

# AWARDS MANUAL

## SOLE - The International Society of Logistics



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## TABLE OF CONTENTS

THE AWARDS BOARD .....	1-1
RESPONSIBILITIES .....	1-1
ORGANIZATION .....	1-1
Voting Members .....	1-1
Non-voting Members .....	1-1
PLAN OF OPERATION .....	1-2
Meetings .....	1-2
Awards Selection Process .....	1-2
Nominations .....	1-2
DOCUMENT REVISION .....	1-2
REPORTS .....	1-2
PUBLICITY .....	1-2
COORDINATION .....	1-3
SCHEDULE .....	1-3
Section 1 - THE AWARDS BOARD .....	1-1
1.1 RESPONSIBILITIES .....	1-1
1.2 ORGANIZATION .....	1-1
1.2.1 Voting Members .....	1-1
1.2.2 Non-voting Members .....	1-1
1.3 PLAN OF OPERATION .....	1-2
1.3.1 Meetings .....	1-2
1.3.2 Awards Selection Process .....	1-2
1.3.3 Nominations .....	1-2
1.4 DOCUMENT REVISION .....	1-2
1.5 REPORTS .....	1-2
1.6 PUBLICITY .....	1-2
1.7 COORDINATION .....	1-3
1.8 SCHEDULE .....	1-3
Section 2 - AWARDS BOARD ADMINISTERED AWARDS .....	2-1
2.1 GENERAL .....	2-1
2.2 FOUNDERS MEDAL .....	2-1
2.2.1 Purpose .....	2-1
2.2.2 Eligibility .....	2-1
2.2.3 Founders Medal Committee .....	2-1

2.2.4	Selection Process .....	2-1
2.2.5	Criteria for Evaluation .....	2-2
2.2.6	Form of Award .....	2-2
2.3	ECCLES MEDAL .....	2-2
2.3.1	Purpose .....	2-2
2.3.2	Eligibility .....	2-3
2.3.3	Eccles Medal Committee .....	2-3
2.3.4	Selection Process .....	2-3
2.3.5	Criteria for Evaluation .....	2-3
2.3.6	Form of Award .....	2-4
2.4	ARMITAGE MEDAL .....	2-4
2.4.1	Purpose .....	2-4
2.4.2	Eligibility .....	2-4
2.4.3	Armitage Medal Committee .....	2-4
2.4.4	Selection Process .....	2-4
2.4.5	Criteria for Evaluation .....	2-5
2.4.6	Form of Award .....	2-6
2.5	JACK WILLIAMS SPACE LOGISTICS MEDAL .....	2-6
2.5.1	Purpose .....	2-6
2.5.2	Eligibility .....	2-6
2.5.3	Jack Williams Space Logistics Medal Committee .....	2-6
2.5.4	Selection Process .....	2-6
2.5.5	Criteria for Evaluation .....	2-7
2.5.6	Form of Award .....	2-7
2.6	DISTINGUISHED SERVICE MEDAL .....	2-7
2.6.1	Purpose .....	2-7
2.6.2	Eligibility .....	2-7
2.6.3	Distinguished Service Medal Committee .....	2-7
2.6.4	Selection Process .....	2-8
2.6.5	Criteria for Evaluation .....	2-8
2.6.6	Weighting Factors.....	2-9
2.6.7	Form of Award .....	2-9
2.7	YOUNG LOGISTICIAN AWARD.....	2-9
2.7.1	Purpose .....	2-9
2.7.2	Eligibility .....	2-9
2.7.3	Criterion for Selection .....	2-10
2.7.4	Form of Award .....	2-10

2.8 MORRIS “Mo” GRUMBINE AWARD FOR SERVICE TO SOLE.....	2-10
2.8.1 Purpose .....	2-10
2.8.2 Eligibility .....	2-10
2.8.3 “Mo” Grumbine Award for Service to SOLE Committee.....	2-10
2.8.4 Selection Process .....	2-10
2.8.5 Criteria for Evaluation .....	2-11
2.8.6 Weighting Factors.....	2-11
2.8.7 Form of Award .....	2-12
Section 3 - VICE PRES. PROF. DEVELOPMENT ADMINISTERED AWARDS .....	3-1
3.1 FIELD AWARDS.....	3-1
3.1.1 Purpose .....	3-1
3.1.2 General.....	3-1
3.1.2.1 Eligibility .....	3-2
3.1.2.2 Selection Process .....	3-2
3.1.2.3 Criteria for Evaluation .....	3-2
3.1.2.4 Form of Award .....	3-4
3.2 SCHOLARSHIPS .....	3-4
3.2.1 GENERAL.....	3-4
3.2.1.1 Eligibility .....	3-4
3.2.1.2 Selection Process .....	3-5
3.2.2 Form of Award .....	3-5
3.3 Outstanding Logistics Graduate Student Award .....	3-6
3.3.1 Purpose .....	3-6
3.3.2 Eligibility .....	3-6
3.3.3 Selection Process .....	3-6
3.3.4 Criteria for Evaluation .....	3-6
3.3.5 Form of Award .....	3-6
3.4 Prize Logistics Paper Award .....	3-7
3.4.1 Eligibility .....	3-7
3.4.2 Selection Committee.....	3-7
3.4.3 Selection Process .....	3-7
3.4.4 Form of Recognition.....	3-8
Section 4 - VICE-PRESIDENT ADMINISTRATION ADMINISTERED AWARDS .....	4-1
4.1 PRIZE PAPERS.....	4-1
4.1.1 General.....	4-1
4.1.2 Prize Spectrum Article and SOLE Proceedings Paper Awards.....	4-1

4.1.2.1 Eligibility .....	4-1
4.1.2.2 Selection Committee.....	4-1
4.1.2.3 Selection Process .....	4-1
4.1.2.4 Criteria for Evaluation .....	4-1
4.1.2.5 Form of Recognition.....	4-2
4.2 NEWSLETTER AWARDS .....	4-2
4.2.1 Purpose .....	4-2
4.2.2 Eligibility .....	4-3
4.2.3 Committee Membership .....	4-3
4.2.4 Submission.....	4-3
4.2.5 Criteria for Evaluation .....	4-3
4.2.6 Selection Process .....	4-3
4.2.7 Form and Time of Recognition.....	4-4
Section 5 - VICE PRES. MEMBERSHIP ADMINISTERED AWARD .....	5-1
5.1 SOLE CHAPTER AWARDS PROGRAM .....	5-1
5.1.1 Purpose .....	5-1
5.1.2 Eligibility .....	5-1
5.1.3 Selection process .....	5-1
5.1.4 Criteria for Evaluation .....	5-8
5.1.5 Procedure for Reporting Chapter Awards .....	5-9
5.1.6 Form and Time of Recognition.....	5-9
Section 6 - AWARDS ADMINISTERED BY THE PRESIDENT .....	6-1
6.1 PRESIDENT'S AWARD FOR MERIT .....	6-1
6.1.1 Purpose .....	6-1
6.1.2 Eligibility .....	6-1
6.1.3 Selection Process .....	6-1
6.1.4 Criteria for Evaluation .....	6-1
6.1.5 Form of Award .....	6-1
Section 7 - AWARDS ADMINISTERED BY THE VICE PRES. INTERNATIONAL .....	7-1
7.1 INTERNATIONAL CHAPTER AWARD.....	7-1
7.1.1 General.....	7-1
7.1.2 International Chapter of the Year .....	7-1
7.1.3 Procedure for Reporting International Chapter Awards.....	7-1
7.2 OUTSTANDING INTERNATIONAL NEWSLETTER AWARDS .....	7-1
Section 8 - DISTINGUISHED TYPES OF MEMBERSHIP .....	8-1
8.1 HONORARY.....	8-1

8.1.1	Purpose .....	8-1
8.1.2	Eligibility .....	8-1
8.1.3	Selection Process .....	8-1
8.1.4	Form of Award .....	8-1
8.2	FELLOW .....	8-1
8.2.1	Purpose .....	8-1
8.2.2	Eligibility .....	8-1
8.2.3	Selection Process .....	8-1
8.2.4	Criteria for Evaluation .....	8-2
8.2.5	Form of Award .....	8-2

# **SOLE - THE INTERNATIONAL SOCIETY OF LOGISTICS AWARDS MANUAL**

## **FOREWORD**

1. One of the most important functions of the International Society of Logistics is the annual awards program. Through this activity the Society has the opportunity to recognize those individuals who have distinguished themselves, who have made valuable contributions to the field of logistics, and have enhanced the logistics profession. It also provides the opportunity to recognize the outstanding efforts of our individual SOLE chapters as they strive to enrich, educate, and enlighten the SOLE membership and to contribute effectively toward increased recognition of the logistics profession.
2. Bylaw 603 of the International Society of Logistics establishes the Awards Board as the focal point of the awards program and provides recognition of this group as one of the standing committees of SOLE. Bylaw 900 states that detailed information about the awards program shall be provided in the Awards Manual.
3. The purpose of the Awards Manual is to document the Society's awards program, to define the organization and function of the Awards Board, to describe in detail the awards administered by this board, and to provide information about other forms of recognition-awards or honoraria-which are administered by SOLE.

# Section 1 - THE AWARDS BOARD

## 1.1 RESPONSIBILITIES

Responsibilities of the Awards Board are to:

- a. Recommend awards policy to the Board of Directors.
- b. Describe official policy to the membership and identify the criteria which will apply in either making awards or nominating award candidates to be confirmed by the Board of Directors.
- c. Evaluate nominations and designate individuals to receive each award. In those instances where the Society's bylaws provide for the Board of Directors or Executive Board to confirm the selection of awards, it will be the duty of the Awards Board to present nominations to the or Executive Board and carry out its decisions.
- d. Establish, in conjunction with the finance committee, the monetary amounts attendant to awards, where they apply.
- e. Preserve the objectives and the dignity of the Society and maintain the value and appropriate respect for each category of award.
- f. Assure adequate public recognition of the award presentations; prepare the award brochure; and assist the SOLE President in planning and conducting the awards ceremony.

## 1.2 ORGANIZATION

SOLE Bylaws provide for the Awards Board to consist of five voting members and ten ex-officio non-voting members.

### 1.2.1 Voting Members

The voting members include a chairperson, who is a member of the Board of Directors, and four members-at-large, who are appointed by the chairperson and confirmed by the Executive Board.

The chairperson's term is one year but he may be reappointed for not more than two successive terms whenever it serves the Society's interests. Two of the four members-at-large are appointed each year for terms of two years to assure continuity on the Awards Board. Members-at-large may be reappointed to succeed themselves but may not serve more than four years.

### 1.2.2 Non-voting Members

The non-voting members of the Awards Board are the chairpersons of the various standing sub committees of the Awards Board shown in Figure 1-1.

Except when the chairperson is a specified vice president, the chairperson of the sub-committees of the Awards Board are recommended by the Awards Board Chairperson and confirmed by the Executive Board. Any SOLE voting member may serve on a committee of the Awards Board but at least one member of the Board of Directors serves as a member of each of the SOLE medal committees (Founders, Eccles, Armitage, Jack Williams Space Logistics and Distinguished Service) and one member of the Education Committee serves as a member of the Eccles and Armitage Medal Committees.

## **1.3 PLAN OF OPERATION**

### **1.3.1 Meetings**

The Awards Board meets, has a teleconference or video teleconference at least once annually as designated by the chairperson. Standing sub committees of the Awards Board meet at the discretion of their chairpersons, or may not meet at all if their business can be accomplished without such meetings.

### **1.3.2 Awards Selection Process**

Potential recipients of awards are chosen in accordance with the bylaws and policies of SOLE. The nomination selection process and schedule are included in this Awards Manual.

### **1.3.3 Nominations**

Nominations for awards may be made by any SOLE member. In addition, the Awards Board and sub committee members may seek out suitable nominees for the awards. Members of the Board of Directors may submit nominations as long as the nominee is not another Board of Directors member.

## **1.4 DOCUMENT REVISION**

Proposed revisions to this document shall be submitted to the Executive Director, International Society of Logistics using a Document Change Request form, Appendix A. No vote shall be taken on a revision to this document unless the substance of the proposed revision shall have been communicated in writing to each Executive Board member no later than two weeks prior to the meeting.

The Awards Manual document is hereby incorporated as an official document of the Society. Changes to this document are

subject to Executive Board approval. Two thirds of the votes cast at an Executive board meeting shall be required to approve any addition to, deletion from, or amendment to this document. If any conflict occurs between the contents of this document and the Bylaws, the Bylaws shall prevail.

The Awards Manual will be revised or changed as necessary. The revision or change will be effective and available by 1 April of the year and will incorporate all changes, additions, and deletions approved since the previous revision or change.

## **1.5 REPORTS**

The chairperson of the Awards Board submits an annual report to the Executive Board meeting. He also submits any other periodic reports to the President and the Executive Director that may be required to ensure an orderly awards nomination, selection process, and presentation.

Chairpersons of standing sub committees of the Awards Board report their recommendations to the Awards Board Chairperson on a schedule compatible with the awards process.

## **1.6 PUBLICITY**

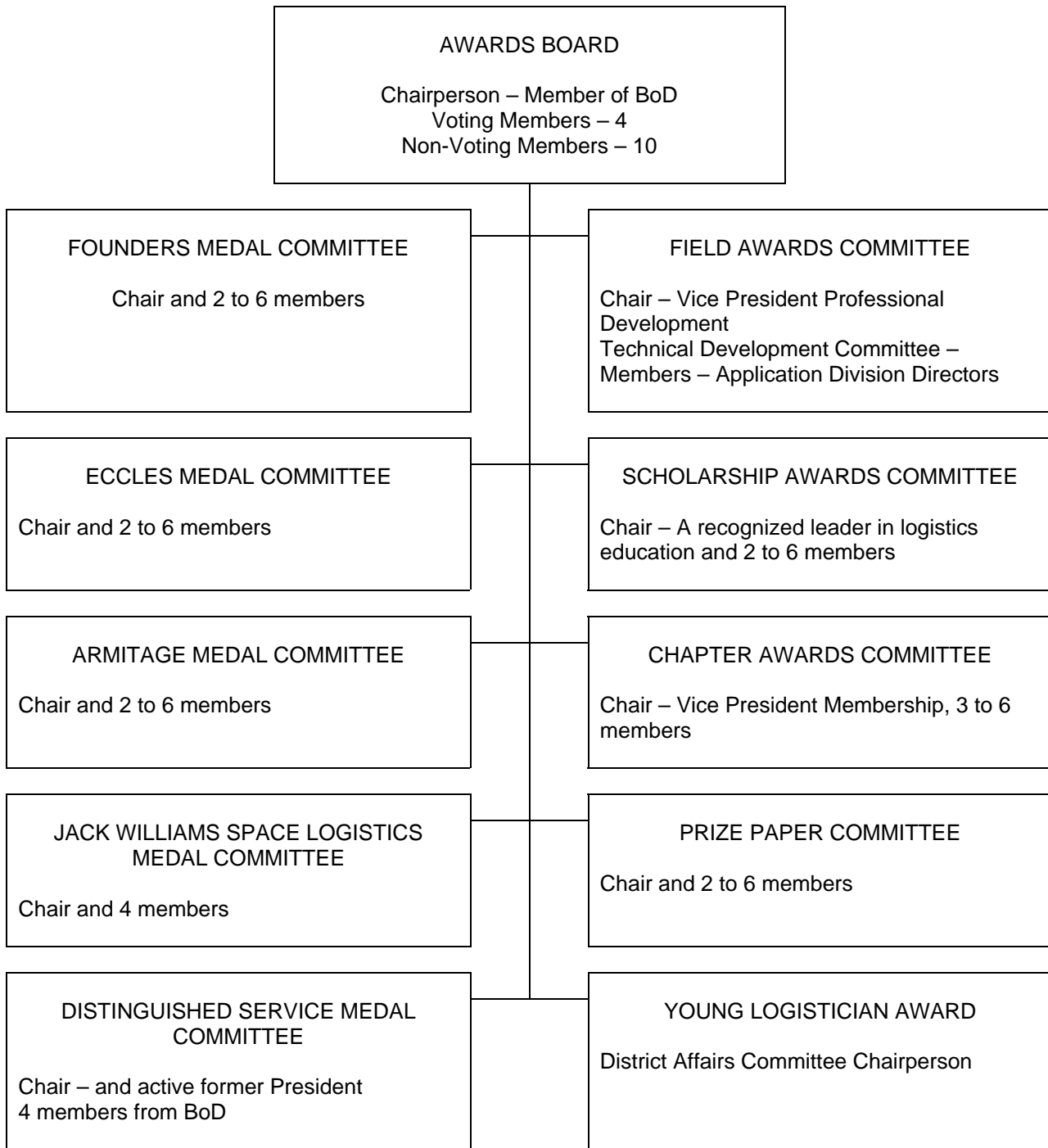
The chairperson of the Awards Board provides the Executive Director and the SOLEtter editor information required to advertise the awards program and to identify the recipients of SOLE awards. A notice of the awards program should appear annually in the January SOLEtter. Public notice of the presentation of awards is made on a schedule that best serves the interests of the Society.

## **1.7 COORDINATION**

The chairperson of the Awards Board is responsible for coordinating the plans and actions of the Awards Board. He serves as a center of communications on awards matters for his board, the standing sub committees of the Awards Board and the executive management of the Society.

## **1.8 SCHEDULE**

The schedule for the Awards Board Plan of Operations is shown in Figure 1-2.



The committees submit nominations to the Awards Board.  
The Awards Board submits recommendations to the Board of Directors for Approval

**Figure 1-1. Awards Board**

**Figure 1-2a. AWARDS MILESTONE SCHEDULE**

Milestones	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Awards Board Chair selected												30
Prize Log Paper Chair selected												30
EXB confirm Chairman	7											
Awards Board members selected		15										
Notice to SOLEtter describing awards and program			1									
Prize Log paper Advisory ltr sent			1									
Complete selection of committee chairman and members			21									
Notice to SOLEtter				1								
Conduct Awards Board Meeting				14								
Present Awards Board report to the Board of Directors				21								
Notice to SOLEtter					1							
Write about awards to: Chapter Chairmen Awards committee chairmen					1							
Call for Prize Log Paper Nmns					1							
Submit Fellow Nominations							1					
Submit Prize Log paper Nominations							1					
Submit Chapter Awards to Dist. Dir.							15					
Submit Newsletter Awards nominations							15					
Submit to Education Committee: Scholarship Applications Outstanding Log Grad Student Nmtns							15 15					
Prepare layout for awards brochure							21					
Submit Prize Log papers to VP-PD								1				
Submit Young Logistician Award nominations to District Director								1				
Dist. Dir. forward Young Logistician nominations to Awards Board Chair								25				
NOTE: Number represents day of month												

**Figure 1-2b. AWARDS MILESTONE SCHEDULE**

Milestones	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Submit to Committee Chairman												
Founders Medal Nominations								1				
Eccles Medal Nominations								1				
Armitage Medal Nominations								1				
Dstngshd Srvc Medal Nominations								1				
Field Award Nominations								1				
Presidents Award for Merit Nms.								1				
Mo Grumbine Award Nominations								1				
Dist Dir forward Chapter Awds to Chapter Awards Committee								7				
Newsletter Awards report to VP-P								10				
VP-I report Int'l Newsletter award selections to Newsletter chair								18				
Prize Papers to Awards Board Chair								20				
Nwsltr Award to Awards Board Chair								20				
Forward Chapter Awards to VP-M								21				
Committee Chairmen submit report to Awards Board Chairman								25				
Awds Bd Chmn reports to Awards Bd								28				
Forward to Awards Board Chair									1			
Field Awards Selectees									1			
Chapter Awards Selections												
Notify VP-M of Awardees									3			
Notify SOLEtter of selections									7			
Notify award recipients									14			
Provide award details to HQ for award preparation										1		
Coordinate award details with symposium chairman										7		
Complete awards brochure										14		
Print awards brochure										21		
Submit annual report to Board of Directors at symposium											1	
Present awards at symposium											1	
NOTE: Number represents day of month												

## **Section 2 - AWARDS BOARD ADMINISTERED AWARDS**

### **2.1 GENERAL**

SOLE makes five major annual awards when, in the opinion of the award board and the Executive Board, suitable candidates are available. In addition, SOLE awards a Young Logistician Award to a qualified, nominated logistician from each district. Nominations for each of the major annual awards must be submitted to the appropriate sub committee of the Awards Board. Young Logistician nominations are submitted to the director of the logistician's district.

The five major annual awards are:

- Founders Medal - logistics achievement
- Eccles Medal - logistics education
- Armitage Medal - logistics literature
- Jack Williams Space Logistics Medal space logistics
- Distinguished Service Medal - contributions to the Society

### **2.2 FOUNDERS MEDAL**

#### **2.2.1 Purpose**

The Founders Medal is the highest award that the International Society of Logistics can bestow upon an individual for outstanding achievements in logistics engineering, technology, or management. SOLE presents this award to honor logisticians whose contributions to the profession are significant, outstanding, and have national or international impact.

#### **2.2.2 Eligibility**

The Founders Medal is designed to recognize outstanding achievements of individuals in the field of logistics. Neither groups, organizations or institutions will be considered. Since the Founders Medal is SOLE's most prestigious award, members who wish to place an individual in nomination should first ensure that their proposed nominee's achievements are of sufficient magnitude or significance to merit national recognition.

#### **2.2.3 Founders Medal Committee**

The chairman of the Awards Board appoints the chairman of the Founders Medal committee. The Founders Medal Committee Chairman should be a member of the Board of Directors, or a recognized national or international authority in logistics. The chairman appoints two to six committee members; each should also be a recognized logistics expert and, to the extent possible, should represent a different geographical area.

#### **2.2.4 Selection Process**

- a. Proposed recipients of this award may be nominated by any member of the Society.
- b. The nomination shall be forwarded to the chairperson of the Founders Medal Committee, and shall be accompanied by the copies of any material to be evaluated in accordance with the criteria set forth in this procedure, including a black and white photo, at least three by five inches (66mm X 110mm), and appropriate biographical data, that does not exceed one page. The nomination itself, excluding the citation and abbreviated background summary addressed

in paragraph c below, should be limited to five pages approximately eight and one half by eleven inches (187mm X 242mm). The biographical data will count as one of these pages. If supporting material such as other citations, published works, etc. is required, it should be limited to ten additional pages.

c. Each nomination package should also include a recommended citation to accompany the medal and an abbreviated summary of the nominee's background, qualifications, and major accomplishments, in a format suitable for publication.

d. The selection, evaluation, and designation of the award recipient are the responsibilities of the Founders Medal committee as delegated by the Awards Board.

e. The nomination letter and the accompanying material must be received by the chairman of the Founders Medal committee by May 1 of each year to be considered for an award that same year.

f. Designated recipients will be approved by the Executive Board prior to the announcement of the award.

g. The Founders Medal Committee should consult with other national committees as required to perform the evaluation of the candidates who have been identified. The Founders Medal Committee will identify from the candidates one nominee for approval by the Awards Board and Executive Board. However, the committee may recommend that no award be presented in this category in a given year.

h. The chairman of the Founders Medal Committee shall submit a written justification of the committee's recommendation for this award to the Awards Board Chairman by May 25.

## **2.2.5 Criteria for Evaluation**

In evaluating nominees for the Founders Medal, the following qualities will be considered by the individual making nominations, the Awards Board in selecting the nominee, and the Board of Directors in selecting the recipient.

a. The individual must have made significant contributions to the logistics profession, the impact of which is truly of an outstanding and clearly superior nature. Normally, this individual must have identified and successfully solved major logistics problems.

b. Each individual nominee must have an established international reputation by virtue of his impact on logistics engineering, technology, and management.

c. While eligibility standards do not require SOLE membership, an assessment of a nominee's achievements in logistics should include his contributions to the International Society of Logistics and to other professional societies oriented towards the logistics disciplines.

## **2.2.6 Form of Award**

The recipient is presented a medal and a plaque on behalf of the Society at the Annual International Logistics Symposium.

## **2.3 ECCLES MEDAL**

### **2.3.1 Purpose**

The Eccles Medal was established in honor of the late Admiral Henry Eccles, one of the most highly respected logisticians of the 20th century. SOLE presents this award to recognize outstanding achievements in the development or administration of logistics education.

### **2.3.2 Eligibility**

The Eccles Medal may be awarded to any deserving individual, organization or institution. SOLE membership is not a requirement for eligibility, but will be considered during the Eccles Medal Committee's evaluation. The committee may, at its discretion, award a total of two Eccles Medals in any given year, one to an individual and one to an organization or institution.

### **2.3.3 Eccles Medal Committee**

The chairman of the Awards Board appoints the chairman of the Eccles Medal Committee. The Eccles Medal Committee Chairman should be a member of the SOLE Board of Directors or a recognized international authority in logistics education.

The Eccles Medal Committee Chairman appoints two to six committee members; each should also be a recognized logistics education authority and, to the extent possible, should represent a different geographical area. At least one member of the Eccles Medal Committee should also be a member of the SOLE Education Committee.

### **2.3.4 Selection Process**

a. Proposed recipients of this award may be nominated by any member of the Society.

b. The nomination shall be forwarded to the chairperson of the Eccles Medal Committee, and shall be accompanied by the copies of any material to be evaluated in accordance with the criteria set forth in this procedure, including a black and white photo, at least three by five inches (66mm X 110mm), and appropriate biographical data, that does not exceed one page. The nomination itself, excluding the citation and abbreviated background summary addressed

in paragraph c below, should be limited to five pages approximately eight and one half by eleven inches (187mm X 242mm). The biographical data will count as one of these pages. If supporting material such as other citations, published works, etc. is required, it should be limited to ten additional pages.

c. Each nomination package should also include a recommended citation to accompany the medal and abbreviated summary of the nominee's background, qualifications, and major accomplishments, in a format suitable for publication.

d. The selection, evaluation, and designation of the award recipient are the responsibility of the Eccles Medal Committee by 1 May.

e. The nomination letter and the accompanying material must be received by the chairman of the Eccles Medal Committee as delegated by the Awards Board.

f. Designated recipients will be approved by the Executive Board prior to the announcement of the award.

g. The Eccles Medal Committee should consult other national committees as required to perform the evaluation of candidates who have been identified to them. The Eccles Medal Committee may recommend no more than one nominee for the award.

h. The Eccles Committee Chairman will provide a written justification of the committee's recommendation by May 25 to the Awards Board Chairman.

### **2.3.5 Criteria for Evaluation**

Nominees are not required to be members of SOLE. They must have demonstrated outstanding achievement in the field of logistics education by means of accomplishment in one or more of the following areas:

a. Administration - Establish a logistics education program in a recognized institution of higher learning, either civilian or military or administer an existing program with such professional competence as to merit special recognition.

b. Education - Exhibit exceptional technical competence as an educator in one or more of the academic subjects in the general field of logistics. Educational efforts that promote logistics as a professional discipline shall be a prime evaluation criterion.

c. Research - Develop new theories, concepts, or techniques in the field of logistics through formally sponsored research activity. Particular emphasis should be placed on research results that provide professional and public recognition of the role of logistics. The results are usually documented and available in the library.

### **2.3.6 Form of Award**

The recipient is presented a medal and plaque on behalf of the Society. This award shall be presented during the awards program at the SOLE Annual International Logistics Symposium.

## **2.4 ARMITAGE MEDAL**

### **2.4.1 Purpose**

The Armitage Medal was established to recognize outstanding contributions to logistics literature. SOLE presents this award to honor individuals whose published books and technical papers have improved and increased the general body of knowledge relevant to better understanding and development of the art and science of logistics. The literary works considered may be broad-based or may address a single functional area that is included under the logistics umbrella.

### **2.4.2 Eligibility**

The Armitage Medal may be awarded to any author or authors whose literary work is of high quality and addresses relevant current logistics issues and topics. Membership in SOLE is not required; however, the literary works for which the author is nominated should be complimentary to the goals and principles of the Society. While this is an individual award, co-authors are eligible for joint recognition. Organizations, groups, or institutions are not eligible.

### **2.4.3 Armitage Medal Committee**

The chairman of the Awards Board appoints the chairman of the Armitage Medal Committee. The Armitage Medal Committee Chairman should be a member of the Board of Directors, or a recognized authority in logistics literature. The chairman appoints two to six additional Armitage Medal Committee members who should also be experts in this field and, to the extent possible, should represent diverse geographical areas.

### **2.4.4 Selection Process**

a. Proposed recipients of this award may be nominated by any member of the Society.

b. The nomination shall be forwarded to the chairperson of the Armitage Medal committee, and shall be accompanied by the copies of any material to be evaluated in accordance with the criteria set forth in this procedure, including a black and white photo, at least three by five inches (66mm X 110mm), and appropriate biographical data, that does not exceed one page. The nomination itself, excluding the citation and abbreviated background summary addressed in paragraph c below, should be limited to five pages approximately eight and one half by eleven inches (187mm X 242mm). The

biographical data will count as one of these pages. If supporting material such as other citations, published works, etc. is required, it should be limited to ten additional pages.

c. Each nomination package should also include a recommended citation to accompany the medal and an abbreviated summary of the nominees' background, qualifications and major accomplishments in a format suitable for publication.

d. The selection, evaluation, and designation of award recipients are the responsibilities of the Armitage Medal Committee as delegated by the Awards Board.

e. The nomination letter and the accompanying material must be received by the chairman of the Armitage Medal Committee by 1 May of each year to be considered for an award the same year.

f. The designated recipient will be approved by the Executive Board of prior to the announcement of the award.

g. The Armitage Medal Committee should consult other national committees as required to perform the evaluation of candidates who have been identified to them. The Armitage Medal Committee may give one or no literary achievement award in any given year. When Co-authors are recognized, each receives a medal and plaque.

h. The chairman of the Armitage Medal Committee shall forward a written justification of the committee's recommendation to the Awards Board chairman by 25 May.

#### **2.4.5 Criteria for Evaluation**

The following criteria will apply in the evaluation process:

a. Published works to be considered must address current logistics issues. An

author can only receive this award one time for the same publication.

b. Only those published books, available for wide distribution (in libraries and book stores/publishing houses), and bearing on the subject of logistics will be considered.

c. Published works for the purpose of this evaluation shall be ranked according to the following hierarchy of literature:

- Books by a single author
- Books by co-author
- Books by an editor
- Monograph series
- Monograph
- Refereed article in a published journal
- Tutorial text
- Series of by-lined technical articles
- Television script (where authorship is specified)

d. Published works must be original, and must adhere to the accepted practices of scholarly research methods. Proper credits must be given where material is drawn from another source; the conclusions are to be suitably justified, and statements of opinions are to be identified as such.

e. Sub paragraph "a" through "d" above may be considered as prerequisites applying to any published works submitted for evaluation. The following criteria shall be the basis of evaluation by the Armitage Medal Committee for selecting the recipient of this award:

- (1) Originality of literature
- (2) Relative impact of the published work in terms of its influence in the logistics field.

(3) The degree to which the author drew upon approved research methods in the justification of any conclusions.

(4) The organization of the published material, editorial style, and conciseness of presentation.

(5) Although secondary to qualities above, the amount of published material may also be a factor.

#### **2.4.6 Form of Award**

The recipient is presented a medal and plaque on behalf of the Society at the Annual International Logistics Symposium.

### **2.5 JACK WILLIAMS SPACE LOGISTICS MEDAL**

#### **2.5.1 Purpose**

The Jack Williams Space Logistics Medal was established in honor of Jack H. Williams, NASA Director of Space Shuttle Logistics at the John F. Kennedy Space Center from 1983 until his death in June 1989. In this position, he developed, directed and controlled NASA's logistics activities for America's First Reusable Space Transportation System. This award is presented in recognition of those individuals who exemplify exceptional vision and leadership in space logistics.

#### **2.5.2 Eligibility**

The Jack Williams Space Logistics Medal may be awarded to any individual who has exemplified the vision, leadership and ideals of Jack H. Williams, in the space logistics field. SOLE presents this award to recognize outstanding achievements in space logistics.

#### **2.5.3 Jack Williams Space Logistics Medal Committee**

The chairman of the Awards Board, after consultation with the Space Logistics Committee Chairman, appoints the chairman of the Jack Williams Space Logistics Medal Committee. The chairman should be a society member active in the space logistics field. In addition to the chairman, the committee shall be comprised of at least four additional members knowledgeable in the space logistics field. Members should represent diverse geographical areas.

#### **2.5.4 Selection Process**

a. Proposed recipients of this award may be nominated by any member of the Society, or any agency or business involved in Space activities.

b. The nomination should be forwarded to the chairman of the Jack Williams Space Logistics Medal Committee. It should be limited to five pages, approximately eight and a half inches by eleven inches (187mm X 242mm). These pages will include a letter from the nominating member, a one or two-page summary of contributions to space logistics by the nominee, a one-page biography of the nominee, and a recommended citation to be used in the nominee is selected.

c. Additionally, each nomination package should also include a black and white photo, at least three by five inches (66mm X 110mm), suitable for publication. Membership in SOLE is not a criterion.

d. The selection, evaluation, and designation of the award recipient are the responsibilities of the Jack Williams Space Logistics Medal Committee as delegated by the Awards Board.

e. The nomination letter and the accompanying material must be received by

the chairman of the Jack Williams Space Logistics Medal Committee by May 1 of each year to be considered for an award that same year.

f. Designated recipients will be approved by the Executive Board prior to the announcement of the award.

g. The Jack Williams Space Logistics Medal Committee should consult with other national committees as required to perform the evaluation candidates who have been identified. The Jack Williams Space Logistics Medal Committee will identify one nominee for approval by the Awards Board and Executive Board. However, the committee may recommend that no award be presented in this category in a given year.

h. The chairman of the Jack Williams Space Logistics Medal Committee shall submit a written justification of the committee's recommendation for this award to the Awards Board Chairman by May 25.

### **2.5.5 Criteria for Evaluation**

The criteria for awarding the Jack Williams Space Logistics Medal should be for exceptional vision and leadership in the field of space logistics.

a. Those who have made significant contributions to the development of space logistics.

b. Should recognize specific accomplishments in initiating new or improving existing logistics methods, techniques, and management pertaining to space systems.

c. Those who developed and implemented programs for the development of space logisticians in a broad program application.

### **2.5.6 Form of Award**

The recipient is presented a medal and a plaque on behalf of the Society at the Annual International Logistics Symposium.

## **2.6 DISTINGUISHED SERVICE MEDAL**

### **2.6.1 Purpose**

The Distinguished Service Medal is the highest award that the Society can bestow upon an individual for contributions to SOLE.

This award is presented in recognition of those individuals who have made significant contributions over a continuous period of time (minimum 10 years) at any level of Society management. This must include no less than two terms on the Board of Directors or the Logistics Education Foundation's (LEF) Board of Governors.

### **2.6.2 Eligibility**

The Distinguished Service Medal may be awarded to any individual who has been a SOLE member for at least ten years and made contributions at the local and international levels of Society management mentioned above over a prolonged period of time.

### **2.6.3 Distinguished Service Medal Committee**

The chairman of the Award Board appoints the chairman of the Distinguished Service Medal Committee. The chairman should be either a past President or a previous recipient of the Distinguished Service Medal. In addition to the chairman, the committee shall be comprised of four additional members selected by the chairman from the existing Board of Directors, LEF Board of Governors, past Presidents or previous recipients of this award.

#### **2.6.4 Selection Process**

a. Proposed recipients of this award may be nominated by any member of the Society.

b. The nomination shall be forwarded to the chairman of the Distinguished Service Medal Committee and shall be accompanied with copies of any material/documentation that will assist with the evaluation of the nomination in accordance with the criteria cited in this procedure. A black and white photo, at least three by five inches (66mm X 110mm), and appropriate biographical data that does not exceed one page. The nomination itself, excluding the citation and abbreviated background summary addressed in paragraph c below, should be limited to five pages approximately eight and one half by eleven inches (187mm X 242mm). The biographical data will count as one of these pages. If supporting material such as other citations, published works, etc. is required, it should be limited to ten additional pages.

c. Each nomination package should also include a recommended citation to accompany the award and an abbreviated summary of the nominee's background, qualifications, and major accomplishments in a format suitable for publication.

d. The selection, evaluation, and designation of the award recipient are the responsibilities of the Distinguished Service Medal Committee as delegated by the Awards Board.

e. The nomination letter and the accompanying material must be received by the chairman of the committee by May 1 of each year to be considered for an award that same year.

f. Designated recipients will be approved by the Executive Board prior to the announcement of the award.

g. The Distinguished Service Medal Committee should consult past Presidents,

past and present Executive Board and Board of Directors members, district directors and chapter chairmen, as required, to perform and substantiate the evaluation of candidates which have been identified to them. The committee will identify and recommend from this range of candidates, one nominee for approval by the Awards Board and Executive Board; however, the committee may recommend that no award be presented in this category in a given year.

h. The Distinguished Service Medal Committee Chairman will forward a written justification for the committee's recommendation to the Awards Board Chairman by May 25th.

#### **2.6.5 Criteria for Evaluation**

In evaluating nominees for the Distinguished Service Medal, the following qualities, services and contributions will be considered by the Distinguished Service Medal Committee and the Executive Board in selecting the recipient.

Proper and adequate documentation of the following is important to the evaluation criteria process and weighting factors of paragraph 2.6.6

a. Total number of years, (reference paragraph 2.6.1 above) the individual has volunteered his services to the Society.

b. Number and types of offices and positions the individual has held and terms of office in each category, e.g. chapter chairman, district organization, director-at-large, member of the Executive Board, LEF member-at large, LEF Executive Board.

c. Name of the SOLE standing committee, LEF standing committee, special studies, ad-hoc committees of the Board of Directors, Board of Governors or Executive

Board, that the individual chaired or been a member of, and number of years served.

d. Significant achievements that benefited the Society as a result of an office held, committee involvement or an unusual individual achievement.

e. Services performed that enhanced and strengthened the Society in its objectives to provide professional development for logisticians, e.g. training, publications, C.P.L. exam preparation, workshop presentation.

f. Representing SOLE in an official or unofficial capacity to other professional societies, agencies, colleges or universities and/or any group oriented towards the logistics disciplines. (NOTE: Only Executive Board members can represent the entire Society in an official capacity.)

#### **2.6.6 Weighting Factors**

a. Length of Service - One point for each year

b. Offices held - Two points for each office held per year

c. Committee Chairman - Two points for each committee chaired

d. Committee Member - One point for being member of a committee

e. Significant Achievements - One to five points as determined by the Distinguished Service Medal Committee for each achievement as submitted

f. Services Performed - One to five points as determined by the Distinguished Service Medal Committee for each service performed as submitted

g. Representing SOLE to other groups. One point per representation.

#### **2.6.7 Form of Award**

The recipient is presented a medal and plaque on behalf of the Society during the Annual International Logistics Symposium Awards Program.

### **2.7 YOUNG LOGISTICIAN AWARD**

#### **2.7.1 Purpose**

The Young Logistician Award is presented annually to the outstanding young logistician in each district in recognition of their contributions towards the Society's goals. This award is limited to members 35 years of age or younger to recognize and encourage the involvement of the younger members in the Society.

#### **2.7.2 Eligibility**

Limited to any Sole member in good standing who has been a member of SOLE less than five years and is 35 years of age or younger.

#### **Selection Process**

a. Nominations submitted by any SOLE member to his/her district director by 1 May each year.

b. The district directors review and verify all nominations and select an outstanding nominee from each district to receive the Young Logistician Award. Results are forwarded to the awards Board by 25 May.

c. The Awards Board will select an outstanding nominee from each district to receive the Young Logistician Award.

d. The Awards Board will submit the selected nominee from each district to the Board of Directors at the June board meeting.

### **2.7.3 Criterion for Selection**

The nomination shall consist of a 2-3 page biography/resume. The first page of the biography shall include in tabular form the nominee's name, age, SOLE membership number, date joined SOLE, and chapter and district affiliation. In addition, two or three letters of endorsement from the individuals employer, chapter chairman, and district director as to the individuals worthiness for receiving the award. The letter of endorsement from the chapter chairman should include a brief description of contributions the candidate has made to the chapter during the period for which the award is being given.

### **2.7.4 Form of Award**

- a. The selected nominee from each district will receive a plaque designating him/her as the Young Logistician of the year for that district.
- b. In addition, they will receive a 1-year free membership.

## **2.8 MORRIS “Mo” GRUMBINE AWARD FOR SERVICE TO SOLE**

### **2.8.1 Purpose**

This award is presented in recognition of those individuals who have dedicated their time and made outstanding contributions at any level Executive, District, or Chapter to promote the goal and objectives of the International Society of Logistics.

### **2.8.2 Eligibility**

The Morris “Mo” Grumbine Award for Service may be awarded to any individual who is a SOLE member and has made

contributions to the Society for an extensive period of time.

### **2.8.3 “Mo” Grumbine Award for Service to SOLE Committee**

The chairperson of the Awards Board appoints the chairperson of the Morris “Mo” Grumbine Award for Service Committee. The chairperson should be a senior member of the Society and possibly a previous recipient. In addition to the chairperson, the committee shall be comprised of four additional members selected by the chairperson of the Morris “Mo” Grumbine Award for Service Committee.

### **2.8.4 Selection Process**

- a. Proposed recipients of this award may be nominated by any member of the Society or non-members.
- b. The nomination shall be forwarded to the chairperson of the Morris “Mo” Grumbine Award for Service and shall be accompanied with copies of any material/documentation that will assist with the evaluation of the nomination in accordance with the criteria cited in this procedure.
- c. Each nomination package should also include a recommended citation to accompany the award and an abbreviated summary of the nominee’s background, qualifications, and major accomplishments in a format suitable or publication.
- d. The selection, evaluation, and designation of the award recipient are the responsibilities of the Morris “Mo” Grumbine Award for Service Committee as delegated by the Awards Board.
- e. The nomination letter and the accompanying material must be received by the chairperson of the committee by May 1 of each year to be considered for an award that same year.

f. Designated recipients will be approved by the Executive Board prior to the announcement of the award.

g. The Morris “Mo” Grumbine Award for Service Committee should consult past Presidents, past and present Executive Board members, District Directors, and Chapter Chairperson as required, to perform and substantiate the evaluation of candidates which have been identified to them. The committee will identify and recommend

h. The chairperson of the Morris “Mo” Grumbine Award for Service Committee will forward a written justification for the committee’s recommendation to the Awards Board Chairperson by May 25th.

### **2.8.5 Criteria for Evaluation**

In evaluating the nominees for the Morris “Mo” Grumbine Award for Service the following qualities, services, and contributions will be considered by the Morris “Mo” Grumbine Award for Service Committee and the Executive Board in selecting the recipient.

Proper and adequate documentation of the following is important to the evaluation criteria process and weighting factors of paragraph 2.8.6.

a. Total number of years, (reference paragraph 2.8.1 above) the individual has volunteered their services to the Society.

b. Number and types of offices and positions the individual has held and terms of office in each category, e.g. chapter chairperson, district organization, member of the Executive Board, Board of Directors, and LEF Executive Board.

c. Name of the SOLE standing committee, LEF standing committee, special studies, ad-hoc committees of the Board of Directors, Board of Governors, or Executive

Board, that the individual chaired or been a member of, and number of years served.

d. Significant achievements that benefited the Society as a result of an office held, committee involvement or an unusual individual achievement.

e. Services performed that enhanced and strengthened the Society in its objectives to provide professional development for logisticians, e.g. training, publications, C.P.L. Exam preparation, workshop presentation.

f. Representing SOLE in an official or unofficial capacity to other professional societies, agencies, colleges, or universities and/or any group oriented towards the logistics disciplines. (NOTE: Only Executive Board members can represent the entire Society in an official capacity.)

### **2.8.6 Weighting Factors**

a. Length of Service - One point for each year,

b. Offices held - Two points for each office held per year.

c. Committee Chairman - Two points for each committee chaired.

d. Committee Member - One point for being a member of a committee.

e. Significant Achievements - One to five points as determined by the Morris “Mo” Grumbine Award for Service Committee for each achievement as submitted.

f. Services Performed - One to five points as determined by the Morris “Mo” Grumbine Award for Service Committee for each service performed as submitted.

g. Representing SOLE to other groups. One point per presentation.

### **2.8.7 Form of Award**

The recipient is presented an award on behalf of the Society of Logistics Engineering during the Annual International Logistics Conference and Exposition Awards Program.

## **Section 3 - VICE PRESIDENT PROFESSIONAL DEVELOPMENT ADMINISTERED AWARDS**

### **3.1 FIELD AWARDS**

#### **3.1.1 Purpose**

Consistent with its charter, SOLE may wish to recognize the outstanding services and contributions of individuals in specialty areas of the broad field of logistics. The Field Awards are established for this purpose and are administered by the Awards Board.

#### **3.1.2 General**

A Field Award recognizes technical achievement and professional experience in, and contributions to, a given specialty of logistics. Titles for the Field Awards are not provided because the nominations for award consideration should be developed around the individual with the suggested award title best describing the recognition. The following are examples of award titles that might be used:

- Integrated Logistics Support (ILS)
- Business Logistics Management
- Life Cycle Cost Management
- Project Management
- Financial Management
- Contract Management
- Supplier/Subcontractor Management
- Management Information Systems
- Maintenance Management
- Supply Support
- Support and Test Equipment
- Software Support
- Personnel Training
- Technical Publications
- Facilities

- Post Production Support
- Customer Service
- Field Data Reporting and Analysis
- System Engineering
- Logistics Engineering
- Reliability
- Maintainability
- Human Factors
- Safety Engineering
- Logistics Support Analysis
- Economic/Cost Analysis
- Operations Research/Systems Analysis
- Logistics Research and Development
- Purchasing
- Material Flow
- Production Operations
- Packaging
- Physical Distribution
- Inventory Control
- Warehousing
- Transportation and Handling
- Provisioning \*
- International Logistics
- Acquisition Logistics

\* If a Field Award is made in the area of provisioning, it will be designated the "Maynard Roof Award in Provisioning."

The previous areas of logistics or fields are provided as examples and are not intended to be all inclusive. The specific titles of Field Awards may vary somewhat from year to year because the specialty areas are related to career fields and these may change from time

to time to reflect growth and shifts of emphasis in the field. The objective is to recognize outstanding contributors in logistics technical specialty areas and to designate the Field Awards in their specialty areas.

Field Awards may be given annually to suitable candidates as determined by the Field Awards Committee and the Awards Board. No more than eight Field Awards shall be given in any year.

### *3.1.2.1 Eligibility*

A Field Award may be presented only to an individual or small teams of individuals. An organization, agency, or institution is not eligible. Nominees are not required to be SOLE members.

### *3.1.2.2 Selection Process*

a. Nominations for Field Awards may be made by any SOLE member.

b. Nominations will be in letter format, single-spaced typewritten, not exceeding five pages in length. The nomination letter must include comments relating to each of the evaluation criteria outlined below. Each nomination letter must have attached to it a black and white photograph, approximately three by five inches (66mm X 110MM), and a brief, one-half page, typewritten biographic sketch of the nominee. The nomination package must be forwarded to reach the Field Awards Committee not later than 1 May.

c. The review, evaluation, selection, and designation of the Field Award recipients are the responsibilities of the Awards Board as delegated to the Field Awards Committee. The committee shall review and evaluate all Field Award nominations and make appropriate recommendations to the Awards Board. The recommended nominations should be forwarded to the Awards Board no later than 1 June. The nominees selected for

the Field Awards must be approved by the Awards Board.

### *3.1.2.3 Criteria for Evaluation*

a. The committee will evaluate each Field Award nominee using the form shown in Figure 3-1, and then summarize their evaluation using Figure 3-2.

b. The chairperson of the Field Awards will summarize the committee's decisions using the form in Figure 3-3. This form and backup material is to be provided by the Awards Board Chairperson.

c. The evaluation rating system shall consider:

- Professional Experience - 30%
- Contributions to logistics in general and to the specific functional logistics discipline in which the nomination is made - 30%
- Contribution to SOLE in a technical area (May include speaker in chapter meetings, author of technical paper in a SOLE publication, symposium paper presenter, symposium panel participant.) -20%
- Special honors and recognition -10%
- Other related factors (Other activities which enhance the logistics profession, i.e. contributions to other professional societies or to academic institutions dedicated to the advancement of logistics and the development of logisticians.) - 10%

Figure 3-1 Field Award Evaluation Form

Candidate Name _____						
Evaluation Area	Points					Criteria
	10	20	30	40	50	
Professional Experience						10 for technician 30 for Manager/Lead 50 for Senior Manager
Contributions to Logistics						10 for College Instructor 20 for Graduate Instructor 40 for Book Author 50 for SPECTRUM articles
Contribution to SOLE						10 Chapter 30 District 50 International
Special Honors						10 for Local 30 for National 50 International
Other Factors						Contributions to other societies or institutions 10 Local Level 30 Regional 50 International

Figure 3-2 Field Award Evaluation Summary Table

Candidate Name: _____			
Evaluation Area	Weight	Score from Table 3.1	Points Awarded Weight * Score
Professional Experience	.30		
Contributions to Logistics	.30		
Contributions to SOLE	.20		
Special Honors	.10		
Other Related Factors	.10		

Figure 3-3 Field Award Committee Decision Report

Name	Score	Award	Remarks
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	
		Y/N	

3.1.2.4 *Form of Award*

a. A Field Award is represented by a suitably titled certificate or plaque appropriately expressing the basis for the award.

b. Field Awards are presented during the awards ceremony held each year during the Annual International Logistics Conference and Exposition.

**3.2 SCHOLARSHIPS**

**3.2.1 GENERAL**

Consistent with its charter, SOLE provides assistance in the educational advancement of students pursuing an educational program in the field of logistics. Annually, when suitable candidates are available and nominated, the Society awards one or more scholarships, from funds made available by the Logistics Education Foundation.

3.2.1.1 *Eligibility*

a. A SOLE scholarship is an individual award and will not normally be given to a group, organization, or institution. An individual need not be a member of the International Society of Logistics to qualify but one criterion for consideration shall conform to the spirit of Bylaw 102.1.

b. Applicants must have completed a minimum of one full year of academic courses at a college or university.

c. Applicants must be currently enrolled in an academic program and provide evidence of enrollment in the immediate preceding academic term.

d. Undergraduate applicants must provide evidence (transcript) that indicates a 3.0 or better grade point average (on a 4.0 scale) for all completed course work. For institutions with a grading system different from the U.S. 4.0 point system, a percentage score may be used that reflects a comparable minimum 3.0 grade point average.

e. Graduate applicants must provide evidence (transcript) that indicates a 3.5 or

better grade point average (on a 4.0 scale) for all completed graduate course work. For institutions with a grading system different from the U.S. 4.0 point system, a percentage score may be used that reflects a comparable minimum 3.5 grade point average.

f. Only one scholarship will be awarded to any individual for a single degree program. (One each for the Bachelor of Science degree, Master of Science degree, and the Doctorate degree). (The Associate degree shall be considered as part of the Bachelor of Science degree).

g. Not more than three scholarships will be awarded to students attending a single institution in a given year.

h. Equal consideration will be given to non-traditional students who have returned to school to upgrade their academic credentials as a result of unemployment/layoffs or a change in career focus. These non-traditional students must be enrolled in a degree-granting program with an academic major or program of study related to the broad area of topics covered by SOLE's Application Divisions.

### *3.2.1.2 Selection Process*

a. Individuals may apply or be nominated for a scholarship award. Candidates will be clearly identified as to whether or not they are graduate or undergraduate students.

b. The nomination/application shall be submitted on a SOLE Form S-1 (figure 3-4) and must be accompanied by a letter from the applicant's department chairperson indicating the scholastic ability of the applicant as well as general positive attributes of the applicant in support of his application. All applications shall be forwarded to the chairperson of the Scholarship Awards Committee by 15 April of each year to be considered for an award commencing in the fall semester of that year. The nomination/application shall also include

a permanent home address and telephone number at which the nominee may be contacted.

c. The nomination/application shall be supported by an accompanying study plan formulated by the nominee and approved by the applicable educational institution.

d. The selection of scholarship award recipients will be made by the Scholarship Awards Committee, subject to approval of the Awards Board and the Board of Directors.

e. Available scholarship funds will be divided equally between graduate and undergraduate applicants. Funds may be transferred from one area to another if there are insufficient applicants in either category. However, due consideration will be given to the selection of both graduate and undergraduate students.

f. Scholarship awards will be based on the following criteria:

- Scholastic ability (grades).
- Courses taken or planned.
- Future endeavors and planned use of funds.
- Letter from the department chairperson or other administrative person familiar with the applicant's academic performance.

### **3.2.2 Form of Award**

a. The award shall be a plaque or certificate. When the award is a certificate, it shall be framed or in a presentation folder.

b. The award shall be presented at the Annual International Logistics Conference and Exposition.

### **3.3 Outstanding Logistics Graduate Student Award**

#### **3.3.1 Purpose**

Consistent with its charter, SOLE may wish to recognize outstanding graduate students at the completion of their graduate degree program in logistics, engineering, technology or management, or in other areas included in the range of SOLE's technical activities. The recognition may be given the outstanding student at any military or civilian academic institution offering such graduate degree programs. No more than one such graduate student may be so honored in each qualifying academic institution each year.

#### **3.3.2 Eligibility**

Eligibility is restricted to students completing a graduate logistics degree program in an accredited academic institution.

#### **3.3.3 Selection Process**

a. A participating institution may select one outstanding graduate student. The institution will submit the name, address, phone number and citation of their selected candidate to SOLE headquarters who will forward entries to the Education Committee Chairperson. The chairperson and committee will evaluate the entries and select one graduate.

b. A black and white photograph, approximately three inches by five inches (66mm X 110mm), and a biographical sketch of 200 words or less are to be submitted. Deadline each year is 15 April for submittal. The winner will be included in the awards brochure and recognized at the Annual International Logistics Conference and Exposition.

c. Outstanding graduate logistics students may not be named or nominated by institutions meeting the qualifications of 3.3.1 and 3.3.2.

#### **3.3.4 Criteria for Evaluation**

The criteria for selecting the outstanding student shall be established by each participating institution. However, the following guidelines are offered:

- a. Class standing (grade point average and position in the class)
- b. Contribution to the field of logistics (papers, thesis, dissertation, other research, etc)
- c. Potential for growth
- d. Ingenuity in problem solving
- e. Contribution to the institution's programs (committee) activity, professional organizations, student government, etc)

#### **3.3.5 Form of Award**

a. The outstanding student will receive:  
(1) A framed/engraved certificate of recognition suitably titled and expressing the brief citation that is the basis for the award. This award will be presented at the Annual International Logistics Symposium.

(2) Three year membership in SOLE.

b. The sponsoring institution will receive:

(1) A SOLE plaque, appropriately fitted, upon which the winning student's name will appear by means of an engraved plate. The plaque will remain in the institution for permanent display with added nameplates as students are selected in subsequent years. SOLE Headquarters will provide the institution the plaque when the institution is approved to select an outstanding graduate

logistics student. The nameplates will be provided at SOLE expense and will be engraved with the winner's name, degree, and year of award.

### **3.4 Prize Logistics Paper Award**

#### **3.4.1 Eligibility**

Logistics papers written by graduating students from any college or university are eligible. The following provides a list of military schools that have submitted nominations in the past; however, there may be other candidate colleges and universities that should be solicited by the prize paper committee responsible for this selection.

Air War College, Maxwell AFB, AL

Air Command and Staff College, Maxwell AFB, AL

Naval War College, Newport, RI

Naval Command and Staff College, Newport, RI

Army War College, Carlisle Barracks, PA

Army Command and General Staff College, Ft. Leavenworth, KS

Air Force Institute of Technology, Wright Patterson AFB, OH

Naval Postgraduate School, CA

Army Logistics Management Center, Fort Lee, VA

Defense Systems Management College, Fort Belvoir, VA

U.S. Naval Academy, Annapolis, MD

U.S. Military Academy, West Point, NY

U.S. Air Force Academy, Colorado Springs, CO

National Defense University, Ft. Leslie J. McNair, Washington, DC

#### **3.4.2 Selection Committee**

a. The Vice President-Professional and Technical Development or his designee shall be the chairperson of the Prize Paper Committee responsible for selecting the most outstanding logistics paper by a graduating student from a college or university. The chairperson should himself be associated with the academic community and should appoint a committee of at least three individuals who are academically and professionally qualified to serve as reviewers and evaluators of logistics publications dealing with broad-based and complex logistics issues.

b. The chairperson for the Prize Paper Committee for the new year shall be approved by the Board of Directors at the Annual International Logistics Conference and Exposition. This chairperson shall be designated by the outgoing Vice President. The early selection and approval is necessary for the timeliness of communications with the schools.

#### **3.4.3 Selection Process**

a. The Prize Paper Committee Chairperson shall select a committee of three to five members. The committee members are to be members in good standing in SOLE and from different chapters. Selection of members shall attempt to involve persons of differing philosophies of logistics. Differing evaluations should be expected and not discouraged.

b. The committee shall solicit nominations from the schools, colleges and institutions previously listed and others as appropriate, and shall ensure that each participating school identifies an acceptable process for determining its most outstanding paper for the stated award period.

c. An advisory letter (figure 3.5) on SOLE letterhead shall be sent to the schools by the chairperson by 1 December

d. A call letter (figure 3.6) on SOLE letterhead shall be mailed by the chairperson no later than 1 February.

e. Nominations shall be submitted to the chairperson by 1 April of the award year. The nomination package shall include four copies of the paper, biographical information on the author(s), an approximately three inch by five inch (66mm X 110mm) black and white photograph of the author(s) and a signed release form.

f. The committee shall review the nominations and make recommendations for the award winner. The following judging criteria will be utilized:

(1) Contribution to logistics knowledge. Include innovation, clarification, originality. - 25%

(2) Simplicity of style, clarity, readability. Include development and arrangement, paragraphing, straightforward presentation, avoidance of unnecessary technical jargon, explanation of acronyms and unusual phrases, avoidance of unnecessary long and complex sentences. - 20%

(3) Provocativeness and challenge to the reader. Consider support for challenge of existing ideas, practices, theories, and concepts. - 20%

(4) Depth of analysis and soundness of reasoning. Include comprehensiveness of coverage. - 15%

(5) Usefulness to logisticians and other readers. Include utility of solving problems, improving conditions, clarifying situations. - 10%

(6) Completeness and form of presentation. Include consideration of

meaningful abstract, clear statement of objective(s), conclusions, recommendations, sources references, and acknowledgments. - 10%

g. The chairperson shall analyze the results and submit a report to the Vice President-Professional and Technical Development by 1 May. This report shall include a copy of each of the top papers, their ranking, the authors' addresses, authors' photographs, and other pertinent information available.

h. The prize paper shall be published in the Spectrum. If the managing editor considers the paper too long, a digest of its content shall be published.

i. The Prize Paper Committee recommendation must be approved by the Board of Directors.

j. The Vice President-Professional and Technical Development shall send a letter to each of the authors and their schools notifying them of the winners(s) and encouraging continued participation. This letter is to be issued immediately after the Board of Directors' approval of the winner(s).

k. The Vice President-Professional Development shall forward the nominations to the managing editor of the Spectrum for publication considerations. This shall be done after approval of the winner(s). Notification will also be made to the managing editor indicating the winner(s).

#### **3.4.4 Form of Recognition**

a. The prize paper award will consist of a suitable plaque, appropriately expressing the basis of the award.

b. The prize paper award is presented by SOLE at the Annual International Logistics Conference and Exposition.

**International Society Of Logistics**  
**Scholarship Application Form**

Please Type or Print

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Permanent Address \_\_\_\_\_  
City State Zip

College/University \_\_\_\_\_

Degree Sought: BA\_\_ BS\_\_ MBA\_\_ MS\_\_ PhD\_\_ DBA\_\_ Other \_\_\_\_\_

Major \_\_\_\_\_ Expected Graduation Date \_\_\_\_\_

List of Major Courses Taken and/or Planned In Major Area (Indicate Planned)

\_\_\_\_\_  
\_\_\_\_\_

Are you receiving any other financial Support Yes\_\_\_ No \_\_\_

If So What Type? \_\_\_\_\_

Please state briefly your career interests and objectives. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

"Special" school projects or papers you have participated in or conducted related to your major field of study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please state briefly how this award would help you. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Note:** Application form must be accompanied by a letter of recommendation and a transcript of college work completed. Completed applications and materials should be sent to: International Society of Logistics, Suite 211, 8100 Professional Place, Hyattsville, MD 20785 USA

SOLE FORM S-1 (April 1994)

Figure 3-4

Date

(Address)

Dear xxxxxxxxxxxx:

This letter is to remind you of the coming call for nominations for the Annual International Society of Logistics Prize Paper Award.

The prize paper is selected from nominations from various colleges and universities on a topic that is included in the general theme of logistics. The paper, written by a graduating student must have been completed between March 1, 19xx and February 28, 19xx.

The call for nominations for the selection will be made in February 19xx. Nominations submitted must contain four (4) copies of the paper, and a black and white photograph, approximately three inches by five inches (66mm X 110mm), of the author(s). No classified material will be accepted.

This letter is not a call for submission or nominations but to advise for the faculty to be on the alert for nominations. More than one nomination per school is permitted if your faculty believes it is warranted.

In February 19xx a letter will be sent with details for submission of the nominated papers.

We look forward to your entry.

Sincerely,

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Prize Paper Chairperson

SAMPLE ADVISORY LETTER  
Figure 3-5

Date

(Address)

Dear xxxxxxxxxxxxxxxx:

Each year the International Society of Logistics recognizes the best paper on logistics written by a graduating student. Your school is one of the schools we contact for nominations. Our committee will select the prize paper and it will be announced, following approval by the SOLE Board of Directors, at the Annual International Logistics Conference and Exposition held on xx-xx month, 19xx in xxxxxxxxxxxx, xx.

The nominated paper(s) will need to include:

1. Four (4) copies of the paper.
2. A brief biographical sketch of the author(s).
3. A passport size black and white photograph of the author(s).
4. The address and phone number of the author(s).
5. A signed release form.

The paper(s) nominated must have been completed between 1 March, 19xx and 28 February, 19xx. No classified materials will be accepted.

This nomination package must be received by 1 April 19xx.

Our best wishes to you and your great institution.

Sincerely,

xxxxxxxxxxxxxxxxxxxx

Prize Paper Chairperson

SAMPLE CALL LETTER  
Figure 3-6

## Section 4 - VICE-PRESIDENT ADMINISTRATION ADMINISTERED AWARDS

### 4.1 PRIZE PAPERS

#### 4.1.1 General

Consistent with its objective to improve and increase the general body of knowledge of logistics literature, SOLE presents prize paper awards to the authors of the best paper originating in the Spectrum, the best paper originating in a SOLE symposium/conference/congress proceedings, and the best logistics paper written by a graduate student.

#### 4.1.2 Prize Spectrum Article and SOLE Proceedings Paper Awards

##### 4.1.2.1 Eligibility

Any author(s) of a published article in the International Society of Logistics' Logistics Spectrum publication.

##### 4.1.2.2 Selection Committee

The Vice President-Administration or designee shall serve as the chairperson of the Prize Spectrum Article and SOLE Proceedings Paper Awards Committee. There shall be at least one additional committee member for Spectrum articles and for each SOLE proceedings.

##### 4.1.2.3 Selection Process

a. There is no nomination process. Every article published in the Logistics Spectrum during the awards year and every paper published in a SOLE Proceedings during the awards year will be eligible and therefore, considered by the selection committee.

b. The committee chairpersons will forward their first place nominations to the Awards Board Chairperson, along with a maximum of two honorable mentions, by May 20. A copy of the first place and honorable mentions papers/articles are to be included with a general statement of justification.

c. The prize Spectrum article award and prize paper award in a SOLE Proceedings must be approved by the Awards Board and the Board of Directors.

##### 4.1.2.4 Criteria for Evaluation

Published work within the Spectrum within one year prior to the commencement of the evaluation process (for example, material published between May 1, 1993 and April 30, 1994 would be considered in the evaluation for the 1994 award), are eligible for this award.

Published work in a SOLE Symposium/Conference/ Congress Proceedings within the awards year of 1 April through 31 March.

Additional criteria for evaluation of these awards are as follows:

a. Professional Enhancement - Contribution to logistics knowledge including innovation, clarification, originality of approach.

b. Structure - Clarity, simplicity of style, readability, logical organization, development and arrangement; simplicity and logic of sentence and paragraph structure; avoidance of unnecessarily long or complex words, sentences, and paragraphs' straightforward grammatical style; avoidance of unnecessary

technical jargon and explanation of unfamiliar acronyms and abbreviations.

c. Provocativeness - Challenging existing practices, ideas and theories with well-supported and substantiated documentation.

d. Depth of Analysis - Soundness of reasoning and logical, comprehensive coverage of subject matter.

e. Usefulness - To logisticians, managers, engineers, educators, technicians, specialists, etc., in solving problems or improving conditions or in clarification.

f. Completeness and Form - Meaningful abstract; clear, concise statement of objectives, conclusions and recommendations; referencing of sources; acknowledgment of contributions; substantiation.

#### 4.1.2.5 Form of Recognition

a. Both these awards will consist of a suitable titled certificate on a plaque, appropriately expressing the basis for the award. For the honorable mentions an 8 1/2" x 11" framed certificate will be presented.

b. These awards will be presented at the Annual International Logistics Conference and Exposition.

## 4.2 NEWSLETTER AWARDS

### 4.2.1 Purpose

a. The SOLE Annual Chapter Newsletter Award is presented each year to every SOLE chapter which meets SOLE's goals and standards of excellence (as established in this document) through successful and effective publication of its newsletter and Chapter submission for the award). The Society recognizes that two of its most important functions are to foster effective public relations activities and to establish effective channels of communication between SOLE chapters and their members, among the various SOLE local organizations, and among the chapter, district organizations and the international headquarters. One of the most effective ways to accomplish these objectives is through the development, publication and distribution of chapter newsletters.

b. Table 4-1 lists the levels of excellence to be presented in recognition of outstanding chapters. Chapter size shall be determined by the membership total based on the March 31st Chapter Roster prior to the award year. The chapter size established will remain the designation for the award period regardless of any change in chapter size during the year.

Newsletter Awards	Small Chapter		Medium Chapter		Large Chapter	
	Points	#Issues	Points	#Issues	Points	#Issues
Maximum Possible	720+	12	720+	12	720+	12
Platinum	540	9	600	10	720	12
Gold	480	8	540	9	600	10
Silver	360	6	480	8	540	9
Bronze	240	4	360	6	480	8
Copper (1st yr. Chapters)	120	2	n/a	n/a	n/a	n/a

Table 4-1 Achievement Level

#### 4.2.2 Eligibility

Chapters must be chartered by SOLE to be eligible for award consideration.

#### 4.2.3 Committee Membership

The Vice President-Administration serves as chairperson of the Newsletter Awards Committee. There shall be subcommittees for small, medium and large newsletter evaluation. The chairperson will appoint subcommittee chairpersons from among the SOLE membership.

#### 4.2.4 Submission

a. Newsletter editors are responsible for contacting the Vice President-Administration to obtain the name and address of the appropriate subcommittee chairperson. (Also, the names can or should be put in the Mgmt Newsletter and SOLETECH) A full set of the newsletters published during the award year is to be sent to each of the subcommittee members for the respective category. Submissions may be paper (hardcopy) or electronic media (floppy/CD-ROM, e-mail). Acceptability of submission by e-mail will be determined by each subcommittee, recognizing that efficiency and ease of submissions will enhance the access of chapters to this award.

b. A letter (or Email) must accompany submission from the chapter chairperson certifying distribution or notice of Internet availability of each issue to:

- (a) Entire chapter membership
- (b) State director and district director (if applicable)
- (c) Other chapters (optional)
- (d) Editors of all official SOLE publications
- (e) Vice President - Administration

(f) President

Entries not satisfying the distribution requirements will be disqualified.

#### 4.2.5 Criteria for Evaluation

Newsletter contents are measured on a point system. Points are awarded for the contents in each of five areas. Organization, Appeal, News Feeding, Officer/Committee Participation and Other Coverage. (See Table 4-2) Early planning of newsletter content and schedule for delivery of articles enhances a newsletter's ability to earn points. Points are awarded for newsletter content during the program year commencing 1 April and continuing through the subsequent 31 March.

#### 4.2.6 Selection Process

a. The judging period will be from 1 April through 31 March (the award year). It is the responsibility of the editors to ensure that their entry is received by the applicable subcommittee chairperson. This verification should take place in sufficient time to forward missing editions so that the subcommittee chairperson will have a complete set by 15 April of the award year. Submissions postmarked later than 15 April will not be considered.

b. The subcommittee shall evaluate the newsletters of each chapter based on the criteria identified in Table 4-2. For each newsletter, the subcommittee chairperson will record the manner in which points are awarded. Each small, medium or large Chapter Newsletter subcommittee chairperson will forward all petitions to SOLE Headquarters for subsequent return, along with the individual findings to the respective chapter. \*\*The committee chairperson shall rank the submissions in order of point totals for each chapter size category.

c. The findings of the subcommittees shall be sent to the Vice President - Administration by 20 May. Based on the recommendations of the chairpersons of the subcommittees, the Vice President - Publications shall submit recommendations for awards to the Awards Board by 20 May and prepare a report for the Board of Director's approval at the June meeting. Findings should be submitted to the Awards

Board Chair for inclusion of all awards that get forwarded to the Board of Directors.

#### **4.2.7 Form and Time of Recognition**

The form of the SOLE Newsletter Awards shall be determined by the Awards Board with approval of the Board of Directors and shall be presented at the SOLE Annual International Logistics Conference and Exposition and Technical Exhibition Awards Program.

Table 4-2

## SCORING CRITERIA

Area/Item	Pts/ Item	Max/ Issue
<b>PART I: ORGANIZATION</b>		
A. Volume and issue number & Month and year of issue	1	1
B. Chapter Name; District and Chapter numbers	1	1
C. Editor's name, address & phone number (w/area code); Name, title & phone number (w/area code) of chapter officers and state & district directors; Request (w/deadlines) for article/information from members	1	1
D. Utilized a scoring card to ensure complete news coverage (attach)	5	5
Total maximum points per issue		8
<b>PART II: APPEAL</b>		
A. Appealing/attractive layout: Clean copy (free of smudges, marks etc.); Free from typos/spelling errors; Readability (ease of comprehension, low fog count and interesting, motivational style).	1-2	2
B. Photo, sketch or clip art	2	2
C. SOLE Logo (Legal one)	2	2
D. Chapter Logo	2	2
F. Injects Humor	2	2
Total maximum points per issue		10
<b>PART III: NEWS FEEDING</b>		
A. Information from SOLE Management Newsletter & other SOLE publications.	2	2
B. Information from district newsletter or from other chapters	2	2
C. Provides a hard copy/electronic-copy of newsletter to another chapter or electronic notification of issue availability from website.	4	4
D. Has and maintains web site with chapter newsletter.	5	5
Total maximum points per issue		13
A. Information from SOLE Management Newsletter & other SOLE publications.	2	2
<b>PART IV: OFFICER/COMMITTEE PARTICIPATION</b>		
A. Articles on educational programs/professional development	4	4
B. Minutes of chapter executive board meetings	3	3
C. Minutes of chapter meetings, field trips or other events	2 per event	Un-limited
D. Chapter financial reports (monthly reports)	1	1

E. Chapter membership status	1	1
F. New/senior members' names & business affiliations	2	2
G. News items about members (e.g. promotions, marriages etc.	2	2
H. Member-of-the-month biography	2	2
I. Article from chapter chairperson	2	2
J. Article from vice-chairperson(s)	3 per VC	Un-limited
Total maximum points per issue		17+
<b>PART V: OTHER COVERAGE</b>		
A. Technical articles	4	8
B. Review of new textbooks or technical publications (military/commercial stds. specs & handbooks pertaining to logistics	4	4
C. Articles/Flyers on future events (local, district or international)	2	Un-limited
D. Articles on past events (local, district or international)	2	Un-limited
Total maximum points per issue		12+
Section I: Organization		8
Section II: Appeal		10
Section III: News Feeding		13
Section IV: Officer/Committee Participation		17+
Section V: Other Coverage		12+
Total maximum points (Sections I thru V) per issue		60+

## **Section 5- VICE PRES. MEMBERSHIP ADMINISTERED AWARD**

### **5.1 SOLE CHAPTER AWARDS PROGRAM**

#### **5.1.1 Purpose**

a. The SOLE Annual Chapter Award is presented each year to every SOLE chapter that meets SOLE's program goals and standards of excellence (as established in this document) through successful and effective activities in its operations. SOLE recognizes that a high caliber chapter program will enrich, educate, and enlighten the individual members of the logistics profession.

b. Table 5-1 lists the levels of excellence to be presented in recognition of chapter activities. Chapter size shall be determined by the membership total on the March 31st Chapter Roster prior to the beginning of the award year. The chapter size established will remain the designation for the award period, regardless of any change in chapter size during the year.

#### **5.1.2 Eligibility**

Chapters must be chartered by SOLE to be eligible for award consideration.

#### **5.1.3 Selection process**

a. Not later than 1 May of the year in which the award is to be presented, the chapter chairperson shall file an electronic/hardcopy/FAX petition to the applicable small, medium or large Chapter Awards Committee for consideration of the chapter under the provisions of this document. Each petition shall include a completed listing of all areas claimed by the chapter (see table 5-4), with supporting documentation (as outlined in table 5-2 and defined in table 5-3), showing the points claimed, signed by the Chapter chairperson or the officially

designated representative. The district director, as requested by the chapter, may help the chapter review the submissions before they are forwarded to the applicable small, medium or large Chapter Awards Committee. Chapters shall inform the District Director of package submission.

b. The various Chapter Awards Committees will not be required to communicate with district directors or chapter chairpersons for clarification of questionable justification of claimed points, but will adjust total points according to their best judgment. Chapters that are not recommended for the award level submitted will be contacted by the Chapter Awards Committee to permit timely corrections of errors occurring in the review process. The findings of each applicable small, medium or large Chapter Awards Committee shall be sent to the Awards Board by 21 May. Each small, medium or large Chapter Awards Committee Chairperson will forward all petitions to SOLE Headquarters.

c. Based upon the recommendations of the chairperson of the applicable small, medium or large Chapter Awards Committee, and upon verification that the appropriate criteria (table 5-2) have been met, the Awards Board Chairperson will forward the recommendations to the Awards Board and will present them to the Board of Directors no later than 60 days prior to the 1st day of the International Symposium. Awards Manuals will not be returned via mail to the chapters.

TABLE 5-1 AWARD LEVEL POINTS

	Large (over 150)	Medium 76-150)	Small (up to 75)
Platinum Chapter	12,600	10,500	8,400
Gold Chapter	10,500	8,400	6,300
Silver Chapter	8,400	6,300	4,200
Bronze Chapter	6,300	4,200	2,100
Copper Chapter	(Not Used]	(Not Used]	1,050

TABLE 5-2a CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Documentation*
<b>1. OPERATIONS</b>			
a. Publish and distribute a newsletter, in either hard copy or electronic format, of at least two pages (not including space for address, chapter officers, editor's name and distribution) providing public relations and advance notice of chapter activities, technical activities, and general information about chapter members.	200 each issue	2,400	1
b. Conduct membership meetings with guest speakers.	100 each meeting	1,200	1
c. Conduct tour of a plant, facility, or activity (not part of a regular meeting).	50 each tour	100	1
d. Organize and conduct a local, district,-or national seminar <sup>1</sup> or workshop.	250 each day	Unlimited	1
e. Work with another SOLE chapter on a joint project or provide assistance to another chapter.	100	100	1
f. Survey members to determine chapter direction and member requirements.	100	100	1
Sub-Total for OPERATIONS		3,900+	

\*Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

<sup>1</sup> "Seminar" and "Symposium" are interchangeable terms for the purpose of this document.

TABLE 5-2b

## CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Documentation*
<b>2. MEMBERSHIP</b>			
a. Chapter member elected/appointed to as position in SOLE International (BOD, ExBd, Dist. Dir.) or LEF BOG.	50 each member	150	1
b. Chapter member appointed to a SOLE International committee (persons other than members of the (BOD)).	50 each member	150	1
c. Chapter member appointed to a SOLE co-sponsored activity.	25 each member	100	1
d. Chapter member appointed to a district staff/committee.	25 each member	100	1
e. Choose the one applicable to your chapter: % of 31 March membership base attained.			
> 101%	400	400	6
100%	300	300	6
95 - 99%	200	200	6
90 - 94%	100	100	6
f. Publish and distribute to chapter members a directory to include with the permission of the members, as a minimum: name and name of employer.	200	200	2
g. Publish name and brief biography of each new member in the chapter newsletter.	25 each newsletter	250	1
h. Chapter member nominated for Fellow member grade.	100 each member	200	1
i. Chapter brings in a new Corporation member.	25 each member	200	1

\*Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-2c

CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Docu-mentation*
j. Chapter member becomes a member of President's Honor Roll.	50 each member	250	1
k. Assist in starting a student chapter.	100 each	500	1
l. Hold separate new member orientation/welcome meeting.	50 each meeting	100	1
Sub-Total for MEMBERSHIP		2,600	
<b>3. TECHNICAL ACTIVITIES</b>			
a. Conduct a training program to prepare for C.P.L. examination.	25 per class hour	1,000	1
b. Conduct educational workshop or lecture series in any of the technical specialty areas included in the technical divisions.	25 per class hour	1,000	1
c. Arrange for <u>new</u> courses in logistics education presented at local continuing education programs, colleges, or universities. <i>These courses must be ones wherein the chapter as an entity has made the initial request or suggestion to the educational establishment that a course in a particular subject be added.</i> Courses that the educational establishments have added as a part of the establishments' plan to adjust their curriculum may not be counted.	100 each course	500	5,1
d. Perform a logistic-related project to assist a community or civic organization. Accompanying the petition must be a summary describing in detail what the actual logistics were that were performed by the chapter.	250 each project	500	1
e. Chapter members take C.P.L. examination and not awarded certification (per exam).	50 each member	200	1
f. Member proctors C.P.L. exam.	100 each member	400	1
g. Chapter members granted C.P.L. during the award year.	200 each member	Unlimited	1

\*Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-2d

CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Docu-mentation*
h. Refereed Articles (excluding letters to the editor or notices) published in <u>Spectrum</u> or <u>Annals</u> .	200 each article	1,000	3
i. Articles on logistics (excluding letters to the editor or notices) published/presented in journals, magazines, or proceedings of a non-SOLE entity.	100 each article	500	3
j. Technical papers presented by members or in proceedings of a symposium or seminar sponsored or cosponsored by SOLE.	200 each paper	1,000	3
k. Non-refereed articles (excluding letters to the editor or notices) published in <u>Spectrum</u> .	50 each article	500	3
a. Chapter member attends the Annual International Symposium.	50 each member	900	1
Sub-Total for TECHNICAL ACTIVITIES		7,500+	
<b>4. PUBLIC RELATIONS/LIAISON</b>			
a. Present certificates/letters/tokens of appreciation to speakers.	25 each award	300	1
b. Present formal awards to member.	100	100	1
c. Send public relations letters to employers recognizing new chapter officers, recipients of SOLE awards, appointments, or other accomplishments of chapter members.	25 each letter	400	1
d. Participate in a joint meeting with another professional society where logistics is addressed.	100 each society	200	1

\*Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-2e

## CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Docu-mentation*
e. Provide unpaid speaker to other SOLE chapters, related professional societies, universities, career days, civic organizations, or non SOLE sponsored conferences or seminars.	100 each speech by each speaker	1,000	1
f. Officer or representative make SOLE presentation to executive in previously unrepresented (in membership) corporation or organization.	100 each new corp. or org.	500	1
g. Chapter gives special recognition to chapter's top recruiter.	100	100	1
Sub-Total for PUBLIC RELATIONS		2,600	
<b>5. ADMINISTRATION</b>			
a. Print biographical sketches of nominees for chapter offices and mail with ballots to members 30 days prior to the election.	100	100	1
b. Mail list of chapter officers to SOLE Headquarters within 30 days after election.	50	50	1
c. Chapter chairperson or designated representative attends Annual Assembly and Annual Chapter Chairpersons' Meeting.	100	100	1
d. Member participates in district meeting.	25 each member / meeting	150	1
e. Conduct separate meeting for chapter officers and committee chairpersons.	10 each meeting	120	1
f. Submit chapter reports on time to district director.	50 each report	600	1

\* Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-2f

## CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Documentation*
g. Display chapter banner at chapter meetings.	10 each meeting	120	1
h. Display chapter banner at international symposium.	50	50	1
i. Publish schedule of year's meetings and topics by 30 Sept.	50	50	1
j. Chapter officers and committee chairpersons prepare report of past year's activities.	50 each report	Unlimited	4
k. Perform officer and committee chairperson training.	200	200	1
l. Establish a job referral service.	100	100	1
Sub-Total for ADMINISTRATIVE		1,640+	
<b>6. SPECIAL AWARDS</b>			
a. Submit nominees for Founders, Armitage, Eccles, Williams Space Logistics, or Distinguished Service Medals or Young Logistician Award.	100 each nomination	600	1
b. Submit nominees for Field Award.	100 each nomination	500	1
c. Chapter member receives President's Award for Merit.	100 each award	300	1
d. Chapter newsletter selected as one of the top three chapter newsletters in that size group.	300	300	1
e. Chapter donates to LEF.	50 each \$50	1,000	1
f. Chapter donates to SOLE International	50 each \$50	1,000	1
Sub-total for SPECIAL AWARDS		3,700	

\* Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-2g CHAPTER AWARDS POINT SYSTEM

<u>Area/Item</u>	Points per Item	Maximum Awarded	Docu-mentation*
Section 1. Operations		3,900	
Section 2. Membership		2,600	
Section 3. Technical Activities		7,500+	
Section 4. Public Relations/Liaison		2,600	
Section 5. Administration		1,640+	
Section 6. Special Awards		3,700	
TOTAL FOR ALL AREAS		21,940+	

\*Where multiple forms of supporting documentation are cited, preference for submission is in the order shown.

TABLE 5-3 SUPPORTING DOCUMENTATION REQUIRED FOR CHAPTER AWARDS SUBMISSION

<p>Copy of chapter newsletter/flyer.</p> <p>Copy of chapter Membership Directory.</p> <p>Copy of article (excludes letters to the editor or notices).</p> <p>Copy of minutes/report.</p> <p>Copy of letter/brochure from college, university, or other academic institution.</p> <p>Copy of SOLE Headquarters membership roster or summary for the chapter.</p> <p>Use these six documents as <b>primary</b> Supporting Documents. Use any other certificate, letter, or brochure to document that activity when the primary Supporting Documents are not available.</p> <p>In submitting newsletters, only 1 copy of newsletter is necessary for documentation purposes. Reference to issue and page to support points for each item must be annotated.</p>
--

The chapters may pick up the manuals at the International Symposium.

**5.1.4 Criteria for Evaluation**

Chapter accomplishments are measured on a point system. Points are awarded for accomplishments in each of the seven areas of

chapter operations: Operations; Membership; Technical Activities; Public Relations/Liaison; Administrative; Special Awards; and International Symposium Attendance. See Table 5-1, sheets a-g. Early planning of chapter activities and collection of documentation enhances a chapter's ability to

earn points. Points are awarded for chapter activities during the program year commencing 1 April and continuing through the subsequent 31 March.

### **5.1.5 Procedure for Reporting Chapter Awards**

a. The evaluation period for the award of points is 1 April through 31 March.

b. Petitions may be via electronic media or must be typed and submitted on 8 1/2" x 11" paper. For paper submissions, items submitted as supporting evidence that are smaller size must be secured to the standard paper. If an exhibit is utilized multiple times as supporting evidence then only one copy need to be submitted. All references to that exhibit shall be by exhibit number (see section e below). For electronic petition submissions, supporting documentation can be as for paper petitions or can be electronic documents.

c. The paper petition and supporting documentation must be bound in a three ring binder. Electronic petition must be either via storage media (floppy, CD-ROM, etc.). The use of e-mail submissions or other storage media as listed above will be for the applicable awards committees to approve. Standard file formats are: .pdf, .rtf, MS Office version to be defined.

d. The completed, signed, and dated official points summary (table 5-4) must be an enclosure to the petition and will be placed at the front of the submission or electronically attached.

e. All supporting documentation shall be listed as numerical exhibits and referenced in the petition. Documentation shall include single copies of programs, newsletters, reports, letters, etc., as provided for in table 5-2 (Supporting Documentation Required for Chapter Awards Submission).

### **5.1.6 Form and Time of Recognition**

The form of the SOLE Annual Chapter Awards and the Annual International Chapter Award shall be formal certificate, plaque, or other award medium designed for display as determined by the Awards Board with approval of the Board of Directors and shall be presented at the SOLE Annual International Logistics Symposium Awards Program. Presentation of the Awards shall be by formal ceremony and directly to the Chapter representative, when available. Presentation of these prestigious Chapter Awards will be equal to the measures provided for other SOLE Awards presented to individuals during the Awards Program.

## **Section 6—AWARDS ADMINISTERED BY THE PRESIDENT**

### **6.1 PRESIDENT'S AWARD FOR MERIT**

#### **6.1.1 Purpose**

The President's Award for Merit is presented annually to one or more members of the Society in recognition of the contribution of the recipient(s) toward achievement of the Society's goals.

#### **6.1.2 Eligibility**

Any SOLE member in good standing.

#### **6.1.3 Selection Process**

a. Proposed recipients of the award may be nominated by any SOLE member to the President by 1 May each year.

b. Subject to approval of the Executive Board, the President shall have the right to select for this award any SOLE member whose performance in the Society is outstanding and who has made significant contributions toward achievement of the Society's goals.

#### **6.1.4 Criteria for Evaluation**

The nominees shall have devoted outstanding effort to the promotion or enhancement of the Society's activities. Each President must establish his own criteria for determining the recipients of this distinguished award.

#### **6.1.5 Form of Award**

a. The award shall be a Certificate of Merit or Plaque presented by the retiring President on behalf of the Society, suitably expressing the appreciation of the Society and acknowledging the value of the contribution the individual has made toward the achievement of the goals of the Society.

b. The award shall be presented during the Annual International Logistics Conference and Exposition.

## **Section 7- AWARDS ADMINISTERED BY THE VICE PRESIDENTS INTERNATIONAL**

### **7.1 INTERNATIONAL CHAPTER AWARD**

#### **7.1.1 General**

The Vice Presidents, International are responsible for establishing the criteria on which the selection of the SOLE International Chapter Awards shall be based. They are also responsible for informing the International Chapters about the award, and ensuring that information regarding the award selection process is provided to the Chairperson of the Awards Board.

#### **7.1.2 International Chapter of the Year**

The International Chapter(s) of the Year Award is designed to recognize outstanding achievements of (non-North American) SOLE chapters. Selection of the recipient(s) of this award is to be determined by the Vice Presidents International, based upon their evaluation of each [non-North American] chapter's contributions to SOLE in those same seven areas in which North American chapters are evaluated for Annual Chapter awards (paragraph 5.1.4). Chapter chairpersons of international chapters are responsible for informing the appropriate Vice President International of their activities in these areas.

#### **7.1.3 Procedure for Reporting International Chapter Awards.**

- a. The evaluation period for the award of points is 1 April through 31 March.
- b. Petitions must be typed and submitted on standard size paper. Items submitted as

supporting evidence that are smaller size must be secured to the standard paper.

- c. The petition and supporting documentation must be bound.

- d. The completed, signed, and dated Official Points Summary (Table 5-3) will be included.

- e. All supporting documentation shall be listed as numerical exhibits and referenced in the petition.

### **7.2 OUTSTANDING INTERNATIONAL NEWSLETTER AWARDS**

- a. These awards are given to non-North American chapters that publish an outstanding newsletter. To be eligible for an award, the chapter must forward copies of each issue to the appropriate Vice President-International (based on geographical location). The Vice Presidents - International will use the chapter newsletter award criteria (Table 4-2) and the achievement levels (Table 4-1) as guidelines for determining what awards are to be conferred.

The Vice Presidents - International shall inform the international chapters about this award, establish a system for award determination, and provide information about the determinations to the chairperson of the newsletter awards committee, not later than 18 May. There is no restriction on the number of awards per year. The award will be presented at the Annual International Logistics Conference and Exposition and Technical Exhibition.

## **Section 8- DISTINGUISHED TYPES OF MEMBERSHIP**

### **8.1 HONORARY**

#### **8.1.1 Purpose**

The International Society of Logistics has established a special honorary membership category to commend leaders of government, education and industry for their outstanding individual contributions to logistics. This designation provides recognition of the management and technical skills they have demonstrated throughout their illustrious careers and acknowledges the Society's appreciation for their guidance and leadership in advancing the stature of the logistics profession.

#### **8.1.2 Eligibility**

Prior SOLE membership is not required. The image and reputation of the nominee and the significance of his contribution to logistics professionalism are the paramount considerations.

#### **8.1.3 Selection Process**

Nominations for this award must be presented to the Board of Directors in writing by petition of not less than ten SOLE members. Election requires two-thirds majority vote (by secret ballot) of all members of the Board of Directors present at a regularly constituted meeting.

#### **8.1.4 Form of Award**

Honorary members are presented a plaque, lapel pin, laminated membership card and all other rights and privileges associated with a SOLE life membership.

### **8.2 FELLOW**

#### **8.2.1 Purpose**

The Fellow Board is a standing committee, which operates under the auspices of the Board of Directors. The Chairperson of the Fellow Board is appointed by the Vice President-Member Services. The Fellow Board consists of members chosen from among the current Fellows. The Fellow Board shall be comprised of representatives from as many SOLE districts as practical, with no more than two members from a single district.

#### **8.2.2 Eligibility**

Membership in SOLE for at least five years prior to the year of the nomination is required.

#### **8.2.3 Selection Process**

The Fellow Board is responsible for making recommendations to the Board of Directors for nominees to be awarded Fellow status. Nominations may be submitted to the Chairperson of the Fellow Board by any SOLE member with one exception. No member of the Board of Directors, the Fellow Board, or the SOLE Headquarters staff shall act as a sponsor for any nomination if he occupies any of these positions on the date of submission of the nomination.

A maximum of one Fellow can be elected annually for each 1000 members of SOLE. For example, if Society membership in a given year is 7,800, no more than seven Fellows can be selected.

## 8.2.4 Criteria for Evaluation

Each Fellow Board member individually evaluates Fellow nominations based on his assessment of each nominee's credentials. The sum of points given to a nominee on all sections of the Fellow nomination determines the total score of that individual from a given evaluator. A minimum aggregate score of 70 points is required from at least two thirds of the Fellow Board members for a nominee to be eligible for selection.

The Fellow Board has established a standard format to be used for Fellow membership nominations which includes:

- a. Summary of professional logistics job experience
- b. Professional non-SOLE Logistics activities
- c. Outstanding contributions to SOLE
- d. Education
- e. Outstanding contributions to the field of logistics
- f. Special honors in the field of logistics

A standard form has also been developed which provides space for each nominee's

general and specialized qualifications. Only the most important data for each category should be itemized so that it will fit within the space allotted. However, each item or bit of data listed on that form requires supporting documentation to be attached. Each section in the form should be filled out, since sections omitted will be given a zero score. The Fellow Board has developed weighting percentiles for computing a total score for each nominee.

Fellow nomination forms are available from SOLE headquarters. A reproduction of the nomination form, figure 8-1, the instructions to sponsors, figure 8-2, the evaluation guide, figure 8-3, and the evaluation summary sheet, figure 8-4, are shown starting on the following pages. Fellow nominations are due to the Chairperson of the Fellow Board by 1 April.

## 8.2.5 Form of Award

New Fellows are recognized at the Awards Banquet, which is held in conjunction with the Annual International Logistics Conference and Exposition. A plaque and lapel pin is presented to each honoree.



## SOLE NOMINATION FOR FELLOW CLASS

NOMINEE:

SECTION 2: PROFESSIONAL NON-SOLE LOGISTICS ACTIVITIES

(A) EDUCATIONAL:

(B) PUBLISHED WRITINGS:

(C) CONSULTING:

(D) PRESENTATIONS:

(E) OTHER CONSIDERATIONS:

## SOLE NOMINATION FOR FELLOW CLASS

NOMINEE:

SECTION 3: OUTSTANDING CONTRIBUTIONS TO THE INTERNATIONAL SOCIETY OF LOGISTICS

(A) CHAPTER/DISTRICT OFFICES HELD:

(B) INTERNATIONAL OFFICES HELD:

(C) OTHER ACCOMPLISHMENTS AND CONTRIBUTIONS:

## SOLE NOMINATION FOR FELLOW CLASS

NOMINEE: \_\_\_\_\_

SECTION 4: EDUCATION

(A) ADVANCED DEGREE:

(B) UNDERGRADUATE DEGREE:

(C) OTHER:

## SOLE NOMINATION FOR FELLOW CLASS

NOMINEE: \_\_\_\_\_

SECTION 5: OUTSTANDING CONTRIBUTIONS TO THE FIELD OF LOGISTICS

(A) MANAGEMENT INNOVATIONS:

(B) ORGANIZATIONAL IMPROVEMENTS:

(C) RESEARCH AND DEVELOPMENT BREAKTHROUGHS:

## **SOLE NOMINATION FOR FELLOW CLASS**

*NOMINEE:* \_\_\_\_\_

SECTION 6: SPECIAL HONORS IN THE FIELD OF LOGISTICS

## INSTRUCTIONS TO SPONSORS OF NOMINEES FOR



**FELLOW**

**DISTINCTION**

**IN**

**SOLE**

The Nomination for Fellow distinction form was developed to provide the criteria that are considered essential for the Fellow Board to evaluate objectively the experience and contribution of a nominee in a standard format.

The SOLE Management Manual states that the recipient of the Fellow distinction must have made “outstanding contributions to the science and practice of logistics.” To ensure full consideration of the individual you are sponsoring, each section in the form must be filled out as completely as possible as each represents a part of the total score. Sections omitted will be given a zero score.

Weighting percentiles have been developed for the sections and will be used in determining a total score. A simple statement of accomplishments is sufficient. All statements *must* be documented or verified by letter from the proper authority; verification of published works; copies of major awards; verification, not only of SOLE office, but accomplishments in office; copies of diplomas, newspaper or newspaper articles; etc. General endorsements are unacceptable. Nominations received without the required documentation or verifications will be returned to the sponsor and no further action will be taken by the Fellow Board. Therefore, the nomination form and attached documentation must clearly and concisely define the qualification of the nominee for selection to the Fellow distinction.

Unfortunately for the individuals concerned, there have been many examples in previous years of sponsors failing to follow instructions, not spending the time necessary to properly prepare the nominating forms, or omitting sections. Other examples of deficiencies include failure to indicate on back-up documentation and attachments the sections to which they apply; failure to verify job experience in SECTION 1; failure to list only non-SOLE activities in SECTION 2; not recognizing in the rating system, the importance of SECTION 5, Outstanding Contributions to the Field of Logistics; and back-up documentation that gives the appearance of a rubber stamp.

Do not do a disservice to the nominee! If he/she is outstandingly qualified to be nominated as a Fellow selectee, prepare the nomination form in a manner that concisely and accurately reflects his accomplishments and leaves no doubts in the minds of the evaluators as to his eligibility. Also organize the response following the exact format of the application form.

The form provides space for general and specialized qualifications. Only the most important data for each category should be itemized. Additional information on extra pages will be considered if it is evident that such information is pertinent and could not have been reduced in length to fit within the space allotted on the form without affecting the content. Include required documentation and/or verification of statements as attachments, and then provide a cross-reference of the documentation to the sections.

## SECTION 1

### SUMMARY OF PROFESSIONAL LOGISTICS JOB EXPERIENCE – 10 POINTS (TOTAL)

Describe actual professional experience in sufficient detail to justify pertinent to logistics. A boilerplate description of what is supposed to be accomplished in a position is not acceptable and will not be scored. Include letters from supervisors, or other documents verifying experience.

Start with the present position and list the five most recent positions in reverse order.

Also include employers; inclusive dates; position titles and technical/managerial levels, as appropriate; and title and managerial level of supervisors.

It is realized that most applicants have many years of experience. Therefore, provide detailed descriptions of logistics accomplishments that exceeded minimum job descriptions. This is what separates a prospective Fellow from his logistician peers.

## SECTION 2

### PROFESSIONAL NON-SOLE LOGISTICS ACTIVITIES – 15 POINTS (TOTAL)

The purpose of this section is to highlight logistics activities that do not apply to SECTION 5, OUTSTANDING CONTRIBUTIONS TO THE FIELD OF LOGISTICS”; were not SOLE-related; exceeded normal job performance; and are worthy of evaluation by the Fellow Board. Activities described in all the following areas must be documented or verified and cross-referenced.

**A. EDUCATIONAL** – What courses were planned, written, directed or taught? What logistics courses were sponsored for credit or non-credit? What was done to establish accreditation for logistics? (4 points)

**B. PUBLISHED WRITINGS** – List only logistics oriented books, articles, etc., authored or co-authored. Do not give a long list of publications which are only remotely associated with logistics. Do not include presentations that are published in proceedings. (4 points)

**C. CONSULTING** – List consulting responsibilities of a formal or regular basis. Give specifics, not vague descriptions. (3 points)

**D. PRESENTATIONS** – Indicate any formal presentations on logistics. (2 points)

**E. OTHER CONSIDERATIONS** – List other activities not covered in the above subsections in which the nominee has been engaged that are considered germane to, and would enhance the evaluation of the nominee. (e.g., participation in workshops, symposia, civil or community activities, etc.) (2 points)

## SECTION 3

### OUTSTANDING CONTRIBUTIONS TO THE INTERNATIONAL SOCIETY OF LOGISTICS – 24 POINTS (TOTAL)

The objectives of this section are twofold:

1. List of offices held at chapter/district and at international (Board of Directors) levels of the Society. Holding office for one term in itself warrants consideration for points, because it indicates a willingness to provide the leadership so necessary to the health and advancement of SOLE. However, the nominee who had held office to a greater degree could receive a higher score. The office holder, whether for one term or multi-terms who has performed above the average and made outstanding contributions could be rated higher than he/she could otherwise. Therefore, to ensure that his nominee is presented with every possibility to receive a higher evaluation, the sponsor must indicate the office held, the tenure, and describe precisely and verify outstanding contributions made during his tenure.
2. Provide an opportunity for nominees to be recognized and rated who have not held office in SOLE, but have made outstanding contributions to the Society. SOLE has many examples of individuals in this category who have continually and productively contributed to the achievement of Society goals in an outstanding manner. They are the members who do not hesitate to volunteer to take on a difficult or unglamorous task and bring it to a successful finish or who unhesitatingly responds to a need when called.

Note, that in each case, accomplishments are more important than position. Examples of accomplishments and contributions applicable to paragraphs 1 & 2 above, are promotion of the chapter and/or national organizations;

consistently qualifying for President's Honor Roll for enrolling new members; promoting professionalism of SOLE members; gaining recognition for the Society; chairing major committees; and planning and/or chairing seminars, symposia, workshops.

Scoring for this section is as follows:

- A. Chapter/District Offices Held – 5 points
- B. International Offices Held – 10 points
- C. Other Accomplishments and Contributions – 10 points

#### **SECTION 4**

##### **EDUCATION – 5 POINTS (TOTAL)**

This section is for listing logistics relevant formal education (engineering, science, computer, mathematics, logistics, etc.) and degrees acquired; continuing education courses in logistics conducted by military or civilian organizations; and logistics courses, tutorials, and workshops conducted by SOLE.

If formal degree programs were not completed, or for non-degree effort, the sponsor must list course titles, subjects covered, length, and semester hours/continuing education units certificated/awarded.

*Do not list educational programs that have no bearing on logistics, as they will not be scored.*

Scoring for this section is as follows:

- A. Advanced Degree – 2 points
- B. Undergraduate Degree – 2 points
- C. Other – 1 point

#### **SECTION 5**

##### **OUTSTANDING CONTRIBUTIONS TO THE FIELD OF LOGISTICS – 5 POINTS (TOTAL)**

The purpose of this section is to describe the contributions of the nominee that were truly outstanding and benefited the field of logistics. *A recap of contributions listed in sections 2 and 3 is not acceptable.* Election to Fellow necessitates a significant score in this section. The fact that a nominee performed well in an assignment is not the criterion sufficient to warrant selection. The competition is such that only those nominees who conceived, directed, or executed very complex or highly innovative logistics programs will ordinarily be elected.

Outstanding contributions in the following areas must be verified, and the benefits to the logistics profession clearly described. Such contributions must distinguish the nominee and be of such importance to exert a profound influence on the logistics profession as a whole.

##### **A. Management Innovations (10 points)**

Example: “Developed and implemented a computer-based support management system, which integrated all support activities, provided check points to assure that support activities were carried out in accordance with schedule requirements, enabled real-time cost comparisons to be made, and assured ability to determine status of each program element and the program as a whole at any time.”

##### **B. Organizational Improvements (10 points)**

Example: “Planned, designed, and developed a major, highly efficient commercial logistics organization whose success was documented by measured expanded productivity and profitability and which set an industry standard.”

##### **C. Research and Development Breakthroughs (15 points)**

Examples:

“Designed and developed a network system for providing computer-aided maintenance instruction to avionics maintenance personnel located at different sites. Developed the courseware necessary for maintenance instruction on several electronic warfare systems.”

“Developed an automatic data processing system capable of editing the federal cataloging system for the purpose of identifying and isolating unit purchase prices which appear to be unreasonable and which warrant further review.”

The examples above are hypothetical. Actual contributions must include considerably more detail to enable the evaluators to adequately assess and deservedly score them.

#### **SECTION 6**

##### **SPECIAL HONORS IN THE FIELD OF LOGISTICS – 10 POINTS (TOTAL)**

The purpose of this section is to describe only those honors in logistics that were special. Examples of special honors for outstanding logistics accomplishments are:

National awards such as the NSIA Edward M. Greer and the Logistics Emeritus Awards, annual major SOLE awards, etc. Formal commendations and citations presented by the government agencies, professional societies, industrial associations, or similar organizations.

In each case, the special honor must be described clearly and a copy of the accompanying citation provided, and it must be cross-referenced to the narrative.

**BY APRIL 1<sup>st</sup>**, send 10 copies of the completed form and all attachments with a letter of transmittal indicating why you support the nominee as a candidate for Fellow to:

**SOLE HEADQUARTERS**  
**SOLE—The International Society of Logistics**  
**8100 Professional Place, Suite 211**  
**Hyattsville, MD 20785**

Members of the Board of Directors, members of the Fellow Committee, or members of the Headquarters Staff may not act as sponsor for any nomination for Fellow, if such person occupies any of those positions on the date of submission for the nomination.

# FELLOW NOMINATION EVALUATION GUIDE

## I. PURPOSE

The purpose of the SOLE Nomination for Fellow Distinction and the weight-factor system is to:

- A. Identify activities and experience that will most nearly satisfy the outstanding qualification requirements.
- B. Establish criteria for selection of Fellows
- C. Ensure fair and unbiased analyses

Fellow Board Members are to exercise judgment of each nominee's qualifications for each section and category listed below, as contrasted with the full score examples or equivalents shown. Board Members shall evaluate any substantiating attachments or documentation. **A simple statement of accomplishment is insufficient.**

Each individual claim of professional experience and accomplishment must be accompanied by substantiating independent documents. Documentation may consist of newsletter or newspaper articles, samples of publications, or letters from supervisors, managers or co-workers attesting to experience and/or accomplishments of the specific claim. **Generic endorsements are insufficient and should be ignored.** Copies of award certificates, diplomas, etc. should be included for certification of education or experience.

Board Members may not assign scores for nomination form sections in excess of those provided in the detailed guidelines below. Do not fill in the gaps for less than adequate nominations. Remember the integrity and credibility of the Fellow distinction is in your hands. In order to assist you in your scoring it is strongly urged that you carefully read "Instructions to Sponsors of Nominees for Fellow Distinction in SOLE."

## II. MINIMUM AGGREGATE SCORE FOR SELECTION

The sum of the individual selections listed below determines the total score. A minimum aggregate score of 70 points is required by at least six of nine Fellow Board Members.

## III. DETAILED GUIDELINES ON SCORING FELLOW NOMINATION FORMS

**SECTION 1.** Summary of Professional Logistics Job Experience (10 points maximum)

Professional positions/responsibilities/experiences having a significant influence on the field of logistics.

**SECTION 2.** Professional Non-SOLE Logistics Activities (15 points maximum total)

A. Educational (4 points)

- (1) Courses written or taught.
- (2) Logistics courses sponsored, whether or not for credit.
- (3) Established accreditation.

**SOLE FELLOW BOARD**

- B. Published Writings (4 points)
  - (1) Author or co-author of books, articles, specifications, or standards (not presentations)
  - (2) Logistics topics addressed
- C. Consulting (3 points)
  - (1) Specific consulting responsibilities on a formal or regular basis
- D. Presentations – Formal presentations on logistics (2 points)
- E. Other Considerations (2 points)
  - (1) Participation in workshops, symposia, etc.
  - (2) Other activities, such as civil or community, which nominee has sponsored or been involved in that are not as specific as those listed under Section 5, Outstanding Contributions to the Field of Logistics

**SECTION 3. Outstanding Contributions to SOLE (25 points maximum)**

- A. Chapter/District Offices Held (5 points)
  - (1) Chapter Chairman/Vice Chairman
  - (2) District/State Director
- B. International Offices Held (10 points)
  - (1) BOD Member
  - (2) LEF Board of Governors
  - (3) Chairman of a major committee for two or more years
  - (4) Editor of SOLEtter, Spectrum or Annals
- C. Other Accomplishments and Contributions (10 points)
  - (1) Actions to promote the local chapter and international organization
  - (2) Actions to enroll to renew members
  - (3) Actions to promote professionalism
  - (4) Actions to gain recognition for SOLE
  - (5) Chairing or serving on committees (do not duplicate A or B)

**SECTION 4. Education (5 points maximum total)**

Special schooling in logistics, certificate, CEU's, BS/BA, MA/MS, PhD/DBA.  
Completion of advanced logistics course. Other logistics schooling, short courses, seminars, workshops, etc., proportionally less.

- A. Advanced degree (2 points)
- B. Undergraduate degree (2 points)
- C. Other (1 point)

## SOLE FELLOW BOARD

**SECTION 5. Outstanding Contributions to the Field of Logistics** (35 points maximum total)

A. Management Innovations (10 points)

Items must be specific and benefits clear

B. Organizational Improvements (10 points)

Items must be specific and benefits clear

C. Research and Development Breakthroughs (15 points)

**SECTION 6. Special Honors in the Field of Logistics** (10 points maximum)

National Awards (SOLE, NSIA, AIAA, etc.) of a major nature. Formal citations for logistics accomplishments by government agencies, professional societies, industry associations, etc. (Adjust point score for awards of proportionally less importance.)

### MAXIMUM POINT SCHEDULE SUMMARY:

SECTION 1	10
SECTION 2	15
SECTION 3	25
SECTION 4	5
SECTION 5	35
SECTION 6	<u>10</u>
	100

### SPECIAL NOTES:

A score sheet is provided to record your step-by-step evaluations for each nominee listed. When completed, forward the score sheet to the Fellow Board Chairman. **Do not forward the score sheet to SOLE Headquarters!**

All applications and information received by you should be treated as privileged information and should be destroyed *after* the Board of Directors has voted on and elected the Fellow candidates.

Any discrepancies noted in the form and instructions, or recommendations for improvement in our procedures should be sent to the Fellow Board Chairman.

You will recall that the normal term on the Fellow Board is three years, with at least one year's absence before another term. This will allow rotation of board responsibilities among all Fellows desiring to serve. Normally one-third of the board, or three members will be replaced each year.

# FELLOW EVALUATION FORM

Board Member \_\_\_\_\_

Signature \_\_\_\_\_

<b>Nominee</b>	<b>Section 1</b> (Max: 10)	<b>Section 2</b> (Max: 15)	<b>Section 3</b> (Max: 25)	<b>Section 4</b> (Max: 5)	<b>Section 5</b> (Max: 35)	<b>Section 6</b> (Max: 10)	<b>Total</b> (Max: 100)
		A- B- C- D- E-	A- B- C-	A- B- C-	A- B- C-		
<b>Section Total</b>							
<b>Nominee</b>	<b>Section 1</b> (Max: 10)	<b>Section 2</b> (Max: 15)	<b>Section 3</b> (Max: 25)	<b>Section 4</b> (Max: 5)	<b>Section 5</b> (Max: 35)	<b>Section 6</b> (Max: 10)	<b>Total</b> (Max: 100)
		A- B- C- D- E-	A- B- C-	A- B- C-	A- B- C-		
<b>Section Total</b>							
<b>Nominee</b>	<b>Section 1</b> (Max: 10)	<b>Section 2</b> (Max: 15)	<b>Section 3</b> (Max: 25)	<b>Section 4</b> (Max: 5)	<b>Section 5</b> (Max: 35)	<b>Section 6</b> (Max: 10)	<b>Total</b> (Max: 100)
		A- B- C- D- E-	A- B- C-	A- B- C-	A- B- C-		
<b>Section Total</b>							
<b>Nominee</b>	<b>Section 1</b> (Max: 10)	<b>Section 2</b> (Max: 15)	<b>Section 3</b> (Max: 25)	<b>Section 4</b> (Max: 5)	<b>Section 5</b> (Max: 35)	<b>Section 6</b> (Max: 10)	<b>Total</b> (Max: 100)
		A- B- C- D- E-	A- B- C-	A- B- C-	A- B- C-		
<b>Section Total</b>							

SOLE FORM F-4 (APRIL 1994)

1