



10 APRIL 2013

Fellows Program

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX FELLOWS
PROGRAM MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: AEDC Operating Instructions are available on AEDC SharePoint Forms and Pubs site.

RELEASABILITY: There are no releasability restrictions on this publication.

Certified by: AEDC/ CZ

OPR: AEDC/CZ

Supersedes: AEDCOI36-28
March 2009

(Dr. Edward M. Kraft)

Pages: 10

The AEDC Fellows Program recognizes individuals who have made substantial and exceptionally distinguished technical contributions to the nation's aerospace ground testing capability at AEDC.

The AEDC Craftsman Fellows Program recognizes persons whose technical skills ensured the success of the larger community.

The AEDC Lifetime Achievement Fellows Program recognizes individuals who have made significant and exceptionally valuable contributions throughout their career to AEDC.

The AEDC Honorary Fellows Program recognizes persons of eminence in arts, sciences or technology thereof who made substantial and exceptionally distinguished contributions to AEDC.

The scope of this instruction includes all efforts managed by the government at AEDC in support of the AEDC Fellows Program.

SUMMARY OF CHANGES

This instruction introduces an additional category, AEDC Craftsman Fellows Program. The duties and responsibilities have been clarified as set forth below.

1. ACRONYMS AND DEFINITIONS. *(See Attachment 1).*

2. ROLES AND RESPONSIBILITIES.

2.1. The committee consists of, but is not limited to, the office of AEDC/CZ, AEDC/PA (Protocol), AEDC/HO and the Operating Contractor/Human Resources Office. They are responsible for all administrative details of this 2-day event.

3. GUIDANCE AND CRITERIA. Fellows Day is generally held each year on 24 June and the

Fellows Banquet is generally held each year on 25 June, the birthday anniversary of General Henry H. (Hap) Arnold. If these dates fall on a weekend, AEDC/CZ, in conjunction with AEDC/CC, select the date to hold each of these events. Newly-selected AEDC Fellows, AEDC Craftsman Fellows, AEDC Lifetime Achievement Fellows and AEDC Honorary Fellows are honored annually on or about 25 June.

3.1. AEDC Fellows. AEDC Fellows nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee. Nominations are submitted using the attached form (*See Attachment 2*).

3.1.1. Nominations for selection as AEDC Fellows are considered annually. The selection of AEDC Fellows is limited to three each year. Exceptions will require approval of the AEDC/CC. All current or retired military, civilian and operating contractor/subcontractor personnel assigned, or previously assigned, to AEDC can be considered candidates for selection as AEDC Fellows. Candidates qualified for consideration as AEDC Fellows must personally have made sustained, notable and valuable contributions in aerospace ground testing at AEDC.

3.2. AEDC Craftsman Fellows. AEDC Craftsman Fellows nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee. Nominations are submitted using the nomination form attached (*see Attachment 3*).

3.2.1. Nominations for selection as AEDC Craftsman Fellows are considered annually. The selection of AEDC Craftsman Fellows is limited to one each year. AEDC Craftsman Fellows is reserved for those individuals whose technical skills ensured the success of the larger community. Throughout the history of AEDC, the body of craftsmen has contributed immeasurably to the Complex's achievements. AEDC Craftsman Fellows Program recognizes exceptional craftsmen who possess the ability to identify customer requirements and respond with sustained technical innovations, working effectively and efficiently as part of technical teams and have dedicated their careers to the success of AEDC's mission. All current or retired military, civilian and operating contractor/subcontractor personnel assigned, or previously assigned, to AEDC can be considered candidates for selection as AEDC Craftsman Fellows. AEDC Craftsman Fellows are reserved for exceptional candidates and are not necessarily selected each year. Candidates qualified for consideration as AEDC Craftsman Fellows must personally have made notable and valuable lifetime contributions to AEDC in any area relevant to the AEDC mission.

3.3. AEDC Lifetime Achievement Fellows. AEDC Lifetime Achievement Fellows nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee. Nominations are submitted using the nomination form attached (*See Attachment 4*).

3.3.1. Nominations for selection as AEDC Lifetime Achievement Fellows are considered annually. The selection of AEDC Lifetime Achievement Fellows is limited to one each year. AEDC Lifetime Achievement Fellows Program is reserved for exceptional candidates and is not necessarily selected each year. Exceptions will require approval of the AEDC/CC. All current or retired military, civilian and operating contractor/subcontractor personnel assigned, or previously assigned, to AEDC can be considered candidates for selection as AEDC Lifetime Achievement Fellows. Candidates qualified for consideration as AEDC Lifetime Achievement Fellows must personally have made notable and valuable lifetime contributions to AEDC in any

area relevant to the AEDC mission.

3.4. AEDC Honorary Fellows. Only AEDC Fellows may submit nominations for AEDC Honorary Fellows. Nominations are submitted using the nomination form attached (*See Attachment 5*).

3.4.1. The selection of AEDC Honorary Fellows is limited to one each year. Exceptions will require approval of the AEDC/CC. AEDC Honorary Fellows category is reserved for exceptional candidates and are not necessarily selected each year. Candidates qualified for consideration as AEDC Honorary Fellows must have made sustained, notable, valuable and significant contributions to AEDC. These eminent individuals need not have worked at Arnold AFB.

4. PROCESS.

4.1. Call for Nominations. The “Call for Nominations” will be sent out around the end of January each year by the office of AEDC/CZ to all AEDC government personnel, contractor/subcontractor employees (through AEDC/PZ), current Fellows and published in the *AEDC High Mach*. Nominations, using the attached forms, must be submitted by the suspense date stated in the Call for Nominations. All DoD/military (active duty/currently employed or retired) nominations should be submitted to the office of AEDC/CZ, 100 Kindel Dr., Suite A327, Arnold AFB TN 37389-1327; all contractor/subcontractor nominations should be submitted to the Operating Contractor, Attn; Human Resources/Benefits Office, 100 Kindel Drive, Suite B209, Arnold AFB TN 37389.

4.2. Fellows Selections. Nominations for Fellows (excluding Craftsman Fellows, Lifetime Achievement Fellows and Honorary Fellows) are forwarded to AEDC/HO for review to ensure they comply with guidance. AEDC/HO returns the nominations to AEDC/CZ who then forwards all nominations to the Fellows Board members.

4.2.1. AEDC/CZ selects five Fellows to act as AEDC Fellows Board members. Board members review nominations and return the nominations with the scoring criteria to AEDC/CZ for further action. AEDC/HO is forwarded the scoring criteria (*see Attachment 6*) provided by the Board members. AEDC/HO compiles data into a report and reviews this with AEDC/CZ.

4.2.2. AEDC/CZ reviews the report provided by AEDC/HO, along with the scoring criteria from each Fellows Board member. AEDC/CZ also reviews all nominations provided in the remaining categories (Craftsman Fellows, Lifetime Achievement Fellows and Honorary Fellows). AEDC/CZ provides recommendations in each category to AEDC/CC who approves the final selection of all newly selected Fellows.

4.2.3. The office of AEDC/CZ provides contact information on newly selected Fellows to AEDC/CC. AEDC/CC contacts each newly selected Fellow to congratulate them on their selection as an AEDC Fellow, AEDC Craftsman Fellow, AEDC Lifetime Achievement Fellow or AEDC Honorary Fellow.

4.2.4. The office of AEDC/CZ then notifies AEDC/PA of the new Fellows. AEDC/PA provides a formal announcement in the *AEDC High Mach*, acquire an updated photo of newly selected Fellows.

5. **Fellows Day.** Fellows Day attendance is limited to senior staff and past commanders and current and newly selected Fellows and is also open to AEDC Lieutenants. Various Complex organizations are notified by the office of AEDC/CZ to provide briefings on Fellows Day.

5.1. Fellows Day formal invitations are sent out by AEDC/PA (Protocol) to senior staff and prior commanders as well as current and newly selected Fellows. Fellows Day is also open to all AEDC Lieutenants; invitations for these are sent through e-mail channels.

5.1.1. Fellows Day is generally held in the AEDC/CC Conference Room and is reserved by the committee. Briefings from various AEDC Complex organizations are provided. The committee works with Security Forces to permit base access to all invited attendees.

6. **Fellows Banquet.** Fellows Banquet is open to all personnel both on and off base. The office of AEDC/CZ will provide the announcement of Fellows Banquet to all AEDC personnel. AEDC/PA (Protocol) will send out formal invitations to all AF 2 letters, the Operating Contractor/General Manager and his/her deputies, newly selected Fellows and their guests, current Fellows and community leaders. AEDC/PA (Public Affairs) will submit the announcement of Fellows Banquet in the *AEDC High Mach* and local newspapers.

6.1. AEDC/CZ hosts the Fellows Banquet generally at the Arnold Lakeside Center (ALC) on/about 25 June of each year and is reserved by the committee. The committee works with Security Forces to permit ALC access for the guest speaker and invited guests.

6.2. **Recognition.** Recognition at the Fellows Banquet consists of an engraved AEDC Fellows plaque along with a lapel pin. An additional plate for each of the newly selected Fellows is inscribed with their name, date of selection and category and placed in the front lobby of the A&E Bldg, building 100.

6.3. **Guest Speaker.** AEDC/CC and AEDC/CZ selects guest speaker to provide a lecture relevant to AEDCs mission at the Fellows Banquet. AEDC/CZ calls to check the availability of proposed guest speaker and provides a personal invitation; AEDC/CC or AEDC/CZ sends a formal letter of invitation.

6.3.1. The office of AEDC/CZ may work the guest speaker to prepare travel arrangements (airfare and/or mileage, rental car and gas, parking at the terminal, lodging and per diem, etc. and AEDC visit for the guest speaker. The office of AEDC/CZ may also assist guest speaker with his/her voucher, processing the voucher through AEDC/FM for final payment.

7. The committee works with the ALC manager to select the banquet meal and set up for the banquet. The committee ensures the plaques and lapel pins for each newly selected Fellow are available for presentation at the banquet.

Raymond G. Toth, Colonel, USAF
Commander

Attachment 1

ACRONYMS AND DEFINITIONS

AEDC – Arnold Engineering Development Complex

AEDC/CC – Arnold Engineering and Development Complex/Commander

AEDC/CA – Arnold Engineering and Development Complex/Executive Director

AEDC/CZ – Arnold Engineering and Development Complex Chief Technologist

AEDC/HO - Arnold Engineering and Development Complex Historian

AEDC/PA - Arnold Engineering and Development Center Public Affairs

AEDC/PK – Arnold Engineering and Development Complex Contracting Office

ALC – Arnold Lakeside Center

Attachment 2

AEDC FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION: _____

NOMINEE'S CONTACT INFO: _____ ; _____ ; _____
(Office) (Home) (Cell)

E-MAIL ADDRESS: _____

PROPOSED CITATION (25 words maximum):

SPECIFIC OUTSTANDING ACCOMPLISHMENTS AND CONTRIBUTIONS TO AEROSPACE
GROUND TESTING AT AEDC (two typewritten pages maximum):

PUBLICATIONS:

REFERENCES TO PUBLICATIONS BY OTHERS:

PATENTS:

MEMBERSHIP AND SERVICE IN TECHNICAL AND PROFESSIONAL ORGANIZATIONS:

EDUCATION (degree, institution and dates):

WORK EXPERIENCE (Organization, principal positions held, responsibilities and dates):

Nominated by: _____ ; _____
(Print name) (Signature)

Position: _____

Organization: _____

Address: _____

Personal contact info: _____ ; _____ ; _____
(Office) (Home) (Cell)

E-mail address (if applicable): _____
(Please print)

Attachment 3

AEDC CRAFTSMAN FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION: _____

NOMINEE'S CONTACT INFO: _____ ; _____ ; _____
(Office) (Home) (Cell)

E-MAIL ADDRESS (if applicable): _____
(Please print)

PROPOSED CITATION (25 words maximum):

SPECIFIC OUTSTANDING ACCOMPLISHMENTS AND LIFETIME CONTRIBUTIONS TO SUSTAIN AEDC (two typewritten pages maximum):

EDUCATION (degree, institution and dates):

WORK EXPERIENCE (Organization, principal positions held, responsibilities and dates):

PUBLICATIONS:

Nominated by: _____ ; _____
(Print name) (Signature)

Position: _____

Organization: _____

Address: _____

Phone: _____ ; _____ ; _____
(Office, if applicable) (Home) (Cell)

E-mail address (if applicable): _____
(Please print)

Attachment 4

AEDC LIFETIME ACHIEVEMENT FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION: _____

NOMINEE'S CONTACT INFO: _____ ; _____ ; _____
(Home) (Office) (Cell)

E-MAIL ADDRESS: _____
(Please print)

PROPOSED CITATION (25 words maximum):

SPECIFIC OUTSTANDING ACCOMPLISHMENTS AND LIFETIME CONTRIBUTIONS TO SUSTAIN AEDC (two typewritten pages maximum):

EDUCATION (degree, institution and dates):

WORK EXPERIENCE (Organization, principal positions held, responsibilities and dates):

PUBLICATIONS:

Nominated by: _____ ; _____
(Print name) (Signature)

Position: _____

Organization: _____

Address: _____

Contact Info: _____ ; _____ ; _____
(Office) (Home) (Cell)

E-mail address (if applicable): _____
(Please print)

Attachment 5

AEDC HONORARY FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION: _____

NEXT OF KIN CONTACT INFORMATION: _____; _____
(Home) (Cell)

E-MAIL ADDRESS: _____

PROPOSED CITATION (25 words maximum):

SPECIFIC OUTSTANDING ACCOMPLISHMENTS AND CONTRIBUTIONS TO AEROSPACE
GROUND TESTING AT AEDC (two typewritten pages maximum):

PUBLICATIONS:

Nominated by: _____

Position: _____

Organization: _____

Address: _____

Contact Info: _____; _____; _____
(Office) (Home) (Cell)

E-mail: _____
(Please print)

Attachment 6

SCORING CRITERIA

“made sustained, notable, valuable, and significant contributions in aerospace ground testing at AEDC”

Candidate’s Name _____ Reviewer’s Name _____

	0	1	2	3	4	5	6	7	8	9	10	Score
SUSTAINED	Years of Service at AEDC	0 to 10 years			11 to 20 years				> 20 years			
	Progression of Contributions and Innovations	Single contribution refined over career			Several contributions over career				Frequent contributions or innovations over entire career			
	Recognition by Industry	Contributions unknown outside AEDC			Contribution recognized by technical peers				Recognized as leading authority by industry			
NOTABLE	Outreach to Technical Community	No external publications; no involvement in technical societies			Some publications, some involvement in technical societies				Well published, leadership position in technical societies			
	Enhanced AEDC’s Reputation	No impact on AEDC’s reputation			Contributions keep AEDC at leading edge				Contributions establish AEDC as Center of Excellence			
VALUABLE	Impact on National Programs	No impact on national programs			Contributions enhanced cost, quality or schedule of national program				Contributions enabled success of national program			
	Advanced the State of the Art	Refinement of industry technology			Contributions at the state of the art				Breakthrough contribution that changed the industry			
	Impact on the Acquisition T&E Process	No impact on T&E process			Streamlined the ground testing process				Streamlined the acquisition process			

SCORING CRITERIA