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**Awards
ITSCHNER AND OUTSTANDING ENGINEER PLATOON LEADER AWARDS
STURGIS MEDAL AND VAN AUTREVE AWARD**

Summary. This pamphlet establishes responsibilities, procedures, and guidance for nominating engineer units for the Itschner Award, Engineer Lieutenant Platoon Leaders for the Outstanding Engineer Platoon Leader Award, Engineer Noncommissioned Officers (NCOs) for the Sturgis Medal and Engineer Soldiers for the Van Autreve Award.

Applicability. This pamphlet pertains to all Engineer Units, Engineer Lieutenant Platoon Leaders, and Engineer NCOs.

Forms. The forms located in this pamphlet are authorized for local reproduction.

Suggested Improvements. The proponent agency of this publication is the Engineer Personnel Proponency Office (EPPO), United States Army Engineer School (USAES). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to ATSE-E, Engineer Personnel Proponency Office, USAES, ATTN: ATSE-E, Fort Leonard Wood, MO 65473-8926.

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Chapter 1
INTRODUCTION

1-1. Purpose. This pamphlet prescribes general guidance and establishes responsibilities and procedures for United States (U.S.) Army engineer units participating in the annual Itschner Award competitions, U.S. Army Engineer Lieutenant Platoon Leaders participating in the annual Outstanding Engineer Platoon Leader Award competition, U.S. Army enlisted Engineer noncommissioned officers (NCOs) participating in annual Sturgis Medal competitions and U.S. Army enlisted Engineer Soldiers participating in annual Van Autreve Award competitions.

1-2. Forms.

a. Prescribed Forms.

- (1) FLW Form 243 (Van Autreve Award Nominee Score Sheet). Prescribed in paragraph 1-4.
- (2) FLW Form 243-1 (Van Autreve Award Selection Criteria Final Score Sheet). Prescribed in paragraph 1-5.
- (3) FLW Form 244 (Itschner Award Selection Criteria Worksheet). Prescribed in paragraph 1-6.
- (4) FLW Form 247 (Itschner Award Selection Criteria Final Score Sheet). Prescribed in paragraph 1-7.
- (5) FLW Form 249 (LTG Samuel D. Sturgis Medal Nominee Score Sheet). Prescribed in paragraph 1-8.
- (6) FLW Form 250 (Sturgis Medal Selection Criteria Final Score Sheet). Prescribed in paragraph 1-9.
- (7) FLW Form 1133 (Outstanding Engineer Platoon Leader Award Nominee Score Sheet). Prescribed in paragraph 1-10.
- (8) FLW Form 1134 (Outstanding Engineer Platoon Leader Award Selection Criteria Final Score Sheet). Prescribed in paragraph 1-11.

b. Referenced Forms.

- (1) Officer Record Brief (ORB).

1-3. Explanation of Acronyms and Terms. Acronyms and terms used in this pamphlet are explained in the glossary.

1-4. FLW Form 243. FLW Form 243 is used by the selection board members to evaluate U.S. Army enlisted Engineer Soldiers competing for Van Autreve Medals.

1-5. FLW Form 243-1. FLW Form 243-1 is used by the selection board president for evaluating U.S. Army enlisted Engineer Soldiers competing for Van Autreve Award.

1-6. FLW Form 244. FLW Form 244 is used by the selection board members for evaluating U.S. Army engineer units competing for the Itschner Award.

1-7. FLW Form 247. FLW Form 247 is used by the selection board president for evaluating engineer units competing for the Itschner Award.

1-8. FLW Form 249. FLW Form 249 is used by the selection board members to evaluate U.S. Army enlisted Engineer NCOs competing for Sturgis Medals.

1-9. FLW Form 250. FLW Form 250 is used by the selection board president for evaluating U.S. Army enlisted Engineer NCOs competing for Sturgis Medals.

1-10. FLW Form 1133. FLW Form 1133 is used by the selection board members to evaluate U.S. Army Engineer Lieutenant

Platoon Leaders competing for the Outstanding Engineer Platoon Leader Award.

1-11. FLW Form 1134. FLW Form 1134 is used by the selection board president for evaluating U.S. Army Engineer Lieutenant Platoon Leaders competing for the Outstanding Engineer Platoon Leader Award.

Chapter 2
CRITERIA AND NOMINATING PROCEDURES FOR THE
ITSCHNER AWARDS

2-1. General. Named in honor of LTG Emerson C. Itschner, the award is presented annually to the engineer company in each Army component (Active, Reserve and National Guard) selected as most outstanding in their respective component for the award year.

2-2. Applicability. For the purposes of this competition, a "company" includes all numbered, lettered, or headquarters engineer companies manned by U.S. personnel, separate or organic to a larger organization, established under a table of organization and equipment (TOE) or tables of distribution and allowances (TDA).

2-3. Nominating Procedures.

a. Active Component.

(1) Each individual Company or Detachment will submit their nomination to their next higher Headquarters (BN, BDE) The next higher echelon will select a Company or Detachment to represent their command. Each higher headquarters will submit a nomination to their corresponding MACOM i.e. (TRADOC, FORSCOM, USACE, USAREUR, USARPAC, or 8th ARMY).

(2) Each MACOM will select and forward a nomination to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 10 February of each year.**

(3) The nomination should cover service performed or completed during the preceding calendar year. A committee of senior engineer officers and the USAES or U.S. Army Corps of Engineers (USACE) Command Sergeant Major (CSM), chaired by the Assistant Commandant of the Engineer School or his representative, will select the winning company.

b. Army Reserve.

(1) The U.S. Army Reserve Command (USARC) will act as executive agent and select the winning Army Reserve engineer unit. Nominations for the awards will be submitted to the Engineer, Army Reserve Command, ATTN: AFRC-ENI, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

(2) **Nominations must arrive prior to 10 February of each year for consideration.** The nominations should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the, Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 28 February each year.**

c. Army National Guard.

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard engineer unit. Nominations for the awards will be submitted to the Director,

Army National Guard, ATTN: NGB-ART, 111 South George Mason Drive, Arlington, VA 22204-1382.

(2) **Nominations must arrive prior to 10 February each year to be considered.** The nominations should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO65473-8926, **no later than 28 February each year.**

d. Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at FLW, MO.

2-4. Nominations. Submit by military letter and include the following information and additional material considered appropriate by the recommending commanders.

a. Full identification of unit to include mailing address and permanent address.

b. Name, telephone number, and current address of commander(s) during period of unit contribution.

c. Name, address, and phone number of individuals at originating headquarters whom may be contacted concerning the nomination.

d. Authorized unit strength to include officers, warrant officers, and enlisted personnel.

e. Average unit strength during the period of contribution of officers, warrant officers, and enlisted personnel.

f. Evaluation data will be for award year and will be tabbed in the following manner:

(1) Major Commander's Endorsement.

(2) Mission related accomplishments including, but not limited to.

(a) Combat support tasks.

(b) Construction tasks.

(c) Training (types of training conducted and the results).

(3) Professional development programs such as NCO and officer leadership, military occupational specialty (MOS)/specialty skill enhancement, and education.

(4) Recruiting: Unit enlistment rates to include first term enlistments for nominated units.

(5) Morale and Welfare.

(a) Improvement of troop living conditions and quality of life enhancements.

(b) Human relations programs to include drug and alcohol control.

(c) Reportable government motor vehicle accident statistics and total miles driven during period of contribution.

(d) Absent without leave (AWOL) and court martial rates.

(6) Safety. Reportable personal injuries.

(7) Contributions to the image of the Corps of Engineers.
(a) Community relations.

(b) Domestic action programs.

(c) Other unique contributions.

8. Additional significant factors such as pertinent photos, news items, and commendations may be included.

9.. Statement of Unit Mission/METL. .

a. Units will submit their nominations in standard Army-issue, three-ring binders. In addition, a CD-ROM will accompany the binder containing all nomination material. Nominations are evaluated only on the performance of the unit without regard to fancy binders.

b.. Submit a one-page proposed citation as the last tab in the award nomination binder.

Chapter 3 CRITERIA AND NOMINATING PROCEDURES FOR THE STURGIS MEDAL

3-1. General. Named in honor of LTG Samuel D. Sturgis, a former Chief of Engineers, the medals are awarded annually to the Engineer NCO, sergeant (SGT) through sergeant first class (SFC), in each Army component (Active, Reserve, and National Guard) selected in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability for the award year.

3-2. Eligibility.

a. Engineer NCOs in TOE/TDA units and organizations performing an engineer mission. In general, the individual should have been classified in one of the following career management fields (CMF) or MOSs while performing the service for which recommended.

(1) CMF 21, Engineer.

(2) CMF 18, MOS 18C Special Operations Engineer Sergeant.

Note: Active Component, effective 1 October 2003, Notification of Future Change (NOFC) to DA PAM 611-21, E-0304-2, ADS XXI establishes CMF 21 (Engineer) All Military Occupational Specialty Codes (MOS), duties and functions will be transferred from CMF 12 (Combat Engineer), CMF 51 (General Engineering) and CMF 81 (Topographic Engineering). Reserve Component effective date is 1 September 2004.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

3-3. Nominating Procedures.

a. Active Component.

(1) Each MACOM will select and forward a nomination for the Sturgis outstanding Army Engineer NCO, SGT through SFC, to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 10 February each year.** The nomination should cover service performed or completed during the preceding calendar year.

(2) A committee of Command Sergeant Majors, to include the Honorary CSM of the Regiment, chaired by the CSM, USACE

and co-chaired by the CSM, USAES, will select the Sturgis Medal recipient.

b. Army Reserve.

(1) The USARC will act as executive agent and select the winning Army Reserve NCO. Nominations for the awards will be submitted to the Engineer, U.S. Army Reserve Command, ATTN: North Camp Creek Parkway SW, Atlanta, GA 30331-5099.

(2) **Nominations must arrive prior to 10 February each year to be considered.** The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO65473-8926, **no later than 28 February each year.**

c. Army National Guard.

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Engineer NCO, SGT through SFC. Nominations for the awards will be submitted to the Director, Army National Guard, ATTN: NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

(2) **Nominations must arrive prior to 10 February each year to be considered.** The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 28 February each year.**

d. Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at FLW, MO.

3-4. Nominations. Submit by military letter and include the following information and additional material considered appropriate by the recommending commanders.

a. Name, grade, telephone, and social security number.

b. Name, telephone number, and address of commander(s) during period of contribution.

c. Current assignment of nominee and mailing address.

d. Name, address, and telephone number of individual in originating headquarters whom may be contacted concerning the nomination.

e. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) Department of the Army (DA) photo with DA Form 2A (Personnel Qualification Record, Part I – Enlisted Peacetime) and DA Form 2-1 (Personnel Qualification Record, Part II). Narrative description of contributions during nominating period with emphasis on contributions to military engineering. Military engineering may be literally interpreted to include troop or contract construction, maintenance, facilities engineering, combat

engineering training, management and supervision of engineer activities, or other engineer support.

(2) Training.

(3) Management.

(4) Quality of life enhancement.

(5) Maintenance of equipment and property.

(6) Education.

(7) Personal accomplishment.

(8) Awards, honors, and special recognitions.

(9) Contributions to military engineering.

(10) Other significant factors may be included, such as pertinent photos, news items and commendations.

Chapter 4

CRITERIA AND NOMINATING PROCEDURES FOR THE OUTSTANDING ENGINEER PLATOON LEADER AWARD

4-1. General. The Outstanding Engineer Platoon Leader awards are awarded annually to the Engineer lieutenant platoon leader in each Army component (Active, Reserve, and National Guard) selected in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability for the award year.

4-2. Eligibility.

a. Engineer Lieutenant Platoon Leaders in TOE/TDA units and organizations performing an engineer mission. In general, the individual should have been classified in one of the following areas of concentration (AOC) while performing the service for which recommended.

(1) CMP 21A General Engineering.

(2) CMP 21B Combat Engineering.

(3) CMP 21D Facilities/Contracting Construction Management Engineer.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

4-3. Nominating Procedures.

a. Active Component.

(1) Each MACOM will select and forward a nomination for the Outstanding Engineer Platoon Leader to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 10 February each year.** The nomination should cover service performed or completed during the preceding calendar year. Nominees must have completed a minimum of 6 months as an Engineer Lieutenant Platoon Leader during the nomination period.

(2) A committee of field grade officers, chaired by the Assistant Commandant, USAES, or his representative, will select the Outstanding Engineer Platoon Leader Award recipient.

b. Army Reserve.

(1) The USARC will act as executive agent and select the winning Army Reserve Engineer Lieutenant Platoon Leader.

(2) Nominations for the awards will be submitted to the Engineer, U.S. Army Reserve Command, ATTN: AFRC-ENI, 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

Nominations must arrive prior to 10 February each year to be considered. The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 28 February each year.**

c. Army National Guard.

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Engineer Lieutenant Platoon Leader. Nominations for the awards will be submitted to the Director, Army National Guard, ATTN: NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

(2) **Nominations must arrive prior to 10 February each year to be considered.** The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 28 February each year.**

d. Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at FLW, MO.

4-4. Nominations. Submit by military memorandum and include the following information and additional material considered appropriate by the recommending commanders.

a. Name, grade, telephone, and social security number.

b. Assignment at the time of contribution to include full unit identification and mailing address.

c. Current assignment of nominee and mailing address.

d. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with Officer Record Brief (ORB). Narrative description of contributions during nominating period with emphasis on contributions to military engineering. Military engineering may be literally interpreted to include troop or contract construction, maintenance, facilities engineering, combat engineering training, management and supervision of engineer activities, or other engineer support.

(2) Training.

(3) Management.

(4) Quality of life enhancement.

(5) Maintenance of equipment and property.

(6) Personal accomplishment.

(7) Awards, honors, and special recognitions.

(8) Contributions to military engineering.

(9) Other significant factors may be included such as pertinent photos, news items, and commendations.

Chapter 5

CRITERIA AND NOMINATING PROCEDURES FOR THE VAN AUTREVE AWARD

5-1. General. Named in honor of Sergeant Major of the Army (RETIRED) Leon L. Van Autreve, a former Sergeant Major of the Army, the awards are offered annually to the Engineer soldiers, Private (PVT) (E-1) through Specialist (SPC) (E-4), in each Army component (Active, Reserve, and National Guard) selected in recognition of outstanding contributions to military engineering by demonstrating outstanding Engineer soldier skills for the award year.

5-2. Eligibility.

a. Engineer soldiers in TOE/TDA units and organizations performing an engineer mission. In general, the individual should have been classified in the following CMF or MOSs while performing the service for which recommended.

(1) CMF 21, Engineer.

Note: Active Component, effective 1 October 2003, Notification of Future Change (NOFC) to DA PAM 611-21, E-0304-2, ADS XXI establishes CMF 21 (Engineer) All Military Occupational Specialty Codes (MOS), duties and functions will be transferred from CMF 12 (Combat Engineer), CMF 51 (General Engineering) and CMF 81 (Topographic Engineering). Reserve Component effective date is 1 September 2004.

b. Nominations based on a joint contribution will be considered if the individuals nominated are equally responsible for the contribution.

5-3. Nominating Procedures.

a. Active Component.

(1) Each MACOM will select and forward a nomination for the outstanding Army Engineer Soldiers, PVT through SPC, to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 10 February each year.** The nomination should cover service performed or completed during the preceding calendar year.

(2) A committee of Command Sergeant Majors, to include the Honorary CSM of the Regiment, chaired by the CSM, USACE and co-chaired by the CSM, USAES, will select the Van Autreve Award recipient.

b. Army Reserve.

(1) The USARC will act as executive agent and select the winning Army Reserve Soldier.

(2) Nominations for the awards will be submitted to the Engineer, U.S. Army Reserve Command, ATTN: AFRC-EN, 3800 North Camp Creek Parkway SW, Atlanta, GA 30331-5099. **Nominations must arrive prior to 10 February each year to be considered.** The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office (EPPO), 464

Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, no later than 28 February each year.

c. Army National Guard.

(1) The Army National Guard Bureau will act as executive agent and select the winning National Guard Engineer Soldier, PVT through SPC. Nominations for the awards will be submitted to the Director, Army National Guard, ATTN: NGB-ARO-T, 111 South George Mason Drive, Arlington, VA 22204-1382.

(2) **Nominations must arrive prior to 10 February each year to be considered.** The nomination should cover service performed or completed during the preceding calendar year.

(3) The winning nomination will be forwarded to the Chief of Engineers, 441 G Street NW, Washington, DC 20314-1000, and to the Engineer Personnel Proponency Office, 464 Manscen Loop, Suite 3623, Fort Leonard Wood, MO 65473-8926, **no later than 28 February each year.**

d. Results of the competitions will be announced by the Chief of Engineers upon notification by the chairmen or executive agents. The awards will be presented at the annual engineer conference held at FLW, MO.

5-4. Nominations. Submit by military letter and include the following information and additional material considered appropriate by the recommending commanders.

a. Name, grade, telephone, and social security number.

b. Name, telephone number, and address of commander(s) during period of contribution.

c. Current assignment of nominee and mailing address.

d. Name, address, and telephone number of individual in originating headquarters whom may be contacted concerning the nomination.

e. Nominees will be evaluated only on their contribution for the subject year. If information for prior years is included, it should be in a biographical format of no more than five pages. Nominations will be submitted in a standard Army-issue, three-ring binder and tabbed in the following manner. In addition, a CD-ROM will accompany the binder containing all nomination material. Submit a one-page proposed citation as the last tab in the award nomination binder.

(1) DA photo with ERB. Narrative description of contributions during nominating period with emphasis on contributions to military engineering. Military engineering may be literally interpreted to include volunteering, basic soldier skills as engineers, contract construction, maintenance, facilities engineering, combat engineering training, management and supervision of engineer activities, or other engineer support.

(2) Basic Soldiering Skills.

(3) Quality of Life Enhancement.

(4) Maintenance of equipment and property.

(5) Education.

(6) Personal accomplishment.

(7) Awards, honors, and special recognitions.

(8) Other significant factors may be included, such as pertinent photos, news items and commendations.

Section I. Acronyms.

- AOC
Area of Concentration
- APFT
Army Physical Fitness Test
- ATTN
attention
- AWOL
Absent Without Leave
- BOSS
Better Opportunity for Single Soldiers
- BRM
Basic Rifle Marksmanship
- CMF
Career Management Field
- CMP
Course Management Plan
- CSM
Command Sergeant Major
- CTT
Common Task Testing
- DA
Department of the Army
- EPPO
Engineer Personnel Proponency Office
- ERB
Enlisted Record Brief
- FLW
Fort Leonard Wood
- LTG
Lieutenant General
- MACOM
Major Command
- MANSCEN
United States Army Maneuver Support Center and Fort Leonard Wood (same as MANSCEN)
- METL
Mission Essential Task List
- MOS
Military Occupational Specialty
- NCO
Noncommissioned Officer
- ORB
Officer Record Brief
- PVT
Private
- SFC
Sergeant First Class

SGT
Sergeant

SMA
Sergeant Major of the Army

SPC
Specialist

TDA
Table(s) of Distribution and Allowances

TOE
Table(s) of Organization and Equipment

US
United States

USACE
United States Army Corps of Engineers

USAES
United States Army Engineer School

USARC
United States Army Reserve Command

Section II. Terms.

Absent Without Leave. Unauthorized absence of military personnel from their appointed place of duty.

Authorized Unit Strength. Strength of units as determined by the Army Authorized Document System.

Award. Recognition given to individuals or units for certain acts or services, or badges, accolades emblems, citations, commendations, streamers, and silver bands.

Career Management Field. A manageable grouping of related MOSs that provides visible and logical progressing to grade E9.

Combat Support Tasks. Tasks that support maneuver commanders in mobility, countermobility, survivability, sustainment, and topographic engineering.

Community Relations. State of affairs that exist between the government and local populace.

Construction Tasks. General engineering missions that include road construction and repair, temporary structures, fixed bridges, civic action, and well drilling.

Courts-Martial. A court consisting of commissioned officers and in some instances enlisted personnel for the trial of members of the armed forces or others within its jurisdiction.

Domestic Action Program. Program through which Army engineers execute projects that benefit the local American Public. Eligibility. A set of criteria defining competition participation.

Engineer Lieutenant Platoon Leader. Nominee who served as an engineer platoon leader while in the grade of O1/O2 during the award year. Recipient does not need to be a Lieutenant at time of nomination to allow for 1LTs who get promoted to Captain during that award year.

Executive Agent. A person or organization delegated administrative or managerial responsibility.

Outstanding Engineer Platoon Leader. Engraved Grizzly Statue offered annually to the Engineer Lieutenant Platoon Leader selected as most outstanding for the award year.

Human Relations Programs. Programs designed to develop better interpersonal and intergroup adjustments.

Itschner Award. Silver plaques offered annually to engineer companies in each Army component selected as most outstanding for the award year.

Major Command. Major U.S. Army commands usually of three or four star levels.

Military Engineering. Literally interpreted to include troop or contract construction, maintenance, facilities engineering, management and supervision of engineer activities, or other engineer support.

Military Occupational Specialty. The grouping of duty positions requiring similar qualifications and the performance of closely related duties.

Mission Essential Task List. A compilation of collective mission essential tasks that must be successfully performed if an organization is to accomplish its wartime mission.

Outstanding. A degree of success marked by distinction and eminence.

Professional Development. The sum of all training, education, and experience provided by the Army for mission accomplishment.

Quality of Life Program. Army program designed to improve soldier and family working, living, and social conditions.

Service. Work performed by one who serves in particular during a specific time period.

Specialty Skill. A skill required in a specific position, which may require significant education, training and experience.

Sturgis Medal. A medal offered annually to Army Engineer Noncommissioned Officers in recognition of outstanding contributions to military engineering by demonstrated technical and leadership ability.

Training. The instruction of personnel to individually and collectively increase their capacity to perform specific military functions and tasks.

Van Autreve Award. An award offered annually to Army Engineer Soldiers in recognition of outstanding contributions to military engineering by demonstrating Soldier Engineering Skills and ability.

Unique. A state of being the only or special one.

OUTSTANDING ENGINEER PLATOON LEADER AWARD NOMINEE SCORE SHEET		
NOMINEE:		
	MAX POINTS	SCORE
<p><u>TRAINING:</u></p> <ul style="list-style-type: none"> - Desired Levels of training proficiency on Mission Essential Task List (METL). - Demonstrated superior accomplishments in assigned duties. - Special accomplishments - Air Assault, Airborne, Jungle and Nordic Warfare, Sapper, etc. 	10	
<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> - Planning, organizing, coordinating, directing and controlling. - Employing personnel and material in a timely, effective, and economical manner to accomplish the mission. 	15	
<p><u>QUALITY OF LIFE ENHANCEMENT:</u></p> <ul style="list-style-type: none"> - Dynamic training; improved working and living environment. - Attract and retain high quality soldiers. - Environmental stewards; safe, attractive, and modern living and working areas. 	15	
<p><u>MAINTENANCE OF EQUIPMENT AND PROPERTY:</u></p> <ul style="list-style-type: none"> - Combat readiness; (mission ready) operational readiness. - Sets, kits, outfits and facilities upkeep. - Modernization, rebuild, remodel, and construction of assigned property and living, working areas. 	10	
<p><u>PERSONAL ACCOMPLISHMENTS:</u></p> <ul style="list-style-type: none"> - Physical fitness - Iron person, MAX APFT. - Boy/Girl Scout Leader or similar performance. - Community Activities volunteer. - Sports - Volksmarch, marathons, softball, etc., (coach or player) 	10	
<p><u>AWARDS, LETTERS OF COMMENDATION, AND SPECIAL RECOGNITION:</u></p> <ul style="list-style-type: none"> - Military decorations during year of consideration. - Letters from battalion commander or higher. - Civil or foreign country recognition for work accomplished. - Construction awards or special recognition. - News items - newspaper/magazine articles, etc. 	10	

OUTSTANDING ENGINEER PLATOON LEADER AWARD SELECTION CRITERIA FINAL SCORE SHEET

NOMINEE:

BOARD MEMBERS:

CRITERIA:	MAX SCORE							
Training	10							
Management	15							
Quality of Life Enhancement	15							
Maintenance of Equipment and Property	10							
Personal Accomplishments	10							
Awards, Letters of Commendation, Special Recognition	10							
Contributions to Military Engineering	20							
Other Significant Factors	10							
TOTAL SCORE	100							
(SUM OF ALL BOARD MEMBERS)		COMMENTS:						
GRAND TOTAL								
BOARD PRESIDENT _____		SIGNATURE _____						

**VAN AUTREVE AWARD NOMINEE
SCORE SHEET**

NOMINEE:	MAX POINTS	SCORE
<p><u>BASIC SOLDIERING SKILLS:</u></p> <ul style="list-style-type: none"> - Basic Rifle Marksmanship (BRM). - Army Physical Fitness Test (APFT). - Common Task Testing (CTT). 	15	
<p><u>QUALITY OF LIFE ENHANCEMENT:</u></p> <ul style="list-style-type: none"> - Dynamic training; improved working and living environment. - Better opportunity for single soldiers (BOSS). - Environmental stewards; safe, attractive, and modern living and working areas. 	15	
<p><u>MAINTENANCE OF EQUIPMENT AND PROPERTY:</u></p> <ul style="list-style-type: none"> - Combat readiness; (mission ready) operational readiness. - Vehicle, personal equipment, sets, kits, outfits and facilities upkeep. - Modernization, rebuild, remodel, and construction of assigned property and living and working areas. 	15	
<p><u>EDUCATION, MILITARY AND CIVILIAN- MILITARY JOB RELATED:</u></p> <ul style="list-style-type: none"> - Emphasis should be on job enhancement (civil education). - Leadership, management, engineering, or mission related (military or civilian schools, correspondence, etc.). 	15	
<p><u>PERSONAL ACCOMPLISHMENTS:</u></p> <ul style="list-style-type: none"> - Physical fitness - Iron person, MAX APFT. - Community Activities volunteer. - Sports - Volksmarch, marathons, softball, etc., (coach or player) - Soldier of the Month, QTR, Year, Post etc 	15	
<p><u>AWARDS, LETTERS OF COMMENDATION, AND SPECIAL RECOGNITION:</u></p> <ul style="list-style-type: none"> - Military decorations during year of consideration. - Letters from battalion commander or higher. - Civil or foreign country recognition for work accomplished. - Construction awards or special recognition. - News items - newspaper/magazine articles, etc. 	15	

VAN AUTREVE SCORE SHEET (CONTINUED)

OTHER SIGNIFICANT FACTORS: (Rate 1-10. 10 being the best).

1. Was the book well organized (in sequence)?
2. Were pictures significant (clarified the mission)?
3. Were picture captions self-explanatory?
4. Does soldier show genuine concern for fellow soldiers.
5. Does soldier honestly contribute to building the Army of the future?
6. Do you think the soldier is a soldier someone would want to emulate?
7. Does the soldier demonstrate superior accomplishments in assigned duties?
8. Does the soldier meet uniform appearance?
9. Does the soldier meet discipline standards?
10. Of all the soldiers you have personally known, how does this soldier rate?

Rate 1-10 (10 being the best)

REMARKS SECTION:

Subtotal (add 1-10)

TOTAL (divide by 10)

Score

Notes:

- All areas are worth 15 points except Other Significant Factors which is worth 10 points.
 - Other significant factors have a maximum of 100 points before dividing by 10.
- EXAMPLE: 78 divided by 10 = 7.8 points.**

BOARD MEMBER

SIGNATURE

VAN AUTREVE AWARD SELECTION CRITERIA

NOMINEE:		BOARD MEMBERS:						
CRITERIA:	MAX SCORE							
Basic Soldiering Skills	15							
Quality of Life Enhancement	15							
Maintenance of Equipment and Property	15							
Education, Military and Civilian	15							
Personal Accomplishments	15							
Awards, Letters of Commendation, Special Recognition	15							
Other Significant Factors	10							
TOTAL SCORE	100							
(SUM OF ALL BOARD MEMBERS)		COMMENTS:						
GRAND TOTAL								

BOARD PRESIDENT _____ SIGNATURE _____

**ITSCHNER AWARD SELECTION CRITERIA
WORKSHEET**

UNIT: _____

CRITERIA:	SCORE		REMARKS:
	MAX	ACTUAL	
Major Commander's Endorsement	5		
Mission related accomplishments	30		
Professional development programs	15		
Recruiting	5		
Morale and Welfare	10		
Safety	5		
Contributions to the image of Corps of Engineers	15		
Additional significant factors	10		
Statement of Unit Mission/METL	5		
TOTAL SCORE	100		

BOARD MEMBER _____
SIGNATURE _____

**ITSCHNER AWARD SELECTION CRITERIA
FINAL SCORE SHEET**

UNIT: _____ **BOARD MEMBERS:** _____

CRITERIA:	MAX SCORE								
Major Commander's Endorsement	5								
Mission related accomplishments	30								
Professional development programs	15								
Recruiting	5								
Morale and Welfare	10								
Safety	5								
Contribution to the image of the Corps of Engineers	15								
Additional significant factors	10								
Statement of Unit Mission/METL	5								
TOTAL SCORE	100								
(SUM OF ALL BOARD MEMBERS)		COMMENTS:							
GRAND TOTAL									

BOARD PRESIDENT _____ SIGNATURE _____

**LTG SAMUEL D. STURGIS MEDAL NOMINEE
SCORE SHEET**

NOMINEE:		
TRAINING:	MAX POINTS	SCORE
<ul style="list-style-type: none"> - Desired Levels of training proficiency on Mission Essential Task List (METL). - Demonstrated superior accomplishments in assigned duties. - Special accomplishments - Air Assault, Airborne, Jungle and Nordic Warfare, Sapper Stakes, Sapper, etc. 	10	
<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> - Planning, organizing, coordinating, directing and controlling. - Employing personnel and material in a timely, effective, and economical manner to accomplish the mission. 	10	
<p><u>QUALITY OF LIFE ENHANCEMENT:</u></p> <ul style="list-style-type: none"> - Dynamic training; improved working and living environment. - Attract and retain high quality soldiers. - Environmental stewards; safe, attractive, and modern living and working areas. 	10	
<p><u>MAINTENANCE OF EQUIPMENT AND PROPERTY:</u></p> <ul style="list-style-type: none"> - Combat readiness; (mission ready) operational readiness. - Sets, kits, outfits and facilities upkeep. - Modernization, rebuild, remodel, and construction of assigned property and living and working areas. 	10	
<p><u>EDUCATION, MILITARY AND CIVILIAN- MILITARY JOB RELATED:</u></p> <ul style="list-style-type: none"> - Emphasis should be on job enhancement (civil education). - Leadership, management, engineering, or mission related (military or civilian schools, correspondence, etc.). 	10	
<p><u>PERSONAL ACCOMPLISHMENTS:</u></p> <ul style="list-style-type: none"> - Physical fitness - Iron person, MAX APFT. - Boy/Girl Scout Leader or similar performance. - Community Activities volunteer. - Sports – Volksmarch, marathons, softball, etc., (coach or player) - Sergeant Morales Club, Sergeant Audie Murphy Inductee, NCO of the Year, etc. 	10	
<p><u>AWARDS, LETTERS OF COMMENDATION, AND SPECIAL RECOGNITION:</u></p> <ul style="list-style-type: none"> - Military decorations during year of consideration. - Letters from battalion commander or higher. - Civil or foreign country recognition for work accomplished. - Construction awards or special recognition. - News items - newspaper/magazine articles, etc. 	10	

LTG SAMUEL D. STURGIS SCORESHEET (CONTINUED)

		MAX POINTS	SCORE
<p><u>CONTRIBUTION TO MILITARY ENGINEERING (See note below):</u></p> <ul style="list-style-type: none"> - Construction Engineering - nation building. - Topographic Engineering - mapping the earth. - Bridging - no obstacle too big. - Project management, quality assurance, and facility maintenance. - Combat Engineering - demolition, mine warfare, Sapper, etc. - Research and Development, Civil Works. - Special Forces Engineer - behind enemy lines - "send me." <p>Note: Important factors to consider in the evaluation of military engineering:</p> <ol style="list-style-type: none"> 1. Time management - on or ahead of schedule. 2. Material control - no loss or damage. 3. Project importance, i.e., mission, quality of life, safety, etc. 4. Critical path and scheduling. 5. Money saved through project management. 6. Responsibility, quality assurance, management, dollars. 7. Missions/projects accomplished. 8. Completed product - quality, appearance, professional. 9. Environmental concerns, safe working conditions. 10. Importance of task (war, quality of life, etc.). 		20	
<p><u>OTHER SIGNIFICANT FACTORS: (Rate 1-10. 10 being the best).</u></p> <ol style="list-style-type: none"> 1. Was the book well organized (in sequence)? 2. Were pictures significant (clarified the mission)? 3. Were picture captions self-explanatory? 4. Does NCO show genuine concern for soldiers and their families? 5. Does NCO honestly contribute to building the Army of the future? 6. Do you think the NCO is a mentor you would emulate? 7. Does the NCO demonstrate superior accomplishments in assigned duties? 8. Do you think he/she is a community leader? Participate? 9. Does the NCO enforce uniform appearance, and discipline standards? 10. Of all NCOs you have personally known, how does this NCO rate? 			Rate 1-10 (10 being the best)
Subtotal (add 1-10)			
TOTAL (divide by 10)			
NOMINEE _____	Score _____		
<p>REMARKS SECTION:</p> <p>Notes:</p> <ul style="list-style-type: none"> - All areas are worth 10 points except contribution to Military Engineering which is 20 points. - Other significant factors have a maximum of 100 points before dividing by 10. <p>EXAMPLE: 78 divided by 10 = 7.8 points.</p>			
_____	_____		
BOARD MEMBER	SIGNATURE		

STURGIS MEDAL SELECTION CRITERIA FINAL SCORE SHEET

NOMINEE:		BOARD MEMBERS:						
CRITERIA:	MAX SCORE							
Training	10							
Management	10							
Quality of Life Enhancement	10							
Maintenance of Equipment and Property	10							
Education, Military and Civilian	10							
Personal Accomplishments	10							
Awards, Letters of Commendation, Special Recognition	10							
Contribution to Military Engineering	20							
Other Significant Factors	10							
TOTAL SCORE	100							
(SUM OF ALL BOARD MEMBERS)		COMMENTS:						
GRAND TOTAL								
BOARD PRESIDENT _____ SIGNATURE _____								