

AEDC Fellows Program

**Arnold Community Council Fellows Committee
AEDC Fellows Operating Procedure
January 16, 2017**

Background - The AEDC Fellows Program was established in 1989 to recognize people who had made significant, long-term technical contributions to AEDC's mission by innovations and new technology to improve aerospace ground testing capabilities and measurement. Latter Craftsman, Lifetime Achievement and Honorary categories were added.

Eligibility - All personnel, military, government civilian, contractor, sub-contractor assigned to AEDC at Arnold AFB, TN, the University of Tennessee Space Institute (UTSI) at Arnold AFB and all AEDC remote operating locations are eligible to be considered to be AEDC Fellows.

The achievements of Technical, Lifetime or Craftsman Fellows should have had a disproportionately positive effect on AEDC's capacities to perform its missions while enhancing the ability of employees, customers, suppliers and stakeholders to support AEDC's operations.

Fellows Categories

The AEDC Technical Fellows Program recognizes individuals who have made substantial long-term 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 aerospace test community.

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

SCOPE

The scope of this operating procedure includes all efforts managed by the Arnold Community Council (ACC) in support of the AEDC Fellows Program.

SUMMARY OF FELLOWS PROGRAM CHANGES FOR 2017

As a result of changes to Air Force Operating Instructions and Policies the Air Force can no longer give recognition or awards to contractor personnel. As a result of these changes in December 2016 the Arnold Community Council (ACC) agreed to take over administration of this prestigious recognition program for AEDC personnel.

ACC has only made minor changes to reflect its administration of the program to previous AEDC guidance and qualifications for each Fellows category. The four Fellows categories will now be Technical, Craftsman, Lifetime Achievement and Honorary Fellows.

ROLES AND RESPONSIBILITIES - The ACC Fellows committee consists of, but is not limited to, the ACC Fellows Committee Chairman and three to five ACC members who are AEDC Fellows. They are responsible for all administrative details of the ACC administered AEDC Fellows Program and running the annual banquet.

GUIDANCE AND CRITERIA - Fellows Day, hosted by AEDC is generally held each year on June 24th and the Fellows Banquet hosted by ACC is generally held each year on June 25, the birthday anniversary of General of the Air Force Henry H. (Hap) Arnold, and the date President Harry Truman dedicated AEDC in 1951.

If these dates fall on a weekend, the chairman of the ACC Fellows Committee in conjunction with AEDC/CC, selects the date to hold each of these events. Newly-selected AEDC Technical Fellows, AEDC

Craftsman Fellows, AEDC Lifetime Achievement Fellows and AEDC Honorary Fellows are honored annually on or about June 25.

AEDC Technical 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*).

Nominations for selection as AEDC Technical Fellows are considered annually. The selection of AEDC Fellows is limited to no more than three each year. Exceptions will require approval of the ACC Fellows Committee Chairman. All current or retired military, civilian and operating contractor/subcontractor personnel assigned, or previously assigned, to AEDC, UTSI or AEDC remote operating locations can be considered candidates for selection as AEDC Fellows. Candidates qualified for consideration as AEDC Fellows must personally have made sustained, notable, long-term and valuable contributions in aerospace ground testing at AEDC.

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*).

Nominations for selection as AEDC Craftsman Fellows are considered annually. The selection of AEDC Craftsman Fellows is limited to two each year. Exceptions will require approval of the ACC Fellows Committee Chairman.

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 AEDC'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, UTSI or AEDC remote operating locations 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.

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*).

Nominations for selection as AEDC Lifetime Achievement Fellows are considered annually. The selection of AEDC Lifetime Achievement Fellows is limited to two each year. Exceptions will require approval of the ACC Fellows Committee Chairman.

AEDC Lifetime Achievement Fellows Program is reserved for exceptional candidates and is not necessarily selected each year. All current or retired military, civilian and operating contractor/subcontractor personnel assigned, or previously assigned, to AEDC, UTSI or AEDC remote operating locations 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.

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

The selection of AEDC Honorary Fellows is limited to one each year. Exceptions will require approval of the ACC Fellows Committee Chairman.

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 or AEDC remote operating locations.

PROCESS

Call for Nominations - The “Call for Nominations” will be sent out around the end of January each year by the the ACC Fellows Committee to all AEDC government personnel, contractor/subcontractor employees, current Fellows, by news release to local newspapers and radio stations 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. Nominations package must be received NLT March 25.

Nominations must be either mailed to: Arnold Community Council, ATTN: AEDC Fellows Committee, P O Box 553, Tullahoma TN 37388-0553 or hand delivered to a member of the ACC Fellows committee.

The Chairman o the ACC Fellows Committee selects AEDC Fellows who are ACC members to act as AEDC Fellows Board members. Board members review nominations and return the nominations with the scoring criteria to the Chairman for review and confirmation of the selectees.

Before announcement of the new AEDC Fellows the nomination packages and draft news releases will be coordinated / reviewed by the Air Force at AEDC to insure that no inappropriate or sensitive information is inadvertently released to the public.

Notification - After final review the ACC Fellows Committee Chairman. contacts each newly selected Fellow to congratulate them on their selection as an AEDC Technical Fellow, AEDC Craftsman Fellow, AEDC Lifetime Achievement Fellow or AEDC Honorary Fellow.

News Release - The ACC Fellows Committee then notifies AEDC/PA of the new Fellows, providing a news release for publication in the AEDC *High Mach*. The ACC Fellows Committee acquires an updated photo of newly selected Fellows for the news release, Fellows display and Fellows publicity.

Fellows Day - AEDC usually sponsors Fellows Day for all current and new Fellows the day before the Fellows banquet. The ACC Fellows committee may sponsor lunch for Fellows day. Details of the activities for Fellows Day are the responsibility of AEDC/_____.

Fellows Banquet - The Fellows Banquet is open to all personnel both on and off base. The ACC Fellows Committee Chairman. will provide the announcement of Fellows Banquet to all AEDC personnel via a news release to High Mach and letters to AEDC/CC and the General Managers of all AEDC prime contractors.

Newly selected Fellows and a spouse/guest attend the Fellows Banquet for free.

All new Fellows are asked for a list of family and friends with contact information they would like to receive invitations to the banquet. Banquet invitations are sent out to all these people plus current Fellows, ACC members, local VIPS and elected officials including state and federal elected officials.

The Fellows Committee will send out formal invitations to the Air Force at AEDC to forward to all AEDC government personnel, the Operating Contractors/General Managers and his/her deputies, newly selected Fellows and their guests, current Fellows and community leaders.

The Fellows Committee will submit the announcement of Fellows Banquet in the *AEDC High Mach* and local newspapers.

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

Recognition - Recognition at the Fellows Banquet consists of an engraved AEDC Fellows plaque along with a lapel pin.

The ACC Fellows Committee pays for 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.

Guest Speaker - The ACC Fellows Committee Chairman. selects a guest speaker to provide a speech relevant to AEDCs mission at the Fellows Banquet. The ACC Fellows Committee Chairman calls to check the availability of proposed guest speaker and provides a personal invitation; the ACC Fellows Committee Chairman.) sends a formal letter of invitation.

Speaker Expenses - The ACC Fellows Committee may work with 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 Committee will agree to what expenses/costs, honorarium will be paid to/for the guest speaker and ACC will cover those costs.

The ACC Fellows 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.

Attachment 1

ACRONYMS AND DEFINITIONS

ACC - Arnold Community Council

AEDC – Arnold Engineering Development Complex, includes Arnold AFB, Tenn. and all AEDC remote operating locations.

AEDC/CC – Arnold Engineering Development Complex/Commander

AEDC/CA – Arnold Engineering Development Complex/Executive Director

AFTC/CZ (ARNOLD) – Air Force Test Center (Arnold) Chief Technologist

AEDC/PA - Arnold Engineering Development Complex Public Affairs

ALC – Arnold Lakeside Center

UTSI - University of Tennessee Space Institute

Attachment 2

AEDC TECHNICAL FELLOWS PROGRAM NOMINATION CONTACT INFORMATION

*(This information is considered personal identifiable information and
should be on a separate sheet from the nomination)*

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION,: _____

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

E-MAIL ADDRESS, if applicable: _____

EDUCATION (degree, institution and dates):

NOMINATED BY: _____ ; _____
(Print name) (Signature)

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

ADDRESS: _____

PERSONAL CONTACT INFO: _____ ; _____ ; _____
(Office) (Home) (Cell)

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

(The nomination should be kept separate from the personal information listed above)

AEDC TECHNICAL FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

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

PUBLICATIONS:

PATENTS:

MEMBERSHIP AND SERVICE IN TECHNICAL AND PROFESSIONAL ORGANIZATIONS:

Attachment 3

AEDC CRAFTSMAN FELLOWS PROGRAM NOMINATION CONTACT INFORMATION

*(This information is considered personal identifiable information and
should be on a separate sheet from the nomination below)*

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

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

EDUCATION (degree, institution and dates):

NOMINATED BY: _____ ; _____
(Print name) (Signature)

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

ADDRESS: _____

CONTACT INFO: _____ ; _____ ; _____
(Office, if applicable) (Home) (Cell)

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

(The nomination should be kept separate from the personal information listed above)

AEDC CRAFTSMAN FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

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

PUBLICATIONS:

Attachment 4

AEDC LIFETIME ACHIEVEMENT FELLOWS PROGRAM NOMINATION CONTACT INFORMATION

(This information is considered personal identifiable information and should be on a separate sheet from the nomination below)

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

E-MAIL ADDRESS: _____
(Please print)

EDUCATION (degree, institution and dates):

NOMINATED BY: _____ ; _____
(Print name) (Signature)

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

ADDRESS: _____

CONTACT INFO: _____ ; _____ ; _____
(Office) (Home) (Cell)

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

(The nomination should be kept separate from the personal information listed above)

AEDC LIFETIME ACHIEVEMENT FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

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

PUBLICATIONS:

Attachment 5

AEDC HONORARY FELLOWS PROGRAM NOMINATION CONTACT INFORMATION

(This information is considered personal identifiable information and should be on a separate sheet from the nomination below)

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

NAME OF NEXT OF KIN: _____

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

NEXT OF KIN E-MAIL ADDRESS: _____

NEXT OF KIN MAILING ADDRESS: _____

NOMINATED BY: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

MAILING ADDRESS: _____

CONTACT INFO: _____ ; _____ ; _____
(Office) (Home) (Cell)

E-MAIL: _____

(Please print)

(The nomination should be kept separate from the personal information listed above)

AEDC HONORARY FELLOWS PROGRAM NOMINATION

NOMINEE'S NAME: _____

POSITION: _____

ORGANIZATION: _____

SPECIFIC OUTSTANDING ACCOMPLISHMENTS AND CONTRIBUTIONS TO AEROSPACE

GROUND TESTING AT AEDC (two typewritten pages maximum):

PUBLICATIONS: