



DEPARTMENT OF THE ARMY
U. S. ARMY COMMAND AND GENERAL STAFF COLLEGE
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FORT LEAVENWORTH, KANSAS 66027-2301

ATZL-LCM

10 February 2015

Subject: Army Press NCO Writing Excellence Award Program

1. Purpose. This letter provides information on the program and publication submission procedures for the Army Press Writing Excellence Award Program.
2. Background. The Army Press Writing Excellence Award Program recognizes noncommissioned officers across the Active, Guard and Reserve forces for their writing contributions that reflect favorably on the Army's mission and enhances its academic reputation.

The program, structured to recognize excellence in writing from the Army's noncommissioned officer corps on topics pertinent to the doctrinal, operational, professional, and institutional concerns of the Army. NCOs are encouraged to write about their experiences, concerns, ideas and recommendations in an environment that rewards original thinking and the willingness to dedicate intellectual energy to the production of quality articles. These works will contribute to the professional and academic growth of the noncommissioned officer corps.

a. Eligibility. The contest is open to all noncommissioned officers across the active duty Army, Army Reserve and Army National Guard. Current Army Active Duty, Reserve, And National Guard noncommissioned officer (Corporal to Command Sergeant Major).

b. Submission Guidelines:

1) Article Formatting. Manuscripts should conform to the formatting as found in the manuscript sample (See enclosure 1).

2) Length of Manuscripts. The preferred length for feature articles is 1,500 to 3,000 words, or 10 to 20 typed, double-spaced pages. Note: Word count does not include footnotes/endnotes/sources.

3) Research Citation Guidelines. Articles should reflect original research and thought. If other sources are used, documentation should be in endnotes. Do not use the automatic endnote feature of Microsoft Word, or any separate automatic endnote program, in the submitted manuscript. Manually format the endnote numbers within the text in superscript, and then list the endnotes at the end of the manuscript.

4) Prior Publication. We will assume that your essay has not been previously published (online or in print) or being considered for publication elsewhere. All previously published essays are ineligible.

ATZL-LCM

Subject: Army Press NCO Writing Excellence Award Program

c. Awards. The Non-Commissioned Officer Writing Award Program Coin and letter of recognition.

3. How to submit.

a. Deadline for submissions is the first day of each FY quarter (1 Oct, 1 Jan, 1 Apr, and 1 Jul).

b. Email essays (as a Microsoft Word attachment) to:
usarmy.leavenworth.tradoc.mbx.army-press-blog@mail.mil

c. Include Army Press NCO Writing Excellence Award Program Submission on the subject line of the email.

d. Include word count on title page of the essay but **do not** include your name within the essay.

e. A completed cover letter must accompany all submissions. (See enclosure 2)

4. Administrative Notes Concerning Submissions.

a. An author may submit one article to the Army Press per quarter.

b. Army Press evaluation comments are only shared with the review committee.

c. The Army Press considers all articles potential products for the Army Press Online or the NCO Journal and reserves the right to publish through these venues or other Center Of Excellence publications.

d. Articles received after submission deadline will be returned to the author, for resubmission in the next quarterly competition.

5. Review Committee Procedures. The following criteria will be evaluated for all submissions:

a. The Army Press will screen submissions to confirm the author and submission meet requirements listed above.

b. The Army Press Director will provide copies to the committee members for review.

c. The Army Press Writing Excellence Program Review Committee will utilize the same grading criteria and academic standards for all entries, they are as follows:

- Writing Quality (grammar, punctuation, spelling, etc.)
- Relevance to the Army NCO Corps
- Does the essay show evidence of significant research?
- Is the author's research backed up by careful endnotes?

ATZL-LCM

Subject: Army Press NCO Writing Excellence Award Program

- Does the essay contribute anything new to the body of professional knowledge on the selected topic?
- Does the essay offer solutions to or recommendations about the problem or issue?
- Does the essay represent the background facts and provide a credible examination of the issue?
- Is the essay organized? Does it move logically from a clear thesis through a well-developed argument using supporting evidence to yield persuasive conclusions?
- Is the essay written in an accessible style, or does it give the impression that it has been written to impress rather inform and persuade?
- Does the essay avoid excessive acronyms or jargon?

d. The committee completes its review within 45-days. The Committee chair forwards the list of award nominees to the Army Press Director.

e. The Army Press Director reviews and forwards the list of nominees with a decision memorandum to the Army University Provost for review and final award approval.

f. The board's results are not final until release of the Provost's approved list of awardees. Committee Chair will only discuss pre-approval nominations with the Army Press Director.

g. The Army Press Director is the exception to policy approval for this program.

6. Notification and Presentation of Awards. Following release of the Army University Provost approved list of awardees for the Army Press Writing Excellence Award Program, the Army Press forwards certificates of achievement and coins to the awardees' command for formal presentation.

7. Publication. Articles selected for publication will be in Army Press Online and the NCO Journal within 30 days of award notification.

8. Questions. Direct questions to the undersigned at (913) 684-9331 or anna.r.friederichmaggard.mil@mail.mil.

Anna R. Friederich-Maggard

ANNA R. FRIEDERICH-MAGGARD
COL, LG
Army Press Director

2 Encls

1. Manuscript Sample on Article Formatting
2. Cover Letter Example