

CCR 672-5-1
Reserve Officers' Training Corps Decorations, Awards, and Honors

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Summary:

This regulation provides Command policy and procedural guidance for the standardization and execution of the Senior Reserve Officers' Training Corps (ROTC) Cadet Command Awards Program. The regulation has been revised to update the policy and procedures on awards for military personnel and senior ROTC cadets. Civilian Awards Program can be found in [AR 672-20](#). Junior ROTC Instructor of the Year can be found in this regulation all other Junior ROTC Awards can be found in [AR 145-2](#).

POC/Impact:

Applicability. This regulation applies to Headquarters (HQ), Cadet Command and its Regions (Rgns), Brigades (Bdes), and Battalions (Bns).

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Commanding General (CG), Cadet Command (ATCC-PM), Fort Monroe, VA 23651-1052.

Suggested Improvements. The proponent of this regulation is CG, Cadet Command (ATCC-PM). Users are invited to send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) through channels to Commander (Cdr), U.S. Army Cadet Command (ATCC-PM), Fort Monroe, VA 23651-1052.

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Table Of Contents

Chapter 1, Awards Program

1-1	Purpose
1-2	References
1-3	Objective
1-4	Responsibilities

Chapter 2, Cadre Awards

2-1	General
2-2	DA Awards
2-3	DA Awards Processing
2-4	Miscellaneous Awards for Excellence as Instructors
2-5	Cadet Command Awards for Excellence
2-6	Camp Awards
2-7	Fraternal/Association Cadre Awards

Chapter 3, Civilian Awards Rescinded (See [AR 672-20](#), Incentive Awards)

Chapter 4, Cadet Awards

4-1	Scholarship Awards
4-2	DA Awards to Cadets
4-3	Special Awards
4-4	National Advanced Leadership Camp Awards
4-5	Leader's Training Course Awards
4-6	Cadet Command Cadet Awards
4-7	Fraternal/Association Cadet Awards
4-8	Distinguished Military Student and Distinguished Military Graduate Certificates
	Table 4-1
	Table 4-2

Chapter 5, Cadet Command Program Awards

5-1	General Douglas MacArthur Battalion Award
5-2	AUSA Chapter Membership Award
5-3	Top Trainer Award
5-4	Chief of Staff, Army, Supply Excellence Award
5-5	Order of Founders and Patriots of America Award

Appendices

	Section I, Abbreviations
A	Cadet Awards Ribbons
A1	Cadet Command Instructor of the Year Worksheet
A2	Sample Nomination Memorandum for ROO of The Year
A3	Sample Nomination for Cadet Command Admin Tech of the Year Award
A4	Sample Memorandum of Nomination for ROTC Cadet as Outstanding (Trans, Engr, or QM)
A5	Cadet Command Cadet Awards
A6	Precedence of Wear for Cadet Awards

Chapter 1, Awards Program [TOC](#)

1-1. Purpose. [TOC](#) This regulation prescribes Cadet Command awards policy, criteria for presentation, and administrative instructions for processing awards to:

- a. Cadre.
- b. Senior ROTC cadets in recognition of exceptional and outstanding acts of heroism.
- c. Senior ROTC cadets and graduates for outstanding achievement.
- d. Senior ROTC cadets attending National Advanced Leadership Camp and Leader's Training Course.
- e. Cadet Command Awards.
- f. Fraternal/Association Awards.
- g. Cadet Command programs.

1-2. References [TOC](#)

- a. Required publications.
 - (1) [AR 600-8-22](#) (Military Awards) . (Cited in Paras 2-1 and 2-3a and f.)
 - (2) [AR 670-1](#) (Wear and Appearance of Army Uniforms and Insignia). (Cited in Paras 2-1 and 2-3a.)
- b. Related publications. [AR 600-9](#) (Army Weight Control Program).

1-3. Objective. [TOC](#) To ensure deserving individuals and/or Cadet Command Programs receive tangible recognition for extraordinary performance. A good awards program increases motivation and morale for organizations by recognizing and rewarding superior performance individually or collectively. Other options (two-star congratulation letters, Cadet Command coins, or letters of appreciation) are also available. Cdrs must nominate recipients and submit a draft letter to this HQs. It is essential we recognize the positive performance of our people--soldiers and cadets. There are many ways to describe or categorize awards. This regulation will recognize two methods. The first method is by defining the recipients, or awardees. The second method is by categorizing who provides the award, or the awarders.

- a. Cadet Command award recipients can be divided into three categories:
 - (1) Cadre (see [Chapter 2](#)).
 - (2) Senior ROTC Cadets (see [Chapter 4](#)).
 - (3) Cadet Command Programs (see [Chapter 5](#)).

b. Awardees or recipients may receive awards from three sources:

- (1) Department of the Army (DA).
- (2) Cadet Command.
- (3) Other organizations.

1-4. Responsibilities **TOC**

- a. The CG, Cadet Command, is responsible for the overall awards program for military and ROTC cadets.
- b. The Rgn Cdrs are responsible for the awards and the awards program delegated to them by the CG, Cadet Command.
- c. The Bde Cdrs are responsible for the awards and award programs delegated to them by the CG, Cadet Command and their respective Rgn Cdr.
- d. The Professors of Military Science (PMS) are responsible for the awards and award programs delegated to them by the CG, Cadet Command, and their respective Rgn and Bde Cdrs..

Chapter 2, Cadre Awards **TOC**

2-1. General. **TOC** Cdrs should present the cadre with awards for exceptional service or achievement under provisions of [AR 600-8-22](#), Military Awards.

2-2. DA Awards. **TOC** Cdrs may recommend deserving cadre for the Distinguished Service Medal (DSM), Legion of Merit (LM), Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), Army Achievement Medal (AAM), the Soldier's Medal (SM), and/or the Military Outstanding Volunteer Service Medal (MOVSM).

2-3. DA Awards Processing **TOC**

a. DSM. Chief of Staff, U.S. Army, is the approving authority for the DSM (in accordance with [AR 600-8-22](#), Table 3-2). Cdrs may recommend deserving individuals for the award of the DSM. Submit each recommendation on [DA Form 638](#) (Recommendation for Award) with proposed citation and narrative. The recommendation must arrive at HQ Cadet Command not later than (NLT) **150 days** prior to the award presentation date. Intervening Cdrs will recommend approval or downgrade and forward with an appropriate memorandum. CG, Cadet Command, recommends approval/disapproval. Award is submitted with a memorandum and justification with the CG's signature to TRADOC, who boards recommendation. The results are forwarded for review and final approval/disapproval to the Secretary of the Army. Upon approval/disapproval, the DSM recommendation is returned to this HQ for dispatch. [DA Form 638](#) serves as the official order authorizing the award and is returned to the source with a certificate and medal. The appropriate award is forwarded down the chain of command to the submitting unit.

b. LM. CG, U.S. Army Training and Doctrine Command (TRADOC), is the approving authority for the LM PCS awards. CG, U.S. Accessions Command, is the approving authority for retirement LM's. Cdrs may recommend deserving individuals for the award of the LM. Submit each recommendation on [DA Form 638](#) with proposed citation and

narrative. The recommendation must arrive at HQ Cadet Command NLT **120 days** prior to the award presentation date. Intervening Cdrs will recommend approval/downgrade and forward with an appropriate memorandum. CG, Cadet Command, can either recommend approval of LM or downgrade the award to MSM. Recommendation for approval is submitted by memorandum signed by the CG to TRADOC/Accessions. An enlisted recommendation is forwarded to the TRADOC Command Sergeant Major/Accessions, whose recommendation is forwarded with the packet to the CG, TRADOC/Accessions, for final approval/ disapproval. Upon approval/disapproval, the LM recommendation is returned to this HQ for dispatch. The appropriate award is forwarded down the chain of command to the submitting unit. **TOC**

c. MSM. CG, Cadet Command, is the approval authority for the MSM. Cdrs will submit **DA Form 638** recommending deserving individuals for the MSM. Submit recommendation to Cdr, Cadet Command, NLT **60 days** prior to the award presentation date. Rgn Cdrs have downgrade approval authority for the MSM as delegated to them by the CG, Cadet Command.

d. ARCOM. Rgn Cdrs have approval authority for the ARCOM and may delegate that authority to Bde Cdrs and Senior Military College PMS.

e. AAM. Rgn Cdrs have approval authority for the AAM and may delegate that authority to Bde Cdrs and PMSs in the grades of Colonel (COL), Lieutenant Colonel (LTC), and Major (MAJ) occupying LTC slot.

f. SM. DA is the approval authority for the SM. Recommendation should be submitted on **DA Form 638** with strong justification and enclosures IAW **AR 600-8-22**, Paragraph 3-12, through the chain of command to CG, Cadet Command.

g. MOVSM. Rgn Cdrs have approval authority for the MOVSM and may delegate that authority to Bde Cdrs.

2-4. Miscellaneous Awards for Excellence as Instructors **TOC**

a. TRADOC Instructor of the Year Award. Each Battalion may submit one nominee for each category, i.e., Field Grade Instructor, Company Grade Instructor, Enlisted Instructor, and civilian Instructor (civilian contractors serving as uniformed instructors). Nomination packets must go through the brigade and must be received at this headquarters (ATCC-ROD) by suspense date in order to be seen by the board. Incomplete nomination packets or packets received after the board convenes cannot be considered.

The TRADOC Memorandum of Instruction (MOI), published annually provides eligibility criteria and a worksheet for this award. Ensure nomination packets are prepared in accordance with the MOI. Completion of Distance Learning School of Cadet Command satisfies the requirement of the MOI. A board is held at Cadet Command to select one nomination from each category. The selected nominations and videos are forwarded to HQ TRADOC, ATTN: ATTG-IS, Fort Monroe, VA 23651-1047 for final competition.

b. Leo A. Codd Memorial Award. The National Defense Industrial Association (NDIA) provides an award annually for the three most outstanding senior ROTC instructors. The award consists of a U.S. Government Savings Bond (\$500, \$400, and \$300 for First, Second, and Third places respectively), an engraved plaque, and a one-year membership in the NDIA. This award is given in memory of the late Colonel Leo A. Codd, Ordinance

Corps, who was a guiding force in the development of the Association for 40 years until his retirement in 1963. He then served as a consultant until his death in 1971. Colonel Codd was a lifelong supporter of the ROTC Program.

(1) Eligibility criteria. Instructor must be:

(a) Serving on active duty as a commissioned officer in the grade of major or below.

(b) Carrying a full instructor load.

(2) Selection criteria. Nomination and selection will be based on: **TOC**

(a) Creativeness and imagination as demonstrated by use of innovations in teaching, creation of imaginative and interesting approaches to the accomplishment of learning objectives, relation of material from other disciplines and subject areas of military science (MS) to the subject, initiation and conduct of experiments and research projects concerning ROTC instruction, and any other approaches.

(b) Instructor ability to communicate as demonstrated by skill in verbal and written communication; friendly, enthusiastic, and dynamic personality; popularity as a speaker before cadet, student, faculty, and community formal and informal gatherings; ability as a cadet counselor; or other relevant abilities.

(3) Nomination packet will include, but is not be limited to:

(a) Biographical sketch.

(b) Nomination memorandum.

(c) Two 5"x7" color head and shoulder photographs in Class A uniform.

(d) Nominees full name, home address, SSN, DOB, work telephone number, and university/college affiliation. **TOC**

(4) Nomination and selection. Each Bde Cdr will forward nominations to CG, Cadet Command, by the **first week in January**. A board at HQ Cadet Command will evaluate the packets and rank order the nominees. The three top nominations will be forwarded to the Deputy Assistant Secretary of Defense (Education), Washington, D.C. 20301, NLT **10 February**, with copy to HQDA (DAPE-MPO). Selection of award winners of the three services will be made by NDIA.

(5) Presentation. Commanding officers of the winners will be notified by NDIA in April. Arrangements will be made for presentation of the award by the appropriate Bn Cdr in coordination with an NDIA official. DA will dispatch a message to CG, Cadet Command, announcing the Army winner and runners-up.

c. Tasker H. Bliss Medal. The Society of American Military Engineers (SAME) provides a medal annually in memory of the distinguished World War I Army Chief of Staff to the engineering dean, professor, or instructor at a college or university at which an ROTC unit is established, who has made the most outstanding contribution to military engineering, education, or service in promoting recognition of the importance of technical leadership in

the National Defense Establishment.

(1) Selection. The Bn Cdr will submit nominations in duplicate to SAME, 740 15th Street, NW., Suite 905, Washington, D.C. 20005, to arrive NLT **15 February**. Nominations will include:

- (a) Full name, title, and address of nominee.
- (b) Specific information upon which the nomination is based.

(2) Presentation. This award is presented at the annual SAME awards dinner as announced each year by the society.

2-5. Cadet Command Awards for Excellence TOC

a. *Cadet Command Instructor of the Year Award*. Recognizes training excellence by identifying individuals in the categories of most outstanding Instructor and Assistant Professor of Military Science (APMS). Each Region will board their nominee packets and submit one nominee, annually, NLT **1 Mar**, for each applicable category to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

- a. Army military nominees must have passed their latest Army Physical Fitness Test and meet Army height and weight standards IAW [AR 600-9](#).
- b. Nominee must have served as an instructor a minimum of **nine (9) months**.
- c. Nominee must be a certified instructor per [CC Reg 145-3](#), Para 2-12(a-d).
- d. Civilian contractors serving as uniformed instructors; i.e., Cadet Command Assistant Professors of Military Science, are eligible for participation if they meet all listed requirements.

(2) Instructor performance is the focus. Cadet Command Instructor of the Year Work Sheet (see [Appendix A-1](#)). Use this guide to evaluate instructor performance and consider the following: TOC

- a. Tactical and technical knowledge.
- b. Communication skills.
- c. Appearance and military bearing.
- d. Training literature development, research, and publication of articles.

(3) Nomination Procedure: Memorandum of recommendation from the Battalion Commander, through Brigade, and Region Commanders. Headquarters, (ATCC-TT) Cadet Command will convene a board to select a winner. The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance in areas noted

above. In addition each packet will contain:

a. Letter of transmittal that includes school POC's name, mailing address, DSN telephone number, and statement that nominee(s) meets requirements outlined in Paragraphs **3b-d**. **TOC**

b. Tab A, single-spaced, typewritten, one-page narrative of:

(1) Nominee's view on meeting the challenge of being an instructor.

(2) Nominee's view on his/her greatest contribution as an instructor.

c. Tab B, one standard DA color photo of nominee in service Class A uniform or, for civilian nominees, appropriate civilian attire.

d. VHS 1/2 inch, 10-15 minute videotape of each nominee teaching a regularly scheduled class. Videotape of a 10-15 minute segment should cover items on the enclosed worksheet.

e. Nominations should be packaged in a manila file folder with white label centered on front of folder. The label should contain the standard name line of the nominee, category, and installation/service school represented. Videotapes should be in sleeve or case with identical label. Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at appropriate ceremony.

(6) Merit:

(a) Military, While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM)/Plaque to the soldier selected as the Cadet Command Instructor of the year.

TOC

(b) Civilian, Superior Civilian Service Award/Plaque.

(c) Contract, Cadet Command Certificate of Achievement/Plaque.

(d) While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Achievement Medal (AAM)/Plaque or Equivalent to the nominees not selected at HQ level.

b. Cadet Command Recruiting Operations Officer (ROO) of the Year Award. Recognizes recruiting and operations excellence by identifying individuals who achieve/overachieve in their duties as Recruiting Operations Officer. Each Region will board their nomination packets and submit one nomination, Annually, NLT **1 Mar**, in memorandum format, to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria: **TOC**

(a) Officer must have been serving in the ROO position for at least nine (9) months at time of nomination.

(b) Officer serving in a position designated as ROO/Enrollment Officer/Scholarship Advisor.

(c) Completion of Cadet Command ROO Course (unless initial assignment was prior to 1 Mar 2001).

(2) Selection Criteria. Criteria for nominating and selecting ROO of the Year should include both objective and subjective evaluations for outstanding performers:

(a) Suggested objective standards:

- Achievement/overachievement of assigned Contract Mission to include Nurse Mission.
- Improvement upon last year's Contract Mission accomplishment.
- Contracts for Leader's Training Course.

(b) Suggested subjective standards: **TOC**

- Effort in recruiting/enrolling SALs (as measured by SAL Criteria).
- Effective use of allocated scholarships.
- USAREC partnership cooperation.
- Impact on Retention.
- Impact on Commission Mission.
- Development of and adherence to a comprehensive Battalion Marketing Action Plan. To include use of the automated National Referral List.
- Development of relationships with campus Centers of Influence.

(3) Nomination Procedure. The memorandum of recommendation must be endorsed through the Brigade and Region Commanders (see [Appendix A-2](#), Sample Nomination Memo). The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as noted above. The memorandum must include nominee's name, grade, SSN, position, and statement that officer meets the height/weight standards of [AR 600-9](#) and passed the APFT. Headquarters, Cadet Command (ATCC-OT) will convene a board to select a winner. Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.

(6) Merit: **TOC**

(a) Military. While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM)/Plaque to the soldier selected as the Cadet Command Instructor of the year.

(b) Civilian, Superior Civilian Service Award/Plaque.

(c) Contract, Cadet Command Certificate of Achievement/Plaque.

(d) While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Achievement Medal (AAM)/Plaque or Equivalent to the nominees not selected at HQ level.

c. Cadet Command Brigade Nurse Counselor of the Year Award. The Brigade Nurse Counselor of the Year award provides an award annually for the outstanding Brigade Nurse Counselor within U.S. Army Cadet Command who has made the greatest contribution to nurse recruitment, and to the promotion of the profession of nursing and nursing leadership within the campus setting. Each Region will board their nomination packets and submit one nominee Annually, NLT **1 Mar** by memorandum to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria: Serving as a Brigade Nurse Counselor for at least **nine (9) months**.

(2) Selection Criteria (subjective):

(a) Promotion of effective nurse recruitment and retention throughout all battalions within the brigade via coaching of cadre and cadets, energetic marketing techniques, and instilling in the cadets the professional values of nursing.

(b) Fostering an innovative and creative approach to educating battalion cadre and staff on unique aspects of the recruitment and retention of nursing students.

(c) Exhibits exceptional qualities in the ability to individualize recruiting techniques to each school within the Brigade.

(3) Selection Criteria (objective): **TOC**

(a) Promotion of programs and activities that enhanced a positive, collaborative relationship between school of nursing faculty and battalion cadre, and increased the relevance of Army ROTC and the Army Nurse Corps for their students.

(b) Improved performance of battalions within the brigade toward nurse contracting mission.

(4) Nomination Procedure: Memorandum of recommendation from the Brigade Commander, through the Region Commander. The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as noted above. Headquarters, Cadet Command (ATCC-N) will convene a board to select a winner. Incomplete nominations will not be considered.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.

(6) Merit: **TOC**

(a) Military, While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM) /Plaque to the soldier selected as the Cadet Command Instructor of the year.

(b) While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Achievement Medal (AAM)/Plaque or Equivalent to the nominees not selected at HQ level.

d. Cadet Command Human Resource Assistant of the Year Award. This award is presented to recognize the Reserve Officers' Training Corps (ROTC) Battalion Human Resource Assistant that bests exemplifies exceptional performance and standards in the accomplishment of the ROTC Battalion's mission. Each Region will board their nomination packets and submit one nominee, annually, NLT **1 Mar** by memorandum to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

(a) Battalion Human Resource Assistant, civilian or military personnel.

(b) Service time at the Battalion must be for at least **nine (9) months**.

(2) Selection Criteria: **TOC**

(a) Overall job performance (Management of Cadet Records, Management of the Cadet Corporate Database, etc.)

(b) Additional administrative duties in support of the Battalion's mission.

(c) Completion of Job Enhancement Training (Professional Development Courses, Working on Bachelor Degree, etc.).

(d) Error rate on EPSQ's.

(e) Management of Evaluations and Awards Program.

(f) Management of Accessions Packets.

(g) CCIMs Management.

(h) Other documentation that supports selection of the nominee.

(3) Nomination Procedure: Memorandum of recommendation from the Battalion Commander, through Brigade, and Region Commanders. The narrative, not to exceed one page, (see [Appendix A-3](#)) will comment on the individual's achievements and exceptional performance as noted in numbers one, two and three above. Each Region Commander selects one nominee to represent the Region. Headquarters, Cadet Command (ATCC-PC) will convene a board to select a winner. Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.

(6) Merit: **TOC**

(a) Military, While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM) /Plaque to the soldier selected as the Cadet Command Instructor of the year.

(b) Civilian, Superior Civilian Service Award/Plaque.

(c) Contract, Cadet Command Certificate of Achievement/Plaque.

(d) While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Achievement Medal (AAM)/Plaque or Equivalent to the nominees not selected at HQ level.

e. Cadet Command Supply Technician of the Year Award. This award is presented to recognize the Reserve Officers' Training Corps (ROTC) Battalion Supply Technician that best exemplifies exceptional performance and standards in accomplishment of the ROTC Battalion's mission. Each Region will board their nomination packets and submit one nominee, annually, NLT **1 Mar** to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000. **TOC**

(1) Eligibility Criteria: Must be active duty personnel (92Y), civilian Supply Technician or contract employees performing the following logistic duties:

(a) Service time at the Battalion as supply tech must be at least **nine (9) months**.

(b) Maintains Supply Room.

(c) Monitors CTA, TDA equipment authorizations.

(d) Maintains document registers.

(e) Maintains sub-hand receipts.

(f) Conducts inventories (i.e. monthly weapons, quarterly sensitive and annual equipment inventories).

(g) Manages Cadet uniforms.

- (h) Manages Cadet OCIE.
- (i) Knowledge of equipment reporting requirements.
- (j) Forecasts, orders and accounts for ammunition.
- (k) Oversees unit GSA vehicle fleet use and requirements.
- (l) Conducts JROTC supply assistance visits, inspects JROTC units.

Inspectors are required to have knowledge of the JROTC bonding/insurance program.

(2) Selection Criteria:

(a) Overall job performance (Maintain reference documents as required by [CCR 700-1](#), Appendix A, Files established and maintained IAW MARKS, Maintain current hand receipts from support installation, appearance, layout, and storage procedures IAW log checklist ([CCR 700-1](#))). [TOC](#)

(b) Reports of survey processed within time allowed.

(3) Nomination Procedure: Memorandum of recommendation from the Battalion Commander, through Brigade for endorsement, and Region Commanders for endorsement and selection. The separate cover sheet will include pertinent information on individual to include name and address of school, nominee's name, home address, years of service, service time at school and rank or grade. The narrative, not to exceed two pages, will comment on the individual's achievements and exceptional performance in each area noted in numbers one and two above. In addition, each packet should contain a copy of the most recent Command Inspection Checklist. Each Region Commander selects (after boarding) one nominee to represent the Region. Headquarters, Cadet Command (ATCC-RM) will also convene a board to select a winner. Incomplete nominations will not be considered. [TOC](#)

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.

(6) Merit:

(a) Military. While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM)/Plaque to the soldier selected as the Cadet Command Instructor of the year.

(b) Civilian, Superior Civilian Service Award/Plaque.

(c) Contract, Cadet Command Certificate of Achievement/Plaque.

(d) While no military award is ever automatically granted, Cadet Command will consider awarding an impact Army Achievement Medal (AAM)/Plaque or Equivalent to the nominees not selected at HQ level.

f. Cadet Command Junior ROTC Instructor of the Year Award. The United States Army Cadet Command (USACC) Junior ROTC Instructor of the Year Award honors effective and dedicated Junior ROTC Senior Army Instructors (SAI) and Army Instructors (AI). Each Region will board their nomination packets and submit one SAI nominee and one AI nominee, annually, NLT **1 Mar** by memorandum to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000. **TOC**

(1) Eligibility Criteria:

- (a) Service time as JROTC Instructor must be at least **nine (9) months**.
- (b) Certified as a Junior ROTC instructor and have met all JROTC requirements with no adverse actions taken against him/her.
- (c) Meet the eligibility criteria for the award of the Junior ROTC Instructor's Gold Badge.

(2) Selection Criteria: Nominations for the award will be based on the assessment of the school principal of the following areas:

- (a) Effectiveness in the classroom and community.
- (b) Examples of dedication to the profession of teaching.
- (c) How the nominee compares to the school's top classroom instructor.
- (d) What activities other than Junior ROTC, is the nominee an active participant (member of a school committee, community involvement or advisory panel).
- (e) Increased enrollment or retention rate of the Junior ROTC program.
- (f) Significant events that would weigh in the selection process; (Teacher of the Week, Teacher of the Year and other unique training initiatives).
- (g) Is new curriculum in use by the instructor. **TOC**
- (h) How automated oriented is the instructor.

(3) Nomination Procedure: Memorandum of recommendation from Principal, through Brigade, and Region Commanders (ATTN: High School Division). HQ, Cadet Command (ATCC-JROTC) will convene a board to select a winner. Each nomination packet will also include a full length photograph taken in the Class B uniform within **30 days** of the application (does not have to be of professional quality and can be a regular sized photograph). Who can nominate an Instructor? The nomination for the award must be from the instructor's principal with the recommendation of the immediate supervisor (if applicable). A principal may nominate only one instructor per school. Individual instructors will not nominate themselves. Nominations will also include the assessment of the immediate supervisor of the following areas:

- (a) Contributions made to the achievements of the mission of Junior ROTC.

- (b) Results of the last formal inspection and unit report.
 - (c) Enrollment and retention rate of the Junior ROTC unit.
 - (d) Completion of professional development courses/classes.
 - (e) Competency in techniques and current instructional techniques/methodologies to instruct JROTC course material.
 - (f) Examples of how the instructor has had impact on cadets. **TOC**
- (4) Approval Authority: Commanding General, Cadet Command.
- (5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at an appropriate ceremony.
- (6) Merit:
- (a) The Junior ROTC Instructor of the Year will receive a The Outstanding Civilian Service Medal and plaque.
 - (b) Nominees not selected at HQ level will receive Certificate of Appreciation for Patriotic Civilian Service.
- g. Cadet Command Professor of Military Science (PMS) of the Year Award. Recognizes excellence by identifying individuals in the category of most outstanding Professor of Military Science (PMS). Each Region will board their nominee packets and submit one nominee, annually, NLT **1 Mar** to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000. **TOC**
- (1) Eligibility Criteria:
- a. Nominee must have passed their latest APFT and meet Army height and weight standards IAW [AR 600-9](#).
 - b. Nominee must have served as PMS and MS IV instructor for a minimum of twenty-four months.
 - c. Nominee must have attended the resident Pre-Command Course.
 - d. Battalion must have made commission mission (line and nurse, if applicable) for the past school year and be projected to make commission mission (line and nurse if applicable) for the next school year and have a performance ranking in the top 25 percent.
 - e. Battalion must have achieved 100 percent LTC contracting for previous summer and 100 percent graduation rate for NALC attendees.
 - f. Achieve at least a satisfactory rating in all evaluated areas of the Command Inspection Program.

g. Nominee must have made an outstanding contribution to the efficiency and effectiveness of Cadet Command. **TOC**

(2) Selection Criteria: The performance of the Battalion, the quality of the cadets and commissionees and individual contributions of the PMS to Cadet Command are the focus.

a. Mission performance:

1. Unit Visits Report (RROD) -- Comparative performance ranking, SAL assessment, assigned mission(s) and mission accomplishment, enrollment and retention/progression history.

2. BMSR (RROD) -- Data from the monthly BMSR with narrative comments to analyze the accuracy of the commissioning and contracting forecasts.

3. Mission Management Briefer -- Current enrollment data.

b. Cadet training performance (DOT) -- Data for cadet performance at NALC (APFT, BRM, land navigation, manner of performance) against Brigade, Region and Cadet Command averages, CPDT/CTLT utilization and performance. **TOC**

c. Quality of cadets and accessions satisfaction -- Accessions results for past four school years, cadre award nominations/selections (P&A), civilian-sponsored (cadet) scholarship nominations/selections (P&A/RROD), other cadet selections for awards and internships (DOT).

d. Contributions to Cadet Command -- Support for Cadet Command tests, status of cadre training, performance at camps, service as instructor at SOCC, input to best practices, other awards, recognition or service as PMS.

(3) Nomination Procedure: The memorandum of recommendation must be endorsed by the Brigade Commander through Region Commander (see [Appendix A-2](#), Sample Nomination Memo). The narrative, not to exceed one page, will comment on the individual's achievements and exceptional performance as outlined in Paragraph 2. The memorandum must include nominee's name, grade, SSN, position, and statement that officer meets the height/weight standards of [AR 600-9](#) and passed the APFT. The packet must include one standard DA color photo of nominee in service Class A uniform. HQ, Cadet Command (ATCC-TT) will convene a board to select a winner. Incomplete nominations will not be considered. **TOC**

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The award will be presented by the Commanding General, Cadet Command at appropriate ceremony.

(6) Merit: Military, While no military award is ever automatically granted, Cadet Command will consider awarding an impact The Army Commendation Medal (ARCOM)/plaque to the soldier selected as the Cadet Command PMS of the Year.

h. Cadet Command Civilian of the Year Award, GS 5 – 8. Recognizes excellence by identifying individuals in the category of Civilian Employee, GS-5-8, that best exemplifies

exceptional performance and standards in the accomplishment of the Cadet Command mission. Each Region will board their nomination packets and submit one nominee. Headquarters, Cadet Command (HQCC) Directors will submit one nominee. This recommendation will be submitted NLT **1 Mar** by memorandum to HQ Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000. **TOC**

(1) Eligibility Criteria:

- (a) Civilian employees, GS 5 – 8.
- (b) Service time in the position must be at least nine (9) months.
- (c) Bn Human Resource Assistant and Supply Techs are not eligible.
- (d) No disciplinary actions (e.g. counselings or memorandum of admonishment) in the past **9 months**.
- (e) Must have received an overall performance rating of Successful Level 1 on their previous performance appraisal.

(2) Selection Criteria

- (a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).
- (b) Other documentation that supports selection of the nominee, (service oriented community activities (i.e., volunteering for the Red Cross, coaching, etc) to include projects that were above and beyond normal duties.

(3) Nomination Procedure: **TOC**

- (a) Bde, and Region: Memorandum of recommendation from Commander, through Region Commander. Each Region Commander selects one nominee to represent the respective Region.
- (b) HQCC: Memorandum of recommendation from Director. HQCC Chief of Staff will select one nominee to represent HQCC.
- (c) Narrative not to exceed one page, will comment on the individual's achievements and exceptional performance, as noted above. Nomination must clearly reflect what the individual did that was above and beyond normal duties.
- (d) HQCC, PMD will convene a board to select an overall winner. The HQCC winner will compete with the three Region winners.
- (e) Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The Commanding General, Cadet Command, will present the award at an appropriate ceremony.

(6) Merit: Superior Civilian Service Award/Plaque. **TOC**

i. Cadet Command Civilian of the Year Award, GS 9 – 11. Recognizes excellence by identifying individuals in the category of Civilian Employee, GS 9 – 11, that best exemplifies exceptional performance and standards in the accomplishment of the Cadet Command mission. Each Region will board their nomination packets and submit one nominee. This recommendation will be submitted NLT **1 Mar** by memorandum to Headquarters, Cadet Command, ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

(a) Civilian employees, GS 9 -- 11.

(b) Service time in the position must be at least nine (9) months.

(c) No disciplinary actions (e.g. counselings or memorandum of admonishment) in the past **9 months**.

(d) Must have received an overall performance rating of Successful Level 1 on their previous performance appraisal.

(2) Selection Criteria: **TOC**

(a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).

(b) Other documentation that supports selection of the nominee , (service oriented community activities (i.e., volunteering for the Red Cross, coaching, etc) to include projects that were above and beyond normal duties.

(3) Nomination Procedure:

(a) Bde, and Region: Memorandum of recommendation from Commander, through Region Commander. Each Region Commander selects one nominee to represent the respective Region.

(b) HQCC: Memorandum of recommendation from Director. HQCC Chief of Staff will select one nominee to represent HQCC. **TOC**

(c) Narrative not to exceed one page, will comment on the individual's achievements and exceptional performance, as noted above. Nomination must clearly reflect what the individual did that was above and beyond normal duties.

(d) HQCC, PMD will convene a board to select an overall winner. The HQCC winner will compete with the three Region winners.

(e) Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command. **TOC**

(5) Frequency and Presentation: Annually. The Commanding General, Cadet Command, will present the award at an appropriate ceremony.

(6) Merit: Superior Civilian Service Award/Plaque.

J. Cadet Command Civilian of the Year Award, GS 12 – 14. Recognizes excellence by identifying individuals in the category of Civilian Employee, GS 12 – 14, that best exemplifies exceptional performance and standards in the accomplishment of the Cadet Command mission. Each Region will board their nomination packets and submit one nominee. This recommendation will be submitted NLT **1 Mar** to Headquarters, Cadet Command (HQCC), ATTN: ATCC-PMD, Fort Monroe, VA 23651-5000.

(1) Eligibility Criteria:

(a) Civilian employees, GS 12 - 14.

(b) Service time in the position must be at least **nine (9) months**.

(c) No disciplinary actions (e.g. counselings or memorandum of admonishment) in the past **9 months**.

(d) Must have received an overall performance rating of Successful Level 1 on their previous performance appraisal. **TOC**

(2) Selection Criteria:

(a) Overall job performance (nominations should include those employees who demonstrated outstanding characteristics in the categories of job performance and proficiency, ethical conduct and motivation, discipline and dedication, and most significant contribution to job performance).

(b) Other documentation that supports selection of the nominee, (service oriented community activities (i.e., volunteering for Red Cross, coaching, etc) to include projects that were above and beyond normal duties.

(3) Nomination Procedure:

(a) Bde, and Region: Memorandum of recommendation from Commander, through Region Commander. Each Region Commander selects one nominee to represent the respective Region. **TOC**

(b) HQCC: Memorandum of recommendation from Director. HQCC Chief of Staff will select one nominee to represent HQCC.

(c) Narrative not to exceed one page, will comment on the individual's achievements and exceptional performance, as noted above. Nomination must clearly reflect what the individual did that was above and beyond normal duties.

(d) HQ CC, PMD will convene a board to select an overall winner. The HQCC winner will compete with the three Region winners.

(e) Incomplete nominations will not be considered.

(4) Approval Authority: Commanding General, Cadet Command.

(5) Frequency and Presentation: Annually. The Commanding General, Cadet Command, will present the award at an appropriate ceremony.

(6) Merit: Superior Civilian Service Award/Plaque.

2-6. Camp Awards TOC

a. CG, Cadet Command, has the authority to approve the MSM award for military personnel assigned or attached for duty to all camps.

b. Rgn Cdrs have the authority to approve ARCOM and AAM awards for military personnel assigned or attached for duty (TDY orders) to their specific camps. If the Rgn Cdr is the Camp Commander, he should sign awards as the Rgn Cdr. TDY orders should reflect the following for personnel going TDY to camp that are not assigned to that Region: "Additional Instructions: Soldier is attached to (specify region) with further duty at (specify camp) for the period specified above for UCMJ and award authority. This authority ends upon completion of duty at specified camp. Authority: [AR 600-8-22](#)." Camp Commanders do not have authority to approve camp awards as they do not meet the definition of commander as described in JCS Publication, [AR 145-1](#), and [AR 27-10](#).

2-7. Fraternal/Association Cadre Awards TOC

a. General Douglas MacArthur Leadership Award. The General Douglas A. MacArthur Foundation, in coordination with DA, established a leadership award in 1986 which is given annually to a company grade officer in each major Army command (MACOM), the United States Army Reserve (USAR), and the Army National Guard (ARNG), who demonstrates the ideals for which General MacArthur stood--Duty, Honor, Country. The award promotes, sustains, and recognizes effective junior officer leadership in the U.S. Army. Period of award is from **1 December** of previous year through **30 November** of current year. Nominees must be company-grade officers throughout nomination period. Nominees cannot be on major's promotion list as of **31 December** of current year. Each Bde Cdr will submit one nomination to HQ Cadet Command NLT than **October**.

(1) Criteria. The nominee must have demonstrated:

(a) An active leadership role.

(b) Actions and performance that exemplify the "Duty, Honor, Country" creed.

(c) Specific action or event that significantly enhanced accomplishment of school's mission.

(d) Exceptionally high standards of professionalism and dedication.

- (e) Personal values of candor, courage, commitment, and competence.
- (f) Involvement in community activities.
- (g) Tactical and technical knowledge.

(2) Nomination packet will include, but is not be limited to:

(a) Memorandum to include the nominee's name, grade, SSN, security clearance, position, unit mailing address and phone number (DSN if available), e-mail address, home address and phone number, and statement that officer meets the height/weight standards of [AR 600-9](#) and passed the APFT. [TOC](#)

(b) Double-spaced typewritten narrative (two-page maximum) providing scope of responsibility, number of individuals (military and civilian) supervised directly and indirectly, dollar value of assets controls, programs for which nominee has direct responsibility; professional leadership in which nominee demonstrates exceptional leadership traits in accomplishing the mission and overcoming unique problems and emergencies; leadership image in which nominee inspires others by personal example, character, conduct displayed as leaders, and eagerness to assist in accomplishing goals; and community involvement demonstrated by their leadership in the private community. This may be evidenced by the nominee's assumption of leadership roles in social, cultural, religions, as well as other community service activities. Primary emphasis, however, should be on responsibility, leadership, and leadership image.

(c) One-page single-spaced, typewritten biography.

(d) Official color photo, 3/4 length, in Class A uniform without headgear.

(e) Officer Record Brief (**DA Form 4037**). [TOC](#)

(3) Presentation. TRADOC will board packets and forward top nominations to DA for selection of winner. The General Douglas A. MacArthur Foundation arranges for presentation and provides award elements that consist of a bust of General MacArthur, wristwatch, and memorandum of commendation.

b. NAACP's Roy Wilkins Renown Service Award. As part of its national convention, the National Association for the Advancement of Colored People (NAACP) presents the NAACP's Roy Wilkins Renown Service Award to outstanding military personnel who have made significant contributions to equal opportunity in the services and/or local community.

(1) Criteria. Nominations will be based on:

(a) Significant contribution to the country in the area of civil/human rights, race relations, equal opportunity, affirmative actions, human resources, and/or public service.

(b) Support of the full integration and promotion of minorities and women within the Armed Forces.

(c) Fostered support and understanding of the Armed Services among and between minority and non-minority members of the military and civilian population.

(d) Fostered a better understanding between the races both within and without the Armed Forces.

(e) Fostered an innovative and creative involvement within a community (military or civilian).

(f) Promotion of programs and activities that advocate equal opportunity based on individual merit.

(g) Display of exceptional qualities that distinguish the individual as an outstanding leader. **TOC**

(2) Nomination packet will include:

(a) Double-spaced (two-page maximum) narrative outlining specific accomplishments and contributions.

(b) Single-spaced, one-page biography.

(c) One 8"x10" color or black and white, head and shoulders photograph in military Class A uniform.

(d) Single-spaced citation not to exceed 18 lines of narrative summarizing the nominee's accomplishments.

(3) Bde Cdrs will forward nominations to CG, Cadet Command, to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves the nominations to the NAACP.

(4) Presentation. NAACP will arrange for presentation during its national convention.

c. Government Employees Insurance Company (GEICO) Military Service Award. This award recognizes military enlisted members for their contributions to military and/or civilian communities. **TOC**

(1) Areas of Eligibility:

(a) Drug and alcohol prevention.

(b) Fire prevention and fire safety.

(c) Traffic safety and accident prevention.

(2) Eligibility Criteria:

(a) Enlisted soldiers in grades of E4 through E9 with four or more years of active duty.

(b) Nominee must have at least one year of retainability/obligated service as of **30 September**.

(3) Nomination packet will include:

(a) Single-spaced typewritten one-page narrative stating facts and clearly outlining specific accomplishments, on and/or off duty, describing how the military and/or civilian communities benefited in one of the areas of eligibility.

(b) Single-spaced typewritten (two-page maximum) biography to include family, military history, military/civilian education, and awards. Also include the nominee's unit/organization, commander, unit mailing address, and office telephone number (commercial and DSN). **TOC**

(c) One color 8"x10" photograph, head and shoulders (without headgear) in Class A uniform.

(4) Bde Cdrs will forward nominations to CG, Cadet Command, to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves nominations to GEICO.

(5) Presentation. GEICO provides cost of transportation and lodging for soldier and spouse to attend a ceremony in Washington, D.C. where soldier is presented a plaque and a \$2,500 cash award.

d. National Image, Inc. Meritorious Service Award. The National Image, Incorporated, is a national Hispanic organization committed to improving employment, education, and civil rights. This meritorious service award recognizes outstanding military personnel who have contributed to increased opportunities for Hispanic Americans.

(1) Criteria. Nominations will be based on:

(a) Promotion of the tenets of civil/human rights, race relations, equal opportunity, affirmative actions, human resources, and public service programs.

(b) Support of the full integration and promotion of minorities and women within the Armed Forces. **TOC**

(c) Promotion of a positive understanding of the Armed Forces among and between minority and non-minority members of the military and civilian population.

(d) Fostered an innovative and creative environment between the military and civilian communities of all races and ethnic backgrounds that benefits the employees and/or residents.

(e) Promotion of programs and activities that advocate equal opportunity based on individual merit.

(f) Display of exceptional qualities that distinguish the individual as an outstanding leader.

(2) Nomination packet will include:

(a) Double-spaced (two-page maximum) narrative outlining specific accomplishments and contributions.

(b) Single-spaced, one-page biography.

(c) One 8"x10" color or black and white, head and shoulders photograph in military Class A uniform.

(3) Bde Cdrs will forward nominations to CG, Cadet Command, to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves nominations to National Image, Inc. **TOC**

(4) Presentation. The National Image, Inc., will arrange for presentation of its Meritorious Award during its national conference.

e. American Legion's Spirit of Service Award. This award is given to recognize a member from each of the Armed Forces of the United States for their outstanding military performance and volunteer service that he/she performs off-duty in a local community.

(1) Eligibility Criteria: In the selection process, it is recommended that the soldier was recommended for and was awarded the Military Outstanding Volunteer Service Medal (MOVSM) within the past year. Nominee must be in the grade of E5 and below.

(2) Nomination packet will include:

(a) One single-spaced typewritten page with one-inch margins. Narrative should state facts and clearly outline specific accomplishments, on and/or off-duty, that describes how the military and/or civilian community has benefited.

(b) Single-spaced (two-page maximum) typewritten biography. Include nominee's unit/organization commander, unit/office mailing address, office telephone number (commercial and DSN), and a brief biographical sketch of the nominee to include family, military history, and military and civilian education and awards. **TOC**

(3) Bde Cdrs will forward nominations to CG, Cadet Command, to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves nominations to the American Legion.

(4) Presentation: The National Commander of the American Legion will present this award on-stage at the annual National Convention.

f. Ten Outstanding Young Americans (TOYA) Award. The United States Junior Chamber of Commerce (JAYCEES) annually selects and honors ten Americans who exemplify the best attributes of the Nation's young people. Military and civilian personnel are eligible for this award. Winners are selected based on their achievement or contribution in at least three of the areas of eligibility.

(1) Areas of eligibility:

(a) Personal improvement or accomplishment.

- (b) Financial success and economic innovation.
- (c) Social Improvement to major contemporary problems.
- (d) Philanthropic contribution or voluntary service.
- (e) Politics or government service.
- (f) Scientific or technological contributions.
- (g) Legal reform.
- (h) Cultural achievement (to include contributions in literature, history, education, or the arts). **TOC**
- (i) Academic leadership or accomplishment.
- (j) Moral and religious leadership.
- (k) Athletic accomplishment.
- (l) Success in the influence of public opinion (news media and other means).
- (m) Any other important contributions to community, state, or Nation, at the discretion of the judges. Judges will also consider nominee's record of adherence to the principles embodied in the JAYCEES Creed (printed on nomination form).

(2) Eligibility Criteria: Nominees must:

- (a) Be within the ages of 21 through 39. A nominee is not eligible if he/she becomes 40 before **1 January**.
- (b) Be a US citizen (native born or naturalized), or must have applied for citizenship by 1 January.
- (c) Sign the nomination form personally. The signature will attest to all facts contained on the form; give permission for publication of the facts; and indicate willingness to attend the TOYA Awards Congress.

(3) Nomination must be submitted on JAYCEES nomination form obtained at website www.usjaycees.org and include one good quality 8"x10" or 5"x7" color or black and white head and shoulders photograph (without headgear) in Class A uniform or appropriate civilian attire.

(4) Bde Cdrs will forward nominations to CG, Cadet Command, to be boarded. Top nomination will be forwarded to TRADOC. HQDA approves nominations to the JAYCEES.

(5) Presentation: The JAYCEES award a silver medallion and the silver TOYA "Touching Hands" trophy at an awards ceremony arranged by the organization.

Rescinded. See [AR 672-20](#), Incentive Awards.

Chapter 4, Cadet Awards [TOC](#)

4-1. Scholarship Awards [TOC](#)

See [CCR 145-1](#), Army ROTC Scholarship Policy, Administrative and Procedural Instructions.

4-2. DA Awards to Cadet [TOC](#)

a. ROTC Medal for Heroism. DA provides this award, a silver medal pendant with ribbon bar, for ROTC cadets who distinguish themselves by acts of heroism performed on or off campus. (The SM may be given for acts of heroism performed by cadets at National Advanced Leadership Camp).

(1) Criteria:

(a) The achievement must result in an accomplishment so exceptional and outstanding as to clearly set the individual apart from fellow students or from other persons in similar circumstances.

(b) The performance must involve the acceptance of danger or extraordinary responsibilities, exemplifying praiseworthy fortitude and courage.

(2) Selection: The Bn Cdr will submit nominations to the Bde Cdr NLT **45 days** prior to the end of the academic year. Nominations are based on achievements believed to warrant award of the medal and are presented in format required by the Cdr. Statements by eyewitnesses, preferably in the form of certificates, affidavits, or sworn statements, extracts from official records, sketches, maps, diagrams, or photographs, will be attached to support and amplify stated facts.

(3) Source: The Bn Cdr will submit a requisition for the medal to Defense Support Center Philadelphia, 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419.

(4) Presentation: CG, Cadet Command, approves the award. The Bn Cdr will arrange a suitable ceremony for presentation of the medal.

b. DA Superior Cadet Decoration Award. DA provides this award annually to the outstanding ROTC cadet in each year of Military Science (MS) at host institution and extension centers. The award consists of lapel button, medal pendant with ribbon bar, clip with case, and **DA Form 1773** (Citation for the Superior Cadet Decoration Award) signed by the CG, Cadet Command. Appurtenances for attachment to ribbon of initial award are provided for subsequent awards.

(1) Criteria:

(a) The recipient must be a regularly enrolled ROTC cadet (MS-IV cadets scheduled for midyear graduation will be considered).

(b) The cadet must be in the top 25 percent in ROTC and academic standing.

(c) Selection is based on demonstrated officer potential. For selection criteria, see [Table 4-1](#).

(2) Selection:

(a) The selection board will be appointed and convened by the Bn Cdr. Suggested membership: Bn Cdr as president, commissioned and enlisted ROTC instructors as members, and selected civilian faculty or school officials (to include deans, if appropriate) as members, in numbers not to exceed one-third of board's membership.

(b) The board will be convened at the beginning of the school year and briefed on the criteria for selection.

(c) The board members will observe performances of the cadets during the year so that sound selections may be made.

(d) The board will be reconvened to review the cadets' records in each year of MS and select the winners not less than **1 month** prior to the end of the school year.

(3) Source of Supply:

(a) Bn Cdr requisitions for the awards, to include items referenced in [4-2b](#) above (except certificate), to Defense Support Center Philadelphia, 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419

(b) **DA Form 1773**, DA Superior Cadet Decoration Award certificate, will be provided by HQ Cadet Command.

(4) Presentation:

(a) Awards will be presented by the Bn Cdr at the close-of-year ceremony.

(b) Notify appropriate news agencies so that suitable news releases may be given to hometown and local papers. Names of recipients will be provided to HQ Cadet Command. It is not necessary to advise DA of the names of recipients.

4-3. Special Awards

a. The Simultaneous Membership Program Activation Award. This award will be presented by the Bde Cdr or his designated representative to cadets, to include MS-I and MS-II cadets, who serve with their Reserve Component unit for **30 or more days** during a presidential Reserve Unit call-up. This is a cadet award and may not be worn with active duty awards. Bn Cdr requisitions for the award to Defense Support Center Philadelphia, 2800 South 20th Street, P.O. Box 8419, Philadelphia, PA 19101-8419.

b. Cadet Troop Leader Training (CTLT) Ribbon. This ribbon is awarded to those ROTC cadets who successfully participate in CTLT. The ribbon is a silver gray ribbon 1 3/8" width and 3/8" in height bearing a 3/16" wide black stripe at each end and a 1/8" wide blue

stripe centered on the ribbon.

4-4. National Advanced Leadership Camp Awards

- a. Certificate of Training. Each cadet who earns camp completion credit receives a certificate presented at Regiment.
- b. AUSA Leadership Excellence Award. Top cadet, as determined by Regimental Board, is presented a saber and coin at graduation.
- c. Reserve Officer Association Award. Top cadet, as determined by Regimental Board, is presented a medallion and certificate at graduation.
- d. Sinclair L. Melner Award. Second top cadet, as determined by Regimental Board, is presented a plaque at graduation.
- e. Camp Commander's Leadership Award. Top cadet, as determined by Company Board, is presented a ribbon and certificate at Regiment.
- f. Platoon Leadership Award. Top cadet, as determined by TAC Team, is presented a ribbon and certificate at Regiment.
- g. Leader Stakes. Platoon with highest leader stakes scores in each Company of a Regiment receives a Cities of Tacoma and Olympia Trophy at graduation. Each Platoon member receives a certificate at Regiment.
- h. Military Proficiency Award. Criteria is minimum of 90 points per event on APFT score; 80 percent on written, day, and night Land Navigation; and Go for BRM. Each cadet who meets criteria receives a ribbon at Regiment.
- i. ROTC RECONDO. Criteria is minimum of 90 points per event on APFT score; Go on Confidence Course; Go on Water Safety; 80 percent on written, day, and night Land Navigation; "S" for SQD STX; Go for MG Assault Course; Go, 80 points for HG: Go for ITT Assault Course; Go for BRM; no dimensional "N"; and no non-medical waivers. Each cadet who meets criteria receives a badge and certificate from Regiment.
- j. One-Shot-One-Kill Award. Each cadet with a perfect BRM Score 40 of 40 receives a coin from Regiment.
- k. Maximum Fitness. Male and Female cadets with highest APFT "raw" score in each Regiment receives a coin from Regiment.
- l. DA Certificate of Achievement. Each cadet who scores 300 on APFT receives a certificate from Regiment.
- m. Army PT Patch. Each cadet who earns at least 90 points in each event on the APFT receives the Army PT Patch from Regiment.
- n. Machine Gun Assault Course Top Time. Fastest three-person team in each Regiment receives a coin from Regiment.

4-5. Leader's Training Course Awards

- a. Society of American Military Engineers Award. Presented to an outstanding cadet who is enrolled in an engineering curriculum for military excellence.
- b. The Military Order of the Purple Heart Award. Presented to one cadet in each company who meets all standards and shows the most improvement in leadership and military skills.
- c. High Physical Fitness Test Award. Presented to the top male and top female cadets in each company who achieve the highest score for the final Army Physical Fitness Test (APFT).
- d. High Rifle Marksmanship Award. Presented to the cadet in each company who achieved the highest score on the rifle range during Basic Rifle Marksmanship (BRM).
- e. Iron Leader Award. Presented to the top cadet in each platoon as shown by the platoon's Order of Merit List (OML).
- f. Gauntlet Award. Presented to those cadets scoring at or above the company average on the APFT, Land Navigation, BRM, and Cadet Common Tasks Test..
- g. High Physical Fitness Test Award. Presented to cadets who score 290 and above on the final APFT.
- h. Leader's Training Course Certificate/Ribbon. Presented to all cadets who successfully complete Camp Challenge.
- i. Bold Challenge Participation Ribbon. Presented to all cadets who successfully complete the end of camp field training exercise.
- j. Cadet Common Task Test Ribbon. Presented to any cadet who achieves a score of 270 or higher.
- k. Camp Completion Packet. Presented to each cadet who graduates and contains the Leader's Training Course Ribbon and Certificate, a letter from the Camp Commander and, when appropriate, a Bold Challenge Ribbon.
- l. Bold Leader Warrior Spirit Award. Presented to the outstanding cadet in each company who demonstrated inspirational leadership, warrior spirit, and high Cadet Evaluation System (CES) ratings.
- m. Association of the United States Army Award. Presented to one cadet in each company for demonstrated excellence in leadership, military performance, and a high degree of teamwork and initiative.
- n. Reserve Officers' Association Award. Presented to one cadet in each company for military excellence, leadership, and moral character.
- o. The Military Order of the World Wars (MOWW) Award. Presented to one cadet in each company for consistent excellence in leadership, and whose achievements are in the honored traditions of the United States Army.

p. National Sojourners' Award. Presented to one cadet in each company for Americanism and military excellence and a potential for outstanding leadership as demonstrated by scores in physical conditioning, leadership, and the CCTT.

q. The Retired Officers' Association Award. Presented to one cadet from each company for demonstrated exceptional leadership and performance.

r. The Armed Forces Bank Performance Award. Presented to a top cadet (as determined by the CES) of each company who successfully passed events and is medically eligible to enter the U.S. Army ROTC Advanced Course. This award is sponsored by the Armed Forces Bank, Fort Knox, KY.

s. United Service Planning Association and Independent Research Agency Award. Presented to one cadet in each company for outstanding leadership, strong moral character, and excellent physical fitness training.

t. Challenger Stakes. (Platoon-Level Camp Challenge Incentive Awards Program.)

(1) The Challenger Stakes incentive program promotes cohesion, teamwork, and esprit de corps among all cadets as they meet the rigors of camp challenge. It is one of the keys to successful training.

(2) The program is designed to recognize platoon-level achievement within each company. No charts, statistics, etc., will be maintained higher than company level on Challenger Stakes. The following are events for Challenger stakes. TOC

- (a) Record APFT.
- (b) Inspection (awarded weekly).
- (c) Land navigation.
- (d) Obstacle course.
- (e) LRC.
- (f) BMST.
- (g) M16 qualification.
- (h) Stream crossing.
- (i) Platoon of the Week (awarded weekly).
- (j) Combat assault course (record run).
- (k) Swim test.

(3) Guidon streamers will be awarded by the Company TAC Officer to the outstanding platoon in each event and for the platoon of the week.

4-6. Cadet Command Cadet Awards. **TOC** Cadet awards are authorized by the CG, Cadet Command, in the categories of recruiting, academic, athletic, military, and miscellaneous awards. Information concerning qualifications, approval authority, and frequency with which the award may be presented are contained in [Appendix A](#). The awards are depicted in [Appendix A-1](#).

4-7. Fraternal / Association Cadet Awards **TOC**

a. Legion of Valor Bronze Cross for Achievement. The Legion of Valor of the United States of America, Inc., provides an award annually for achievement of scholastic excellence in military and academic subjects to stimulate the development of leadership. This award, a bronze cross and certificate, is awarded to outstanding MS-III cadets. One award is authorized for each 1,000 MS-III cadets enrolled within a Rgn or overseas command plus one additional for each fraction thereof (examples: 5,543 MS-III cadets, authorized six awards or 3,113 MS-III cadets, authorized four awards or 331 MS-III cadets, authorized one award).

(1) Criteria:

(a) The recipient must be a regularly enrolled MS-III ROTC cadet (MS-IV cadets scheduled for mid-year graduation will be considered).

(b) The cadet must be in the top 25 percent in ROTC and academic standing.

(c) Selection will be based on demonstrated officer potential. See [Table 4-1](#) for selection criteria.

(2) Selection: The selection board convened for the Superior Cadet Decoration Award will recommend one MS-III cadet for the Legion of Valor Cross for Achievement. The Bn Cdr will submit the nomination, in duplicate, to include a memorandum from the dean of the school, to Cadet Command NLT **one month** prior to the end of the academic year. CG, Cadet Command, will forward the nominations of those determined best qualified in the numbers indicated in [4-7a](#) above to the Adjutant, Legion of Valor of the USA, Inc., 92 Oak Leaf Lane, Chapel Hill, NC 27516-9440, NLT **one month** after the end of the academic year. The Legion of Valor will send Bronze Crosses and certificates to the appropriate Bn Cdrs.

(3) Nomination packet will include: **TOC**

(a) Memorandum of nomination by the Bn Cdr containing the full name of cadet, address of the school, school point of contact (POC) and phone number, cadet's academic major, graduation date, overall GPA, ROTC GPA, scholarship type, class ranking (if available), ROTC class ranking, academic achievements and honors, Army schools attended, and extracurricular activities.

(b) Letter of nomination by the dean of the school.

(c) Transcripts.

(d) Color photo in Army uniform (Class A, B, or BDU).

(e) Optional letters of recommendation.

(4) Presentation. These awards are presented in early fall during the cadet's last year in school by members of the Legion of Valor. The Legion of Valor will send names of members residing in the vicinity of the institution having winners when forwarding awards. The Bn Cdr will invite one or more Legion of Valor members to participate in the presentation. If member is not available, award will be made by active military personnel who are recipients of the Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross, or who occupy positions of appropriate prestige. ROTC parades or similar traditional school events if held early in the school year are considered suitable occasions for presentation.

b. Society ROTC Award of Merit, Society of American Military Engineers (SAME). The purpose of this award is to impress upon undergraduate engineering students the importance of engineering to national security, by appropriate recognition of meritorious promise of achievement in the field.

(1) Criteria: **TOC**

(a) The school must offer an undergraduate engineering curriculum accredited by the Accrediting Body for Engineering and Technology in the student's discipline and award baccalaureate degrees.

(b) The cadet must be pursuing either a four-year or five-year engineering program. Cadets in five-year programs are eligible during their fourth and fifth years only. The cadet must be in the upper 25 percent of engineering class. If order of merit is not available, then the cadet must have at least a "B" average in his/her math/science engineering courses. The cadet must be enrolled in either the last or next-to-last year of an accredited engineering curriculum. The cadet need not be in the corresponding ROTC class. Curricula should be reasonably allied to military engineering but, if accredited, need not be civil, electrical, or mechanical engineering. For example, petroleum or architectural engineering would be acceptable, but management engineering would not. The school must still meet the requirement of (a) above. The cadet must be in the upper 25 percent of ROTC class.

(2) Nomination packet will include:

(a) Nomination memorandum containing the full name of cadet, address of the school, and date of presentation.

(b) Recommendation as the "outstanding military engineering student of the year" of his/her year group by both the Bn Cdr and the Dean of Engineering.

(3) Selection:

(a) Each Bn Cdr may submit one last year and one next-to-last year nominee. Nominations will be submitted to respective Bde Cdrs by **15 January**. Bde Cdr will make recommendation and forward packets to HQ Cadet Command for review and consideration. A list of winners will be submitted to Director, SAME, for processing NLT **1 February**.

(b) Director, SAME, will prepare the medals and citation for each winner. SAME will send these to the respective Bn Cdrs together with the name of the nearest SAME Post President and Regional Vice President.

(3) Presentation and Publicity: The Bn Cdr will arrange an appropriate ceremony for presentation of the awards and contact the nearest SAME Post and/or Regional HQ to invite one of their senior engineer officers to make the presentation. If a student post of SAME exists on campus, invite the faculty advisor to the presentation.

c. Raytheon/Hughes Trophy Award. This trophy, provided by the Raytheon/Hughes Aircraft Company, will be awarded each year to the previous year's most outstanding commissioned graduate. The "production year" **1 September** through **31 August** will be used. **TOC**

(1) Criteria: Nominees are selected from the Order of Merit List (OML). HQ Cadet Command will notify Bn Cdrs of the top OML candidates (two per Region) and request nomination packets.

(2) Nomination packets will include:

(a) Memorandums of recommendation by the Bn Cdr and dean of the school.

(b) Biography.

(c) Officer Record Brief.

(d) List of scholastic and academic achievements and honors.

(e) Official transcript.

(f) Full length photo in uniform.

(g) Optional supporting letters.

(h) Memorandum of recommendation by Bde Cdr.

(3) Selection: Nominations will be boarded at HQ Cadet Command and CG, Cadet Command, as President of the board, will select nominee. DA DCSPER has final approval.

(4) Presentation: The Secretary of the Army presents the award in Washington, DC. Raytheon/Hughes Aircraft personnel will be in attendance and will provide the trophy. Subsequent to this ceremony, an award will again be presented at a ceremony at the institution from which the winner graduated. The trophy will remain on display at the institution until the following year. A miniature replica of the trophy will be presented to the winner for permanent retention, and a second replica will be presented to the institution.

d. Pallas Athene Award. The Pallas Athene Award, a medallion symbolizing the Women's Army Corps, a \$500 cash award, and a three year membership in the association, will be awarded annually to the outstanding graduating MS-IV female cadet in each Rgn.

(1) Criteria: Recipient of the Pallas Athene Award must--

- (a) Be an outstanding female MS-IV ROTC cadet.
- (b) Be graduating from undergraduate or graduate school at the end of the school year.
- (c) Have successfully completed the ROTC National Advanced Leadership Camp.
- (d) Be in the top 50 percent of her MS and academic class.

(2) Nomination packet will contain a narrative description of the cadet's accomplishments (ROTC, college, community, etc.); complete name, mailing address and telephone number of the Bn Cdr; presentation date, and recommendation of Bde Cdr. Nominations will be forwarded to HQ Cadet Command to arrive NLT **1 February**.

(3) Selection: Nominations will be boarded at HQ Cadet Command. Winners (one per Region) will be forwarded to the Pallas Athene Chairperson. The Women's Army Corps Veterans Association should be invited to participate in the awards ceremony.

(4) Presentation: The Women's Army Corps Veterans Association will mail award to the designated Bn Cdr and will attempt to have a member present for the awards ceremony. Within **30 days** subsequent to award presentation, Bn Cdr is requested to provide the Women's Army Corps Veterans Association Pallas Athene Award Committee copies of all press releases, photographs, and other publicity generated by the individual awards. **TOC**

e. United States Field Artillery Association Award. The United States Field Artillery Association provides an award for the top-ranking Field Artillery graduate cadet. The award consists of a brass cannon, mounted on a tiered, walnut base containing a brass plaque engraved with the candidate's name and explanation of the award. Accessions Division, Personnel and Administration Directorate, HQ Cadet Command, provides the name of the top field artillery graduate to Personnel Management Division who notifies the United States Field Artillery Association. The association makes arrangements for the presentation.

f. Army Aviation Association of America Award. The Army Aviation Association of America provides an award for the most outstanding ROTC Cadet who has been selected for the Army Aviation Branch. Accessions Division, Personnel and Administration Directorate, HQ Cadet Command, provides the name of the top aviation graduate to Personnel Management Division who notifies the United States Army Aviation of America Association. The association makes arrangements for the presentation.

g. The Armed Forces Communication and Electronics Association (AFCEA) Award for Distinguished Performance. The AFCEA provides an award for the top-ranking Signal Corps graduate cadet. The award consists of a personally engraved Seth Thomas "Corsair" clock (worth \$350) plaque engraved with the candidate's name and explanation of the award. Accessions Division, Personnel and Administration Directorate, HQ Cadet Command, provides the name of the top signal corps graduate to Personnel Management Division who notifies the AFCEA. The association makes arrangements for the presentation.

h. National Defense Transportation Association (NDTA) Award. This award, which consists of a medal pendant, is presented annually to approximately 20 of the most outstanding MS-III cadets enrolled in ROTC units.

(1) Criteria: The nominee from each school must be:

(a) Enrolled in MS-III year in an academic course the main portion of which is of particular interest to the Transportation Corps. (Engineering and Computer Science majors are included in this category.).

(b) In the top 25 percent in ROTC and academic standing.

(c) Recommended by Bn Cdr and dean of the institution as an outstanding student and cadet.

(2) Selection: The Bn Cdr may submit one nomination (see [Appendix A3](#)), with transcript of cadet's academic record attached, to Director, Office of the Chief of Transportation (ATZF-OCT), Fort Eustis, VA 23604-5407, NLT **15 December**. TOC

(3) Presentation: The Director, Office of the Chief of Transportation, will notify the winner through the Bn Cdr and will provide the award for the Bn Cdr to present at an appropriate ceremony. All non-winners will receive appropriate notification from the Director, Office of the Chief of Transportation.

i. National Defense Industrial Association (NDIA) Award. The NDIA Award is presented annually to the top ROTC cadet at each institution who meets the eligibility criteria. It consists of a certificate, a defense medal, and a service ribbon to be worn on the uniform.

(1) Criteria: The cadet must:

(a) Be in the upper half of their class in academic grades.

(b) Have received B or above in all ROTC course grades.

(c) Be rated in the top 20 percent of platoon and company in ROTC camp evaluation scores. A cadet who is otherwise eligible for this award but who will not attend camp until after completion of academic studies may be considered for the award provided ROTC course standing is in the top 20 percent of the total ROTC enrollment at the institution.

(d) Participate actively in athletics and/or campus activities.

(e) Demonstrate outstanding leadership qualities.

(2) Selection: The Bn Cdr will make final selection. The above criteria will be applied as a minimum for determining eligibility, and the cadet selected will be the best of all eligible cadets.

(3) Source: The Bn Cdr will send a photograph and a biographical sketch of the selectee to the NDIA, 2111 Wilson Boulevard, Suite 400, Arlington, VA 22201. The NDIA will mail the award directly to the Bn Cdr.

(4) Presentation: Arrangements for presentation will be made by the Bn Cdr.

j. Association of the United States Army (AUSA) Award. This award, consisting of a medal pendant with ribbon bar and certificate, is provided annually for the outstanding MS-III cadet of each unit who contributes most toward advancing the standing of the MS Department at the institution. AUSA will supply medals based on Advanced Course enrollment (see [Table 4-2](#)). **TOC**

(1) Criteria: The cadet must:

- (a) Be enrolled in MS-III.
- (b) Be in the top 10 percent in ROTC grades.
- (c) Be in the top 25 percent in academic grades.

(d) Have contributed the most, through leadership, to advancing the standing of the MS Department at the institution. This requirement is sufficiently flexible to include a variety of acts and achievements that may have significance at a particular institution, although not necessarily applying to all institutions.

(2) Selection: Selection will be made by the Bn Cdr or a committee appointed by the Bn Cdr.

(3) Source: Requests for medals (supplied for local engraving) and certificates will be made by the Bn Cdr to AUSA, ATTN: Director of the Regional Activities, 2425 Wilson Boulevard, Arlington, VA 22201. One medal for permanent display may be requested by each host institution and official extension center.

(4) Presentation. Presentation will be made at an appropriate ceremony. AUSA will furnish to each Bn Cdr names of representatives who may upon request participate in awards presentations. **TOC**

k. The Armed Forces Communications and Electronics Association (AFCEA) ROTC Honor Certificate Award. This award recognizes one outstanding ROTC cadet who achieves in leadership and academics. The award includes a framed parchment certificate with the honoree's name prominently inscribed and a ribbon bar. This program is separate and distinct from the AFCEA Scholarship Program, but an ROTC student may apply for and receive both. Each interested ROTC unit may make one Honor Award nomination annually.

(1) Criteria: The nominee from each school:

- (a) Must be a U.S. citizen.
- (b) Must be a junior preparing to enter their senior year (rising senior).
- (c) Must be majoring in electronics, electrical, aerospace, or communications engineering, mathematics, physics, computer science or technology, information management systems or related technical disciplines.
- (d) Should demonstrate high academic achievement.

(2) Selection: Recipients of the award will be selected by individual Professors of Military Science. The Nomination for the ROTC Honor Certificate Award form must be completed and forwarded directly to the AFCEA Educational Foundation, either by mail to 4400 Fair Lakes Court, Fairfax, Virginia 22033-3899, or by FAX to 703/631-4693. Please do not retype the Nomination form; it may be photocopied as needed. For questions, please call Suzanne Harmon by phone at 703.631.6147 or 800.336.4583 ext. 6147 or by e-mail at: edfoundation@afcea.org.

(3) The completed nomination form must be received by the AFCEA Educational Foundation at least 20 days prior to the presentation date.

l. Reserve Officers' Association (ROA) Award. This award, presented annually at each institution to outstanding MS-II, MS-III and MS-IV cadets, consists of medal pendant and certificate. The medal is gold for MS-IV cadets, silver for MS-III cadets, and bronze for MS-II cadets. A certificate may be awarded in conjunction with or in lieu of the medal.

(1) Criteria. Selectees must: **TOC**

(a) Be enrolled in ROTC.

(b) Have indicated a desire to continue in the ROTC program and obtain a commission.

(c) Be in the top ten percent of their ROTC class.

(d) Have demonstrated outstanding qualities of leadership, moral character, and high aptitude for military service.

(2) Selection: Selection will be made by the Bn Cdr in coordination with representatives of a state or local chapter of the ROA, if available. Normally, a representative of the ROA chapter sponsoring the award will contact the Bn Cdr for coordination of details and presentation of the award.

(3) Source: Awards may be obtained from a state or local chapter of the ROA or, if not available, information pertaining to the awards may be obtained from the ROA, 1 Constitution Avenue, NE., Washington, D.C. 20002.

(4) Presentation: Presentation of awards will be made by a representative of the ROA, if available. Otherwise, presentation will be made by the Bn Cdr.

m. American Legion Awards. These awards are provided annually to outstanding cadets at each institution for general military excellence and scholastic excellence. **TOC**

(1) The award consists of:

(a) A silver medal pendant with ribbon bar and ROTC crest or scholastic scroll for junior class winners enrolled in MS-III. **TOC**

(b) A gold medal pendant with ribbon bar and ROTC crest or scholastic scroll for senior class winners enrolled in MS-IV. A miniature reproduction of the official ROTC crest is attached to the ribbon bar of awards for general military excellence. A

miniature scholastic scroll is attached to the ribbon bar of awards for scholastic excellence.

(2) Criteria: A cadet may receive an award for general military excellence and an award for scholastic excellence for the same school year or for more than one year.

(a) General Military Excellence Award. The cadet must be in the top 25 percent of the class in academic and ROTC subjects and must have demonstrated outstanding qualities in military leadership, discipline, character, and citizenship.

(b) Scholastic Excellence Award. The cadet must be in the top ten percent of the class in academic subjects, be in the top 25 percent of the class in ROTC classes and have demonstrated qualities of leadership. The cadet must have actively participated in related student activities, such as student organizations, community activities, or sports.

(3) Selection: Selection will be made by the Bn Cdr or head of the institution or both.

(4) Source: Requests for awards may be made to the local posts of the American Legion. If no local post is available, information may be obtained from the National Security Division, The American Legion, 1608 K Street, NW, Washington, D.C. 20006.

(5) Presentation: Arrangements will be made by the Bn Cdr for an American Legion representative to present the awards at an appropriate military ceremony. If representative is not available, the Bn Cdr may present award. [TOC](#)

n. Veterans of Foreign Wars (VFW) Award. This award, which consists of a medal pendant and ribbon bar, is made annually to a cadet at each institution who has excelled in MS or an ROTC program activity.

(1) Criteria: The cadet must:

(a) Be an undergraduate student in MS-I, MS-II, MS-III, or MS-IV.

(b) Be in good standing academically and militarily.

(c) Have demonstrated achievement and concentrated effort in military and academic subjects and/or demonstrated capability and diligence in a related activity of the ROTC program.

(d) Not have previously received this award.

(2) Selection: Selection will be made by the Bn Cdr.

(3) Source: Request for VFW award and sponsorship may be made to the nearest VFW post. If no local post is available, information on the nearest post may be obtained from the National HQ, VFW, VFW Building, 406 West 34th Street, Kansas City, MO 64111.

(4) Presentation: Arrangements will be made by the Bn Cdr for a Veterans of Foreign Wars representative to present the awards at an appropriate military ceremony. If representative is not available, the Bn Cdr may present award. [TOC](#)

o. American Veterans of World War II (AMVETS) Award. This award, which consists of a medal pendant and ribbon bar, is made annually to a cadet at each institution for diligence in the discharge of duty and the willingness to serve both God and Country.

(1) Criteria: The cadet must:

(a) Be a full-time undergraduate enrolled in the Advanced Course.

(b) Be in good standing in all military aspects and all scholastic grades at the time of selection and presentation.

(c) Meet other requirements that may be established by the AMVETS post and the Bn Cdr.

(2) Selection: The Bn Cdr may submit one nomination to the local AMVETS post for forwarding to AMVETS National HQ. If no local post is available, information on the nearest post may be obtained from the state AMVETS Department or by writing to AMVETS, National HQ, 4647 Forbes Blvd., Lanham, MD 20706.

(3) Presentation: Presentation will be made by the Bn Cdr or a member of the AMVETS in a ceremony arranged by the Bn Cdr.

p. The National Sojourners Award. This award, which consists of a ribbon with medal pendant, is made annually to an outstanding cadet at each institution who contributed the most to encourage and demonstrate Americanism within the Corps of Cadets and on the campus.

(1) Criteria: The cadet must:

(a) Be a sophomore (concluding second undergraduate year and MS-II and have indicated the intent to enroll in the Advanced Course) or a junior (concluding the third undergraduate year and MS-III). **TOC**

(b) Be in the top 25 percent of the academic class.

(c) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

(d) Have demonstrated a potential for outstanding leadership.

(e) Not have previously received the award.

(2) Selection: The Bn Cdr or head of the institution or both may make selection. Final approval rests with the sponsoring chapter of National Sojourners.

(3) Source: Request for National Sojourners award sponsorship may be made by the Bn Cdr to the nearest local chapter. Requests are normally made in **January** for presentation in April or May. If no local chapter is available, information may be obtained from the National Sojourners Inc., 8301 East Boulevard Drive, Alexandria, VA 22308.

(4) Presentation: Bn Cdr will make appropriate arrangements for presentation of award. **TOC**

q. Sons of the American Revolution (SAR) Award. This award, which consists of a silver medal pendant with Minuteman holding a rifle, and ribbon bar, is presented to a meritorious cadet enrolled in Army ROTC at each institution (or one medal for each 500 cadets enrolled at time of the award).

(1) Criteria: The cadet must:

(a) Be in good standing militarily and scholastically at the time of selection and presentation of the award.

(b) Be enrolled in the first year of either the two-year or four-year program.

(c) Show a high degree of merit with respect to leadership qualities, soldierly bearing, and excellence. Since there are many awards for scholarship alone that should not be duplicated, excellence is defined as all around excellence in the Army ROTC Program studies and activities.

(2) Selection: The Bn Cdr or an authorized representative will select the recipient. The award may be presented at the end of the cadet's first year of a two-year or four-year program. No recipient may receive the award more than once.

(3) Source: The National HQ, SAR Revolution, 1000 South 4th Street, Louisville, KY 40203, will furnish the secretary of each applicable SAR state organization a list of the Army ROTC units in the state. The secretaries of SAR organizations will coordinate with each ROTC unit within their area. Bn Cdrs may make inquiries concerning the SAR award to state organizations or the National HQ.

(4) Presentation: Arrangements for the presentation will be made by the applicable state society and the Bn Cdr. Award should be presented at an appropriate military ceremony. **TOC**

r. Military Order of the World Wars (MOWW) Award. This award, which consists of a medal pendant and ribbon bar, is authorized for award annually to an MS-I, MS-II, and MS-III cadet at each institution. The award in each case will be given to a cadet who is outstanding in military and scholastic studies during the entire school year. An MS-I will receive the bronze medal; an MS-II will receive the silver medal; and an MS-III, the gold medal. A certificate and a ribbon may be awarded in lieu of a medal when monetary limitations preclude the awarding of medals to Senior ROTC cadets.

(1) Criteria:

(a) An outstanding MS-I cadet who plans to continue to serve in the Army ROTC unit the next school year.

(b) An outstanding MS-II cadet who plans to continue serving in the Army ROTC unit with a goal of becoming an Army officer.

(c) An outstanding MS-III cadet who desires to become a career Army officer.

(d) A cadet must excel in all military and scholastic aspects of the ROTC program at the time of selection and presentation of the award, and the recipient must not have previously received an MOWW medal award.

(2) Selection: Selections will be made by the Bn Cdr with concurrence of the ranking school official present. **TOC**

(3) Source: Requests for medals should be made by the Bn Cdr to the nearest local chapter of the MOWW. If no local chapter is available, information may be obtained from the National HQ, MOWW, 435 N. Lee Street, Alexandria, VA 22314.

(4) Presentation: Arrangements will be made by the Bn Cdr for an MOWW member to present the award to the recipients at an appropriate military ceremony. If an MOWW member is not available, any Active, USAR, or retired officer with prior commissioned service who served honorably on Active Duty in the Armed Forces of the United States during a period of hostilities may present the award.

s. Daughters of the American Revolution (DAR) Award. This award, which consists of a gold medal pendant and ribbon bar, is presented annually by the DAR to an ROTC cadet at each host institution for outstanding ability and achievement.

(1) Criteria. The cadet must:

(a) Be a member of the graduating class.

(b) Be in the top 25 percent of the cadets in ROTC and academic subjects.

(c) Have demonstrated qualities of loyalty and patriotism, dependability and good character, adherence to military discipline, leadership ability, and a fundamental and patriotic understanding of the importance of ROTC training.

(2) Selection: Selection will be made by the Bn Cdr and head of the institution.

(3) Source: Requests for sponsorship of the DAR award may be made by the Bn Cdr to the local DAR chapter regent. If no local contacts are available, information may be obtained from the National Defense Committee, National Society DAR, 1776 D Street, NW., Washington, D.C. 20006-5392. **TOC**

(4) Presentation: The award should be presented at an appropriate ceremony by a DAR chapter regent, a national defense chairman or a DAR representative appointed by them, if possible. If a representative is not available the Bn Cdr may present the award.

t. Daughters of the Founders and Patriots of America Award. This award, which consists of a gold medal pendant, is presented annually by the Daughters of the Founders and Patriots of America to an ROTC Basic Course cadet at each institution who has excelled in a specific MS course or related activity.

(1) Criteria: The cadet must:

- (a) Be enrolled in MS-I or MS-II.
- (b) Be in the top 25 percent of the ROTC class.
- (c) Have accomplished by diligence or endeavor a high degree of excellence in military history or related course. **TOC**
- (d) Have demonstrated potential for good leadership.
- (e) Have demonstrated similar or related accomplishments reflecting the ideals of patriotism.
- (f) Not have previously received this award.

(2) Selection: The Bn Cdr or head of the institution or both may select a cadet to receive the award. Final approval rests with the sponsor.

(3) Source: Requests for sponsorship of the award may be made by the Bn Cdr to the State Chapter, National Society Daughters of the Founders and Patriots of America. Requests are normally made prior to **1 March** for presentation in late spring. If unable to contact State Chapter, information may be obtained from the National Headquarters, National Society Daughters of the Founders and Patriots of America, Park Lane Bldg, 2025 Eye Street, NW, Number 615, Washington, D.C. 20006. **TOC**

(4) Presentation: The Bn Cdr will present the award. Arrangements will be made for a State Chapter official to be present if possible.

u. Association of Military Colleges and Schools of the United States (AMCS) President's Medal. This award, which consists of a gold medal pendant, is called "The AMCS President's Medal" and may be awarded annually to those colleges and universities holding membership in the association. One award per year per institution is authorized.

(1) Criteria: This award may be presented at the discretion of the member institutions according to criteria which best suits the individual institution's standards and programs. The individual selected should be a full-time student/cadet who has completed at least two full years before being considered for the award.

(2) Selection: Selection will be made by a board composed equally of academic and military faculty members. They will nominate a recipient to the president of the institution who will make the final selection.

(3) Source: Request for information regarding source of this award should be addressed to AMCS of the U.S., 7009 Arbor Lane, McLean, VA 22101 . **TOC**

(4) Presentation: Presentation will be made by the president or a representative at an appropriate ceremony during the commencement period at the end of the normal academic year.

v. United States Cavalry Association (USCA) ROTC Award. The purpose of the USCA ROTC Award is to recognize up to ten ROTC cadets each year who make a contribution to the preservation of U.S. cavalry history. The competitive award consists of a medal, ribbon,

certificate, and one-year membership in the association. **TOC**

(1) Criteria: Cadet must have contributed to the preservation of U.S. cavalry history and esprit through written articles, volunteer assistance, etc.

(2) Selection: Bn Cdr forwards nominations and supporting information to the USCA who selects the winners each year.

(3) Source: Bn Cdr may request the award from the USCA.

(4) Presentation: Bn Cdr presents at an appropriate ceremony with USCA member in attendance.

w. The Retired Officers' Association (TROA) ROTC Medal. The purpose of the TROA ROTC Medal is to recognize outstanding ROTC cadets who show exceptional potential for military leadership. The award consists of a ribbon, bronze disc pendant, and certificate.

(1) Criteria: The cadet must: **TOC**

(a) Be an MS-III.

(b) Be in good academic standing.

(c) Be of high moral character.

(d) Evidence a high order of loyalty to his/her ROTC unit, college or university, and country.

(e) Show exceptional potential for military leadership.

(2) Selection: Recipient will be selected by the Bn Cdr or a committee appointed by the Bn Cdr. However, final approval rests with the sponsoring chapter.

(3) Source: The Bn Cdr may request the award from the nearest chapter of TROA. If information on the nearest local chapter is not available or if there is no chapter in the area, the Bn Cdr may address his request directly to TROA, 201 North Washington Street, Alexandria, VA 22314.

(4) Presentation: The presentation is made by a representative of the sponsoring chapter. If the award is not sponsored by a local chapter, the Bn Cdr may designate a person, preferably a member of TROA, to make the presentation.

x. AUSA Military History Award. The AUSA, in conjunction with the U.S. Army Center of Military History, presents a volume of the U.S. Army official history series to a cadet for excellence in the study of military history in each Senior ROTC host institution or official extension center. **TOC**

(1) Criteria: The cadet must have been enrolled in a specific military course at the institution during the academic year the award is given. Other criteria may be established by the Bn Cdr.

(2) Selection: Selection will be made by the Bn Cdr or a committee appointed by the Bn Cdr.

(3) Source: Requests for the Military History Award (with flyleaf identifier) will be made by the Bn Cdr to the AUSA (ROTC Activities), 2425 Wilson Boulevard, Arlington, VA 22201. **TOC**

(4) Presentation: Presentation will be made at an appropriate ceremony. AUSA will furnish to each Bn Cdr the names of representatives who may upon request participate in the award presentation.

y. Society of the War of 1812 Award. This award, which consists of a ribbon and certificate, is presented annually to one outstanding cadet from each host institution. Recipient may be selected from either the host, extension center, or cross-enrolled school.

(1) Criteria: The cadet must:

- (a) Be an academic sophomore MS-II.
- (b) Be in good academic standing.
- (c) Be of high moral character.

(2) Selection: Recipient will be selected by the Bn Cdr or an individual or committee appointed by the Bn Cdr.

(3) Source: Bn Cdr may request the award from the nearest State Society. If information on the nearest State Society is not available or if there is no State Society in the area, the Bn Cdr may address his request directly to Society of the War of 1812, 373 Stinson Avenue, Saint Paul, MN 55117. **TOC**

(4) Presentation: If award is obtained from a State Society, the Bn Cdr will provide the State Society with details of where and when the award will be presented and will invite a member of the Society to present the award. If a Society member is not available, the Bn Cdr or his designated representative will make the presentation.

z. Military Order of the Purple Heart Leadership Medal Award. This award, which consists of a medal, ribbon, and certificate, is limited to one leadership award per ROTC unit per entire school year (summer sessions included).

(1) Criteria:

- a. Have a positive attitude toward ROTC/JROTC and country. **TOC**
- b. Hold a leadership position in the cadet corps.
- c. Be active in school and community affairs.
- d. Attain a grade of "B" or better in all subjects for the previous semester.
- e. NOT have been a previous recipient of the award.

(2) Selection: Bn Cdr makes selection and forwards nomination for approval to Mr. Bob Hasty, Military Order of the Purple Heart, 5413-B Backlick Road, Springfield VA 22151. Phone number is (703) 642-5360, FAX (703)642-2054, (email: info@purpleheart.org). Deadline for annual submission is **two months** prior to ceremony date, nominations may be submitted earlier. **TOC**

(3) Source/Presentation: Bn Cdr requests award and representative of organization to present at appropriate ceremony.

aa. Dr. Ralph Mershon Memorial Award. This award, which consists of a monetary award and a certificate, is provided annually by Community Funds, Inc, on behalf of the Dr. Ralph Mershon Memorial Fund for the most outstanding cadet displaying outstanding civilian/military cooperation who is accessed in each Fiscal Year.

(1) Criteria: The annual ROTC Branching and Selection Board nominates the most outstanding cadet from the top ten cadets considered for accession by that board. The top ten cadets are determined based on order of merit score which is not made available to the Branching and Selection Board.

(2) Selection: The Deputy Chief of Staff for Personnel, will refer the nominee to the Secretary of the Army for receipt of the award.

(3) Presentation: Award is presented by the MACOM Commander or his designated representative on behalf of the Secretary of the Army. HQDA is responsible for this award.

bb. George C. Marshall ROTC Award. The George C. Marshall Research Foundation provides an award annually to the outstanding MS-IV cadet at each institution. The award consists of a certificate, a copy of the official biography of General Marshall, and an opportunity to attend a National Security Conference sponsored by the Foundation.

(1) Criteria: The cadet must: **TOC**

(a) Be the most outstanding cadet in MS-IV.

(b) Have completed National Advanced Leadership Camp or equivalent.

(c) Must demonstrate those leadership and scholastic qualities that epitomized the career of General Marshall.

(2) Selection: Selection will be made by the Bn Cdr.

(3) Presentation: A Marshall Award seminar will be held at Virginia Military Institute in April. Marketing Directorate, HQ Cadet Command, will publish a memorandum of instruction. Arrangements for presentation will be made by the Cadet Command Liaison Officer to the Deputy Chief of Staff for Personnel in coordination with the Chief of Staff of the Army's office.

(4) Travel arrangements will be made by the Bn Cdr and funded by the Rgns.

cc. General and Mrs. Matthew B. Ridgway Military History Research Fellowship. See [CC Reg 145-3](#), Reserve Officers' Training Corps Precommissioning Training and Leadership

Development, **Appendix E.** **TOC**

dd. Supreme Council of the Scottish Rite of Freemasonry Award. This award recognizes one outstanding cadet per school in the second or third year of a 4-year program. Requests can be made at any time during the calendar year. The award consists of a medal, a ribbon, and a certificate.

(1) Criteria: The nominee from each school must:

(a) Have contributed the most among cadets on campus to encourage and demonstrate patriotism by deeds or conduct during participation in extracurricular activities or community projects.

(b) Have demonstrated academic excellence by being in the top 25 percent in ROTC and academic standing.

(c) Be recommended by Bn Cdr as an outstanding student and cadet.

(d) Have demonstrated a potential for outstanding leadership by exhibiting qualities of dependability, good character, self-discipline, good citizenship, and patriotism.

(2) Selection: The Bn Cdr may submit one nomination request ([Appendix A-3](#)) to the nearest Scottish Rite Valley of the Southern Jurisdiction or to the national headquarters. If the location of the nearest Valley is not known, that information is available from the national headquarters. Either call (202) 232-3579, or FAX your request to (202) 387-1843, or write to the Supreme Council, 33, Ancient and Accepted Scottish Rite of Freemasonry, Southern Jurisdiction, USA, 1733 Sixteenth Street, NW, Washington, DC 20009-3199. **TOC**

(3) Presentation: The closest Scottish Rite Valley should be contacted within 30 days and whenever possible they will select and provide a presenter.

4-8. Distinguished Military Student (DMS) and Distinguished Military Graduate (DMG) Certificate. See [CCR 145-9](#), Reserve Officers' Training Corps Accessioning and Commissioning, Chapter 2, Paragraph 2-8.

Table 4-1, Selection Criteria	
SELECTION CRITERIA	POINTS
ROTC Scholarship and Grades	50
Academic Scholarship and Grades	50
Military Leadership	50
Academic Leadership (demonstrated qualities of leadership in scholastic and related activities, student organizations, community activities, and sports participation)	100

Table 4-2, AUSA Medals Authorized and Award Criteria	
MEDALS AUTHORIZED	POINTS
1	to 350
2	to 600
3	to 850
4	to 1100
5	to 1350

Chapter 5, Cadet Command Program Awards **TOC**

5-1. General Douglas MacArthur Battalion Award **TOC**

a. The General Douglas MacArthur Foundation sponsors an ROTC Outstanding Battalion Award Program. Operations Directorate, HQ Cadet Command, developed a program tied to the Red, Amber, Green Rating Program and uses categories reflecting the university size (large, medium, small).

b. Operations Directorate, publishes a Memorandum of Instruction as required with procedures for selecting the General Douglas MacArthur ROTC Battalion Award for large, medium, and small Bns. Each Rgn Cdr will select one nominee in each size category. One winner in each size category will be selected by CG, Cadet Command.

5-2. AUSA Chapter Membership Award. **TOC** AUSA provides various awards recognizing cadet membership in AUSA. Marketing Directorate, HQ Cadet Command, is the proponent for this program.

5-3. Top Trainer Award. **TOC** The "Warrior of the Pacific" trophy, presented for the best rifle marksmanship scores at National Advanced Leadership Camp, has evolved into the Top Trainer Award. The Top Trainer Award recognizes National Advanced Leadership Camp performance (50 percent), Ranger Challenge competition (25 percent), Cadet Professional Development Training (20 percent), and ammunition management (five percent). Three categories (large, medium, small Bns) based on National Advanced Leadership Camp attendance are recognized. Training Directorate, is the proponent for this program.

5-4. Chief of Staff, Army, Supply Excellence Award (CSASEA). **TOC** This annual award recognizes those Senior ROTC units which best exemplify exceptional performance and standards of supply operations and property accounting procedures within the total Army force structure.

a. HQDA, DCSLOG designates the U.S. Army Quartermaster Center and School, Fort Lee, VA, as executive agency. The American Defense Preparedness Association (ADPA) is the sponsor of the awards program.

b. Eligibility criteria:

- (1) SROTC Logistic/Supply areas.
- (2) SROTC units compete in Category B-TDA, Level 1.

c. Nomination packet will include:

- (1) Assembled in one standard three-ring binder.
- (2) Letter of endorsement from brigade SGM.
- (3) Include name and grade of unit commander, first sergeant, supply officer, NCO and/or those civilian personnel most directly associated with the unit or activity supply achievement.
- (4) Identify primary and/or alternate POC name, grade, unit address, DSN and commercial telephone number. **TOC**
- (5) Also include the following:
 - (a) Mission Statement/Organization Structure.
 - (b) Manpower and Equipment Document (Table of Distribution and Allowances (TDA)).
 - (c) Endorsements.

d. Criteria for Evaluation:

- (1) Supply success.
- (2) External evaluations (Command Supply Discipline Program). **TOC**
 - (a) Battalion evaluation.
 - (b) Brigade evaluation.
 - (c) Installation evaluation.
- (3) Optional information:
 - (a) Newspapers articles, special events, projects, photographs.
 - (b) Letters of recommendation.

e. Winners and runners-up attend an awards ceremony hosted by DCSLOG and held at Headquarters, Department of the Army. The Army Chief of Staff (CSA) presents the

recognitions.

5-5 The Order of the Founders and Patriots of America Award

See [CCR 145-3](#), Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Appendix E.

ALAN W. THRASHER
Major General,
U.S. Army Commanding

OFFICIAL:

RODNEY A. PHILLIPS
Colonel, GS,
U.S. Army Chief of Staff

Section I **TOC**
Abbreviations

AAM	Army Achievement Medal
AFCEA	Armed Forces Communications and Electronics Association
ALA	American Logistics Association
AMCS	Association of Military Colleges and Schools
AMVETS	American Veterans
APFT	Army Physical Fitness Test
ARCOM	Army Commendation Medal
ARNG	Army National Guard
AUSA	Association of the United States Army
BDE	Brigade
BMST	Basic Military Skills Test
BN	Battalion
BN OML	Battalion Order of Merit List
BRM	Basic Rifle Marksmanship
CC	Cadet Command
CDR	Commander
CG	Commanding General
CSASEA	Chief of Staff Army, Supply Excellence Award
CTLT	Cadet Troop Leader Training
CTO	Company TAC Officer
DA	Department of the Army
DAR	Daughters of the American Revolution
FTX	Field Training Exercise
GPA	Grade Point Average
HQ	Headquarters
LM	Legion of Merit
LRC	Leadership Reaction Course
LTC	Lieutenant Colonel
MACOM	Major Army Command
MHI	Military History Institute
MILSTRIP	Military Standard Requisitioning and Issue Procedure
MOWW	Military Order of the World Wars
MS	Military Science
MSM	Meritorious Service Medal
NDIA	National Defense Industrial Association
NDTA	National Defense Transportation Association
OPFA	Order of the Founders and Patriots of America

Section I (continued) [TOC](#)

Abbreviations

PMS	Professor of Military Science
RGN	Region
RC	Reserve Component
ROA	Reserve Officers' Association
ROTC	Reserve Officers' Training Corps
SAME	Society of American Military Engineers
SAR	Sons of the American Revolution
SM	Soldier's Medal
SMP	Simultaneous Membership Program
SPI	Student Potential Index
SQT	Skill Qualification Test
SSN	Social Security Number
TAC	Tactical Officer
TDA	Tables of Distribution and Allowances
TRADOC	U.S. Army Training and Doctrine Command
TROA	The Retired Officers' Association
USAR	United States Army Reserve
VFW	Veterans of Foreign Wars

Appendix A **TOC**

Name	Qualifications	Approval Authority	Approval Frequency
1. Special Awards			
a. SMP Activation Award	Activated in a Reserve Unit call-up for 30 days or more	Region	Whenever RC Unit is activated.
b. CTLT Ribbon	Participate successfully in CTLT	Bn Cdr/PMS	One Time
2. Cadet Command Cadet Awards			
a. Academic Awards Series (R-1)			
(1) Dean's List Award (R-1-1)	Semester GPA 3.50-4.00	Bn Cdr/PMS	Each Semester
(2) Cadet Honors Award (R-1-2)	Semester GPA 3.20-3.49	Bn Cdr/PMS	Each Semester
(3) Cadet Scholar Award (R-1-3)	Semester GPA 2.90-3.19	Bn Cdr/PMS	Each Semester
(4) Most Improved Grades (R-1-4)	Highest Jump in Semester GPA	Bn Cdr/PMS	One Time
(5) ROTC Honors (R-1-5)	GPA of 4.0 in ROTC Subjects	Bn Cdr/PMS	Each Semester
(6) Bn Cdr's Academic Award (R-1-6)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
NOTE: R-1-7 through R-1-8 is currently not in use; authorization remains with HQ Cadet Command.			
b. Athletic Award Series (R-2)			
(1) Platinum Medal Athlete (R-2-1)	Score 300 on APFT	BN Cdr/PMS	Each time APFT is given for record.
(2) Gold Medal Athlete (R-2-2)	Score 290-299 on APFT	BN Cdr/PMS	Each time APFT is given for record.
(3) Silver Medal Athlete (R-2-3)	Score 280-289 on APFT	BN Cdr/PMS	Each time APFT is given for record.
(4) Bronze Medal Athlete (R-2-4)	Score 270-279 on APFT	BN Cdr/PMS	Each time APFT is given for record.
(5) Most Improved Award (R-2-5)	Biggest increase in score since last APFT.	BN Cdr/PMS	Each time APFT is given for record (only one per Cadet).
(6) Bn Cdr's Athletic Award (R-2-6)	Bn Cdr's Discretion	BN Cdr/PMS	Each Semester
NOTE: R-2-7 is currently not in use; authorization remains with HQ Cadet Command.			

Appendix A (continued) **TOC**

Name	Qualifications	Approval Authority	Approval Frequency
c. Military Award Series (R-3)			
(1) Brigade Drill Competition (R-3-1)	Bde Winner	Bde Cdr	Annual
(2) Battalion Drill Competition (R-3-2)	Bn Winner	Bn Cdr/PMS	Annual
(3) National Advanced Leadership Camp Graduate (R-3-3)	Graduated from National Advanced Leadership Camp	Bn Cdr/PMS	One Time
(4) Brigade Ranger Challenge Winner (R-3-5)	Ranger Challenge Team which wins Brigade Competition	Region	Annually
(5) Ranger Challenge Team Member (R-3-6)	Member of Ranger Challenge Team	Bn Cdr/PMS	Annually
(6) SGT York Award (R-3-7)	To the Cadet who does most to support the ROTC Program.	Bn Cdr/PMS	Annually
(7) Drill Team (R-3-8)	Member of the Drill Team	Bn Cdr/PMS	Each Semester
(8) Color Guard (R-3-9)	Member of the Color Guard	Bn Cdr/PMS	Each Semester
(9) Bn Cdr's Military Award (R-3-10)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
(10) One-Shot-One-Kill Award (R-3-11)	Shoot 40 out of 40 at Leader's Training Course/National Advanced Leadership Camp	Bn Cdr/PMS	*One Time
*A Cadet may receive at both Leader's Training Course and National Advanced Leadership Camps (the numeral 2 will be issued for subsequent award).			
(11) Bold Challenge (R-3-12)	Bn Cdr's Discretion	Bn Cdr/PMS	Annually
(12) Leader's Training Course Graduate (R-3-13)	Completed Leader's Training Course	Bn Cdr/PMS	One Time

Appendix A (continued) **TOC**

Name	Qualifications	Approval Authority	Approval Frequency
d. Miscellaneous Award Series (R-4)			
(1) Named by PMS (R-4-1)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
(2) Named by PMS (R-4-2)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
(3) Named by PMS (R-4-3)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
(4) Named by PMS (R-4-4)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
(5) Named by PMS (R-4-5)	Bn Cdr's Discretion	Bn Cdr/PMS	Each Semester
e. Cadet Recruiting Award Series (R-5)			
(1) Cadet Recruiting Ribbon (R-5-1)	Participate in at least two (2) Cadet Bn recruiting activities. Recruit at least two (2) Cadets or one (1) Nurse Cadet	Bn Cdr/PMS	When Award Criteria is met.
(2) Bn Cdr's Recruiting Award (R-5-2)	Bn Cdr's Discretion	Bn Cdr/PMS	When Award Criteria is met.
3. For subsequent presentations of same award, the numerals 2, 3, 4, etc. will be used.			

Appendix A1 TOC

Name / Rank:				
Installation / School:				
Evaluation Criteria: 0 = Not Executed / Not Presented 1 = Needs Improvement 2 = Satisfactory 3 = Outstanding				
1.	PRESENTATION: (Possible Points: 33)	Points Scored:		
	a. Introduction:	Points:		
	(1) Did instructor retain student attention and explain the activities to be conducted during the class?	0	1	2 3
	(2) Did the class have any relation to previous or future classes?	0	1	2 3
	(3) Were objectives expressed in measurable terms?	0	1	2 3
	b. Contexts:	Points:		
	(1) Was presentation well organized?	0	1	2 3
	(2) Were transitions used effectively?	0	1	2 3
	(3) Were intermediate summaries used correctly?	0	1	2 3
	(4) Was content of the lesson explained clearly?	0	1	2 3
	c. Directed Discussion / Conference Techniques	Points:		
	(1) Were students' activities varied?	0	1	2 3
	(2) Was student participation established and maintained through the use of questions?	0	1	2 3
	(3) Did the instructor encourage student ideas, opinions or questions in the case?	0	1	2 3
	(4) Did instructor maintain control of the class?	0	1	2 3
2.	INSTRUCTOR: (Possible Points: 36)	Points Scored:		
	a. Appearance and Military Bearing:	Points:		
	(1) Did instructor avoid mannerisms or habits that could distract the students?	0	1	2 3
	(2) Did instructor use movements and gestures to reinforce the spoken word?	0	1	2 3
	(3) Did instructor demonstrate good military bearing and self-confidence?	0	1	2 3
	(4) Did the instructor maintain eye contact with the students?	0	1	2 3
	b. Oral Delivery:	Points:		
	(1) Did instructor rely excessively on his notes or transparencies?	0	1	2 3
	(2) Was the instructor's voice forceful and enthusiastic?	0	1	2 3
	(3) Did the instructor use items of interest (humorous, comments, personal experiences, facts)?	0	1	2 3
	(4) Was the instructor audible and understandable?	0	1	2 3
	c. Questions:	Points:		
	(1) Did the instructor use the question, pause, and answer method appropriately?	0	1	2 3
	(2) Were initial questions answered correctly?	0	1	2 3
	(3) Were review questions used correctly?	0	1	2 3
	(4) Did the instructor react to the answers and comments in a manner that encouraged student participation?	0	1	2 3
3.	NARRATIVES: (Possible Points: 9)	Points Scored:		
	(1) Has the instructor published any articles?	0	1	2 3
	(2) Has the instructor developed/updated any training literature?	0	1	2 3
	(3) Has the instructor conducted research to prepare lessons, POIs, etc.?	0	1	2 3
Evaluator's Signature:		Total Possible Points:		78
		Points Scored:		
Evaluator's Comments:				

Appendix A2 TOC

Sample Nomination Memorandum for ROO of the Year

Unit Letterhead

ATOA-A-MA-SSU

25 March 2002

MEMORANDUM FOR Commander, 1st Brigade, First Region (ROTC), U.S. Army Cadet Command, Fort Bragg, NC 28310-5000

SUBJECT: Recruiting Operations Officer (ROO) of the Year

1. It is with great pleasure that I endorse CPT Recruiter, Sal, 123-45-6789, for the U.S. Army Cadet Command ROO of the Year Award. CPT Recruiter's untiring and selfless effort over the past year had a tremendous impact on the Tiger Battalion's ability to commission the future officer leadership of the Army for this Mission Set and for several years ahead.

2. For Mission Set 03, our battalion has a contract mission of 18. In just one semester, CPT Recruiter's efforts directly resulted in 10 additional contracts over the 16 MS03 cadets who contracted in the year prior to his arrival. His Leader's Training Course plan resulted in the contracting of 3 scholar-athlete-leaders (SALs), which is 1 more than missioned. Also, his meticulous management of scholarship allocations produced 7 new cadets (2 are graduate students) for MS03, 14 for MS04, and 6 for Mission Set 05. His improvement over last year's contract mission is 31%.

3. CPT Recruiter was the developer of a comprehensive Battalion Marketing Action Plan that specifically targeted the SALs enrolled at Sample State University. His direction of other cadre and adherence to the plan resulted in a 35% increase in MSI and MSII enrollment. He continually mentors and counsels the cadets that he recruits, which directly impacts retention of all mission sets.

4. Of particular significance is CPT Recruiter's initiative to develop a recruiting action plan that included the combined efforts of his local area Military Academy Liaison Officer, the local USAREC recruiting station staff, and the nearby Reserve and National Guard units. Through his active communication and sharing of *The Way Ahead*, these other Army assets were able to refer students and soldiers with the appropriate academic, athletic and leadership attributes.

ATOA-A-MA-SSU

SUBJECT: Recruiting Operations Officer (ROO) of the Year

5. CPT Recruiter meets the height/weight standards as prescribed by AR 600-9. He scored a 295 on his recent APFT, earned the APFB, and is the physical training advisor for the Cadet PT Officer.

6. Sal is the center of the Tiger Battalion's execution of its mission. His leadership and focused recruiting effort made our unit a success and will greatly contribute to our future success.

"Run with the Tigers!"

Encl

(Signature /signature block of Bn Cdr)

Appendix A3 **TOC**

Sample Nomination Memorandum for Cadet Command Admin Tech of the Year Award

(Office symbol) (date)

MEMORANDUM FOR

SUBJECT: Nomination of Cadet Command Administrative Technician of the Year Award

1. Submitted herewith is nomination for the Administrative Technician of the Year Award of the (college/university name) for exceptional performance and standards.
2. The following information is furnished as requested:
 - a. Name and address of college or university:
 - b. Name of individual: (First name, middle name, surname)
 - c. Permanent (home) address:
 - d. Years of service:
 - e. Service time at the Battalion:
 - f. Rank or Grade:
 - g. Justification of nomination by the Battalion Commander:
 - h. To who award is to be forwarded for presentation to the recipient:
 - i. Remarks:

Encl

(Signature / signature block of Bn Cdr)

Appendix A4 **TOC**

Sample Memorandum of Nomination for ROTC Cadet as Outstanding (Trans, Engr, or QM)

(Office symbol)

(Date)

MEMORANDUM FOR

SUBJECT: Nomination of ROTC Cadet as Outstanding (Trans., Engr., or QM)

1. Submitted herewith is nomination for the (title of award) of the (agency making the award) for outstanding (junior, senior, next-to-last year, last year) (Trans., Engr., QM) cadet enrolled in ROTC unit (if branch affiliated unit, indicate branch affiliation).

2. The following information is furnished as requested:

- a. Name and address of university or college:
- b. Name of cadet: (First name, middle name, surname)
- c. Date and place of birth:
- d. Permanent (home) address:
- e. College course:
- f. Class standing in college course: Number () of ()
- g. ROTC class standing: Number () of ()
- h. Score attained on test: ACT () CEB () SAT ()
- i. Campus offices held:
- j. College activities (athletic, societies, honorary fraternities, other awards, etc.):
- k. Description or extent of self-support, scholarships received, or participation in cooperative plan while a student:
- l. Highest cadet rank held:
- m. Whether or not designated as a potential or actual distinguished military student:
- n. Justification of nomination by the Bn Cdr:
- o. Justification of nomination by appropriate dean:
- p. To whom medal or award is to be forwarded for presentation to student:
- q. For which award: (junior year) (senior year) (next-to-last year) (last year)
- r. Remarks:

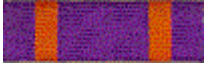
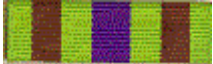
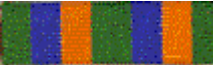
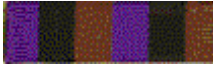
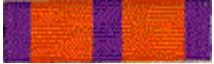
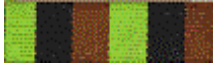
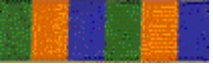
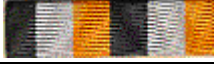
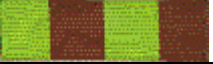
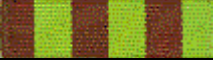
Encl

Transcript of student's academic record

(Signature/signature block of appropriate dean)
(Signature/signature block of Bn Cdr)

Appendix A5 TOC

Cadet Command Cadet Awards

Series 1: Academic Awards	Series 2: Athletic Awards	Series 3: Military Awards	Series 4: Miscellaneous Awards	Series 5: Recruiting Awards
R-1-1: 	R-2-1: 	R-3-1: 	R-4-1: 	R-5-1: 
R-1-2: 	R-2-2: 	R-3-2: 	R-4-2: 	R-5-2: 
R-1-3: 	R-2-3: 	R-3-3:  Ribbon is shown with colors in reverse order.	R-4-3: 	
R-1-4: 	R-2-4: 	R-3-4: 	R-4-4: 	
R-1-5: 	R-2-5: 	R-3-5: 	R-4-5: 	
R-1-6: 	R-2-6: 	R-3-6: 		
R-1-7: 	R-2-7: 	R-3-7: 		
R-1-8: 		R-3-8: 		
		R-3-9: 		
		R-3-10: 		
		R-3-11: 		
		R-3-12: 		
		R-3-13: 		

Appendix A6 TOC

Precedence of Wear for Awards

Ribbons will be worn as authorized in [AR 670-1](#) and this regulation in the order listed below:

a. Active Duty Awards:

Active duty awards are worn in accordance with [AR 670-1](#). Cadet awards (below) **may not** be mixed with active duty awards. If individuals have received both active duty and cadet awards, they must choose which category to wear.

b. Cadet Awards:

(1) DA Awards to Cadets

- (a) DA Cadet Command Medal for Heroism
- (b) DA Superior Cadet Award

(2) Special Awards

- (a) SMP Activation Award
- (b) CTLT Ribbon

(3) Camp Awards

- (a) National Advanced Leadership Camp
- (b) Basic Camp

(4) Cadet Command Cadet Awards

- (a) Recruiting Awards
- (b) Academic Awards
- (c) Athletic Awards
- (d) Military Awards
- (e) Miscellaneous Awards

(5) Fraternal/Association Cadet Awards. Awards will be worn in alphabetical order by title of organization.