Enclosure 1 - CY25 Daedalians Awards Nomination Guidelines and Sample Packets

1. Nomination packet guidelines and format.

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

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

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

(3) Unit point of contact information.

(4) All packets must be endorsed by O-6 Commander or equivalent.

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

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

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

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

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

(5) Unit point of contact information.

(6) All packets must be endorsed by O-6 Commander or equivalent.

c. Pictures are encouraged for each award nomination packet.

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 Arial, 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 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.

h. All nomination packets must be UNCLASSIFIED.

i. Units will submit nominations through their respective chain of command to the US Army Aviation Center of Excellence (AVCOE) G-1. Electronic submissions will only be accepted. Submit via email to AVCOE G-1 Awards box at 'USARMY Ft Rucker AvnCoE List CMD G1 Awards', usarmy.rucker.avncoe.list.cmd-g1-awards@army.mil, and carbon copy CW2 Jonquiel T. Coffie, jonquiel.t.coffie.mil@army.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 (O-6 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-XX Date

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

SUBJECT: Calendar Year 2025; the Order of Daedalians Brigadier General (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 Calendar Year 2025; the Order of Daedalians Brigadier General (BG) Carl I. Hutton Memorial Award.

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
(O-6 Commander or equivalent)

NARRATIVE

ORDER OF THE DAEDALIANS BG CARL I. HUTTON MEMORIAL AWARD

UNIT NAME

Not to exceed three (3) pages, double-spaced, Arial, twelve (12) pitch. A detailed narrative outlining the specific unit contribution to the advancement of flight safety in Army Aviation.

POINT OF CONTACT INFORMATION
UNIT NAME
(List 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 AVIATOR AWARD

PILOT'S NAME

UNIT DESIGNATION

DUTY POSITION

UNIT LOCATION (CITY, STATE)

Nomination Packet Guidelines and Format

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

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

COMMAND LETTERHEAD

ATZQ-XX Date

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

SUBJECT: Calendar Year 2025; the Order of Daedalians US Army Exceptional Aviator Award Nomination for **Pilot's Information**

1. I highly recommend and endorse the nomination of **Pilot's Information** for the Calendar Year 2025; the Order of Daedalians US Army Exceptional Aviator Award.

2. Brief summary of pilot'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
(O-6 Commander or equivalent)

NARRATIVE

ORDER OF THE DAEDALIANS
UNITED STATES ARMY EXCEPTIONAL AVIATOR AWARD

PILOT'S NAME

Not to exceed three (3) pages, double-spaced, Arial, twelve (12) pitch. A comprehensive narrative description of action(s).

PROPOSED CITATION

PILOT'S NAME

NOT TO EXCEED HALF (½) PAGE DOUBLE-SPACED, ARIAL, TWELVE (12) PITCH

BIOGRAPHICAL SUMMARY

PILOT'S NAME

NOT TO EXCEED TWO (2) PAGES DOUBLE SPACED, ARIAL, TWELVE (12) PITCH

POINT OF CONTACT INFORMATION
UNIT NAME
(List 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)