

AEDC Fellows Program

**Arnold Community Council Fellows
Committee AEDC Fellows
Operating Procedure
22 April 2024**

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. The separate Craftsman (now Craft), Lifetime Achievement and Honorary categories were added later.

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 Craft 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 and contribute to the success of the larger aerospace community.

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 Craft Fellows Program recognizes persons who's technical, craft, and leadership skills ensured the success of AEDC programs and the larger aerospace test community.

The AEDC Lifetime Achievement Fellows Program recognizes individuals who have made significant and exceptionally valuable contributions to AEDC and the larger aerospace community while at AEDC, or 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 and sister organizations.

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 Changes for 2024 - As a result of changes to DOD information protection policies and procedures, technical information that is essential to evaluation of a nominee's qualifications must be protected as Controlled Unclassified Information (CUI). In order to comply with this restriction, any nominee must be sponsored or co-sponsored by an individual who can submit the nomination via the AEDC on-base unclassified computer network (NIPRNet).

The nomination forms have been consolidated into a single template. Specific criteria have been added to aid in preparation and review of nominations.

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 for Fellows Day - 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 Craft Fellows, AEDC Lifetime Achievement Fellows and AEDC Honorary Fellows are honored annually on or about June 25.

Creation and Submission of Nominations

Nominations should be prepared using the attached forms as a template. There are two forms:

1. **Contact Information:** Cover letter with contact details for the nominee and sponsor. This may be transmitted via email to:

Mike Wiedemer
Chairman, AEDC Fellows Program
Maj Gen USAF, Retired
wiedemerm@gmail.com

Dr. Doug Garrard
Vice Chairman, AEDC Fellows Program
glenn.garrard.ctr@us.af.mil

2. **Sponsor's Endorsement:** Details regarding the nominee's qualifications. Because this section can contain sensitive unclassified information:
 - a. On-base sponsors: Contact Dr. Doug Garrard or Dr. Mike Mills to submit the endorsement.
 - b. Off-base sponsors: Contact Mike Wiedemer before submitting the nomination, to obtain an on-base sponsor for the endorsement.

AEDC Technical Fellow nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee.

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 Craft Fellow nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee.

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

Recognition as AEDC Craft Fellows is reserved for those individuals who's technical, craft, and leadership skills ensured the success of AEDC programs and of the larger community. Throughout the history of AEDC, the body of craftsmen has contributed immeasurably to AEDC's achievements. AEDC Craft 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 Craft Fellows.

AEDC Craft Fellows are reserved for exceptional candidates and are not necessarily selected each year. Candidates qualified for consideration as AEDC Craft Fellows must personally have made notable and valuable lifetime contributions to AEDC in any area relevant to the AEDC mission.

AEDC Lifetime Achievement Fellow nominations may be submitted by any present or former AEDC government or operating contractor/subcontractor employee.

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 Fellow nominations - Only AEDC Fellows may submit nominations for AEDC Honorary Fellows.

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 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 unless otherwise specified in the Call.

Due to the need to protect Controlled Unclassified Information that is essential to evaluation the qualifications of nominees, the nomination procedure has been revised beginning in 2024.

The Chairman of 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 ensure 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 Craft 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 or Vice 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 or Vice Chairman hosts the Fellows Banquet. The banquet is generally held 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.

By exception the banquet may be held in conjunction with the annual dinner for the Arnold Community Council.

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 Building.

Guest Speaker - The ACC Fellows Committee Chairman or Vice Chairman selects a guest speaker to provide a speech relevant to AEDC's mission at the Fellows Banquet. The ACC Fellows Committee Chairman or Vice Chairman calls to check the availability of proposed guest speaker and provides a personal invitation; the ACC Fellows Committee Chairman or Vice 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.

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

CUI – Controlled Unclassified Information

DOD – Department of Defense

UTSI - University of Tennessee Space Institute

AEDC FELLOWS PROGRAM NOMINATION CONTACT INFORMATION

Category (select one): ___ Technical Fellow ___ Craft Fellow
 ___ Lifetime Achievement Fellow ___ Honorary Fellow

NOMINEE’S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

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

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

SUPERVISOR INFO: _____; _____; _____
(Name) (Office) (Cell)

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)

For a nominee who is deceased, please provide:

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

NEXT OF KIN E-MAIL ADDRESS: _____

NEXT OF KIN MAILING ADDRESS: _____

Submit this page on a sheet that is separate from the Sponsor’s Endorsement

Mike Wiedemer
Chairman, AEDC Fellows Program,
Maj Gen USAF, Retired wiederm@gmail.com

Do not include sensitive unclassified information on this page

April 2024

AEDC FELLOWS PROGRAM NOMINATION SPONSOR'S ENDORSEMENT

NOMINEE'S NAME: _____

POSITION, if applicable: _____

ORGANIZATION, if applicable: _____

EDUCATION (degree or certificate, institution, and dates):

NOMINEE'S QUALIFICATIONS

Answer the questions to provide a detailed and specific narrative. Target length is 2 typed pages.

- 1) How many years of service does the nominee have directly working for AEDC (to include GSUs) or on direct contracts?
- 2) What are the nominee's personal contributions to innovations in aerospace ground testing?
- 3) How has the nominee been personally recognized outside of AEDC by the aerospace industry?
- 4) How has the nominee personally contributed to the growth of their profession, peers and/or subordinates?
- 5) How has the nominee contributed to the positive enhancement of AEDC's reputation?
- 6) How has the nominee had a disproportionately positive impact on other (non-Air Force) national organizations (e.g. DOD, NASA, DOE, DHS, NSF, etc.)?
- 7) What are the personal contributions of the nominee to advancing the technical state of the art of aerospace ground testing?
- 8) What are the personal contributions of the nominee to improving the T&E acquisition process (cost, schedule, performance)?
- 9) How has the nominee demonstrated leadership in professional, philanthropic or community organizations?
- 10) Verify the nominee lacks any reason they would reflect negatively on AEDC or the AEDC Fellows program.

When filled-in, protect this page and any attachments as Controlled Unclassified Information (CUI).

April 2024