination in one or more selection criteria.** A “Summary of Action” speaking specifically to at least one of the nomination criteria listed above is required.
Provide detailed specifics as to how the nominee displayed:
 - **Superior performance in or for Coast Guard Aviation having a lasting positive impact;**
or
 - **Superior performance in the technical or tactical development of Coast Guard Aviation having a lasting impact;** or
 - **Extraordinary operational achievement.**

Specifics are required. The criteria “key words” listed above will be considered by selection committee members when evaluating nominations. Their absence will likely cause the nomination not to be considered favorably.

Excessive quotes, tributes, extracts from books or publications, endorsements from senior officers, supervisors, government officials should not be included in the Summary of Action, but

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if they talk to the specific award criteria may be included as enclosures or supporting documentation.

- **Photograph(s):** Submit a high resolution digital photograph electronically of the nominee if readily available to the nominator. If you can only submit the photo via mail include a high quality 8 x 10 photo; black and white preferred. If photographs are not immediately available, CGAA will, after award announcement, contact the individual or group/team, or next of kin for possible suitable photographs.
- **Citation:** Submit a proposed citation double-spaced using WORD. Do not type in ALL CAPS. Citations shall be short and not exceed 350 words to meet award plaque limitations. Citations should identify the inductee (s) and reflect accomplishments as completely as possible within the constraints of the plaque format. Group or team awards will be included within one citation and commemorated on one plaque. Successful nominations exceeding this citation limit will be returned to the nominator for rewrite.

Selection Procedure

Selections for the HOH will be conducted bi-annually in even numbered years. The CGAA Executive Secretary will publish an ALPTERO in October of the year preceding the selection providing nomination procedures, timetables and deadlines. If new selection committee members are required a call for committee volunteers will also be included.

The selection committee shall be appointed by the CGAA President as a standing committee and shall be re-constituted for each subsequent occurrence. The selection committee shall be composed of not less than five CGAA members in good standing and shall always have an odd number of members. The Committee shall be representative in composition of CGAA membership including enlisted or former enlisted representation. Integrity and judgement are foremost in considering Selection Committee members.

Nominations will not be accepted after 1 March. Nomination packages received after the deadline will be returned without action.

The convening date for the selection process shall be determined by the CGAA President. The CGAA President shall designate a selection committee chairperson. The selection committee shall determine the process and criteria they will use to make selections and make a deliberate effort to verify the accuracy of the information contained in the nomination package.

The names of those considered for the Hall of Honor selection shall be returned to the President via the CGAA Executive Secretary in memo format by the chairperson for approval and further action no later than 1 June. The memo should provide a brief synopsis of reasons for selection and non-selection. Separately, the selection committee chairperson shall provide the President via the CGAA Executive Secretary selection committee recommendations for changes to the content and/or process used to select HOH awardees.

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The chairperson's memo will remain confidential and deliberations of the selection committee shall be closed and not made public record.

Nominees not selected in a given year, may be reconsidered through two additional nomination cycles or until withdrawn by the person making the nomination. Nomination packages will be returned to the nominator and, if desired, the nominator may resubmit the original nomination package with additional relevant information or rewrite their original award package for reconsideration by the selection committee.

Induction Procedure

Upon approval of, and notification to, HOH selectees by the CGAA President and notification to non-selected award nominators by the Executive Secretary, the Executive Secretary shall:

- Draft and publish an ALPTERO with details of the award winners and induction details
- Cause an appropriate citation to be written
- Obtain and provide a photo and artwork for a bronze plaque conforming to the established format to be obtained for each selection. The nomination package shall be made available for appropriate data and reference.

An Induction Ceremony shall be scheduled to take place at the next scheduled CGAA Roost. Where awardees or their representatives are unable to attend the Roost, the President will arrange for a suitable presentation ceremony to be held at a location and time convenient to the awardee or their representative(s).