

Decorations, Awards, and Honors  
**ADOPT-A-SCHOOL PROGRAM SOLDIER AND UNIT AWARDS**

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**HISTORY.** This is the first printing of this pamphlet.

**SUMMARY.** This pamphlet outlines procedures to recognize outstanding soldier and unit service to the III Corps and Fort Hood Adopt-A-School Program (AASP), a component of the Fort Hood 2000 (FH2000) initiative.

**APPLICABILITY.** This pamphlet applies to III Corps and Fort Hood activities, major subordinate commands (MSCs), and tenant units involved in the AASP.

**INTERIM CHANGE.** Interim changes to this pamphlet are not official unless they are authenticated by the Directorate of Information Management (DOIM). Users will destroy interim changes on the expiration date unless sooner superseded or rescinded.

**SUGGESTED IMPROVEMENTS.** The proponent of this pamphlet is the Directorate of Personnel and Community Activities (DPCA). Users are invited to send comments and suggested improvements to Commander, III Corps and FH, ATTN: AFZF-PA-FSD(FH2000).

**REQUIREMENTS IMPACTING UNIT COMMANDERS.** Requirements which impact MSCs are located in blocks 3 and 4.

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**OVERVIEW**

		<u>1</u>
Purpose	This pamphlet	
	<ul style="list-style-type: none"><li>● provides instructions for recognizing soldier and unit participation in the FH2000 AASP at the unit and installation levels.</li><li>● outlines criteria for nomination and selection of soldiers and units to receive AASP Unit and Soldier of the Year Awards.</li><li>● establishes a recognition ceremony for presenting AASP Soldier of the Year Awards.</li></ul>	
		<u>1a</u>
References	DA Form 200 Transmittal Record	
		<u>1b</u>
Abbreviations and Terms	AASP Adopt A-School Program DOIM Directorate of Information Management DPCA Directorate of Personnel and Community Activities FH2000 Fort Hood 2000 ISD Independent School District MSC major subordinate command POC point of contact	

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Abbreviations and Terms (cont)      AASP    AASP is one component of the FH2000 program initiated April 1992 to meet the six National Education Goals (GOALS 2000: Educate America). By aligning FH activities, MSCs, and tenant activities with local schools, FH soldiers have an opportunity to contribute to the educational development of young people; serve as positive role models to enhance self-esteem, attendance, academic performance, thereby lowering the number of students "at risk;" develop better understanding of the issues confronting the learning process and problems/concerns of the educational community; and enhance personal skills and knowledge to compete in a global economy and exercise the rights and responsibilities of citizenship.

1c

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**LEVELS OF RECOGNITION**

2

General      In coordination with local school districts, AASP recognition will be conducted at

- unit level by commanders and school principals for
  - all soldiers and subordinate units who participate.
  - soldiers and subordinate units that have demonstrated outstanding AASP support.
- installation level by the III Corps and Fort Hood Commander and Independent School District (ISD) superintendents for soldiers/units who demonstrate exemplary service.

**NOTE:** AASP recognition will be during an annual retreat ceremony conducted during Texas Public Schools Week, or other designated time.

2a

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**UNIT LEVEL RECOGNITION**

3

General      Commanders involved in the AASP are encouraged to recognize all units and soldiers in their command for participation in the AASP.

Soldiers and units that have demonstrated outstanding contributions to AASP should receive additional recognition.

3a

Recognition Ceremonies      Commanders should plan ceremonies for recognizing AASP units/soldiers and invite FH and school officials to attend and participate in presenting the certificates/letters.

3b

Certificates/ Letters Types      The following certificates/letters, as well as those unique to the MSC, tenant, or staff activity may be used to recognize units and soldiers

- each soldier participating - Letter of Appreciation.
- each subordinate unit participating - III Mobile Armored Corps Certificate of Commendation.
- soldier providing outstanding service - III Mobile Armored Corps Certificate of Achievement.
- unit providing outstanding service - III Mobile Armored Corps Certificate of Achievement.

3c

Certificates/  
Letters of  
Appreciation

MSC and tenant commanders and staff principals will encourage their subordinate units to work with their unit's adopted school principals to prepare narratives for certificates/letters for all soldiers/units participating in AASP.

This coordination will also serve as a basis to recognize those soldiers/units who have provided outstanding support who should be nominated for higher level AASP awards.

Letters of Appreciation must be typed on letterhead stationery and cannot contain formalized printing, seals, or other distinguishing features which depart from normal letter form.

Narrative citations should

- be short.
- preprinted at the unit using Harvard Graphics or similar computer software program.
- for example, read: "(Soldier's Name/Unit) FOR OUTSTANDING SUPPORT TO THE FORT HOOD 2000/ADOPT-A-SCHOOL PROGRAM AT (School Name and District) DURING (Month/Year or School Year).
- be reviewed and signed by approval authority such as for
  - Letter of Appreciation (for all soldiers)
    - by adopting subordinate unit commander.
  - Certificate of Commendation (for all units) by principal of adopted school and one of the following
    - lieutenant colonel in chain of command in staff activity.
    - battalion commander in tenant activity.
    - brigade commander in MSC.

3d

Certificate of  
Achievement

The MSCs, tenants, and staff activities will

- develop their own guidelines for subordinate units to nominate soldiers or units for III Mobile Armored Corps Certificate of Achievement, focusing on exemplary service to the AASP.
- coordinate with school principals, or campus representative, to determine which soldiers/units have demonstrated exemplary service, using teacher and program evaluation forms developed by the local ISDs.
- review nominations and eliminate soldiers pending administrative or disciplinary action.

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Certificate of  
Achievement  
(cont)

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Narrative citations on certificates should

- be short.
- cite specific contributions of soldier or unit.
- for example, read: "FOR OUTSTANDING CONTRIBUTIONS TO THE FORT HOOD 2000/ADOPT-A-SCHOOL PROGRAM (Soldier's Name/Unit Name), for the period (To/From Dates). (Rank/Last Name) DONATED 100 HOURS OF SERVICE; CONDUCTED PHYSICAL FITNESS ACTIVITIES FOR FIFTH GRADERS ONCE A MONTH; AND TUTORED A FIRST GRADER IN MATH, WHO IMPROVED HIS/HER GRADE POINT AVERAGE BY 15 PERCENT. SUCH DEDICATION AND CONCERN REFLECT GREAT CREDIT ON HIM/HER, (School Name/District), (MSC/tenant/activity), AND FORT HOOD."
- be sent to the MSC, tenant, or staff AASP point of contact (POC) for coordination of signatures and presentation.
- be reviewed and signed by appropriate approval authority
  - MSC or tenant commander or staff principal and
  - principal of adopted school.

Certificates should be presented at an appropriate unit's event/ceremony to which school officials are invited to attend.

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3e

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**INSTALLATION LEVEL RECOGNITION -- AASP SOLDIER OF THE YEAR AWARD**


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4

Soldier  
Nominations

Nominations for the Fort Hood AASP Soldier of the Year Award should

- be prepared by the MSC, tenant activity, or staff AASP POC based on unit level nominations of soldiers for Certificates of Achievement.

**NOTE:** The MSC or tenant commander or staff principal will select one soldier to be nominated for the AASP Soldier of the Year Award for his/her unit.

- not be based solely on time spent in schools by the soldier.
- be based on input from subordinate unit commander and school principal, using AASP teacher and program evaluation forms developed by local ISDs to measure a specific soldier's contributions related to
  - improved academic achievement scores.
  - reduction in disciplinary actions.
  - a reduced drop out rate or increased attendance rate.
  - improved 6-weeks grades.
  - increased participation by students in extracurricular activities.

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- conform to format requirements at appendix A, outlining the soldier's
    - service dates.
    - hours contributed.
    - specific meritorious contributions.
    - other AASP Awards received at unit level or from adopted school officials.
  - be submitted by 31 January to III Corps and Fort Hood, ATTN: AFZF-PA-FSD (FH2000), building 1, Fort Hood, Texas 76544-5056

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**Certificate of Achievement Preparation**

The FH 2000 Office is responsible for

- preparing Certificates of Achievement (appendix B) based on nomination packets from the
  - MSCs,
  - tenants, and
  - staff activities.
- obtaining the signatures of the III Corps and Fort Hood Commander and ISD Superintendent.
- completing DA Form 200 (Transmittal Record) with copy of Certificate of Achievement attached and forwarding to each soldier's unit for processing to the Personnel Service Battalion for inclusion in his/her Official Military Personnel File (201).

Certificates should

- include a citation (sample citation at appendix C) which should
  - not exceed 10 typewritten, double-spaced lines.
  - contain no abbreviations or acronyms and include
    - individual soldier's full name and unit.
    - unit's full title.
    - dates of AASP service being recognized.
    - summary of accomplishments or contributions.

4b

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**Presentation**

Awards are presented at an AASP retreat ceremony

- held annually during Texas Public Schools Week, or on another appropriate date.
- conducted by the III Corps and Fort Hood Commander.
- attended by AASP units, soldiers, and commanders and school district officials.

4c

Appendix A  
SAMPLE NOMINATION MEMORANDUM

OFFICE SYMBOL (MARKS #)

Date

MEMORANDUM FOR Directorate of Personnel and Community Activities, Family Support Division, ATTN:  
Fort Hood 2000

SUBJECT: Nomination for Fort Hood Adopt-A-School Program (AASP) Soldier of the Year Awards

1. (Name/Unit) is nominated for the Fort Hood AASP Soldier of the Year Award.
2. (Name/Unit) deserves this award based on outstanding service to the Fort Hood AASP during the period \_\_\_\_\_ through \_\_\_\_\_.
3. The following noteworthy accomplishments and contributions of (name/unit) significantly impacted on the success of the AASP at (school) .
  - a. (Accomplishment/contribution 1).
  - b. (Accomplishment/contribution 2).
  - c. (Accomplishment/contribution 3).
4. A proposed citation is enclosed.
5. Individual point of contact (POC) and telephone numbers for person(s) in paragraph 3 with whom we have coordinated this nomination are:
  - a. (POC name, title, AASP school, and telephone number).
  - b. (POC name, title, organization, and telephone number).
  - c. (POC name, title, organization, and telephone number).
6. The POC for this HQs is: (name, title, and telephone number).

Encl

SIGNATURE BLOCK

Appendix B  
SAMPLE CERTIFICATE OF ACHIEVEMENT

III Mobile Armored Corps

Certificate of Achievement

FOR  
ADOPT-A-SCHOOL PROGRAM SOLDIER OF THE YEAR  
FIRST CAVALRY DIVISION  
is presented to

for

S A M P L E

Appendix C  
SAMPLE CITATION

FORT HOOD 2000

ADOPT-A-SCHOOL PROGRAM

SOLDIER OF THE YEAR AWARD

IS HEREBY PRESENTED TO

(SOLDIER'S NAME/UNIT)

(UNIT)

DURING THE PERIOD \_\_\_\_\_ TO \_\_\_\_\_. (Soldier's Name) WAS INSTRUMENTAL IN THE SUCCESS OF THE MATH AND SCIENCE 2000 SUMMER CAMP AT SMITH MIDDLE SCHOOL. AS THE NONCOMMISSIONED OFFICER IN CHARGE, \_\_\_\_\_ ORGANIZED HIS/HER DETAIL OF EIGHT SOLDIERS, PLANNED AND EXECUTED SUPPORT FOR 100 CHILDREN, DEVELOPED PHYSICAL ACTIVITIES FOR THE CHILDREN, AND PROVIDED VALUABLE ASSISTANCE TO THE MATH AND SCIENCE CAMP TEACHERS. \_\_\_\_\_'S EFFORTS HAVE HAD A DIRECT IMPACT ON THE QUALITY OF THE CAMP AND REFLECT GREAT CREDIT ON HIM/HER, (HIS/HER UNIT) , FORT HOOD ADOPT-A-SCHOOL PROGRAM, AND FORT HOOD.

15 February 1994

III CORPS & FH PAM 672-1

**The proponent of this regulation is the DPCA.**

FOR THE COMMANDER:

LEON J. LAPORTE  
Brigadier General, USA  
Chief of Staff

WILLIAM E. PARKER  
LTC, SC  
DOIM

DISTRIBUTION:  
IAW Fort Hood Form 1853, A  
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1M - ARI (2)  
PA-FSD (200)