

Guidelines for the Order of Daedalians 2017 BG Carl I. Hutton Memorial Award, the US Army Exceptional Pilot Award and Weapons System Award-COL Franklin C. Wolfe Trophy

1. Nomination packet guidelines and format.

a. **BG Carl I. Hutton Memorial Award** – open to all Army aviation units regardless of size.

(1) A detailed narrative outlining the specific unit contribution to the advancement of flight safety in Army Aviation, not to exceed three pages.

(2) Chain of command endorsements, photographs and any supporting data as needed.

(3) All packets must be endorsed by O6 Commander or equivalent.

b. **US Army Exceptional Pilot Award** – open to all Army rated Military aviators.

(1) A comprehensive narrative description of action(s) not to exceed three typed pages.

(2) A biography of the individual not to exceed two typed pages.

(3) A proposed citation not to exceed a half typed page.

(4) A DA photograph, or equivalent, of the individual.

(5) All packets must be endorsed by O6 Commander or equivalent.

c. **Weapons System Award-COL Franklin C. Wolfe Memorial Trophy** – open to individuals, groups, or organizations (military/civilian), regardless of size.

(1) A detailed narrative outlining the specific and outstanding contribution to weapons development which operates, in whole or part, in the aerospace environment - not to exceed three pages.

(2) Photographs and any supporting data as needed.

(3) Unit point of contact information.

(4) All packets must be endorsed by O6 Commander, Director or equivalent.

d. Pictures are encouraged for each award nomination packet. Pictures should be printed or secured on a standard 8 ½ x 11 inch page. Loose pictures, negatives, slides or computer disks are not allowed and will be removed before a packet goes before the board.

e. The margins for typed pages will be set at one inch for all sides.

f. The paragraphs should be double spaced and the font should be Times New Roman, twelve (12) pitch.

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g. Each packet will contain a typewritten sheet listing the names, addresses, and phone numbers of the nominating command's points of contact.

h. Additional Enclosures.

(1) There is a 10 page limit to the amount of additional information for each of the nomination packets.

(2) News media clippings and photographs are encouraged; however, films, videotapes, computer media and any other audio/visual items will not be considered. They will be removed before a packet goes before the board.

1. All nomination packets must be UNCLASSIFIED.

2. Units will submit nominations through their respective chain of command to the US Army Aviation Center of Excellence (USAACE) G-1. Submission via electrons is authorized and encouraged; submit via email to USAACE G-1 Awards box at usarmy.rucker.avncoe.list.cmd-g1-awards@mail.mil

**ORDER OF DAEDALIANS BRIGADIER GENERAL
CARL I. HUTTON MEMORIAL AWARD**

UNIT DESIGNATION

UNIT DESIGNATION
(Task Force HOPE)

UNIT LOCATION (CITY, STATE)

Nomination Packet Guidelines and Format

1. Command Endorsements (O6 Commander or equivalent)
2. Detailed Nomination Narrative
3. Point of Contact Information
4. Additional Supporting Information

(All nomination packets must be **unclassified**)

COMMAND LETTERHEAD

ATZQ-PE

Date

MEMORANDUM FOR Order of Daedalians BG Carl I. Hutton Memorial Award Selection Committee

SUBJECT: Order of Daedalians BG Carl I. Hutton Memorial Award Nomination for **Unit's Information**

1. I highly recommend and endorse the nomination of **UNIT'S NAME** for the **YEAR** Order of Daedalians Weapons System Award-COL Franklin C. Wolfe Memorial Trophy ...
2. Brief summary of unit's achievements...
3. Point of Contact is the undersigned at (333) 333-3333 or email jamesdoe@email.mil.

Encls

JAMES R. DOE
COL, AV
Commanding

**EXAMPLE OF COMMAND ENDORSEMENT
(O6 Commander or equivalent)**

NARRATIVE

ORDER OF THE DAEDALIANS BG CARL I. HUTTON MEMORIAL AWARD

UNIT NAME

**NOT TO EXCEED THREE (3) PAGES
DOUBLE-SPACED, TIMES NEW
ROMAN FONT, TWELVE (12) PITCH**

POINT OF CONTACT INFORMATION

UNIT NAME

(Lists your unit's appropriate points of contact)

COMMANDER:

NAME

COL, AV

(000) 000-0000

name@email.mil

EXECUTIVE OFFICER:

NAME

MAJ, AV

(000) 000-0000

name@email.mil

ADJUTANT:

NAME

MAJ, AG

(000) 000-0000

name@email.mil

ADDITIONAL INFORMATION

(i.e. photos, articles, etc.)

Additional information must not exceed 10 pages

(All nominations packets must be unclassified)

ORDER OF DAEDALIANS UNITED STATES ARMY
EXCEPTIONAL PILOT AWARD

PILOT'S NAME

UNIT DESIGNATION

DUTY POSITION

UNIT LOCATION (CITY, STATE)

Nomination Packet Guidelines and Format

1. Command Endorsements (*O6 Commander or equivalent*)
2. Detailed Nomination Narrative
3. Proposed Citation
4. Photograph
5. Biological Summary
6. Point of Contact Information
7. Additional Supporting Information

(All nomination packets must be **unclassified**)

COMMAND LETTERHEAD

ATZQ-PE

Date

MEMORANDUM FOR Order of Daedalians United States (US) Army Exceptional Pilot Award Selection Committee

SUBJECT: Order of Daedalians US Army Exceptional Pilot Award Nomination for **Organization's Information**

1. I highly recommend and endorse the nomination of **ORGANIZATON'S NAME** for the **YEAR** Order of Daedalians US Army Exceptional Pilot Award ...
2. Brief summary of organization's achievements...
3. Point of Contact is the undersigned at (333) 333-3333 or email jamesdoe@email.mil.

Encls

JAMES R. DOE
COL, AV
Commanding

EXAMPLE OF COMMAND ENDORSEMENT
(O6 COMMANDER OR EQUIVALENT)

NARRATIVE

**ORDER OF THE DAEDALIANS UNITED STATES ARMY
EXCEPTIONAL PILOT AWARD**

PILOT'S NAME

**NOT TO EXCEED THREE (3) PAGES DOUBLE-SPACED,
TIMES NEW ROMAN FONT, TWELVE (12) PITCH**

PROPOSED CITATION

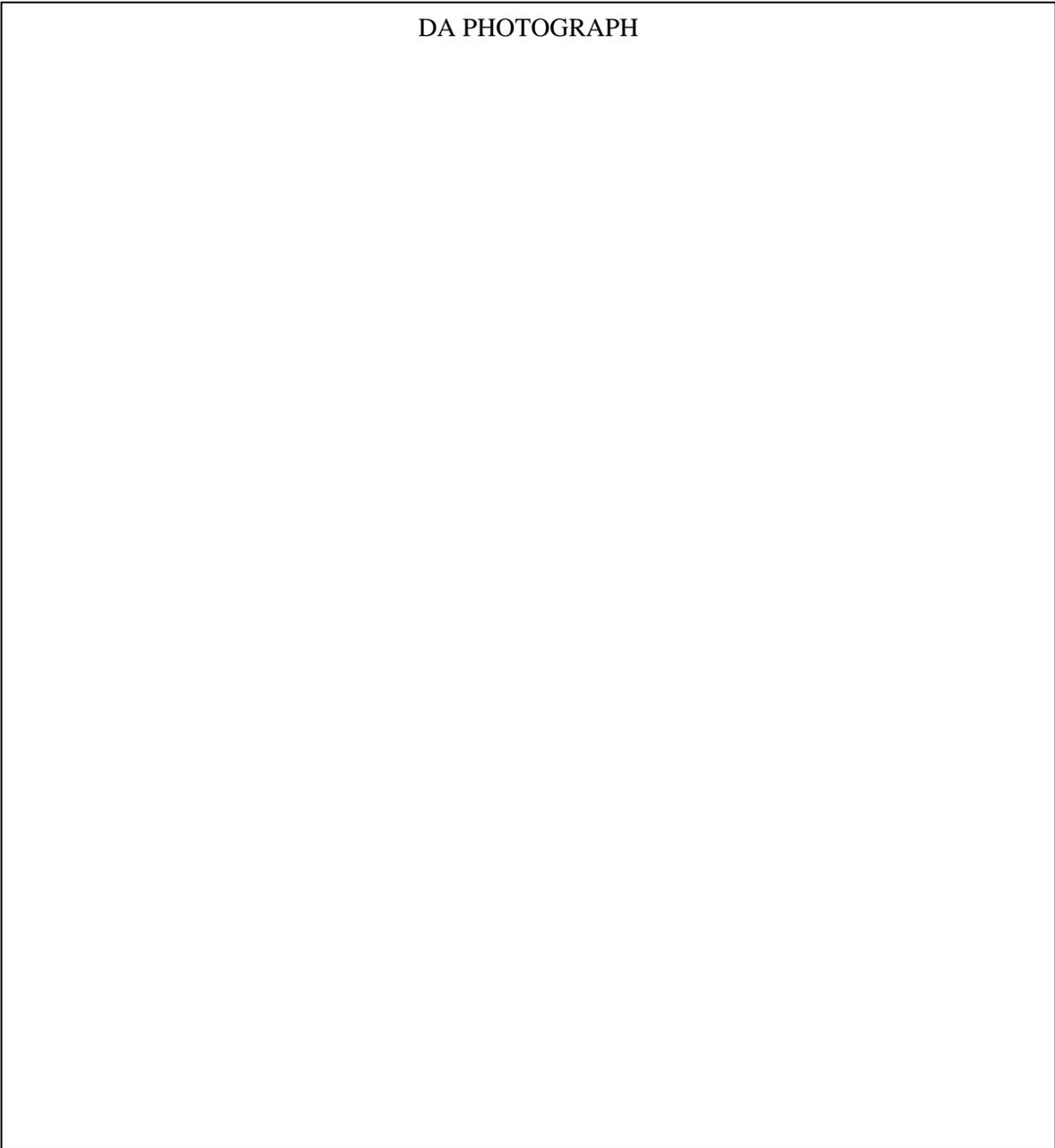
PILOT'S NAME

NOT TO EXCEED HALF (½) PAGE DOUBLE-SPACED, TIMES

NEW ROMAN FONT, TWELVE (12) PITCH

OFFICIAL PHOTOGRAPH
PILOT'S NAME

DA PHOTOGRAPH



BIOGRAPHICAL SUMMARY

PILOT' NAME

NOT TO EXCEED TWO (2) PAGES DOUBLE SPACED, TIMES

NEW ROMAN FONT, TWELVE (12) PITCH

POINT OF CONTACT INFORMATION

UNIT NAME

(Lists your unit's appropriate points of contact)

COMMANDER:

NAME

COL, AV

(000) 000-0000

name@email.mil

EXECUTIVE OFFICER:

NAME

MAJ, AV

(000) 000-0000

name@email.mil

ADJUTANT:

NAME

MAJ, AG

(000) 000-0000

name@email.mil

ADDITIONAL INFORMATION

(i.e. photos, articles, etc.)

Additional information must not exceed 10 pages

(All nominations packets must be unclassified)

**ORDER OF DAEDALIANS WEAPONS SYSTEM AWARD-
COL FRANKLIN C. WOLFE TROPHY**

ORGANIZATION

ORGANIZATION LOCATION (CITY, STATE)

Nomination Packet Guidelines and Format

1. Command Endorsements (*O6 Commander, Director or equivalent*)
2. Detailed Nomination Narrative
3. Point of Contact Information
4. Additional Supporting Information

(All nomination packets must be **unclassified**)

COMMAND LETTERHEAD

ATZQ-PE

Date

MEMORANDUM FOR Order of Daedalians Weapons System Award-COL Franklin C. Wolfe Memorial Trophy Selection Committee

SUBJECT: Order of Daedalians Weapons System Award-COL Franklin C. Wolfe Memorial Trophy Nomination for **Organization's Information**

1. I highly recommend and endorse the nomination of **ORGANIZATON'S NAME** for the **YEAR** Order of Daedalians Weapons System Award-COL Franklin C. Wolfe Memorial Trophy...
2. Brief summary of organization's achievements...
3. Point of Contact is the undersigned at (333) 333-3333 or email jamesdoe@email.mil.

Encls

JAMES R. DOE
COL, AV
Commanding

**EXAMPLE OF COMMAND ENDORSEMENT
(O6 Commander or equivalent)**

NARRATIVE

ORDER OF THE DAEDALIANS WEAPONS SYSTEM AWARD-COL FRANKLIN C. WOLFE MEMORIAL TROPHY

ORGANIZATION'S NAME

**NOT TO EXCEED THREE (3) PAGES
DOUBLE-SPACED, TIMES NEW ROMAN
FONT, TWELVE (12) PITCH**

POINT OF CONTACT INFORMATION

ORGANIZATION'S NAME

(Lists your unit's appropriate points of contact)

COMMANDER:

NAME

COL, AV

(000) 000-0000

name@email.mil

EXECUTIVE OFFICER:

NAME

MAJ, AV

(000) 000-0000

name@email.mil

ADJUTANT:

NAME

MAJ, AG

(000) 000-0000

name@email.mil

ADDITIONAL INFORMATION

(i.e. photos, articles, etc.)

Additional information must not exceed 10 pages

(All nominations packets must be unclassified)