



# **The Air Space and Missile Defense Association (ASMDA)**

## **Operating Plan**

### **MISSION**

*To promote the security of our Nation by providing programs and support for activities that contribute to the advancement of a common understanding of the vital importance of air, space, and missile defense systems to our national future.*

**March 2019**

ASMD Operating Plan	
Date: 06/04/2018	Revision: Baseline

Revision	Change Number	Effective Date	Description of Change
Baseline	N/A	06/04/2018	Baseline Approval
Rev 1	1		Revised appropriate sections to address ASMDA Sponsorship activity and add new ASMDA Distinguished Service Award
Rev 2	2	4/2/2019	Revised appropriate sections to include Program Committee responsibilities for providing information to keep the ASMDA website up to date. Establishes two new committees (Ad-Hoc and Website management). Provides responsibilities for Organizational Support Committee.

# ASMDA Operating Plan – Signature Page

## President, ASMDA

Alvin R. Kemmet Jr. 2 Apr 19  
(Signature) (Date)

Name: Alvin R. Kemmet Jr.

Organization: Missile and Space Intelligence Center

## Vice President, ASMDA

Robert L. Welland 2 Apr 19  
(Signature) (Date)

Name: Robert L. Welland

Organization: RADARTECH TECHNOLOGIES

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## **1.0 Background**

### **1.1 Overview**

The Air Space and Missile Defense Association (ASMDA) was formed in 1995 in Huntsville, Alabama as a non-profit, non-political educational and scientific organization. The Charter and Bylaws, Reference 1 were developed to set forth operating processes and procedures.

### **1.2 Mission**

The mission of ASMDA is to promote the security of our Nation by providing programs and support for activities that contribute to the advancement of a common understanding of the vital importance of air, space, and missile defense systems to our national future. Revenue to support communications and mission objectives is derived from corporate and individual membership dues and by conducting seminars, workshops, and symposia. Private donations and sponsorships, also, raise funds for the Association.

### **1.3 Charter**

ASMDA is a non-profit, charitable, and private foundation organized and operated under Internal Revenue Service Section 501(c)(3) as beneficial to the public interest exclusively for educational and charitable purposes. Instructions on how to obtain ASMDA Documents in Accordance IRS Guidelines for 501 (c) 3 Non-profit Corporations is outlined in Appendix A.

### **1.4 Objectives**

1. To foster communications and relationships between government activities with responsibilities for or interests in air, space, and missile defense; local government organizations; and local industries.
2. To provide an industry forum, which can be utilized for organizing and promoting areas of common interest.
3. To provide an effective single point of broad industry and government contact.
4. To provide an organization, which can benefit the missile defense industry professionally and foster community and civic interests and goals.

### **1.4 References**

1. Air, Space, and Missile Defense Association Charter and Bylaws, May 30, 1995 (with amendments 1-10 incorporated) dated 31 December 2011



## **2.0 Organization**

### **2.1 ASMDA Structure**

The association consists of a Board of Directors (BOD), Association Officers, Board of Trustees (BOT), Affiliate Chapters, and General Membership (corporate and individual members). The Association does not have an office or physical location, but leverages meeting space made available by the members of the Board to hold their monthly face to face meetings.

#### **2.1 Board of Directors (BOD)**

The BOD meets on a monthly basis and is responsible for directing, prioritizing, coordinating and approving all association goals, business objectives, and other activities.

The BOD consists of twenty-one voting members, of which at least seven members are active employees of U.S. Army Space and Missile Defense Command (USASMDC), Missile Defense Agency (MDA - HSV), National Aeronautics and Space Administration (NASA) Marshall Space Flight Center (MSFC), U.S. Army Aviation and Missile Research, Development, and Engineering Center (AMRDEC), Missile Intelligence Center (MSIC), and Program Executive Office, Missiles and Space (PEO-MS), either active duty military or civilian; three former or retired employees who currently support the space and missile defense community; and six members from industry. Board membership is limited to no more than one individual from the same corporation/company.

Membership on the BOD is limited to three years and is alternated by years to ensure consistency and allow the BOD to continually consider new initiatives and ensure that at least thirty percent of the board membership is renewed annually. Members of the ASMDA BOD cannot succeed themselves as a member of the BOD without at least a one-year break as a member to ensure “new blood” on the BOD. In those instances where continuity of leadership outweighs the need to effect membership changes, the BOD has the authority to approve direct succession by majority vote.

BOD membership will be reviewed, and active Board Members contacted each year to determine their desire to continue to serve on the BOD. BOD members are expected to attend at least 9 of the 12 monthly meetings either in person or by telecon during the calendar year. If a member of the Board resigns or terminates membership on the BOD, the BOD will select a new board member from the membership at large to serve out the existing term of the departing BOD member.

Each year at the Annual Membership Meeting, the Association will review and vote on a slate of Board Officers in addition to new and returning board members.

Positions within the BOD include both Association Officer Positions and other Ex-Officio members as approved by the BOD because of the contribution they may provide in experience or

expertise in some area associated with ASMDA. Ex-Officio members may be from the same company as a voting member of the BOD. The term of service for the Ex-Officio members is at the discretion of the BOD and will be reconfirmed each year at the Annual Membership meeting.

## **2.2 Association Officers**

**President:** The President is responsible for chairing the BOD meetings. This individual coordinate and approves programs and arrangements for meetings and activities. They represent the association at outside functions and other organization activities.

**Vice President:** The Vice President is responsible for performing the duties of the President in the absence of the President. This individual is responsible for leading special assignments at the request of the President.

**Secretary:** The Secretary is an Ex-Officio member of the BOD and is responsible for association records and maintaining the minutes of the all meetings. This individual is responsible for maintaining the association charter, bylaws, and other official records. They are also responsible for maintaining an up-to-date list of all corporate and individual members.

**Treasurer:** The Treasurer is an Ex-Officio member of the BOD and is responsible for preparing and maintaining the annual budget. In the capacity of custodian of all association funds, performs all financial record keeping tasks such as receipt and deposit of dues, payment for luncheons, guest speaker fees, and other association bills. This individual is responsible for ensuring that all financial records are kept up to date and available for inspection in the event of an audit.

## **2.3 Board of Trustees (BOT)**

The ASMDA BOT is comprised of three Ex-Officio members who normally serve 2-year terms and report directly to the BOD. They are responsible for overseeing the development, execution, and investments activities of the ASMDA Endowment Fund.

Each year, the ASMDA President is required to nominate the BOT membership for approval by the BOD. The membership of the BOT is alternated each year to ensure new ideas and allow the BOT to continually consider new initiatives. If a member of the BOT resigns or terminates membership, the ASMDA President will select a new BOT member with the approval of the BOD to complete the term of the departing member.

## **2.4 Affiliate Chapters**

ASMDA supports the use and incorporation of affiliate chapters in the execution of its mission.



Current affiliate chapters have the opportunity to report out to the Board during the monthly Board meetings and are included on the agenda.

The establishment of new affiliate chapters will be formed as subordinate chapters of the parent ASMDA to eliminate potential complication associated with the new chapter obtaining tax exemption status. The day-to-day activities of the new chapters will be run by a set of Officers elected by the local affiliate chapter members with each affiliate chapter's President also serving on the parent ASMDA BOD.

In the event an affiliate chapter is assigned responsibility for the execution of an ASMDA Conferenced or major fundraiser, advanced funding will be provided to the affiliate chapter to cover any initial major expenses. The amount of funding will be established and approved by the BOD for each event.

## **2.5 Committees**

ASMDA leverages committees to carry out the detailed planning and execution of specific programs and mission related activities. Each Committee includes a Chair and Committee members who are comprised of volunteers from the membership of the Association. ASMDA Committees include, but are not limited, to the following committees:

- SMD Annual Symposium
- Space Camp Scholarships
- Scholarships
- Education Opportunities
- Nominating
- Wall of Honor
- Performance Awards
- Membership
- Communications/Publicity
- Veterans Programs
- ASMDA Annual Luncheon
- Organizational Support
- Historical
- WebsiteAd-Hoc

## **2.6 General Membership**

ASMDA welcomes participation and membership from all segments of the military, civilian, and corporate contractor Air, Space and Missile defense community. Air, Space and Missile defense organizations currently include; USASMDC, MDA - HSV, MSIC, NASA - MSFC, AMCOM, AMRDEC, and PEO-MS. Specific options and costs (which may be adjusted) for membership include:

### **2.6.1 Corporate Membership– \$150.00/yr.**

Corporate or Contractor membership benefits extend to all employees of the company and their families. It is not necessary to list company representatives by name. For voting purposes, these company memberships only carry the authority of one vote.

### **2.6.2 Individual Membership – \$10.00/yr.**

Individual membership dues are for members of the business community who support USASMDC, MDA (HSV), MSIC, NASA MSFC and PEO-MS.

### **2.6.3 Current (or Retired) US Federal Gov't Employee Membership**

Current or retired employees of the U.S. Federal Government will NOT be charged a fee for membership.

### **2.6.4 Active Duty (or Retired) Military**

Current or retired military personnel will NOT be charged a fee for membership.

### **2.6.4 Membership Application**

Application, payment, and refund/shipping disclaimer information is available at the ASMDA website <http://asmda.us/join.php> and in Appendix G.

## **3.0 Programs**

### **3.1 SMD Annual Symposium**

The ASMDA SMD Annual Symposium Committee is responsible for supporting the planning and execution of the Annual SMD Symposium. In this effort, ASMDA partners with the National Defense Industrial Association (NDIA) and Air Defense Artillery Association (ADAA), RSA Huntsville, AI Chapter to advertise, plan and execute the event. The ASMDA Board President represents ASMDA at the SMD Annual Symposium Executive Board. The Executive Board has overall responsibility for the planning and execution of the Annual Symposium.

The SMD Symposium is the leading educational, professional development and networking event in the space and missile defense community and is widely attended by leaders and professionals from the United States and its allies around the world. It is the ideal forum for Space and Missile defense industry partners to conduct business face-to-face. Participants can also earn continuing education credits.

SMD Annual Symposium Fees (registrations, exhibit fees, dinners and lunches) provides ASMDA with its largest source of funding to support the various ASMDA programs.

Within 14 days of completion of the Annual Symposium, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.2 Space and Rocket Center Camp Scholarships**

The ASMDA Space Camp Scholarships Committee is responsible for managing the ASMDA yearly Space Camp Scholarship program. The committee is responsible for announcing the details of the yearly scholarship opportunity, budgeting, advertising, collecting applications, and reviewing and recommending scholarship selections to the ASMDA board. The committee is also responsible for notifying the scholarship recipients, applicants who were not selected and appropriate personnel at the Space and Rocket Center who facilitate the space camp and arrangements. The committee is also responsible for working with the Space and Rocket Center to set up an appreciation luncheon (halfway through the camp) with campers and various local dignitaries (Huntsville and Madison mayors, commanders, directors or representatives of various supported organizations, etc.)

As part of the ASMDA Sponsorship process, the committee is responsible for soliciting sponsors for the space camp attendees - \$500 per attendee and a sponsor for the appreciation luncheon - \$1500.

Sponsors for attendees will: 1. Have their company logo on all marketing and informational material and be provided a seat at the appreciation luncheon beside their sponsored attendee. Sponsorship form is included as Attachment H.



The sponsor for the luncheon will: 1. Have their company logo on the easel at the entrance to the appreciation luncheon and on all marketing and informational material; 2. Be formally recognized by the presiding ASMDA Board member during their remarks at the appreciation lunch; and 3. Reserved two seats at the head table for the appreciation lunch. Sponsorship form is included as Attachment I.

ASMDA sponsors an annual Space Camp Scholarship program which covers the expenses of 16 children to attend a one-week space camp at the U.S. Space and Rocket Center in Huntsville, Alabama. This is an all-expenses paid award open to children, ages 9-11, of parents in our supported organizations and corporate members including OCONUS locations such as Kwajalein and Alaska. The scholarship normally supports a Space Camp class scheduled during the first week in July.

The call or announcement of the scholarship opportunity is communicated through various government Public Affairs Offices of supported organizations and on the ASMDA website. Information and application instructions are posted/communicated around mid-March of each year. Applications are due the first part of May at which time the ASMDA Space Camp Committee evaluates applications based on the child's essay, school grades, interest in science and space, location (goal is to have at least two campers from Huntsville, Colorado Springs, Kwajalein, and Alaska) and financial need. Alaska and Kwajalein selections are made locally by community and school representatives using the same criteria.

In late May, the Space and Rocket Center Scholarship Committee notifies the scholarship winners and provides them with a certificate. The names of the scholarship recipients are provided to the Space and Rocket Center who then makes all travel arrangements and communicates all camp requirements to the scholarship recipients. Applicants who were not selected are notified by the committee and provided with some small Space related mementoes (NASA swag) in recognition of their efforts to apply.

As part of the program, ASMDA scholarship recipients are also provided with a flight suit and other assorted items. ASMDA also provides travel funding for chaperones of children traveling from OCONUS. Chaperones are provided a hotel stay (Marriott) for the duration of the camp, a rental car and some travel money. For CONUS flyers, ASMDA pays for the unaccompanied minor travel fee.



Space Camp is one of ASMDA's premier programs and supports our Science, Technology, Engineering and Math (STEM) objectives. It is also a fitting program for ASMDA which is headquartered in Huntsville, the birthplace of US space.

The scholarship selection criteria and application are available on the ASMDA website and in Appendix B.

Within 14 days of completion of the Space and Rocket Center appreciation luncheon, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.3 Academic Scholarships**

#### **3.3.1 University Scholarship Committee Responsibilities**

The ASMDA University Scholarships Committee is responsible for managing the ASMDA Mayor Loretta Spenser University Scholarships and the Lieutenant General Larry Dodgen Memorial University Scholarship program.

The committee is responsible for drafting and releasing the announcement letters for the yearly scholarship opportunities, managing their assigned budget, making sure the scholarship opportunities are properly advertised to eligible applicants, collecting applications, and reviewing and recommending scholarship selections to the ASMDA board.

The committee is also responsible for notifying the scholarship recipients and facilitating scholarship winner attendance at an awards ceremony (normally scheduled to take place at the ASMDA luncheon) during the annual Space and Missile Defense Conference.

Within 14 days of completion of the Annual ASMDA Luncheon where the scholarships are presented, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.3.2 The Mayor Loretta Spencer University scholarships**

The Mayor Loretta Spencer University scholarships are available to individual ASMDA members and their immediate family members, corporate members' employees and their immediate family members, as well as military and civilian personnel currently assigned to sponsored government organizations and their immediate family members.

The scholarships are for undergraduate (junior or seniors) or graduate students majoring in science or engineering. The scholarships are presented at the annual Space and Missile Defense Conference.

The number of scholarships and amount of each scholarship (typically \$4000 for the scholarship) is dependent upon the availability of funds in the ASMDA budget.

A sample scholarship announcement letter for the Mayor Loretta Spencer scholarship and the scholarship information sheet is available on the ASMDA website and in Appendix C.

Within 14 days after the scholarships have been awarded the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.3.3 The Lieutenant General Larry Dodgen Memorial University Scholarship**

The Lieutenant General Larry Dodgen Memorial University Scholarship is available to currently serving Army Active Duty Soldiers, Reserve Soldiers, and National Guard Soldiers currently working for or assigned to SMDC, AMCOM, PEO Missiles and Space, MDA, MSIC, and NASA Marshall Space Flight Center. The scholarship is also available to these soldiers' spouses and children.

The scholarship is provided in honor of Lieutenant General Larry Dodgen to commemorate the life, values, career, and commitment to excellence of a great soldier and a dear friend of the Air, Space and Missile Defense Community. ASMDA typically offers one scholarship per year through the Lieutenant General Larry Dodgen Memorial University Scholarship Program. Applications are due by mid-July of each year and a \$4,000 Scholarship Award is presented to the recipient at the Annual Space and Missile Defense Conference.



A sample scholarship announcement letter for the LTG Larry Dodgen scholarship and the scholarship information sheet is also available on the ASMDA website and in Appendix D.

Within 14 days after the scholarships have been awarded the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.4 Education (Adventures in Engineering)**

The ASMDA Adventures in Engineering Committee is responsible for coordinating with the Junior Achievement of Northern Alabama, the National Defense Industrial Association (NDIA), The University of Alabama in Huntsville, Alabama A & M, and Calhoun Community College to advertise, plan and execute the annual Adventures in Engineering Day.

As part of the ASMDA Sponsorship process, the committee is responsible for soliciting a \$1000 sponsor for the event. In return for their sponsorship donation, the sponsor will have their company logo on: 1. All marketing and informational material; 2. Event t-shirts; and 3. Bus transportation. Sponsorship form is included as Attachment J.

The purpose of the program is to promote science, technology, engineering, and math (STEM) disciplines as a career choice to high school juniors and seniors from 23 area high schools and homeschool organizations throughout the Tennessee Valley.

Normally scheduled during the month of September each year, the program arranges for students to visit a multitude of organizations, meet with employees and participate in a variety of demonstrations at various sites on Redstone Arsenal. During the visits, students are given the opportunity to observe what engineers do on a daily basis, provide them with hands-on knowledge, and encourage their pursuit of a science profession in the Tennessee Valley.

Participating organizations normally include the U.S. Army Aviation & Missile Research, Development & Engineering Center (AMRDEC), NASA's Marshall Space Flight Center, U.S. Army Space and Missile Defense Command/Army Forces Strategic Command (USASMDC/ARSTRAT), Missile and Space Intelligence Center (MSIC), Missile Defense Agency (MDA), Lockheed Martin, and the Reagan Test Site Operations Center.

The event starts and ends at the University of Alabama in Huntsville's (UAH) University Center. The students assemble at UAH in the morning and board buses that carry them to the various visit stops on the Arsenal. The day's events include speakers from a variety of areas, hands-on exhibits, outdoor displays, and lunch. The program ends at UAH in the afternoon where engineering professors from participating Universities (normally UAH, Alabama A & M, and Calhoun Community College) present overviews of what engineering students experience during their time in college.

High school juniors and seniors register to attend the event through their school counselors. Registration is required to be completed by the end of the first week in September to secure participation. All participants, students, and chaperones are required to be U.S. citizens. The number of students selected will be based on bus transportation availability.

Within 14 days of completion of the Adventures in Engineering event, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.5 Nominations**

The ASMDA Nominations Committee is responsible for maintaining a current roster of the Association Officers (Section 2.2), active Board Members (Section 2.1), Board of Trustees (Section 2.3), and all ex-officio officers and Board Members. The Nominations Committee is also responsible for preparing the slate of candidates for all vacant offices for presentation to the Board for approval. These vacancies may occur regularly at the end of their term as well as any vacancies that may occur out of cycle such as resignations or other changes.

It is customary for the President and Vice President Officers to serve for 1-year terms and alternate between an industry/academia representative and a government representative. The Vice President is customarily nominated to be the President the following year. There is no limit on the number of times an individual may serve in these positions, although it must rotate on an annual basis, with no customary provision for immediate succession in either President or Vice President.

It is also customary for both the Treasurer and Secretary to serve as ex-officio members of the Board and to serve for multiple terms consecutively, but still nominated for each successive term.

### **3.6 Wall of Honor**

The ASMDA Wall of Honor Committee is responsible for drafting and releasing the bi-annual nomination announcements, managing their assigned budget, making sure the nomination opportunities are properly advertised to eligible nominating organizations, collecting nominations, and reviewing and recommending selections to the ASMDA board.

The purpose of the Air, Space, and Missile Defense Association Civilian Employee ~~Hall of Fame~~ Wall of Honor Program is to honor past members of the U.S. Army Space and Missile Defense Command; the PEO Air and Missiles Defense; Missile Defense Agency, Missile and Space Intelligence Center; and NASA, Marshall Space Flight Center.

Wall of Honor selections are made to honor selected civil servants who have made a significant technical, management, and/or administrative contribution to the research, development, test, and evaluation of Air, Space, and Missile defense technologies and/or systems. These people selected are individuals that have maintained a level of commitment to the nation's Air, Space and Missile defense mission which went well beyond that required.



The Original Space and Missile Defense Distinguished Civilians Wall (1996 – 2004) was located in the SDMC Hallway of the Second Floor at 106 Wynn Drive, Huntsville, Alabama. The new ASMDA Wall of Honor is now located in the Davidson Center at the U.S. Space and Rocket Center.

Within 14 days of the presentation of the Wall of Fame inductees, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

The selection process for the Wall of Fame Program is available on the ASMDA website and in Appendix E.

### **3.7 Technical/Performance Awards**

The ASMDA Performance Awards Committee is responsible for soliciting and evaluating the annual Technical and Service Award nominations of contractor and government personnel who work directly on space and missile defense activities being executed by the Missile Defense Agency, the United States Army Space and Missile Defense Command, U.S. Army Aviation and Missile Life Cycle Management Command; Aviation and Missile Research, Development and Engineering Center, the PEO for Missiles and Space, the Marshall Space Flight Center or Missile and Space Intelligence Center. Committee Members evaluate each and every nomination and assign a 1-n value to rank each nomination, with 1 being the best score and "n" being the lowest. The value of each nomination assigned by each committee member is then averaged and award



selections are based on the lowest aggregate score. The committee then collectively decides where to draw the line for the total number of awards in each category.

The selection process for the Technical/Performance Awards Program is available in Appendix F.

The Performance Awards Committee is also responsible for managing the ASMDA Distinguished Service Award process. The ASMDA Distinguished Award is given to any member of the ASMDA organization who has distinguished themselves through significant and substantial contributions to the Association. Nominations can be submitted at any time and are not tied to any specific times or number of awards. To be considered for this award, the individual must have at least 10 years of combined service supporting ASMDA as a committee member, committee lead, Officer, or ex officio member.

Any member of the BOD can nominate a candidate for the award. Nominations for individuals who do not have at least 10 years of service can be considered but require a majority vote by the BOD to waive the requirement. Nominations will be written up in the form of a letter of recommendation that includes: 1. Details describing the specific contributions of the nominee as an ASMDA member; 2. Length of service time in specific capacities/rolls; 3. Request for waiver if required with rationale. Awards will normally be presented at the SMD luncheon or any other venue as directed by the BOD.

Within 14 days of the presentation of the Technical and Performance Awards at the Annual ASMDA Luncheon, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.8 Membership**

The ASMDA Membership Committee is responsible for maintaining the membership application/renewal electronic and paper application/renewal process and procedure. The membership committee will work to ensure greater than 50% of our membership is active military or current government employees for federal agencies to participate, e.g. USASMDC, MDA, MSIC, NASA, etc. The Committee is responsible for managing any associated budget.

They are responsible for collecting and reviewing membership applications, communicating with applicants, and verifying all required applications information and fees (as appropriate) are included with the applications. The Committee will make recommendations to the ASMDA regarding applications for membership and possible ways to expand person and corporate memberships.

Membership applications and membership renewal procedures, an electronic application and paper application form (for corporate membership applicants) is available on the ASMDA website. Membership Application renewal instructions and a paper application are available in Appendix G.

### **3.9 Communications/Publicity**

The ASMDA Communications and Publicity Committee is responsible for working with the ASMDA Board Chairman other ASMDA Committee Chairs to advertise and communicate ASMDA program events, scholarship opportunities, and accomplishments to ASMDA stakeholders. The committee can use the ASMDA website, group email notices, paper fliers, announcements other non-ASMDA meetings are just some of the tools to be used. The committee will keep an active list of Stakeholder's POCs and their contact information for group emails and other coordination. ASMDA stakeholders include government organizations with responsibilities for or interests in air, space, and missile defense; local government organizations; local schools, local veterans' organizations, and local industries. The Committee is responsible for managing their associated budget.

### **3.10 Veterans Programs**

The ASMDA Veterans Programs Committee is responsible for planning and executing the applicable ASMDA Veterans programs and associated budgets.

As part of ASMDA's stated objective to be "an organization, which can benefit the missile defense industry professionally and foster community and civic interests and goals," ASMDA is deeply rooted in its support to local Veterans' organizations across North Alabama. In addition to ASMDA's financial support of these organizations, several ASMDA members have volunteered their time, often spearheading efforts, to provide needed support and well deserved recognition to our veterans and their families. Listed below are some of the activities and partner organizations ASMDA has been associated with since 1995.

**Madison County Veterans Memorial Foundation** - ASMDA is the proud sponsor of the Korean War Black Granite Marker and the US Coast Guard Flag. The memorial was dedicated at a ceremony on November 11, 2011 and in conjunction with the annual Huntsville Veterans Day Parade.

**The Blue Star Program** – Through this national program ASMDA partnering with the North Alabama Veterans and Fraternal Order Coalition (NAVFOC) helps honor the mothers of Service members currently serving in the Armed Forces of our great country.

**Gold Star Banner Shadow Boxes** – Like the Blue Star banners that recognize mothers of Service members, Gold Star banners are given to the surviving mother or spouse of Service members who lost their lives while on Active Duty. Over the last five years, with ASMDA's

financial support, one of our members has volunteered to build the shadow boxes for the Gold Star banners, which are presented annually (in conduction with the Huntsville Veterans Day Parade) to families from across North Alabama, who's Service member recently lost their life while serving on Active Duty.

**Operation Christmas Bear** – 2011 marked the 8th year of this annual Christmas Party, held at the Cahaba Shrine in Huntsville, Alabama, for the families of Service men and women deployed to a combat zone. With attendance in the hundreds, ASMDA and NAVFOC and their affiliated members, have been heavily involved with this great event since its inception.

**Still Serving Veterans** – A local non-profit organization, started in the Huntsville area, whose goal is to provide counseling and vocational assistance to active, wounded, and/or retired Veterans. ASMDA is a proud sponsor of this Veteran run, non-profit organization.

**Honor Flight (Tennessee Valley Chapter)** – This all volunteer non-profit organization, to which ASMDA annually donated money to support, flew more than 1300 North Alabama WWII Veterans to Washington D.C. to

**Valor Flight** - Valor Flight, like Honor Flight before it, is a recipient of ASMDA's financial support and flies North Alabama Korean War Veterans to Washington D.C. to visit their Memorial.

**The Huntsville Veterans Memorial Museum and the Alabama Veterans Museum and Archives** - The Huntsville Veterans Memorial Museum in Huntsville, AL and the Alabama Veterans Museum and Archives in Athens, AL (Limestone County) receive financial donations on behalf of ASMDA. In addition to this support, some ASMDA members have also donated personal artifacts and mementos so they can be displayed and shared with museum visitors.

**Semper Fi Community Task Force's Warriors' Week (part of Project Wounded Warrior)** – Each year the Task Force sponsors an all-expense paid trip to Huntsville for the Warrior and their spouse, friend, or caregiver. The week is filled with activities across North Alabama ranging from fishing tournaments with local professional fisherman, to formal galas dinners, to being the honored guests riding in (or even driving) a Corvette in the annual Huntsville Veteran Day Parade. In addition to donations to the Task Force, ASMDA also covers the initiation fee for a lifetime membership in the Military Order of the Purple Heart for those Warriors who are not already members.

**The Huntsville Veterans Day Parade** – ASMDA recruits and sponsors local high school and university marching bands for participation in the parade honoring those who are serving or have served in our Nation's Armed Forces.



Within 14 days of completion of any specific Veterans program activity, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.11 ASMDA Annual Luncheon**

The ASMDA Annual Luncheon Committee is responsible for planning and executing the association's annual luncheon. The luncheon is held annually in the late January, early February timeframe at varying venues including the Von Braun Center North Hall, U.S. Space and Rocket Center (USSRC), Saturn V Hall/Davidson Center and the Jackson Center. The purpose of the luncheon is to bring together the membership of the association to 1) Introduce the incoming Board of Directors and Association Officers. After the introduction of the nominees, the outgoing President calls for a voice vote to approve the incoming Board and Officers; and 2) Honor the ASMDA Performance Award winners (see Section 3.7 above). The luncheon also includes a guest speaker, which is traditionally the Commanding General of the U.S. Army Space and Missile Defense Command / Army Forces Strategic Command (USASMDC / ARSTRAT).

The committee chair, with support from committee members, is responsible for securing the event venue and managing logistics for the day of the event including coordinating with: the Communications/Publicity committee to set up registration and publicity; the Technical/Performance awards committee chair to register and seat awardees and secure awards portion of event script; and the Nominating Committee chair to include the correct information regarding outgoing and incoming Board of Directors and Association Officers for the script. The Committee Chair works closely with the outgoing and incoming Association Presidents to develop and execute the script and agenda for the day. The day of the event committee members help to greet guests, seat awardees and their guests, as well as Government and community VIPs at reserved tables.

As part of the ASMDA sponsorship process, the committee is responsible for soliciting sponsorships for the luncheon. There are 4 levels of sponsorship available for the event: 1. Presenting Sponsor - \$1500; 2. Gold Sponsor - \$1000; and 3. Silver Sponsor - \$750; and Bronze Sponsor - \$500.

The Presenting sponsor will: 1. Have their company logo on the event banner and all marketing and informational materials; 2. Be formally recognized by the ASMDA Board Chairman during their remarks; 3. Have one reserved table at the front of the venue. Sponsorship form is included as Attachment K.

Gold level sponsors will: 1. Have their company logo on the event banner and all marketing and informational materials; 2. Be formally recognized by the ASMDA Board Chairman during their

remarks; 3. Have one reserved table near the front of the venue. Sponsorship form is included as Attachment L.

Silver level sponsors will: 1. Have their company logo on the event banner and all marketing and informational materials; 2. Be formally recognized by the ASMDA Board Chairman during their remarks; 3. Have one reserved table. Sponsorship form is included as Attachment M.

Bronze level sponsors will: 1. Have their company logo on the event banner and all marketing and informational materials; 2. Be formally recognized by the ASMDA Board Chairman during their remarks; 3. Have one reserved table. Sponsorship form is included as Attachment N.

Within 14 days of completion of the ASMDA Annual Luncheon, the chairman of this activity will provide a paragraph, and possibly pictures to the ASMDA President and the Website Committee Chair for publication on the ASMDA website.

### **3.12 Organizational Support**

The ASMDA Organizational Support committee is responsible for providing support to the US Army Space and Missile Defense Command (SMDC) for three events throughout the year. The largest effort is the General Officers meeting at the Association of the United States Army (AUSA) annual meeting in October. This meeting is attended by active duty general officers from the air, space, and missile defense community. Our committee helps the SMDC protocol office coordinate and pay for the audiovisual support and refreshments. ASMDA also provides financial support to SMDC for the NCO/Soldier of the Year & Reception and we pay for the cake during the Army birthday celebration in June.

### **3.13 Historical**

The ASMDA Historical Committee is responsible for working with the ASMDA Board Chairman and other ASMDA Committee Chairs to record and maintain information with regard to ASMDA program events, scholarship awards, and other ASMDA accomplishments. The Committee is responsible for maintaining and updating the ASMDA Operating Plan and managing their associated budget.

### **3.13 Web Page Management**

The ASMDA Website Committee is responsible to keep ASMDA website up-to-date on past, current and future events. The committee will fully exploit the power of the website to enhance ASMDA's image and enhance operations of various ASMDA endeavors such as downloading scholarship requirements and forms, electronic membership application processing, and registration for various events. The Website Committee Chair will select the professional

webmaster. The Website Committee Chair will be the sole interface with the professional webmaster and will be responsible to managing the website within any associated budget.

### 3.14 Ad-Hoc

The ASMDA Ad-Hoc Committee is responsible for providing leadership and resources to support short term ASMDA projects or initiatives that do not fall under the auspicious of an existing ASMDA standing committee. The ASMDA President with Board concurrence, is responsible for identifying activities or assignments for action by the Ad-Hoc Committee. Actions or assignments to the Ad-Hoc committee will be short term in nature.

## **Appendix A**

### **Public Inspection of ASMDA Charter and Tax Documents**

How to Obtain ASMDA Documents In Accordance IRS Guidelines for 501 (c) 3 Non-profit Corporations:

- ASMDA will make available for public inspection, upon request and without charge; original and amended annual information returns for a period of three years from the date the return was required to be filed (including any extensions) or was filed, whichever is later. For purposes of inspection, this annual information return includes an exact copy of the return (such as Form 990) and amended return if any and all schedules, attachments, and supporting documents filed with the IRS.
- ASMDA will make available for public inspection, upon request and without charge, its application for tax-exempt status.
- ASMDA will make available for public inspection, upon request and without charge, its current Charter.
- ASMDA reserves the right to have an ASMDA Board Member present during any public inspection of ASMDA documentation/records.
- Since ASMDA does not maintain a permanent office, public inspections will be performed at a reasonable location of ASMDA's choice.
- Requests for public inspection of ASMDA documents shall be made in writing and by mailing this written request to the ASMDA post office box:

**Air, Space, and Missile Defense Association (ASMDA)**

**P.O. Box 11001**

**Huntsville, Alabama 35816**

*For public inspection requesting hard copies, ASMDA will provide the requested copy within 30 days from the date it receives the written request at the ASMDA post office box. Based on the request, ASMDA may charge a reasonable fee for providing copies (not to exceed the per page rate the IRS charges for providing copies). In most cases, this charge can be avoided if the request is for electronic copies and an email address is included in the written request.*

## Appendix B

### Space and Rocket Center Camp Scholarships Selection Criteria and Application

Selection Criteria: Essay, school grades, interest in science/space, location (goal of 2 HSV, 2 COS, 2 Kwajalein, 2 Alaska, and 2 Other), and financial need

Child's Name (First MI Last): \_\_\_\_\_

Child's Age as of 30 June in the year of application (9 to 11 only): \_\_\_\_\_

Child's Birth date (Example: 1 May 2007): \_\_\_\_\_

Child's Sex (Male/Female): \_\_\_\_\_

If currently married, please fill out both. If single or divorced, fill out only one. (If legal guardian, fill out as Father/Mother)

Father's Full Name (First MI Last): \_\_\_\_\_

Father's Job title (Example: Engineer): \_\_\_\_\_

Father's Military Grade (Example: E-6) or GS rating (Example: GS-7): \_\_\_\_\_

Mother's Full Name (First MI Last): \_\_\_\_\_

Mother's Job title (Example: Engineer): \_\_\_\_\_

Mother's Military Grade (Example: E-6) or GS rating (Example: GS-7): \_\_\_\_\_

My child qualifies for the ASMDA Space Camp Scholarship because mother | father | guardian (circle one) works for the following ASMDA supported organization: \_\_\_\_\_ USASMDC  
\_\_\_\_\_ ARSTRAT \_\_\_\_\_ JFCC-IMD \_\_\_\_\_ MDA \_\_\_\_\_ NASA Marshall \_\_\_\_\_ MSIC \_\_\_\_\_ PEO  
M&S \_\_\_\_\_ FA 40/Space Enabler \_\_\_\_\_ AMCOM \_\_\_\_\_ AMRDEC AND: is an ASMDA  
Member (free to government, apply online, [www.ASMDA.us](http://www.ASMDA.us)) OR: if contractor, works for a  
corporate member of ASMDA (check website for listing) Corporation \_\_\_\_\_  
ALL: Work Location \_\_\_\_\_

Mailing Address (location of child/where to mail Space Camp application if selected)

Street/Apartment: \_\_\_\_\_ City: \_\_\_\_\_

\_\_\_\_\_ State: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

\_\_\_\_\_ Phone Number (with Area Code). \_\_\_\_\_

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Contact Email: \_\_\_\_\_

\_\_\_\_\_



ASMDA Space Camp Scholarships applications must be received by 1 May for attendance at the Space Camp in July. The ASMDA website as specific due dates and Space Camp dates for each year. Please attach the following items: 1) Copy of the child's most recent school report card. If homeschooled, include a letter of courses taken and grades achieved. 2) For government or military, attach the free AMSDA membership application, available on the website (asmda.us) or indicate that you are already a member. Membership to ASMDA is free to government and military personnel. For contractors, check to see if your company is a corporate member (corporate membership information is also available on our website). 3) A short (200-600 words) hand-written essay prepared and written solely by the child applying for the Space Camp Scholarship on one of the following topics: Why should people go to Mars? Should we send dogs or animals to space? What will future spacecraft look like? What experiment would you like to conduct in Space? If you could talk to an astronaut (present or past), with whom would you talk and what would you ask? Should there be "space tourists"? Why or why not? What's better: sending people into space or sending robots into space? 4) Statement of any financial need, if applicable.

**Please sign and return this completed form, along with the hand-written Space Essay and a copy of your child's most recent report card (The Scholarship Committee will only review complete application packages).**

By Mail: Radiance Technologies ATTN: La Visa Bentley, ASMDA Space Camp Scholarships, 350 Wynn Drive, Huntsville, AL 35805. By Fax: ATTN: La Visa Bentley, ASMDA Scholarships, (256) 489-8987. Questions concerning ASMDA scholarships can be directed to La Visa Bentley at lbentley@radiancetek.com. All applications must be received no later than 1700 hours on Monday, 1 May of the year of application. The ASMDA Scholarship Committee sends scholarship notifications on 23 of May of the scholarship application year.

I certify that the information on this application is correct, the report card is an accurate copy of my child's performance for the current or recently completed school year, and the attached essay is the sole work of my child. I acknowledge my willingness to have my child attend Space Camp on 2 July - 7 July of this year in Huntsville, Alabama. I understand that if selected and if air travel is required, while ASMDA will pay the unaccompanied minor fee, they will not pay to have my child accompanied on the airplane (except for Alaska and Kwajalein).

---

(Signature)

---

(Date)

---

(Printed Name)



## Appendix C

### May Loretta Spencer Scholarship Announcement Letter

**Air, Space, and Missile Defense Association  
P.O. Box 11001 Huntsville, Alabama 35816**

May \_\_, XXXX

All Sponsored Organizations, Individual Members, and Corporate Members of the Air, Space, and Missile Defense Association

SUBJECT: ASMDA XXXX Mayor Loretta Spencer University Scholarship Program

Dear Members and Friends, The Air, Space and Missile Defense Association (ASMDA) is proud to announce that for the \_\_\_\_\_ consecutive year we will be offering college scholarships to deserving students in the Air, Space and Missile Defense community through the Mayor Loretta Spencer University Scholarship Fund. This year ASMDA will select \_\_\_\_ undergraduate (juniors or seniors only) or graduate students majoring in science or engineering to each receive a \$ \_\_\_\_\_ Scholarship Award. These scholarships will be presented at the annual Space and Missile Defense Conference held at \_\_\_\_\_ during \_\_\_\_\_.

The Mayor Loretta Spencer University scholarships are available to individual ASMDA members and their immediate family members, corporate members' employees and their immediate family members, as well as military and civilian personnel currently assigned to sponsored government organizations and their immediate family members. Attached is an information sheet that describes eligibility and application requirements, selection criteria, and the application schedule. Please help get the word out to others within your organization and to deserving students by disseminating this information paper and encouraging eligible students to apply. Applications are due by July 14, XXXX.

ASMDA is looking forward to reviewing many applications and continuing the long Huntsville tradition of supporting the advancement of higher education and, in particular, the study of science and engineering.

Thank you for your support.

---

Chairman, ASMDA Scholarship Committee.

1 Attachment – Scholarship Information Sheet

## Appendix C (cont.)

### Mayor Loretta Spencer Scholarship Announcement Letter Information Sheet

#### **20XX MAYOR LORETTA SPENCER SCHOLARSHIP PROGRAM IN COORDINATION WITH THE AIR, SPACE AND MISSILE DEFENSE ASSOCIATION (ASMDA)**

The 2017 Mayor Loretta Spencer Scholarship Fund in coordination with the Air, Space and Missile Defense Association (ASMDA) will select XX undergraduate (juniors and seniors only) or post-graduate students to each receive a \$X,XXX Scholarship Award (\$XX,XXX in total awards). Awards will be made August XX, 20XX during the annual Space and Missile Defense Conference.

#### **Eligibility Requirements**

- U.S. Citizen
- Scholarships are available to ASMDA members, corporate members identified as current corporate sponsors, and employees of the US Army Space and Missile Defense Command; US Army Aviation and Missile Command; PEO Missiles and Space; U. S. Army Aviation and Missile Research Development and Engineering Center (AMRDEC); the Missile and Space Intelligence Center; the Missile Defense Agency; and the NASA Marshall Space Flight Center. Eligibility extends to military and civilian personnel of the above organizations, employees of ASMDA corporate sponsors, and individual AMSDA members. Immediate family members (spouse/children only) in all the previous categories are also eligible.
- Under-graduate student – Must be a junior or senior in the fall of 20XX, currently enrolled in a “hard” science (Engineering, Biology, Chemistry, Physics, Math or related field) at an accredited college or university
- Graduate student - pursuing a graduate degree in a “hard” science (Engineering, Biology, Chemistry, Physics, Math or related field)
- Student in good academic standing

#### **Application Procedure**

Provide the following three documents to the Scholarship Committee:

- A brief (not more than one page) biographical sketch that includes:
  - Full name, address and phone number(s) where you can be contacted
  - How the applicant meets scholarship eligibility requirements above (**be specific as to how the applicant meets all the above eligibility criteria; be specific and address each point directly**)
  - Awards received
  - Community service involvement

- Organizations and activities in which the student is actively involved
  - Where financial need exists, please explain in a short paragraph
- A copy of the student's latest transcript (official copy from the institution but it does not have to be mailed by the university)
- A one-page essay that describes the student's area of study and how it relates to air, space and/or missile defense

### **Selection Criteria**

- Must meet **all** eligibility requirements
- Academic standing and community involvement
- Potential for significant contributions to air, space and/or missile defense (based on the essay)
- Likelihood that the individual will pursue a career in area(s) directly or indirectly related to air, space and missile defense
- Financial need

### **Schedule**

- Return all application materials by July XX, 20XX
- Selections will be made and awardees notified the week of XX July 20XX.
- Awards will be made in August and presentations made in conjunction with the Space and Missile Defense Conference during August XX, 20XX

**Application Materials should be mailed or hand-carried to: (Use address of Committee Chair e.g.,)**

**Intuitive Research and Technology Corporation**

**ASMDA 2017 Mayor Loretta Spencer Scholarship Selection Committee**

**ATTN: Tom Newberry**

**5030 Bradford Drive**

**Building 2, Suite 205**

**Huntsville, AL 35805**

## **Appendix D**

### **Lieutenant General Larry Dodgen Memorial Scholarship Announcement Letter**

**Air, Space, and Missile Defense Association  
P.O. Box 11001 Huntsville, Alabama 35816**

May \_\_, 20XX

All Sponsored Organizations, Individual Members, and Corporate Members of the Air, Space,  
and Missile Defense Association

SUBJECT: ASMDA 20XX Lieutenant General Larry Dodgen Memorial University Scholarship  
Program

Dear Members and Friends,

The Air, Space and Missile Defense Association (ASMDA) announces the 20XX college scholarship program in honor of Lieutenant General Larry Dodgen who dedicated his life to the defense of our nation and to enhancing our nation's ability to protect its citizens and troops from attack from enemy airborne and ballistic missile systems. This year we will be offering a \$XXXX college scholarship to X (fill in correct number) deserving student in the Air, Space and Missile Defense community. This scholarship will be presented at the annual Space and Missile Defense Conference held at the \_\_\_\_\_ on \_\_\_\_\_.

The Lieutenant General Larry Dodgen Memorial University scholarship is available to Active Duty Army Soldiers, Reserve Soldiers, and National Guard Soldiers currently working for or assigned to SMDC, AMCOM, PEO Missiles and Space, AMRDEC, MDA, MSIC, and NASA Marshall Space Flight Center. The scholarship is also available to these soldiers' spouses and children. Attached is an information sheet that describes eligibility requirements, application requirements, selection criteria, and the application schedule. Please help get the word out to others within your organization and to deserving students by disseminating this information paper and encouraging eligible students to apply. Applications are due not later than \_\_\_\_\_.

ASMDA is looking forward to reviewing many applications and continuing the long Huntsville tradition of supporting the advancement of higher education.

Thank you for your support.

---

Chairman, ASMDA Scholarship Committee

1 Attachment: Scholarship Information Sheet



## **Appendix D (cont.)**

### **Lieutenant General Larry Dodgen Memorial Scholarship Information Sheet**

#### **Eligibility Requirements**

- U.S. Citizen
- Scholarships are available to: Currently serving Active Duty Soldiers, Reserve Soldiers, and National Guard Soldiers currently working for or assigned to: SMDC, AMCOM, PEO Missiles and Space, MDA, MSIC, and NASA Marshall Space Flight Center. Spouses and children of these soldiers are also eligible.
- Must be enrolled in a degree producing, college-level program in the fall of the year in which the applications are being solicited (fill in the current year) at any level (College Freshman through Graduate Studies) at an accredited college or university.
- Student in good academic standing

#### **Application Procedure**

Applicants are required to provide the following three documents to the Scholarship Committee:

- A brief (not more than one page) biographical sketch that includes:
- Full name, address and phone number(s), and email address where you can be contacted
- How the applicant meets scholarship eligibility requirements above (be specific as to how the applicant meets all the above eligibility criteria; be specific and address each point directly)
- Awards received
- Community service involvement
- Organizations and activities in which the student is actively involved
- Where financial need exists, please explain in a short paragraph
- A copy of the student's latest transcript (official copy from the institution but it does not have to be mailed by the university or high school (in the case of new college freshmen)
- A one-page essay that describes the student's area of study and how this will prepare them to be a productive member of society upon graduation

#### **Selection Criteria**

- Must meet *all* eligibility requirements
- Academic achievement



- Financial need
- Demonstrated leadership and community contributions as evidenced by awards and community and organizational involvement
- Potential to make a contribution to society upon graduation (based on the essay)

### **Schedule**

- Return all application materials by July XX, 20XX
- Selection will be made and awardees notified in July 20XX.
- Award will be made in August and presentations made in conjunction with the Space and Missile Defense Conference the week of August X, 20XX.

**Application Materials should be mailed or hand-carried to: (Use address of Committee Chair e.g.,)**

**Intuitive Research and Technology Corporation**

**ASMDA 2017 LTG Larry Dodgen Memorial Scholarship Selection Committee**

**ATTN: ADMDA Scholarships Committee Chairman (Tom Newberry)**

**5030 Bradford Drive**

**Building 2, Suite 205**

**Huntsville, AL 35805**

## **Appendix E**

### **Wall of Fame Program Nomination and Selection Process**

#### **Selection Process**

- Selection and induction of new members will be done every two years.
- Nominations will be solicited from the Commanding General US Army Space and Missile Defense Command (USASMDC); Director, NASA, Marshall Space Flight Center, Director Missile Defense Agency (MDA), Missile and Space Intelligence Center, and the Program Executive Officer for Missiles and Space.
- The ASMDA Board of Directors will select a Wall of Fame Committee to oversee the selection process. This Committee will solicit the nominations, evaluate the candidates, and select the individuals to be inducted based on the selection criteria described below. Selection will be based on exceptional contributions and will be made at the sole discretion of the ASMDA Board of Directors (based on the recommendations of the ASMDA Wall of Fame Committee).
- Nominations must include a detailed description of the nominee's experience, qualifications, and contributions related to space and missile defense.
- All candidates must meet the minimum criteria described below.

#### **Selection Criteria**

- Candidates must be former civilian employees of the U. S. Army Space and Missile Defense Command, the PEO – Missiles and Space, NASA, Marshall Space Flight Center, the Missile Defense Agency (MDA), the Missile and Space Intelligence Center (MSIC) or their predecessor organizations.
- Candidates must have a minimum of 10 years of civil service in the above organizations or their predecessor organizations.
- Candidates must have demonstrated a strong commitment to the furtherance of the objectives of space and missile defense organizations, programs, and its people.
- Candidates must have made significant technical, business, and/or management contributions to space and missile defense.
- Candidates must be of high integrity.

## **Appendix F**

### **Technical/Performance Awards Process**

#### **Air, Space and Missile Defense Technical Achievement Award - Government**

##### **Description**

This award recognizes exceptional technical achievement accomplished by an **individual or a team** working directly on space and missile defense activities being executed by the Missile Defense Agency, the United States Army Space and Missile Defense Command, U.S. Army Aviation and Missile Life Cycle Management Command; Aviation and Missile Research, Development and Engineering Center, the PEO for Missiles and Space, the Marshall Space Flight Center or Missile and Space Intelligence Center. The achievement can be a single achievement or a series of achievements accomplished anytime during the previous five years. The recipient of this award will have demonstrated exemplary dedication and professionalism during their entire career and will be recognized by this award for specific achievement that contributed significantly to the development, test, and deployment of space and missile defense systems that will protect our troops and our Homeland and increase our knowledge and capabilities in space. Examples of achievements that will be recognized by this award include, but are not limited to, specific technical ideas, concepts, analyses, or recommendations that provide improved cost, schedule, or technical performance to a specific space and missile defense item, extreme dedication to duty as exemplified by working extreme hours under difficult circumstances to accomplish a specific mission, or sustained technical contributions over a period of time that significantly enhanced our Nation's air, space and missile defense capability.

##### **Eligibility Requirements**

Recipients of this award must be a current civil service employee, military officer or enlisted person, must have supported air, space and missile defense activities for at least one complete year, and must have clearly demonstrated exceptional dedication and professionalism during the execution of duties.

##### **Selection Criteria**

Selection will be based on the following criteria:

- Significance of the technical achievement.

- Sustained contributions to air, space and missile defense activities.
- Exemplary dedication and professionalism.
- This nomination form should *not exceed two pages*.

## **Air, Space and Missile Defense Technical Achievement Award - Contractor**

### **Description**

This award recognizes exceptional technical achievement accomplished by an **individual or a team** working directly on space and missile defense activities being executed by the Missile Defense Agency, the United States Army Space and Missile Defense Command, U.S. Army Aviation and Missile Life Cycle Management Command; Aviation and Missile Research, Development and Engineering Center, the PEO for Missiles and Space, the Marshall Space Flight Center or Missile and Space Intelligence Center. The achievement can be a single achievement or a series of achievements accomplished anytime during the previous five years. The recipient of this award will have demonstrated exemplary dedication and professionalism during their entire career and will be recognized by this award for specific achievement that contributed significantly to the development, test, and deployment of space and missile defense systems that will protect our troops and our Homeland and increase our knowledge and capabilities in space. Examples of achievements that will be recognized by this award include, but are not limited to, specific technical ideas, concepts, analyses, or recommendations that provide improved cost, schedule, or technical performance to a specific space and missile defense item, extreme dedication to duty as exemplified by working extreme hours under difficult circumstances to accomplish a specific mission, or sustained technical contributions over a period of time that significantly enhanced our Nation's air, space and missile defense capability.

### **Eligibility Requirements**

Recipients of this award must be a current employee of a prime contractor or subcontractor working on air, space and missile defense projects or programs, must have supported space and missile defense activities for at least one complete year, and must have clearly demonstrated exceptional dedication and professionalism during the execution of duties.

### **Selection Criteria**

Selection will be based on the following criteria:



- Significance of the technical achievement.
- Sustained contributions to air, space and missile defense activities.
- Exemplary dedication and professionalism.
- This nomination form should *not exceed two pages*.

## **Air, Space and Missile Defense Service Excellence Award - Government**

### **Description**

This award recognizes exceptional technical achievement accomplished by an **individual or a team** working directly on space and missile defense activities being executed by the Missile Defense Agency, the United States Army Space and Missile Defense Command, U.S. Army Aviation and Missile Life Cycle Management Command; Aviation and Missile Research, Development and Engineering Center, the PEO for Missiles and Space, the Marshall Space Flight Center or Missile and Space Intelligence Center. The achievement can be a single achievement or a series of achievements accomplished anytime during the previous five years. The recipient of this award will have demonstrated exemplary dedication and professionalism during their entire career and will be recognized by this award for specific achievement that contributed significantly to the development, test, and deployment of space and missile defense systems that will protect our troops and our Homeland and increase our knowledge and capabilities in space. Examples of achievements that will be recognized by this award include, but are not limited to, specific non-technical ideas and/or non-technical support that includes such areas as human resources, finance, and administrative activities as well as concepts, analyses, or recommendations that provide improved cost, schedule, or non-technical performance to a specific space and missile defense item, extreme dedication to duty as exemplified by working extreme hours under difficult circumstances to accomplish a specific mission, or sustained service excellence and contributions over a period of time that significantly enhanced our Nation's air, space and missile defense capability.

Recipients of this award must be a current civil service employee, military officer or enlisted person, must have supported air, space and missile defense activities for at least one complete year, and must have clearly demonstrated exceptional dedication and professionalism during the execution of duties.

### **Selection Criteria**

Selection will be based on the following criteria:

- Significance of the Service Excellence achievement.

- Sustained contributions to air, space and missile defense activities.
- Exemplary dedication and professionalism.
- This nomination form should *not exceed two pages*.

## **Air, Space and Missile Defense Service Excellence Award - Contractor**

### **Description**

This award recognizes exceptional technical achievement accomplished by an **individual or a team** working directly on space and missile defense activities being executed by the Missile Defense Agency, the United States Army Space and Missile Defense Command, U.S. Army Aviation and Missile Life Cycle Management Command; Aviation and Missile Research, Development and Engineering Center, the PEO for Missiles and Space, the Marshall Space Flight Center or Missile and Space Intelligence Center. The achievement can be a single achievement or a series of achievements accomplished anytime during the previous five years. The recipient of this award will have demonstrated exemplary dedication and professionalism during their entire career and will be recognized by this award for specific achievement that contributed significantly to the development, test, and deployment of space and missile defense systems that will protect our troops and our Homeland and increase our knowledge and capabilities in space. Examples of achievements that will be recognized by this award include, but are not limited to, specific non-technical ideas and/or non-technical support that includes such areas as human resources, finance, and administrative activities as well as concepts, analyses, or recommendations that provide improved cost, schedule, or non-technical performance to a specific space and missile defense item, extreme dedication to duty as exemplified by working extreme hours under difficult circumstances to accomplish a specific mission, or sustained service excellence and contributions over a period of time that significantly enhanced our Nation's air, space and missile defense capability.

### **Eligibility Requirements**

Recipients of this award must be a current employee of a prime contractor or subcontractor working on air, space and missile defense projects or programs, must have supported space and missile defense activities for at least one complete year, and must have clearly demonstrated exceptional dedication and professionalism during the execution of duties.

### **Selection Criteria**

Selection will be based on the following criteria:

- Significance of the Service Excellence achievement.
- Sustained contributions to air, space and missile defense activities.
- Exemplary dedication and professionalism.
- This nomination form should **not exceed two pages**.

## Appendix G

### Application for Membership

**New Membership:** To apply for membership in ASMDA, you must visit the ASMDA website <http://asmda.us/join.php> and apply electronically. Simply click the Membership Application link in the left sidebar to complete an application.

**Corporate Memberships:** Corporate Memberships cannot be completed or renewed on this website page --instructions are provided below for Corporate Memberships.

The following information will be required when filling out a membership application:

**First Name:** \_\_\_\_\_  
**Middle Int.:** \_\_\_\_\_  
**Last Name:** \_\_\_\_\_  
**Company/Organization:** \_\_\_\_\_  
**Street Address 1.:** \_\_\_\_\_  
**Street Address 2.:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**Zip:** \_\_\_\_\_  
**Office Phone:** \_\_\_\_\_  
**Mobile Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Military and Government Employee Membership:** for Active duty/retired military and Government employees, you will be asked to certify your status at the bottom of the application.

**Membership Renewal:** For current members who desire to renew their membership, click the Renew Membership link at <http://asmda.us/join.php> on the left sidebar to start the process. This link will take you to the Member Login screen. You will need to use your email address as your login id. A link on that page will let retrieve your password.

Note: the system may know your email address and can send you a password reset link to your email account; however, when you try to login, it may still tell you the "**your login and password are invalid**". If this happens, simply use the Membership Application link at <http://asmda.us/join.php> instead of the Renew Membership link. The system will not require you to login and it will be able to find your old membership information and let you renew.



## Appendix H

### Space Camp Attendee Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Space Camp Attendee Sponsorship**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Space Camp Attendee Sponsors Space Camp Attendee sponsor will sit and eat lunch with the Space Camp attendee at the Luncheon	\$ 500.00
	Product Benefits 1. Logo on all marketing and informational material 2. Seat at luncheon with sponsored Space Camp attendee	
	Product Obligations 1. No obligations listed	
Total		\$ 500.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 500.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

## Appendix I

### Space Camp Presenting Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Space Camp Presenting Sponsorship**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

AUTHORIZED BUYER

*Company name*

*Name*

*Company address*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Space Camp Luncheon Sponsor: Each year ASMDA hosts 16 students from the participating organizations and corporate partners. The luncheon is a group luncheon with government and corporate VIP's for the Space Campers, family members and other guests.	\$ 1500.00
	Product Benefits	
	1. Logo on all marketing and informational material. 2. Logo on easel at entrance to luncheon. 3. Recognition at event and opportunity to address the group for 3-5 minutes. 4. Two seats for lunch at Head Table.	
	Product Obligations	
	1. No obligations listed	
Total		\$ 1500.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 1500.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer

Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

## Appendix J

### Space Adventures in Engineering Sponsor form

**Air, Space & Missile Defense Association**

**Adventures in Engineering Presenting Sponsorship**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Adventures in Engineering Sponsorship	
	Product Benefits	
	1. Logo on all marketing and informational material	\$ 1000.00
	2. Logo on event t-shirts	
	3. Logo on bus transportation during event	
	Product Obligations	
	1. No obligations listed	
Total		\$ 1000.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 1000.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

## Appendix K

### ASMDA Luncheon Presenting Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Luncheon Presenting Sponsor**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Presenting Luncheon Sponsor	
	Product Benefits	
	1. Logo on all marketing and informational material	\$ 1500.00
	2. Logo on banner at event	
	3. Recognition at event	
	4. One table at front	
	Product Obligations	
	1. No obligations listed	
Total		\$ 1500.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 1500.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date



## Appendix L

### ASMDA Luncheon Gold Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Luncheon Gold Sponsor**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Luncheon Gold Sponsor	
	Product Benefits	
	1. Logo on all marketing and informational material 2. Logo on banner at event 3. Recognition at event 4. One table near front	\$ 1000.00
	Product Obligations	
	1. No obligations listed	
Total		\$ 1000.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 1000.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

## Appendix M

### ASMDA Luncheon Silver Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Luncheon Silver Sponsor**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Luncheon Silver Sponsor	
	Product Benefits	
	1. Logo on all marketing and informational material 2. Logo on banner at event 3. Recognition at event 4. One table	\$ 750.00
	Product Obligations	
	1. No obligations listed	
Total		\$ 750.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 750.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

## Appendix N

### ASMDA Luncheon Bronze Sponsor form

**Air, Space & Missile Defense Association**

**ASMDA Luncheon Bronze Sponsor**

All sponsorship proceeds go toward enhancing the ASMDA scholarship program.

SOLD TO

*Company name*

*Company address*

AUTHORIZED BUYER

*Name*

*Phone number*

#### Sale Information

Type	Description	Price
Event	ASMDA Luncheon Bronze Sponsor	
	Product Benefits	
	1. Logo on all marketing and informational material 2. Logo on banner at event 3. Recognition at event 4. One table	\$ 750.00
	Product Obligations	
	1. No obligations listed	
Total		\$ 750.00

#### Payment Information

Type	Invoice Number	Last Four Digits Of Credit Card Number	Check Number	Amount
Cash				\$ 750.00

Send Payment to :

ASMDA

PO Box 11001

Huntsville, AL 35816

#### Contract Approval

Authorized Buyer Signature

\_\_\_\_\_  
Authorized Buyer

\_\_\_\_\_  
Date

