



## National Geospatial-Intelligence Alumni Association

SUBJECT: NGAA Policy Memorandum #2.2 –Geospatial Intelligence Hall of Fame Nominations

DATE: December 22, 2015 (Supersedes December 22, 2014 Memo #2.1: NGA HALL OF FAME NOMINATIONS)

TO: NGAA Membership

1. Background. The National Geospatial-Intelligence Agency (NGA) established the Geospatial Intelligence Hall of Fame to recognize individuals (including Allies and partners) whose accomplishments have shown them to be visionaries, leaders, and luminaries who have contributed to the advancement of the geospatial intelligence (GEOINT) tradecraft or increased the value of GEOINT for national decision makers, military commanders, NGA, NGA Heritage Organizations, or NGA customers and partners. NGA Instruction Number 5700.1 governs the program and is attached.

2. Policy. It is the policy of NGAA to prepare and submit nominations for deserving members of the NGAA membership for NGA's consideration. NGAA can nominate up to two (2) candidates annually for the award.

3. Procedures:

a. Per its Instruction, NGA will issue a request for Hall of Fame nominations 260 days prior to the ceremony. It is anticipated ceremonies will be held in November each year. If deemed necessary, the NGAA Board can begin its own nomination process described below in advance of the NGA initial request. Regardless of the timing, all other procedures in this memo will be followed and will be amended if necessary based on guidance issued by NGA in their annual announcement.

b. NGAA Board forwards request for nominations to the NGAA Chapter Boards.

c. The Chapter Boards put out a call for nominations to their membership.

d. Chapter members propose potential nominees/volunteers to draft nominations.

e. Chapter Boards exchange the names of their potential nominees and establish a lead chapter if duplicate candidates are identified. The Chapter Boards also provide the drafters copies of past successful nomination packages.

f. Nomination drafters circulate their drafts for review/comment/input. All nomination packages will be prepared in accordance with the NGA Instruction and any other criteria promulgated by NGA.

(1) Reviewers should include Chapter Board members (including their representatives to the NGAA Board),

(2) The potential nominee, and

(3) Any persons likely to have substantive knowledge of the nominee's accomplishments.

g. Nomination drafters submit their final draft nominations to their respective Chapter Boards along with their list of reviewers. Nomination packages will be prepared in accordance with Enclosure 1 to the NGA Instruction.

h. Chapter Boards exchange final draft nomination packages for comment.

i. Chapter Boards approve their final nomination packages and submit to NGAA Board.

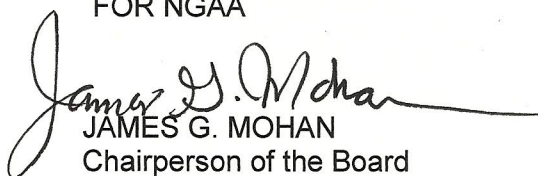
j. NGAA Board reviews and approves packages and submits to NGA.

4. The NGA Selection Board will include one non-voting member from each NGAA Chapter. In preparation for the NGA Selection Board meeting, the NGAA Board will ask NGA for a complete list of nominees, which will be used by the NGAA Board and the Chapters to select representatives knowledgeable of the nominees accomplishments.

5. Questions regarding this memorandum and/or suggested changes should be referred to the NGAA Chairperson of the Board.

6. This policy is effective immediately and remains in effect until rescinded or modified.

FOR NGAA

  
JAMES G. MOHAN  
Chairperson of the Board

1 Enclosure – NGA Instruction 5700.1, 6 October 2015

Copy Provided:  
Vanessa Segars (NGA Office of Corporate Communications)

**UNCLASSIFIED**



National Geospatial-Intelligence Agency

**INSTRUCTION**

NUMBER 5700.1

6 October 2015

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OCC

**SUBJECT:** Geospatial Intelligence Hall of Fame Award Program

**Reference:** NGA Instruction 1432.1R8, "Civilian Awards and Recognition,"  
05 December 2005

1. PURPOSE. This Instruction establishes policy and assigns responsibilities for the establishment, administration, management, and oversight of the Geospatial Intelligence Hall of Fame Award Program.
  
2. APPLICABILITY. This Instruction applies to NGA civilian employees, military service members, and personnel from other Government agencies assigned to NGA.
  
3. DEFINITIONS. See Glossary.
  
4. POLICY. It is NGA policy to:
  - a. Recognize individuals (including Allies and partners) whose accomplishments have shown them to be visionaries, leaders, and luminaries who have contributed to the advancement of the geospatial intelligence (GEOINT) tradecraft or increased the value of GEOINT for national decision makers, military commanders, NGA, NGA Heritage Organizations, or NGA customers and partners.
  
  - b. Support any current or former Department of Defense or Intelligence Community employee, members of the National System for GEOINT (NSG), or members of the Allied System for GEOINT (ASG) in nominating an individual for consideration for the Geospatial Intelligence Hall of Fame Award.
  
5. RESPONSIBILITIES. See Enclosure 1.
  
6. PROCEDURES. See Enclosure 2.

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7. EFFECTIVE DATE. This Instruction is effective on the date of signature.

  
Harry E. Mornston  
Chief of Staff

Enclosures

1. Responsibilities
2. Procedures
3. Milestones

Glossary



ENCLOSURE 1

RESPONSIBILITIES

1. Director, NGA (D/NGA).

a. Selects the slate of voting board members and renders decision on composition of board membership.

b. Selects the slate of candidates and renders final decision on inductees to the Geospatial Intelligence Hall of Fame.

c. Signs notification letters and certificates to be sent to the inductees.

d. Presides over the Hall of Fame Award ceremony.

2. Chief of Staff (CoS). Serves as chair for the Hall of Fame Award Selection Board.

3. Director, Office of Corporate Communications (D/OCC).

a. Publicizes the Geospatial Intelligence Hall of Fame, internally and externally, highlighting the background and purpose of the award and the nomination process.

b. Submits a slate of candidates for membership to the Geospatial Intelligence Hall of Fame Award Selection Board.

c. Provides a staff officer to serve as the board secretariat.

d. Receives and processes nomination packages for the Selection Board.

e. Consolidates nomination packages for selection board.

f. Plans, publicizes, and oversees the annual awards ceremony.

g. Maintains administrative records and coordinates with the NGA historian on documentation required for the NGA archives.

4. Geospatial Intelligence Hall of Fame Selection Board.

a. Reviews the nomination packages submitted for the Geospatial Intelligence Hall of Fame Award.

b. Collectively evaluates the nominations based on the criteria for induction into the Hall of Fame (see Enclosure 2 Section 3).

c. Seeks input from the non-voting board members to gain additional insight and solicit feedback prior to determining the slate of candidates.

d. Provides a slate of candidates to the D/NGA for final decision.

e. The selection board will be supported by a non-voting board secretariat from OCC. The board secretariat incorporates the board's slate of candidates for final staffing to D/NGA.

5. National Geospatial-Intelligence Alumni Association (NGAA), for employees and retirees who have been associated with NGA and its predecessor organizations, appoints two members from the association; one from NCE, and one from NCW to serve as non-voting members on the Hall of Fame Award Selection Board.

6. NGA Historian serves as a non-voting member of the Hall of Fame Award Selection Board.

ENCLOSURE 2

PROCEDURES

1. Hall of Fame Award Nominations and Eligibility.

a. Any current or former Department of Defense or Intelligence Community employee, member of the NSG, or member of the ASG may nominate an individual for consideration for the Geospatial Intelligence Hall of Fame Award. Individuals may not self-nominate.

b. Nominations are not limited to US citizens or previous federal employees. If the nominee is a US citizen, he or she must have concluded their federal service or related remunerated activity at least two years before their nomination to the Hall of Fame.

2. Nomination Package.

a. The nomination package is limited to four pages, or 1,000 words, double-spaced, and in Arial 12 font, and must include the following information:

(1) A background essay providing general information about the nominee, including name, title, and grade/rank at time of retirement; date of retirement from civilian or military service; current contact information; and elements served and location.

(2) An essay explaining which selection criteria (see Section 3 below) the nominee meets and detailing the rationale for nominating the individual to the Hall of Fame.

(3) A brief description (no more than 60 words) of the nominee and his/her accomplishments that will be used as the basis for award citation should the D/NGA select the nominee for induction into the Hall of Fame.

b. All information in the package must be unclassified. As required, the submission of classified supporting information of no more than one double-spaced page may be coordinated via [Hall\\_of\\_Fame@nga.ic.gov](mailto:Hall_of_Fame@nga.ic.gov).

c. Packages must be submitted to OCC via email at [Hall\\_of\\_Fame@nga.mil](mailto:Hall_of_Fame@nga.mil).

d. Packages may be submitted at any time during the year but must be received by OCC no later than 180 days prior to the Hall of Fame Ceremony.

e. Packages submitted after the deadline will be deferred to the following year.

3. Selection Criteria.

a. Nominees must meet at least one of the selection criteria below to be eligible for nomination for the Hall of Fame Award.

(1) Demonstrated significant accomplishment at NGA or one of its heritage organizations.

(2) Demonstrated an accomplishment that transformed NGA operations or GEOINT tradecraft.

(3) Demonstrated a legacy of leadership that exemplifies NGA traditions and core values.

(4) Demonstrated a significant accomplishment in the provision of GEOINT that enabled the United States to resolve a national security crisis.

(5) Responsible for a technological or analytic innovation that provided greater geospatial understanding to the US Government.

(6) Demonstrated a significant personal sacrifice involving serious injury or death in the accomplishment of the NGA mission.

(7) Demonstrated significant support that greatly enhanced the NGA mission for individuals from other US Government entities, commercial vendors, or foreign governments.

4. Composition and Appointment of the Geospatial Intelligence Hall of Fame Selection Board.

a. The Selection Board will be composed of a total of nine members, five voting and four non-voting.

b. Voting Members.

(1) CoS, who will serve as board chair.

(2) Two NGA senior executives.

(3) One military member (O-6 or higher) currently on assignment to NGA.

(4) One senior executive, serving from outside NGA.

c. Non-voting Members.



(1) Two members from NGAA: one from NCE, and one from NCW, nominated by NGAA.

(2) The NGA Historian and board secretary.

d. A staff summary sheet with a list of prospective voting board members will be provided to the D/NGA. The D/NGA will review the list and determine the board membership. The D/NGA is the final approving authority for board membership.

e. Terms for board members will be one year, but members can be reappointed at the D/NGA's discretion.

#### 5. Selection and Announcement Process.

a. The Hall of Fame Award Selection Board carefully reviews all nomination packages in preparation for open discussion at the selection meeting.

b. Then the board's open discussion and careful evaluation of each nominee at the selection meeting will frame the decision sent forward to the Director for final approval.

c. After thorough deliberation, a vote by three or more of the voting members is required to submit a nominee to the D/NGA for final consideration.

d. The selection board will submit its final list of nominees to D/NGA by the first Monday in February of each year.

e. The D/NGA will review the list of nominees and customarily render a decision on which nominees will be inducted into the Hall of Fame in March.

f. The D/NGA's decision is final and not subject to review.

g. Following the D/NGA's decision, OCC will make an Agency-wide announcement of the selection(s).

h. NGA will hold an annual induction ceremony each year to pay tribute to the individual(s) and their esteemed contributions to the geospatial intelligence community.

#### 6. Notification.

a. All selectees for induction into the Geospatial Intelligence Hall of Fame will be notified by a signed letter sent from the D/NGA's office, informing them of their selection, and inviting them and their family to attend the induction ceremony.

b. In the event that the selectee is deceased, the notification letter will be sent to his/her next of kin.

ENCLOSURE 3

MILESTONES

Tactic	Number of Days Out from Ceremony													
	260	240	190	180	170	160	140	130	120	110	70	60	50	0
Announcement for nominations	■													
Proposed selection board submitted to D/NGA		■												
D/NGA selects voting members of selection board			■											
Board members notified				■										
Final date to accept nominations				■										
Nomination packages submitted to selection board					■									
Initial assessments by selection board members							■							
Selection board meeting									■					
Slate of candidates sent to D/NGA for approval										■				
D/NGA selects inductees											■			
Selectees notified												■		
Hall of Fame Ceremony														■

GLOSSARY

DEFINITIONS

NGA Heritage Organizations Includes the Aeronautical Chart and Information Center, Army Map Service, Central Imagery Office, Defense Mapping Agency, Defense Dissemination Program Office, National Imagery and Mapping Agency, National Photographic Interpretation Center