

THE CRYPTOLOGIC HALL OF HONOR NOMINATION PROCESS

The decision process is undertaken by a Sub-Panel of the NSA Advisory Board. The Sub-Panel is supported by the Center for Cryptologic History and adheres to professional historical standards for research, analysis and objectivity.

- The Sub-Panel is balanced between current employees who represent the key components and enabling organizations, senior retired officials who can provide personal context to many of the nominations, and professional historians who support research and analysis.
- The call for nominations for the Cryptologic Hall of Honor is issued each year in the early spring, and an induction ceremony is held in the autumn. Nominations may be submitted at any time during the year; the formal call is merely a reminder that the deadline for the current cycle is approaching. Nominations received after the deadline will be considered for the following year.
- The criterion for selection is high achievement using cryptology to preserve the security of the United States and the American people.
 - This achievement could be in one major event or over a career.
 - “Cryptology,” for the purposes of this process, is defined as any direct or enabling function that supports mission success in the fields of Signals Intelligence or Information Assurance.
- Nominations may be for individuals or groups
 - The nominee need not be deceased to be submitted.
 - While a majority of nominations have been United States government employees or members of the armed forces, any individual may be nominated and selected, including persons from private industry or foreign partners.
 - Nominations will remain active for a period of ten years. After that time, names may be resubmitted for consideration if there is new information available about the nominee.
- Once nominations have closed for the current year:
 - The Sub-Panel commissions fact finding and the writing of a two or three page biography of each nominee.
 - At the beginning of each cycle, the Sub-Panel conducts a “zero based review” of the biographies of nominees, to be certain that all nominations are given fair consideration. Through this discussion the Sub-Panel winnows the master list to a “short list” of approximately fifteen names.
 - The Sub-Panel then conducts the equivalent of an historian's “peer review” on these biographies. Issues and questions regarding individual accomplishments are asked and discussed until all Sub-Panel members are satisfied that they understand the pros and cons of each candidate.

- Members of the Sub-Panel then vote on the names from the “short list”. Experience has shown that the discussion phase produces general consensus in the voting, and the top three, four, or five names stand out clearly. However, when necessary, additional votes may be taken.
- The Sub-Panel coordinates the final selection with the Cryptologic Literature, and Museum Panel and its parent, the NSA Advisory Board. These names are then forwarded to the Director, NSA for final approval.
- Once the Director's approval has been received, the Office of Strategic Communications will schedule and arrange a ceremony to induct the new Hall of Honor members

In the zero-based review of all nominations, and again in discussing the “short list” the Sub-Panel often will identify areas where more information is required in order to evaluate a nominee's achievements properly. The Sub-Panel then charges the Center for Cryptologic History with conducting further research so that the nominee may be reconsidered with additional insights in future years. It often happens that Sub-Panel members themselves volunteer to conduct research on a nominee.

FORMAT FOR NOMINATIONS FOR THE CRYPTOLOGIC HALL OF HONOR

- Please use a separate submission for each nominee.
- Nominations will remain active for ten years, it is not necessary to re-nominate individuals annually.
- The Hall of Honor Sub-Panel will greatly appreciate as much detail as possible in the following categories (please attach extra pages as necessary)
 - NAME OF NOMINEE
 - YEARS OF SERVICE (approximate dates are acceptable)
 - ORGANIZATIONS
 - CAREER FIELD (if appropriate)
 - CAREER HIGHLIGHTS AND ACHIEVEMENTS
 - OTHER CONTACTS WHO MAY HAVE PERTINENT INFORMATION
 - PLEASE ATTACH A CLEAR STATEMENT OF WHY THIS INDIVIDUAL SHOULD BE SELECTED FOR THIS HONOR FROM AMONG A LARGE GROUP OF PEOPLE ALREADY KNOWN FOR HIGH ACHIEVEMENT.