

## **2024 ACA President/CEO's Guidance to Air Commando Hall of Fame Committee Members**

The following guidance addresses appointments, term limits, geographic proximity, and duties of Air Commando Hall of Fame Committee members. The ACA President/CEO is the sole waiver authority for this guidance.

### **Appointment**

The ACA President/CEO, with approval of the ACA Board of Directors, appoints Hall of Fame Committee members, to include the Committee Chairman and Secretary. The Committee will be comprised of seven members, drawn from retired officer and enlisted ranks. Committee members must be ACA members in good standing. All Committee members, including the Committee Chairman and Secretary, must be Hall of Fame inductees. Committee membership should include both mission support and operations expertise and experience. Finally, Committee members may concurrently serve on the ACA Board of Directors.

### **Term Limits**

Committee members typically serve 2 x three-year terms. The second term is renewed upon concurrence of the member and the Committee Chairman. Cumulatively, the duration of service should not exceed six years. The annual intent is to "retire" one to two Committee members whose terms have expired and "onboard" one to two new Committee members. It is preferable for the Committee Chairman and Secretary to serve as Committee members prior to assuming their duties. The Committee Chairman and Secretary should serve no more than a total of six years, to include time served prior to assuming leadership positions. Following a break in Committee service of two years or more, a former Committee member who "retired" after reaching term limits may be nominated to serve a three-year term as Committee Chairman or Secretary. Geographic Proximity. Although it's desirable, Committee members, including the Chairman and Secretary, no longer have to reside in proximity to ACA Headquarters. Meetings and the selection process can be done electronically through phone or video conferencing software.

### **Duties**

Committee members will conduct their duties with integrity. Hall of Fame nominees, as well as our entire Air Commando community, deserve and expect a fair, transparent, and merit-based selection process. Committee members will refrain from authoring nomination packages, serving as personal references for nominees, or communicating the personal content of selection process deliberations and results. Committee members will execute their duties in accordance with the following timeline.

### **Timeline**

NLT 1 August, the Committee Chairman and Secretary will ensure the currency of eligibility criteria, nomination procedures and requirements, selection procedures, and induction procedures posted on the ACA's electronic media. After presenting the names of new nominees to the ACA President/CEO, and gaining approval by the Board of Directors, the Committee Chairman will publish the names of current-year Committee members.

31 December is the annual deadline for receipt of Hall of Fame nomination packages at Headquarters Air Commando Association. If a nomination package, either emailed or mailed, is received after the deadline, the Committee Secretary will notify the nominating official and retain the package for review during a future selection process.

NLT 5 January, the Committee Chairman and Secretary will screen and electronically forward eligible nomination packages to Committee members for individual review and scoring.

NLT 20 January, the Committee will convene at ACA Headquarters or through electronic means to select and recommend those individuals who meet the eligibility criteria and have made significant individual and unique contributions to Air Force Special Operations. NOTE: The convening date will be adjusted to ensure completion of duties prior to the January Board of Directors meeting. The Committee's due outs include summarizing and reviewing scoring, resolving "splits" exceeding 1.5 points, rank-ordering results, and recommending not more than five nominees for induction into the Air Commando Hall of Fame. Committee duties will conclude upon completion of three deliverables:

1. The Committee Chairman telephonically notifies the ACA President/CEO and ACA Chairman that Committee duties are complete and verbally communicates the recommended list of inductees.

2. The Committee Chairman and Secretary prepare a written list of recommended inductees for submission to the ACA President/CEO and Board of Directors.

3. The Committee Secretary makes a written record summarizing the selection process including Committee member observations on any issues encountered, resolution of issues, desired process improvements, and proposed changes to ACA President/CEO's Guidance. This record comprises information required for a Committee After-Action Report due during the January Board of Directors meeting.

- NLT 21 January, the Committee Chairman and/or Secretary will submit to the ACA Board of Directors a written list of those recommended for induction. The submission date will be adjusted to ensure the list is considered at the January Board of Directors' meeting. Should the Board of Directors withhold approval, the ACA President/CEO will direct the Committee to meet, resolve the issue(s), and resubmit a list of recommended nominees. Concurrently, the Committee Secretary will submit the aforementioned written After-Action Report.

## **Notification**

As soon as possible, following approval by the Board of Directors, the ACA Chairman or President/CEO will notify inductees by phone call and written letter. The Committee Chairman and Secretary will prepare written letters notifying the nominating officials of those not selected for induction.

By well and faithfully executing your duties, you will bring credit upon the Air Commando and Joint SOF teams, Air Force Special Operations Command, United States Air Force, United States Special Operations Command, and heritage of the Air Commando Association.

//Signed//

Dennis Barnett  
Col, USAF (Retired)  
President/CEO