

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3516**



3 NOVEMBER 2010

Certified Current 19 November 2012
Personnel

**USAF ACADEMY ATHLETIC HALL OF
EXCELLENCE AND HALL OF FAME**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: USAFA/ADIH
Supersedes: USAFAI 36-3516,
18 March 2009

Certified by: USAFA/ADI
(Mr. Troy J. Garnhart)
Pages: 9

This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*. This instruction establishes the Directorate of Athletics (USAFA/AD) policies and procedures for the management of the Athletic Hall of Excellence. This instruction also prescribes the policy and procedures for the nomination and selection process for the USAF Academy (USAFA) Athletic Hall of Fame and the subsequent induction ceremony. This instruction applies to all USAFA graduates who earned a varsity intercollegiate letter and USAFA military and civilian personnel, contract coaches and staff. This publication does not apply to US Air Force Reserve, Air National Guard or Civil Air Patrol. Refer recommended changes and conflicts between this and other publications to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This revision updates the OPR and Certifying Authority's information (**Header**), updates office symbols and titles throughout the publication due to the restructuring of the Directorate of Athletics, updates the nomination eligibility to the Athletic Hall of Fame (**Paragraphs 2.1.1.1.1**

and **2.1.1.2.1**), updates when the Athletic Hall of Fame Selection Committee will meet (**Paragraph 2.1.2**), and updates the voting procedures (**Paragraphs 2.1.3.2.1, 2.1.3.2.2, 2.1.3.2.4 and 2.1.3.3**).

1. Athletic Hall of Excellence. The Athletic Hall of Excellence, a 5,000 square foot exhibit area featuring 31 exhibits and a 24-seat theater, showcases how athletics directly impacts USAFA graduates as future leaders for the nation. The Athletic Hall of Excellence is located on the main entrance to the Falcon Athletic Center, Building 2168. The theme of the Athletic Hall of Excellence is *–Air Force Athletics ... Tomorrow’s leaders forged through competition today.*”

1.1. The Director of the Athletic Hall of Excellence (USAFA/ADIH) is responsible for the overall management of the Athletic Hall of Excellence. Responsibilities include policy development; maintenance of the artifact inventory donated or owned by the Directorate of Athletics; ensuring all exhibits are current and well maintained; and developing a marketing plan to promote the Athletic Hall of Excellence to the USAFA, the Air Force and the nation.

1.2. The Director of Athletics makes policy decisions regarding the Athletic Hall of Excellence based on the recommendations from the Hall of Excellence Committee. The Hall of Excellence Committee is chaired by the Vice Director of Athletics (USAFA/ADV); voting members are: Senior Associate Athletic Director for External Operations (USAFA/ADE); Associate Athletic Director of Intercollegiate Programs and Senior Women’s Administrator (USAFA/ADPW); Deputy Director of Athletics (USAFA/ADP); Associate Athletic Director for Support (USAFA/ADS); Associate Athletic Director for Sports Medicine (USAFA/ADSM); Associate Athletic Director for Recruiting Support (USAFA/ADR); and the Associate Athletic Director for Development and Community/Government Relations (USAFA/ADG).

1.2.1. Paragraph 1.2.1.1. below contains the factors the Directorate of Athletics uses to determine which USAFA graduates, coaches, and/or staff are eligible for entry into one or more of the Athletic Hall of Excellence exhibits. These factors were recommended by the Hall of Excellence Committee and approved by the Director of Athletics as Hall of Excellence policy in 2003.

1.2.1.1. To be considered for inclusion into the Athletic Hall of Excellence, an individual must be a graduate from the USAFA, earned a varsity letter, and meet at least one of the standards outlined in Table 1 below:

Table 1. Athletic Hall of Excellence Standards.

General Officers who earned a varsity letter(s)
Astronauts who earned a varsity letter(s)
All-American in their respective sport
National Champion
Bowl Champion
Academic Hall of Fame Recipients
Athletic Achievement – Varsity letter winners who played on the professional level, Olympians, and members of the World Class Athlete Program
Chief Executive Officers (CEO), Political Leaders and Business Leaders
First Team National Collegiate Athletic Association (NCAA) All-American in their respective sport
An NCAA-Association of Intercollegiate Athletics for Women (AIAW) Championship
An NCAA-AIAW top six finish
World, American or NCAA-AIAW record performance
NCAA Statistical Champion
National academic honors while competing as an athlete
Conference Player-of-the-Year
Lettered in four different varsity sports
School Record Holder
Conference Record Holder

2. Athletic Hall of Fame. The Athletic Hall of Fame is a program independent of the Athletic Hall of Excellence. The Athletic Hall of Fame honors former intercollegiate athletes for significant achievements and contributions to the intercollegiate team program during their cadet career and their achievements as leaders of character for the Air Force, the DoD and the nation upon commissioning. Former athletic administrators of the intercollegiate program, coaches and support staff may also be honored for extraordinary achievements. Inductees into the Athletic Hall of Fame will be honored with a plaque on the “Walk of Honor,” recognizing their distinguished achievements. The “Walk of Honor” is located on the fourth floor of the Falcon Athletic Center.

2.1. Athletic Hall of Fame Nomination and Selection Process.

2.1.1. Each individual must meet the criteria in one or more of the following nomination categories: Intercollegiate Athlete, Intercollegiate Athlete Leadership, Intercollegiate Coaches, or Athletic Administrators and Support Staff. Criteria for each category are as follows:

2.1.1.1. Intercollegiate Athlete Category.

2.1.1.1.1. Graduates who earned at least two athletic varsity letters, not necessarily in the same sport, and who graduated at least 5 years before nomination are eligible for nomination into the Athletic Hall of Fame. Nominations are based on any one of the criteria listed in Table 2 below.

Table 2. Intercollegiate Athlete Nomination Criteria.

First team National Collegiate Athletic Association (NCAA) All-American in their respective sport
Olympic medal winner
U.S. Olympic team member
Succeeded as a professional athlete or in the World Class Athlete program
An NCAA-Association of Intercollegiate Athletics for Women (AIAW) Championship
An NCAA-AIAW top six finish
World, American or NCAA-AIAW record performance
An NCAA statistical champion
National academic honors while competing as an athlete
Conference Player-of-the-Year
First-team All Conference
Lettered in four different varsity sports
School record holder
Conference record holder

2.1.1.1.2. The nominee must possess, and shall have possessed, such qualities as sportsmanship, character and integrity.

2.1.1.2. Intercollegiate Leadership Category.

2.1.1.2.1. Graduates who earned at least two athletic letters, not necessarily in the same sport, and who graduated at least 5 years before nomination are eligible for nomination into the Athletic Hall of Fame. Nominations are based on any one of the criteria listed in Table 3 below.

Table 3. Intercollegiate Athlete Leadership Nomination Criteria.

Made a significant contribution as a military officer
Made a significant contribution to private industry in a post-military career
Made a significant contribution in the public sector in a post-military career

2.1.1.2.2. The nominee must possess, and shall have possessed, such qualities as sportsmanship, character and integrity.

2.1.1.3. Intercollegiate Coaches Category.

2.1.1.3.1. Coaches who achieved outstanding success and rendered extraordinary service and leadership to the athletic program in their sport at the USAFA are eligible for the Athletic Hall of Fame. All criteria and qualifications are based upon the candidate's participation while serving at the USAFA. Nominations are based on the criteria listed in Table 4 below.

Table 4. Intercollegiate Coaches Nomination Criteria.

Career record
National titles
Conference Coach-of-the-Year
National top-20 rankings
Development of program
National achievements such as, Coach-of-the-Year, President of national coaches association, etc.
Developer of student-athletes
Number of conference and/or national championships in individual sports
Number of Olympians and/or World, American or NCAA-AIAW record setters
Number of All-Americans
Length of distinguished service

2.1.1.3.2. The nominee must possess, and shall have possessed, such qualities as sportsmanship, character and integrity.

2.1.1.3.3. Intercollegiate coaches are eligible for nomination into the Athletic Hall of Fame as long as they meet the requirements listed in Table 4 above and have been at least 5 years removed as a USAFA coach before nomination.

2.1.1.4. Athletic Administrators and Support Staff Category.

2.1.1.4.1. Former athletic administrators and USAFA support staff who achieved outstanding success and rendered extraordinary service or leadership to the USAFA intercollegiate program are eligible for the Athletic Hall of Fame. All criteria and qualifications are based upon the candidate's participation while supporting the USAFA's intercollegiate athletic program. Nominations are based on the criteria listed in Table 5 below.

Table 5. Athletic Administrators and Staff Nomination Criteria.

Direction of the overall program during their administration
Facility Development
Programs started and/or developed
National achievements and involvement such as, NCAA-AIAW and conference service, professional associations, awards, honors, etc.
Length of distinguished service

2.1.1.4.2. The nominee must possess, and shall have possessed, such qualities as sportsmanship, character and integrity.

2.1.1.4.3. There is a 5-year eligibility waiting period for former administrators and staff as long as they meet any one of the criteria listed in Table 5 above.

2.1.2. An annual screening of new inductees for entry into the Athletic Hall of Fame will be the responsibility of the Athletic Hall of Fame Selection Committee. The Committee shall be chaired by the Director of Athletics and will be comprised of the following: Vice Athletic Director (USAFA/ADV); Senior Associate Athletic Director for External Operations (USAFA/ADE); Associate Athletic Director of Intercollegiate Programs and

Senior Women's Administrator (USAFA/ADPW); Deputy Director of Athletics (USAFA/ADP); Associate Athletic Director for Development and Community/Government Relations (USAFA/ADG); a team officer representative with more than 5 years of experience from the Dean of Faculty (HQ USAFA/DF); a senior officer representative from the Commandant of Cadets (HQ USAFA/CW); and the NCAA Faculty Representative. The President of the Association of Graduates (AOG) or his or her designated representative may serve as an advisor to the Committee, but may not render a vote. The Committee will meet to select new Athletic Hall of Fame inductees during the fall semester of the academic year for a May induction. Induction ceremonies will be held every 2 years.

2.1.3. The Athletics Information and Communications Office (USAFA/ADI) and the Director of the Hall of Excellence (USAFA/ADIH) shall submit a comprehensive list of nominees to the Selection Committee by 15 August of each calendar year. The initial list of nominees will detail all cadet athletes, coaches and administrators who meet the nomination criteria as outlined in each category. The nominees will be a result of research done by USAFA/ADI and USAFA/ADIH. The listing of nominees will reflect those who meet more than one criteria item in any of the nomination categories.

2.1.3.1. The Selection Committee shall make any requests for clarification of information from USAFA/ADI and USAFA/ADIH.

2.1.3.2. Voting Procedures.

2.1.3.2.1. Each Committee member shall select a maximum of 12 names from the comprehensive list of nominees. These names will be submitted in writing (unsigned ballots) to the Committee Chair no later than 30 Sep each academic year for the selection process. Each time a nominee occurs on a ballot, he or she will be awarded one point. A minimum of four points are required for any name to be included on the final nomination list.

2.1.3.2.2. Names with four points or more will comprise the final nomination list following each ballot. From the seven voting members on the Committee, a two-thirds (2/3) majority must occur on each member selected for induction. This procedure shall be repeated until a final list of five names is produced.

2.1.3.2.3. In the event more than five names qualify following a ballot, the names with the least amount of points shall be dropped from the list. If there is a tie in points, the tie shall be broken by a Committee vote; if the Committee members are not able to break the tie, the Committee Chair will make the final decision.

2.1.3.2.4. All voting will be by either written ballots or confidential e-mails to the Committee Chair and the Director of the Hall of Fame (USAFA/ADIH).

2.1.3.2.5. The Committee may request additional information on the individuals on the final nomination list from USAFA/ADI and/or USAFA/ADIH prior to their final vote.

2.1.3.2.6. The nominee selection list will be given to the Committee Chair. The Committee Chair will forward the list of nominees to the USAFA Memorial Board for review. Upon review, the Memorial Board will forward the nomination

list to the Superintendent (HQ USAFA/CC) for final approval. The ballots and all associated selection documentation will be destroyed after approval by HQ USAFA/CC.

2.1.3.2.7. The approval process must be completed NLT 15 October each calendar year. The list of individuals selected will be announced in a formal news release, which will include brief biographies on each inductee.

2.1.3.3. A formal dinner for induction into the Athletic Hall of Fame honoring the inductees will be held on a designated date during the spring semester. An induction ceremony will follow the dinner recognizing each individual for his or her achievements. USAFA/ADIH is the designated Point of Contact (POC) for the induction ceremony. The cost for the inductees' travel, lodging, dinner and mementos will be funded through corporate sponsorships and revenue raised from the dinner and ceremony ticket sales. Meals for inductees are authorized IAW AFI 34-201, *Use of Nonappropriated Funds*.

2.1.3.4. Nominations of non-selected individuals will be held for reconsideration in subsequent years. Significant new information for a previous nominee should be added to update their file.

2.2. Athletic Hall of Fame Timeline. The timeline for the selection and induction process is as follows:

2.2.1. NLT August 15th – Comprehensive list of eligible Athletic Hall of Fame candidates will be submitted to Selection Committee.

2.2.2. NLT August 30th – Selection Committee will make any and/or all requests for clarification of eligible list and produce a list of 12 names for consideration.

2.2.3. NLT September 30th – Selection of five inductees is made. Date is determined when formal induction will take place.

2.2.4. NLT October 30th – All inductees are notified of their selection and the selection is made public. Initiate plaque design with suitable company.

2.2.5. NLT November 15th – Meeting with selected USAFA/AD personnel (Athletics Information and Communications [USAFA/ADI], Events Management [USAFA/ADSU], Development and Community/Government Relations [USAFA/ADG], Hall of Excellence [USAFA/ADIH], and Athletic Ticket Office [USAFA/ADET]) to plan and/or coordinate induction ceremony. Receive induction ceremony plaques.

2.2.6. NLT January 15th – All photographs and/or video clips on each inductee are collected in order to produce induction ceremony video. USAFA/ADG provides a preliminary list of corporate sponsors. USAFA/ADET begins sales of induction ceremony tickets.

2.2.7. NLT February 1st – Meeting with selected USAFA/AD personnel to discuss all arrangements for inductees (travel to USAFA, lodging, etc.). Develop induction ceremony program.

2.2.8. NLT May 30th – Complete induction ceremony.

3. Prescribed or Adopted Forms.

- 3.1. Prescribed Forms: No prescribed forms were prescribed in the publication.
- 3.2. Adopted Forms: AF Form 847, *Recommendation for Change of Publication*.

DR. HANS J. MUEH
Director of Athletics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 34-201, Use of Nonappropriated Funds

AFMAN 33-363, Management of Records

AFPD 36-35, United States Air Force Academy

Abbreviations and Acronyms

AF—Air Force

AFAAA—Air Force Academy Athletic Association

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AIAW—Association of Intercollegiate Athletics for Women

AOG—Association of Graduates

NCAA—National Collegiate Athletic Association

NLT—No Later Than

OPR—Office of Primary Responsibility

POC—Point of Contact

RDS—Records Disposition Schedule

USAF—United States Air Force

USAFA—United States Air Force Academy

USAFAI—United States Air Force Academy Instruction