

STUDENT AWARDS AND RECOGNITION PROGRAM

A MESSAGE TO ALL STUDENTS—

Recognizing excellence within your organization is an important part of organizational life. While you are here, you are a part of the AMSC organization. Take the opportunity to recognize excellence among your classmates.

Opportunity to Recognize Student Excellence

The Student Awards and Recognition Program affords faculty and students the opportunity to recognize excellence among the current class—using AMSC’s educational goals as part of the criteria.

Educational Goals Underlie Award Criteria

The educational goals underlying the award criteria are:

1. *Demonstrated leadership*
 - a. Understanding how Army elements link together to accomplish mission for national goals. Behavior that demonstrates increased ability to perform leadership competencies, expanded vision and perspective, and enhanced abilities to communicate orally and in writing.
 - b. Commitment to selflessness and service.
 - c. Abilities to think creatively, critically, and consequentially.
 - d. Decision making under risk conditions.
 - e. “Can-do” attitude and approach.
2. *Demonstrated academic achievement.*
3. *Demonstrated exercise of a total team orientation.*
4. *Demonstrated effectiveness as a role model.*

It's Policy to Recognize Exceptional Performance

It is AMSC policy to recognize truly exceptional performance, achievement, and contribution to class and class learning. Every student is eligible and encouraged to compete for the established awards. Further, every student is urged to nominate fellow students for demonstrated excellence using both AMSC awards and, where appropriate, recognized Army awards (AR 672-20, Civilian Awards, and AR 672-5-1, Military Awards).

It is not AMSC policy to present awards that recognize completion of standard requirements (e.g., lecture attendance or completion of required readings and outside study assignments, or the personal niceties of loaning property or information to benefit another). These types of activities are required of all students by virtue of the program and in no way distinguish a student as exceptional.

Faculty and Student Awards Review Committees

Two committees will be established each class to review and endorse award nominations to the approving authority. The composition and responsibilities of each committee are as follows:

Student Awards Review Committee (SARC):

The SARC will consist of one student representative per seminar and one Faculty Advisor. Student representatives will be elected by their respective seminars not later than the beginning of the second week of the program. The chairperson of the SBLM Award Review Board (SARB) will serve as the Faculty Advisor and is a non-voting member of the committee. The Student committee will select one of its members as chairperson during its first meeting. The chairperson of the SARC will serve as the liaison member to the SARB. The SARC Chair will provide the Department Chairs and the Faculty Advisor a list of committee members by seminar no later than the end of Week 2 of the resident program.

The purpose of the SARC is to collect, review, and make award recommendations for the AMSC Alumni Association Leadership Awards and Certificates of Appreciation. Further, the SARC provides student leaders and representatives an opportunity to exercise leadership using awards as the vehicle.

All nominations for Certificates of Appreciation, whether from faculty or other students, will be submitted to and processed by this committee. AMSC Certificates of Appreciation remain official AMSC documents and are signed by

the Commandant. The SARC will ensure that Certificates of Appreciation are recommended for approval only when absolutely warranted—as a guideline, such official certificates signed by the Commandant should not exceed approximately 5% of the student body count. Routine performance, occasional glimpses of brilliance, and being a "really nice person" or "loaning your car" are not considered appropriate criteria for award of an official AMSC Certificate of Appreciation. Nominations that are not approved will be returned to the submitting individual. All recommendations for approval/disapproval made by this committee are final.

SARC representatives will present approved AMSC Certificates of Appreciation, signed by the Commandant, in the awardee's seminar. This responsibility includes coordinating/scheduling presentation times with Faculty Seminar Leaders *and any other desired guests or presenters*.

The SARC may issue its own form of certificates of appreciation. Designated student leaders on behalf of the class membership will sign these certificates. Coordination for presentation remains the responsibility of the SARC representatives.

Generally, 95% of all Certificates of Appreciation are student nominated, recommended, approved, produced, and presented. Selected Certificates of Appreciation may be forwarded through the Chair, Department of Leadership and Management, to the Commandant for signature. These should represent the highest level of student effort suitable for a Certificate of Appreciation. The Management Support Assistants, Department of Academics, will produce certificates to be signed by the Commandant and return these signed to the SARC chairperson.

The SARC will collect and process nominations for the AMSC Alumni Association Leadership Award. It will establish guidelines for its class that exemplify the stated selection criteria. It may review the nominations in consultation with members of the AMSC Alumni Association Board of Directors or its designated representative as necessary or as requested. The SARC will forward this recommendation to the Commandant for approval.

SBLM Awards Review Board (SARB):

The SARB will consist of seven members: five faculty members appointed by the Chair, Department of Leadership and Management, plus the Director of Administration and a non-voting SARC Chairperson. The SARC Chairperson will act as the communication link between the actions of the SARC and those of the SARB. The SARC Chairperson will attend only those meetings of the SARB in which specific information is needed. Faculty members will be appointed to the committee for a period of 1 year from the date of their

appointment. Appointments will be staggered so those one or two new members join the committee before each class cycle. The Chair, Department of Leadership and Management, will identify the committee chair from among the members. The Chair, Department of Leadership and Management, will fill vacancies occurring on the committee as appropriate and necessary.

The SARB recommends the winners of AMSC's top-level awards, including the AUSA Award and Exceptional Achievement Certificates. It also processes nominations for Best Student in Seminar and such other top-level awards as fall into the special or distinguished act category. Nominations disapproved by this committee will be returned to the submitting individual(s).

The SARB Chair has the latitude to call for advocacy interviews when the provided information appears insufficient but the nomination otherwise appears to have merit, or when the nominations are exceptionally close and cannot be resolved without further input.

Committee members should excuse themselves from voting, or any other activity of consequence to a final decision, when their personal involvement or closeness to the student warrants it.

The SARC and the SARB Have Some Things in Common:

- Both committees will solicit input for awards and rigorously review all award nominations received.
- Both committees will ensure consistency and fairness of consideration among seminars and individuals while complying with the philosophy and policy guidance of this memorandum. Issues of equity apply, and both committees will ensure equity.
- Both committees will calibrate the standards by which selection will occur.
- The committees are the only bodies authorized to make final award recommendations. Names of all final award nominees are submitted to the Chair, Department of Leadership and Management, for review and forwarding to the Commandant for approval.
- For the AUSA, Alumni Association Leadership, and Best (Student) in Seminar Award winners, a member of the recommending committee will provide a written justification to accompany the DA Form 1256, Incentive Award Nomination and Approval. Written justifications will follow SBLM good writing guidance.

The Awards

AMSC has three basic categories of student awards. Briefly, these *are Academic Excellence and Leadership Impacting Class Wide, Exceptional Achievement, and Special or Distinguished Acts*, including Certificates of Appreciation.

Category 1. Academic Excellence and Leadership Impacting Class Wide

Three awards represent academic excellence and leadership impacting class wide or across the class. One award of each type may be given per class. Students winning multiple awards with medals will receive only the highest medal. These awards are:

- (1) The Association of the United States Army Award, which serves as AMSC's top award.
- (2) The AMSC Alumni Association Leadership Award.
- (3) The Federal Managers Association Writing Contest Award.

The Association of the United States Army (AUSA) Award

The AUSA Award is the top overall performance award recognizing academic excellence and leadership. One student per class may earn this award. The AUSA Award winner is the student who best demonstrates:

- a. *A balanced combination of academic excellence and leadership.*
- b. *Leadership of an activity that involves a significant portion of the class or even extends into a larger community.*
- c. *Overall excellent performance in the majority of activities joined.*
- d. *Ideally, the nominee has participated in the FMA Writing Contest.*

The winning student best meets the challenges presented under the Awards Philosophy header, demonstrated leadership, demonstrated academic achievement, demonstrated exercise of a total team orientation, and demonstrated effectiveness as a role model across the class. Award nominations come from the faculty and are processed through the SARB. The SARB determines the process specifics for each class. See TAB A for current general guidance covering citation, presentation, and the required nomination format for AUSA.

The AMSC Alumni Association Leadership Award

The Alumni Association may give this award to the one student who exemplifies those qualities expected of the Army's very best leaders—to include selfless service, high moral and ethical standards, voluntary acceptance of leadership responsibilities, demonstrated primary concern for students, initiative, team orientation, and class-wide impact of actions. Award nominations come from students and are processed by the SARC. See TAB A for current general guidance covering citation, presentation, and the nomination format for this award.

Federal Managers Association Writing Contest

Students winning the Federal Managers Association (FMA) Writing Contest provide insight to a sustaining base issue and write exceptionally well. The issue and the writing skill are reviewed by an editorial panel on behalf of the FMA. One student per class may be selected. Of the three resident student and one nonresident student papers winning over the course of a year, one is selected for publication in the *Federal Managers Quarterly*

Category 2. Exceptional Achievement Awards

The Exceptional Achievement category includes the Best in Seminar Award as well as Certificates of Achievement for truly exceptional performance. The SARB processes this category of awards.

The Best in Seminar

This award may be presented to one student in each seminar as determined by the respective seminar faculty team. The winning student best exemplifies successful completion of the SBLM Program and seminar leadership. Extraordinary accomplishments such as, but not limited to, exceptional academic achievement and overcoming significant personal obstacles or hardships, or excellent leadership within the seminar or class are appropriate criteria for selecting this individual.

Exceptional Achievements

Exceptional achievements not falling in another category above may be recognized by an achievement award. Such achievements may include, but are not limited to, exceptional demonstrations of student leadership coupled with academic achievement and focused within seminar, or one-time acts of exceptional leadership. Numbers of Certificates of Achievement will normally not exceed 5% of class size.

Category 3. Special or Distinguished Acts

This category includes the Health and Fitness related awards and Certificates of Appreciation.

Health and Fitness Awards

Students earn these awards based on points accumulated during their AMSC attendance. Faculty present the certificates at the end of the Program—students may win a gold certificate for 1200 or more points, a silver for 1000-1199 points, and a bronze for 700-999 points.

Certificates of Appreciation

Certificates are awarded for extraordinary contributions such as, but not limited to, lending significant assistance to one's classmates in an academic area of personal expertise, exceptional performance in seminar or class duties (e.g., Environmental Coordinator), or devoting truly significant effort toward a seminar or group project. The SARC processes all Certificates of Appreciation, establishing both criteria and process. Numbers of Certificates of Appreciation will normally not exceed 15% of class size.

Award Nomination Process

Nominations

Award nominations may be made by students and/or faculty depending upon the type of award involved. Note that only faculty members may nominate students for the AUSA award and Best Student in Seminar. Only students will nominate for the AMSC Alumni Association Leadership Award. Both faculty and students may nominate for certificates of appreciation, but faculty should note that such nominations will be processed through the SARC. Nominations for all awards will be submitted to the appropriate Awards Review Committee based on deadlines established by the respective committee chair and announced through the appropriate chains of command. The Commandant is the final AMSC approving authority for all awards.

Required formats for the various categories of award nominations, presentation information, and sample award citations provided under TAB A. TAB B shows milestones for the awards process.

Presentation of Awards and Related Ceremonies

Certain awards are presented at the Graduation Rehearsal Awards Ceremony and some at the Graduation Ceremony, while others are presented

in seminar. The summary of administrative information provided in TAB C summarizes criteria, nomination, and presentation procedures for each type of award.

achievement (samples of evaluated requirements may be attached);

- what specific initiative the student has taken to lead under what specific extraordinary circumstances;
- how the student's actions personify the total team concept;
- how the student's contributions benefited students across the class, or students across the class and a larger community;
- what risk-taking and self-improvement was involved; and
- your reasons and evidence why this student should be considered the best in the class.

**Citation
Presentation Information
General Recommended Nomination Format**

AMSC Alumni Association Leadership Award

This citation will be used.

FOR OUTSTANDING CONTRIBUTION THROUGH EFFECTIVE LEADERSHIP WHILE A STUDENT IN THE SUSTAINING BASE LEADERSHIP AND MANAGEMENT PROGRAM CLASS 0X-X. MR./MS. LED [FILL IN ACTION]. HIS/HER PERFORMANCE REFLECTS GREAT CREDIT ON HIM/HER, THE ARMY MANAGEMENT STAFF COLLEGE, AND THE UNITED STATES ARMY.

Presentation Information: Civilian Achievement Medal or military equivalent and plaque presented at Graduation.

The AMSC Alumni Association Leadership Award. Given by the Alumni Association, this award is given to the one student who exemplifies those qualities expected of the Army's very best leaders—to include selfless service, high moral and ethical standards, voluntary acceptance of leadership responsibilities, demonstrated primary concern for students, initiative, team orientation, and class-wide impact of actions. Criteria for selection must be demonstrated and are

- high moral and ethical standards;
- voluntary acceptance of leadership responsibilities;
- fundamental concern for helping fellow students;
- takes the initiative;
- recognized widely by class members as a team player; and
- actions have a class-wide impact.

The AMSC student body will nominate their peers for the AMSC Alumni Association Leadership Award in accordance with the guidelines established by the SARC. The awards committee will review the nominations in consultation with a member of the AMSC Alumni Association Board of Directors or its designated representative. The committee will forward its recommendation through the Chair, Department of Leadership and Management, to the Commandant for approval.

**Citation
Presentation Information
Required Nomination Format**

Federal Managers Association (FMA) Writing Contest

Citation and justification provided by the AMSC POC to the FMA. Runners-up and Honorable Mentions Certificates provided by the AMSC Graphics Department.

Presentation Information: Civilian Achievement Medal or military equivalent, plaque, and certificate presented at Graduation ceremony to the winner. Runners Up and Honorable Mentions' certificates presented at Graduation Rehearsal Awards Ceremony.

Professional Article: All students complete a Professional Article during the class. This is a research paper on a topic of their choice and should be suitable for publication. Students have the option of submitting their Professional Article as an entry in the FMA Writing Contest. Participation is voluntary but highly encouraged, especially for nominees of the SBLM Program's top awards.

**Citation
Presentation Information
Required Nomination Format**

Best (Student) in Seminar

This citation will be used.

FOR ACADEMIC EXCELLENCE, FOSTERING LEADERSHIP AND TEAMWORK IN OTHERS, AND COMMITMENT TO PROFESSIONALISM, MR./MS. XXXXX LED BY PERSONAL EXAMPLE, DEMONSTRATING THE VALUES AND STANDARDS OF THE SUSTAINING BASE LEADERSHIP AND MANAGEMENT PROGRAM AND THE ARMY. HIS/HER ACTIONS REFLECT GREAT CREDIT ON HIM/HER, THE ARMY MANAGEMENT STAFF COLLEGE, AND THE UNITED STATES ARMY.

Presentation Information: Department of the Army Certificate of Achievement is presented at the Graduation Rehearsal Awards Ceremony to one student from each seminar.

Nomination Format

TO: AMSC SBLM AWARDS REVIEW BOARD

DATE: _____

NOMINEE'S NAME: _____

SEMINAR: _____

NOMINATING FACULTY NAME: _____

SEMINAR: _____

Concurring Faculty in Seminar (Nominations unanimous by Seminar Faculty):

The Best (Student) in Seminar Award may be presented to one student in each seminar as determined by the respective seminar faculty teams. The winning student best exemplifies successful completion of the SBLM Program and leadership within that particular seminar. Extraordinary accomplishments such as, but not limited to, exceptional academic achievement and overcoming significant personal obstacles or hardships, or excellent leadership within the seminar or class are appropriate criteria for selecting this individual.

Seminar faculty may nominate one student per seminar. The nomination should have been discussed and agreed to among all seminar faculty before being forwarded. The nomination is typically made by the respective Faculty Seminar Leader. Please provide a rationale statement in bullet format. The statement may not exceed two pages in length and should address the student's demonstrated performance. Faculty should consider academic, leadership, and team work abilities and potential. The citation used for this award will be the same for all winners. Nominating faculty will provide a brief justification to accompany the DA Form 1256.

- How the student exemplifies successful completion of the SBLM Program curriculum within your seminar.
- What specific initiative the student has taken to lead within the seminar.
- How the student's contributions benefited the seminar.
- What self-improvement was involved.
- Your reasons and evidence why this student is the best in the seminar.

**Citation
Presentation Information
Required Nomination Format**

Exceptional Achievement Certificate

Nominators provide the citation. The citation must be short and clearly state the effect of the exceptional achievement as well as the achievement.

Presentation Information: AMSC Certificate of Achievement presented at the Graduation Rehearsal Awards Ceremony to approved students.

Nomination Format

TO: AMSC SBLM AWARDS REVIEW BOARD

DATE: _____

NOMINEE'S NAME: _____

SEMINAR: _____

NOMINATING FACULTY NAME: _____

SEMINAR: _____

Concurring Faculty in Seminar (Nominations unanimous):

Exceptional Achievements not falling in either Best in Seminar, Alumni Association Leadership, or AUSA Awards may be recognized by an AMSC Certificate of Achievement. Such achievements may include, but are not limited to, exceptional demonstrations of student leadership coupled with academic

achievement and focused within the seminar, or one-time acts of exceptional leadership. Numbers of Certificates of Achievement will normally not exceed 5% of the class size. Submission should articulate the following:

- Specify the achievement.
- What was the impact of the achievement:
- What evidence can you provide for its impact?
 - • Provide bullets:

AMSC Health Fitness Certificate

No citation required.

Presentation Information: Certificate presented in seminar by seminar Health/Fitness Coordinator.

Award is earned individually based on points accumulated during AMSC attendance. Bronze Certificate equals 700-999 points; silver 1000-1199 points, and gold 1200 points or more.

**Citation
Presentation Information
Required Nomination Format**

AMSC Certificate of Appreciation

Nominators provide the citation (sample follows).

FOR HIS/HER LEADERSHIP AND HUMANITARIAN EFFORTS WHILE A STUDENT IN THE SUSTAINING BASE LEADERSHIP AND MANAGEMENT PROGRAM FROM TO, 200X. MR./MS. PERFORMED HIS/HER DUTIES AS SEMINAR MEMORABILIA COORDINATOR AND AWARDS COMMITTEE REPRESENTATIVE IN AN EXEMPLARY MANNER. HIS/HER ENTHUSIASM AND RESOURCEFULNESS GAINED STUDENT SUPPORT FOR CARE AND FEEDING OF THE HOMELESS. MR./MS. 'S CONTRIBUTIONS REFLECT GREAT CREDIT ON HIM/HER, HIS/HER FELLOW STUDENTS, THE ARMY MANAGEMENT STAFF COLLEGE, AND THE DEPARTMENT OF THE ARMY.

Presentation Information: Student certificates may be given as appropriate. SARC to coordinate the entire process.

Nomination Format

TO: AMSC STUDENT AWARDS REVIEW COMMITTEE DATE: _____

NOMINEE'S NAME: _____ SEMINAR: _____

SUBMITTER'S NAME: _____ SEMINAR: _____

Award nominations are collected by student seminar representatives, nominations are made by the SARC. Nominations are forwarded through the Chair, Department of Leadership and Management, to the Commandant where an AMSC Certificate of Appreciation is desired. Student-generated certificates may be processed as the SARC determines.

The criteria and formats presented were developed by previous classes. Each class may establish its own criteria and format.

Please provide a rationale statement in bullet format. The statement may not exceed two pages in length and should address the student's demonstrated performance. Justification must be based on specific examples of actions above and beyond what one should expect of any AMSC student, not on personal opinions. Below is a list of categories and criteria to better recommend

nominees for this award.

Categories of Award

1. Service
 - a. Mentoring
 - b. Peer Development
 - c. Tutoring
2. Leadership
 - a. Morale
 - b. Esprit de Corps
 - c. Fitness
3. Other
 - a. Team Building
 - b. Participation on Committee Safety Awareness
 - c. Presentation
 - d. Community Service
 - e. Special Act

Criteria

1. Sustains or enhances the stature of AMSC
2. Relevant to category selected
3. Meaningful and substantial
4. Submission Suspense
5. As achievement occurs, Certificates will be awarded upon approval

Student Awards Program Milestones

Week 1—Seminars elect Student Award Review Committee representatives.

Week 2— Chair, Department of Leadership and Management, convenes Faculty and Student Awards Review Committees.

- Chairpersons for both committees identified.
- Faculty Advisor and Student Liaison appointed.

Week 9—Faculty nominates candidates for the AUSA award according to the standards set forth in the Academic Guide. Nominations are due Wednesday of Week 9.

- Candidates for each category are nominated separately.

Week 10—The SARB will select the AUSA award winner; review and concur with the Best in Seminar nomination for each seminar; and select Certificates of Achievement award winners (not to exceed 5% of student body count) not later than Wednesday of Week 10. The SARB will hold the nominations of Best in Seminar and Certificates of Achievement until the non-selected AUSA nominations are returned to seminar faculty. These will be returned not later than Thursday of Week 10. The faculty may reassess their submission for Best in Seminar. Revisions of submissions for Best in Seminar and Certificates of Achievement based on non-selection for AUSA must be submitted not later than 1200, Monday of Week 11.

The final SARC award nominations are due to the Chair, Department of Leadership and Management, not later than 0800 on Tuesday of Week 10.

Week 11— Chair, Department of Leadership and Management, notifies the Protocol Officer and Public Affairs Officer of coming selections—after approval of the Commandant.

Week 12—Distribution of awards. While certain awards are given at Graduation or at the Graduation Rehearsal Awards Ceremony, Certificates of Appreciation may be given at any time. Recommendations should be prepared and given to the SARC Chair for committee consideration as soon as possible after the award is earned.

Awards Program Administrative Information

AMSC Student Awards and Recognition Program Administrative Information—Consolidates Facts Previously Provided

AWARD TITLE	NOMINATION PROCEDURES	PRESENTATION INFORMATION	CRITERIA/ COMMENTS Refer to Academic Guide Text for Details.....
ACADEMIC EXCELLENCE AND LEADERSHIP IMPACTING CLASS WIDE			
1. AUSA	Each faculty member may nominate one student from the class at large. Nominees need not come from the faculty member’s seminar. Nominations must be endorsed by another faculty member from another seminar. Nominations processed by SARB.	Commander’s Award for Civilian Service or appropriate military equivalent and AUSA Plaque presented at Graduation Ceremony.	Student judged best in the class based on the combination of exemplary academic and scholarly achievement, initiative taken to lead under extraordinary circumstances, and overall excellence in exemplifying the overall total team concept. Impact of contributions must include significant portion of class. Demonstrated risk-taking and motivation for self-improvement.
2. AMSC Alumni Association Leadership Award	Nominations come from student body and are processed through SARC	Civilian Achievement Medal or military equivalent and plaque presented at Graduation Ceremony.	High moral and ethical standards. Voluntary acceptance of leadership responsibilities. Primary concern for helping fellow students. Takes the initiative. Recognition as a team player. Actions have a class-wide impact.

AWARD cont.	NOMINATION PROCEDURES	PRESENTATION INFORMATION	CRITERIA/ COMMENTS Refer to Academic Guide Text for Details.....
3. Writing Contest	Rules and judging criteria are outlined in Pre-Work material on organizing	Civilian Achievement Medal or military equivalent; and FMA plaque presented at Graduation Ceremony. Runners Up and Honorable Mention: Certificate presented at Graduation Rehearsal Awards Ceremony.	Participation is voluntary but highly encouraged. Potential nominees for the AUSA award should enter.
EXCEPTIONAL ACHIEVEMENT AWARDS			
4. Best in Seminar	Nominated unanimously by each seminar faculty team. One nomination per seminar. Reviewed by Faculty Awards Committee.	Department of Army Certificate of Achievement is presented at the Graduation Rehearsal Awards Ceremony to one student from each seminar.	Student who best exemplifies successful completion of the SBLM Program within that particular seminar. Exceptional academic achievement and overcoming significant personal obstacles or hardships, or excellent leadership within the seminars are examples of appropriate criteria for selecting the individual.
5. Exceptional Achievement Certificate	Nominated unanimously by each seminar faculty team. Nominations not to exceed 5% of class size. Recommendations by SARB	AMSC Certificate of Achievement presented at Graduation Rehearsal Awards Ceremony to approved students.	For exceptional Achievements not recognized in other award categories. Such achievements may include, exceptional demonstrations of student leadership coupled with academic achievement and focused within seminar, or one-time acts of exceptional leadership.