

# U.S. Army War College Outstanding Alumni Service Award Program

- **Purpose:** This memorandum describes the "Outstanding Alumni Service Award," a prestigious and visible means of honoring U.S. Army War College graduates who distinguish themselves through extraordinarily outstanding achievements and contributions to their community or country. This memorandum provides the requirements, policy guidance, and procedures for nominations, selection, and recognition for this award. ***This program description supersedes previous program descriptions titled "Outstanding Alum Award Program."***

- **General:** This program is managed by the Army War College Foundation, Inc. The U.S. Army War College itself does not have a "Distinguished Graduate" or "Graduate Hall of Fame" for other than International Fellows. It is important to note that the "Outstanding Alumni Service Award" is not intended to be a counterpart to the International Fellows Hall of Fame where professional prominence is measured by assignment to equivalent levels to the U.S. Army Chief of Staff. Rather, this award is intended to honor graduates for demonstrated service ***following*** the government service that was their source of attendance at the College. There is no requirement that nominees be "retired" from follow-on positions; rather, the spirit of the award is to recognize the selfless service that graduates voluntarily undertake or are recruited to accept that makes a substantial difference in the lives of others.

- **Eligibility:** To be eligible for selection for the "Outstanding Alumni Service Award, individuals must:

1. Be a living graduate of the U.S. Army War College from either the Resident, Non-Resident, or U.S. Army War College Fellows program (not International Fellows).
2. Be retired for a minimum of five years from the government service that was the source of attendance at the U.S. Army War College.
3. Have through their performance of duty and personal conduct, made exceptional contributions in the service of their community(ies) and have demonstrated, and continue to demonstrate, a positive role model for others to follow.

- **Nomination and Selection Procedure:**

1. Any U.S. Army War College graduate who is an Army War College Foundation member in good standing may nominate a U.S. Army War College graduate for selection for the "Outstanding Alumni Service Award." Self-nominations will not be considered. Nominations are due by August 1<sup>st</sup> of each year and should be addressed to the Army War College Foundation, and mailed to 651 Wright Ave., Carlisle, PA 17013. Nominations may also be sent via email to [alumni@usawc.org](mailto:alumni@usawc.org).
2. Nominations will be submitted in writing and will contain documentation of the individual's contributions and justification as to why the individual should be so honored. Since the focus of the award is service ***following*** the period of

government service that was the source of attendance at the U.S. Army War College, information which addresses the following questions will be helpful: 1) What needs has the nominee's service addressed and by what means and over how extensive a period? 2) What challenges did the nominee face, if any, while providing this service and how did they overcome them? 3) What leadership roles did the nominee fulfill during his or her service? 4) What was the impact of the nominee's service on the community or organizations? Effects should include both immediate and long-term impacts and can include tangible outcomes (like increased funding or improved facilities) and intangible outcomes (like increased community cohesion or improved morale). 5) How has the nominee demonstrated his or her dedication and commitment to service beyond specific projects or roles?

3. Appropriate attachments are: 1) The nominee's professional bio (either military and/or civilian). 2) Supporting documentation for any aspect of qualifying service not adequately addressed in the nomination; and 3) Letters of endorsement for the award from 2-3 individuals with knowledge of the nominee and aspects of his/her service that is the basis for the nomination.
4. Nominations will be forwarded to the Alumni Affairs Committee of the Army War College Foundation Board of Trustees in person or via email. The Alumni Affairs Committee will review the nominations and make recommendations to the full Board of Trustees for final action.

• **Notification:**

1. Individuals selected for the "Outstanding Alumni Service Award, U.S. Army War College" will be notified of their selection by the Chair or Vice Chair of the Board. Nominators will also be notified by the President and CEO.
2. The President and CEO of the Foundation will schedule and plan an appropriate ceremony.
3. The Foundation will reimburse the recipient for round-trip travel expenses incurred from place of residence to Carlisle or other approved location for receipt of the award. Lodging and meal costs incurred during the travel are not reimbursable. However, meal costs at the award event for the awardee and one guest will be paid by the Foundation.

• **Privileges and Responsibilities:** The designation "Outstanding Alumni Service Award, U.S. Army War College" is primarily honorific and involves no increases in retirement annuity or other remuneration. Recognition includes:

- Invitation to a special event and luncheon at the U.S. Army War College with the opportunity to share insights with current students.
- Special feature in the *Army War College Foundation and Alumni News*.
- Name, photo, and citation included in the Outstanding Alumni Service Award digital display in Root Hall at the College and on the Army War College Foundation website.

• **Revocation:** The title and privileges may be revoked upon recommendation of the Board of Trustees and approval of the Chairman of the Board for conduct or actions no longer reflecting the high standards of integrity and ethical conduct appropriate for a graduate of the U.S. Army War College.

**General Nomination Format** (modify as appropriate)

**Name of Individual Nominated:**

Address:

Email and Phone:

War College Class Year:

Year Retired from Active Military/Federal Service:

**Nominated by:**

Address:

Email and Phone:

( ) Check here if you want your identity as nominator kept confidential.

**Justification for the Award:** Normally described in no more than 3-4 pages, with additional attachments, as appropriate: 1) The nominee's professional bio (either military and/or civilian). 2) Supporting documentation for any aspect of qualifying service not adequately addressed in the nomination; and 3) Letters of endorsement for the award nomination from 2-3 individuals with knowledge of the nominee and aspects of his/her service that are the basis for the nomination.