

SUBJECT: Guidelines for the Order of Daedalians' BG Carl I. Hutton Memorial Award and the United States Army Exceptional Pilot Award

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. 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.

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

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

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

g. Additional Enclosures.

(1) There is no 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.

h. 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.