

**The Langley Research Center
NACA and NASA Hall of Honor**
*Sponsored by the Langley Alumni Association
and NASA Langley Research Center*

OPERATING GUIDELINES
July 2016

1.0 Purpose of these Guidelines

These Guidelines provide the framework within which the Langley Research Center NACA and NASA Hall of Honor (HoH) Committee conducts the process of receiving nominations for and making selection of Honorees to be inducted into the Hall of Honor. This process is managed by the HoH Operations Committee in accordance with a Memorandum of Understanding (MoU) between the NASA Langley Research Center (LaRC) and the Langley Alumni Association (LAA) dated January 11, 2016 (copy attached).

2.0 The Langley Research Center NACA and NASA Hall of Honor

The concept of the HoH originated within the Langley Alumni Association as a means by which distinguished Langley Research Center researchers and managers could be honored for their exemplary careers and contributions to NACA, NASA, and the nation at large in the pursuit of revolutionary scientific understanding and technological progress on the frontiers of aerospace sciences. The HoH also provides a focused opportunity for the local aerospace community and the public at large to reflect on the contributions of these notable individuals who made enduring impacts on aerospace technologies.

3.0 The HoH Operations Committee

The HoH Operations Committee was originally constituted as an *ad hoc* group of interested volunteers from the LAA, NASA Langley, and the local contractor community who shared a common desire to honor researchers and managers who had worked for and made significant contributions to NACA and NASA at the Langley Research Center. The culmination of these early efforts was the Class of 2015 Hall of Honor Induction Ceremony held at NASA Langley on August 13, 2015, at which 19 inductees were honored.

The HoH Operations Committee provides oversight and management of the process by which honorees are nominated, selected by the HoH Selection Committee, and recognized at a Hall of Honor ceremony. In addition, the HoH Operations Committee ensures continuous coordination and collaboration with the NASA Langley and LAA leadership for all matters related to the HoH.

HoH Operations Committee Membership: The HoH Operations Committee shall consist of:

- Three (3) individuals from the LAA (designated by the LAA).
- Three (3) representatives from NASA Langley (designated by NASA Langley), one of whom shall be the NASA Langley Historian (who will ensure appropriate coordination with the NASA Headquarters History Office), or designee.
- Not more than five (5) other individuals (including NASA Langley retirees) from the local aerospace and municipal communities. New members in this category may be volunteers or may be solicited by the HoH Operations Committee, and are subject to approval by a simple majority vote of the HoH Operations Committee membership.

All members of the HoH Operations Committee will have full voting rights for matters coming before the Committee.

HoH Operations Committee Chair: The HoH Operations Committee shall elect a Chair who will be responsible for coordinating the HoH Operations Committee activities and serve as the primary liaison with NASA Langley and the LAA. Such election shall be conducted at the initiation of activities related to the next Class Induction (call for nominations issued) with the selection based on a simple majority vote of the HoH Operations Committee members.

HoH Operations Committee Meetings: The HoH Operations Committee shall meet from time to time as necessary to conduct and coordinate the various activities related to planning and executing the overall HoH process. Timely notifications of meetings days, times and place shall be made by email to the HoH Operations Committee members by the Chair.

Establishing Class Size: The HoH Operations Committee shall determine the anticipated number of persons to be selected for each Class of Inductees. This number shall be communicated to the Honorees Selection Committee at the start of their review process. The final number of honorees shall be subject to number of nominations received and the evaluation results.

4.0 The Honorees Selection Committee

The HoH Operations Committee shall establish an Honorees Selection Committee for each Class of Inductees. The purpose of this Committee shall be to receive and review the nominations and make recommendations to the HoH Operations Committee of those to be inducted. This HoH Selection Committee shall consist of:

- Two (2) representatives of the LAA.
- Two (2) representatives of NASA Langley, one of whom will be the NASA Langley Historian, or designee.
- Three (3) members of the local aerospace community, including NASA Langley retirees and contractors, and/or other outside members with appropriate knowledge of NASA Langley and its history. (For example, a representative of the AIAA Hampton Roads Section.)

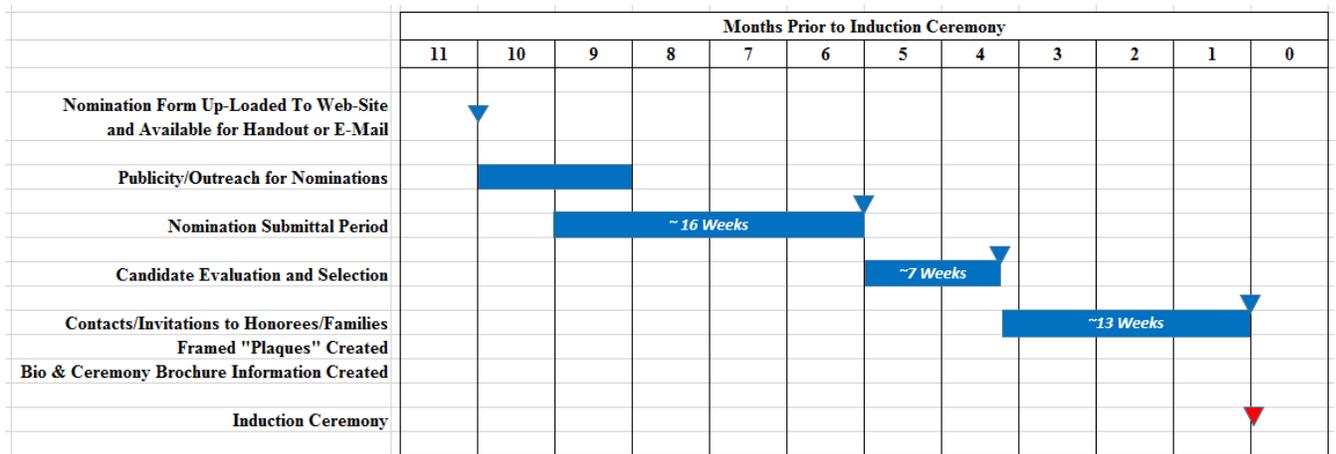
The HoH Operations Committee shall identify and recruit specific individuals to serve on the Honorees Selection Committee. Such members may or may not also be members of the HoH Operations Committee itself.

The Honorees Selection Committee shall elect one of its members as Chair and Spokesperson.

5.0 The Nomination and Selection Process

Web Site: The HoH Operations Committee shall establish and maintain appropriate web site content/information on the existing LAA web site (<http://www.larcalumni.org/>) accessible to the public-at-large as the primary means of receiving nominations for consideration of individuals for selection as Inductees. This web site may also include archival information on previous Classes, information about the HoH itself, these operating Guidelines, and other information as deemed appropriate by the HoH Operations Committee.

Notional Timeline for Nominations and Selections: The figure below illustrates the notional timeline to be followed in issuing a call for nominations, receiving, reviewing and selecting honorees.



Nominations Open: Approximately (9) months prior to the planned induction ceremony, a nomination form shall be posted on the web site as the means by which interested parties may nominate candidates. The posting of this nomination form along with the due date for submissions shall be publicized via the NASA Langley Center Leadership Council, @LaRC at NASA Langley (and similar @xxx at the other NASA Centers), through the LAA, the NASA Langley Contractors Steering Council, the AIAA Hampton Roads Section Newsletter and general membership emails, a press release from NASA Langley, AIAA Aerospace America magazine, and other local professional organizations such as the Peninsula Engineers Council, the Virginia AeroSpace Business Association, etc.

Receipt of Nominations: Nominations shall follow the instructions included in the Nomination Form. Nominations may be submitted electronically via email to info@larcalumni.org.

Evaluation of Nominations: The Honorees Selection Committee shall review all nominations received. Those meeting the nomination process requirements and selection criteria will be reviewed in detail. Any not meeting the requirements shall be returned to the submitter with an explanation for the rejection and a request for resubmittal by a new date.

Selection Criteria: Nominees shall be evaluated based on the following criteria:

- A minimum of ten (10) years' work for NACA and/or NASA at the Langley Research Center. Civil servants and on/near site contractor nominees shall be eligible.
- The nominees shall have made sustained contributions to and had far-reaching influence on the leadership, direction, mission, and capabilities of the NACA Langley Memorial Aeronautical Laboratory and the NASA Langley Research Center.
- The nominee must have made unprecedented and fundamental contributions to the advancement of either a technical and/or science field with significant impacts to the United States aerospace community for commercial or military aircraft, spacecraft, or atmospheric sciences.

Honoree Recommendations: The Honoree Selection Committee shall recommend its' selections to the full HoH Operations Committee with a discussion of the rationale for each selection. Likewise, those not selected will be similarly presented.

Final Selection: The HoH Operations Committee shall affirm its list of recommended selectees based on the recommendations of the Honoree Selection Committee. The HoH Operations Committee Chair shall then review the recommended selections with NASA Langley's Office of the Director to achieve agreement and conclude the selection process. Any disagreements between the HoH Operations Committee and the Office of Director shall be resolved through a meeting of the HoH Operations Committee and the NASA Langley Director.

6.0 Notifications of Honorees

The Honorees to be inducted and the individual nominating the Honoree shall be notified by the Chair of the HoH Operations Committee of their selection. In the case of deceased Honorees, the family shall be notified. The date of the Induction Ceremony shall also be included, noting that additional details will be provided.

7.0 Revision of the Guidelines

The HoH Operations Committee may from time to time review and revise these Guidelines by a simple majority vote of the membership.

National Aeronautics and Space Administration
Langley Research Center
100 NASA Road
Hampton, VA 23681-2199



January 11, 2016

Reply to Attn of: [5]

TO: Langley Alumni Association
FROM: OSACB Director
SUBJECT: MOU with Langley Alumni Association and NASA Langley Research Center

**Memorandum of Understanding
Between
Langley Alumni Association (LAA)
and
NASA Langley Research Center (LaRC)
to Develop and Support
The Langley Research Center NACA and NASA Hall of Honor (HOH)**

I. Purpose of the Understanding

This Memorandum of Understanding (MoU) is established between the Langley Alumni Association (LAA) and the NASA Langley Research Center (LaRC) to develop and provide for the *Langley Research Center NACA and NASA Hall of Honor (HOH)*. The LAA has established a committee – the Langley Research Center NACA and NASA Hall of Honor Committee – to define and execute a process to recognize and pay tribute to those individuals who built exemplary careers at LaRC, persevered against the status quo when required, and achieved revolutionary scientific understanding and technological progress on the frontiers of the aerospace sciences. These individuals are designated as Honorees. The HOH will also provide an opportunity for contemporary Langley employees and visitors to the center to reflect on the contributions of these notable individuals - men and women, scientists, engineers and managers – who made profound and enduring impacts on the work of the Center and the aerospace technology leadership of our nation.

The objective of this effort is for both parties (LAA and LaRC) to work together in further developing and sustaining the Langley Research Center NACA and NASA Hall of Honor.

II. Roles and Responsibilities

LAA and LaRC will collaborate to conduct the first induction ceremony in 2015, and a second (smaller) class will be inducted in 2017, in conjunction with the 100th anniversary of LaRC. Thereafter, new classes of Honorees will be inducted every five (5) years.

Further, LAA and LaRC will continue their support of the HOH Committee to enable planning of the details of ongoing HOH activities, and to identify and select new Honorees for induction. The selection of Honorees will be based on the criteria developed by the HOH Committee and agreed to

by LaRC. The LAA will provide general direction for the HOH activities, and LaRC will provide appropriate personnel as NASA members of the HOH Committee. HOH committee will include at least 3 members from LAA and at least 3 members from NASA LaRC (approved by Office of the Director). The LaRC Historian will serve as a member of the HOH. Final approval and continued display of information concerning Honorees is within the discretion of the LaRC Office of the Director and NASA.

Other specific roles and responsibilities are:

- LAA and LaRC will jointly develop a publicly-accessible website to display the information about the Honorees and their contributions. The HOH website will include a nomination form to enable interested individuals to submit nominations online.
- LaRC will host, with LAA support, future induction ceremonies. LaRC will prepare induction ceremony program booklets and invitations, and web-site content development and maintenance. LAA will provide any items or mementos prepared for Honorees' family members, and refreshments at the reception following the induction ceremony.
- LaRC will provide a suitable location for the permanent display of the Honorees photographs and citations of accomplishments.
- LaRC will work with LAA to contact Honorees and/or their families in advance of the induction ceremonies to ensure Honoree/family participation in the induction ceremony.

III. Program Administration

This document is not a commitment of NASA resources. There will be no transfer of funds between the parties under this understanding, and each party will fund its own participation. All activities under or pursuant to this understanding are subject to the availability of funds, and no provision of this understanding shall be interpreted to require obligation or payment of funds in violation of the Anti-Deficiency Act. (31 U.S.C. § 1341).

Neither the LAA nor NASA is liable for any potential damage that may result from cancellation of the program due to funding issues, mission priorities, or failures of equipment, facilities, technical information or services. Each party assumes liability for its own risks related to activities conducted at the workshop.

No NASA endorsement of any product, service or enterprise shall be made or implied based upon inclusion of Honorees in the HOH.



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