



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY ARMOR SCHOOL  
1 KARKER STREET, SUITE 6600  
FORT BENNING, GEORGIA 31905-4500

ATZK-CD

1 February 2019

MEMORANDUM FOR RECORD

SUBJECT: The General Fred M. Franks Jr. Writing Award Program Standard Operating Procedures

1. Scope. The GEN Fred M. Franks Jr. Writing Award will evaluate and recognize outstanding contributors, from across the Army, who demonstrate clarity and vision on the future of the Armor force through clear and concise writing.
2. Purpose. This SOP will outline the eligibility for authors, standards for writing and submission, evaluation criteria, and duties and responsibilities for the personnel involved in administering this writing competition and awards program.
3. Biography. General Fred Franks began his active duty military career after graduating from the United States Military Academy on 3 June 1959 and retired from active Army service 1 December 1994. During his service, General Franks commanded Armored Cavalry units at platoon, troop, squadron, and regimental levels. General Franks served in combat during Vietnam, and was wounded in action in Cambodia. During Operations Desert Shield and Desert Storm, General Franks commanded the 146,000 US and British forces as part of the Coalition that liberated Kuwait in February 1991. He concluded his active service as Commanding General Training and Doctrine Command (TRADOC), responsible for Army's school system and for formulating concepts and requirements for future land warfare.
4. Eligibility. Open to all active and reserve component Soldiers and Department of the Army Civilians. Soldiers of all ranks, regardless of Area of Concentration (AOC) or Military Occupational Specialty (MOS), are eligible for nomination.
5. Criteria. Officers, NCOs, Soldiers and DA Civilians write about the future of the Armor branch and offer insightful, forward-thinking concepts to improve the force. The applicant will offer ideas and recommendations for improvement within DOTMLPF-P for consideration and/or implementation by the Chief of Armor.
6. Evaluation.
  - a. The selection board consists of, but is not limited to, representatives from the following organizations: USAARMS HQ, Office of the Chief of Armor, Armor Historian and **ARMOR** magazine.
  - b. The categories under review are clear and concise vision, research, writing standards, relevancy to intended audience, and credibility.
  - c. Writers will use AR 25-52, a listing of authorized abbreviations, brevity codes and acronyms. The DoD Dictionary is also available on-line at <http://www.dtic.mil/doctrine/jel/doddict/>.

7. Formatting.

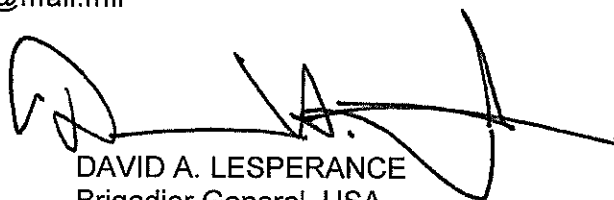
- a. Type article in an 8½ x 11 format, Arial font, size 12.
- b. Indent paragraphs five spaces or place 6 points of space between each paragraph.
- c. Number the pages.
- d. Article should be no less than 1,500 and no more than 3,000 words.
- e. Include email & mailing address and phone number with submissions.
- f. Articles will have cover sheet attached to article (Enclosure 2)
- g. Authors may accompany photographs and illustrations when they make a significant contribution to the reader's understanding of the information presented.

8. Submission guidelines.

- a. Include manuscript per paragraph 7 guidelines.
- b. Memorandum stating endorsement by the first Battalion level commander or equivalent.
- c. ORB/ERB; DA Civilians will submit a one-page summary of government service.
- d. Submit articles via email, NLT 15 JAN to [usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil](mailto:usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil). List subject line: Franks Award; Author's Name entry.

9. Winners. The winning manuscript will be announced annually during Fort Benning's Armor Week.

10. The Point of contact is the Office of the Chief of Armor, (706) 626-8265, (706) 545-0815, or [usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil](mailto:usarmy.benning.mcoe.mbx.armor-ocoa@mail.mil)



DAVID A. LESPERANCE  
Brigadier General, USA  
Chief of Armor