**4-003 - Lieutenant-gENERAL BILL LEACH MEMORIAL ESSAY COMPETITION**

**Purpose**

1. This Directive outlines the process of the annual LGen Bill Leach Memorial Essay Competition.

**Eligibility**

1. The LGen Bill Leach Memorial Essay Competition is open to all serving CAF Royal Canadian Logistics Service personnel (Regular and Reserve).

**Topic**

1. Competitors are invited to write on any topic that pertains to the Royal Canadian Logistics Service, such as history, doctrine, training, leadership, lessons learned, exercises and operations.

**Application Form and Essay**

1. Competitors must complete the form at Annex A and write an essay. The essay entries should be written in an academic style to include:
   1. A cover page;
   2. Between 2,000 and 3,000 words in length (introduction, body and conclusion);
   3. May be submitted in either official language (English or French);
   4. Typed double-spaced on 8 ½ X 11 inch paper;
   5. Text of the main body is Times New Roman, 12 point, left justified;
   6. The title and page of any published or unpublished work to which reference has been made, or from which extracts have been taken, must be quoted and footnoted at the bottom of the page to which they apply. Footnotes are Times New Roman 10 points, left justified and in *italics*;
   7. Acronyms and abbreviations should be used sparingly: If they are required in the text, the term is to be written out in full the first time it is used and then followed by the abbreviated form in parentheses. A list of all abbreviations (and their terms) used in the text will be included at the end of each essay;
   8. Use Oxford English or Petit Robert spelling; and
   9. A full bibliography to include all works cited in the essay.

**Funds**

1. The LGen Bill Leach Memorial Essay Competition will be awarded from the Royal Canadian Logistics Service Non-Public Fund (NFP). The aggregate value of all prizes shall be no more than $2,000.00. There are two sets of prizes, one open to officers (LCol & below) and another open to NCMs. Each set of prizes includes:
   1. 1st Place Prize is up to $500.00;
   2. 2nd Place Prize is up to $300.00; and
   3. 3rd Place Prize is up to $200.00.

**Board Composition**

1. A Board appointed by the Royal Canadian Logistics Service Adviser (RCLSA) will be convened to review the essays and determine the laureate(s) of the Competition. Board membership will consist of five members, with RCLSI SSO Production usually appointed as the Chairman. The Board membership will also comprise, as a minimum, one NCM in the rank of MWO or higher and a member acting as honest broker who will generally be a Log Officer employed outside of the Royal Canadian Logistics Service Integrator (RCLSI). The appointed NCM could also act as the honest broker in which case the Log Officer could be provided by the RCLSI.

**Scoring Criteria**

1. Annex B lists the scoring criteria used for assessing applications. The following five factors, all with equal weight of 4 points maximum each will be used:
   1. Focus/Main Point;
   2. Support for the Focus/Main Point;
   3. Organization and Format (paragraphs and transitions);
   4. Language use & Style; and
   5. Convention.

**Process of the Board**

1. Prior to the Board convening, a preliminary screening of all applications will be conducted by the RCLSI Secretariat to ensure completeness and that eligibility requirements are met. The Board members will discuss and define the scoring criteria and how they will score. The result will be compiled in the datasheet found in Annex C. The Board will be reconvened to discuss the results. The board president will produce a Board report and submit to the RCLSA for his/her approval and signature. Once the Board results are approved, the RCLSI Secretariat staff will contact the recipients and coordinate the presentation of the prize with the senior Logistics officer of the closest support base. RCLSI Secretariat will raise the cheque from the RCLSI NPF funds and forward it as directed by the RCLSI Production staff. RCLSI Secretariat staff will subsequently write an article for inclusion in the Branch Newsletter, along with a photo of each laureate being awarded the LGen Bill Leach Memorial essay prize.
2. The copyright of any essay submitted will remain with the author; however, submission of a paper to the competition gives RCLSI permission to publish said document as RCLSI sees fit, and to retain a copy in the RCLSI archives. The name of the author will be attributed to the essay if the essay is published.

**Timeline**

1. The LGen Bill Leach Memorial Essay Competition sequence of events is as follows:
   1. By mid-Sep: RCLSI Secretariat sends an email to all Logisticians and publishes an article in the Branch Newsletter to advertise the competition ;
   2. Oct: RCLSI Secretariat sends a reminder by email about the competition;
   3. Nov: Board members are confirmed and invited to participate;
   4. No later than 15 Dec: deadline for receiving applications, complete with the accompanying essay. An email confirmation of receipt of the essay will be sent to the competitor;
   5. Jan/Feb: Board convenes, files are assessed, Board report is submitted to the RCLSA for approval;
   6. No later than mid-March: winning competitors receive their prize; and
   7. By Aprilan article about the competition recipients is drafted, with accompanying photos of award ceremonies, and is published in the Branch Newsletter.
2. The success of the LGen Bill Leach Memorial Essay Competition essentially hinges on a robust communication plan, from a timely advertisement of the competition to the announcement of the winners.

Annexes:

Annex A: Application Form

Annex B: Scoring Criteria Template

Annex C: Ranking Form Template

**OPI:** RCLSI SSO Production

**Issued:** Feb 2020

**ANNEX A – APPLICATION FORM**

PROTECTED A

**LGen Bill Leach Memorial Essay Competition Application**

1. APPLICANT’S NAME:
2. SN:
3. RANK:
4. HOME UNIT:
5. HOME ADDRESS:
6. TEL # (home and work):
7. DATE OF BIRTH:
8. A brief (one paragraph) biographical sketch which includes current appointment/position of the Competitor:

Signature of Competitor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

ANNEX B – SCORING CRITERIA TEMPLATE

PROTECTED A

Applicant’s SN and Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CRITERIA** | **4** | **3** | **2** | **1** | **SCORE** |
| **FOCUS/**  **MAIN POINT** | The essay is focused, purposeful, and reflects original insight and ideas | The essay is focused on the topic and includes relevant ideas | The essay is focused on topic and includes few loosely related ideas | The essay poorly addresses topic and includes irrelevant ideas |  |
| **SUPPORT** | Persuasively supports main point with well-developed reasons and/or examples | Supports main point with developed reasons and less concrete examples | Supports main point with some under-developed reasons or examples | Provides little or no support for the main point |  |
| **ORGANIZATION & FORMAT**   * Paragraphs * Transitions | Effectively organizes ideas to build a logical, coherent argument | Organizes ideas to build an argument | Some organization of ideas to build an argument | Little or no organization of ideas to build an argument, or contains fallacies in the argument |  |
| **LANGUAGE USE & STYLE**   * Sentence structure * Word choice * Audience recognition | Effective and creative use of elements of style to enhance meaning | Appropriate use of elements of style | Some use of elements of style | Little or no use of elements of style |  |
| **CONVENTIONS**   * Grammar * Spelling * Punctuation | Uses correct grammar, spelling, and punctuation throughout with very few errors | Uses correct grammar, spelling, and punctuation with few errors | Contains frequent errors in grammar, spelling, and punctuation | Many errors in grammar, spelling, and punctuation, makes comprehension difficult |  |

|  |  |
| --- | --- |
| |  | | --- | | **TOTAL POINTS         \_\_\_\_\_\_** | |

ANNEX C – RANKING FORM TEMPLATE

PROTECTED A

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Selection Board Template 20XX | | | | | | | | | |
| No. | Competitor's Name | Acceptable | | Board Chairman | Board Member #1 | Board Member #2 | Board Member #3 | Board Member #4 | Ranking |
| Yes | No |
| 1 | Applicant #1 | X |  |  |  |  |  |  |  |
| 2 | Applicant #2 | X |  |  |  |  |  |  |  |
| 3 | Applicant #3 | X |  |  |  |  |  |  |  |
| 4 | Applicant #4 | X |  |  |  |  |  |  |  |
| 5 | Applicant #5 | X |  |  |  |  |  |  |  |
| 6 | Applicant #6 | X |  |  |  |  |  |  |  |
| 7 | Applicant #7 | X |  |  |  |  |  |  |  |
| 8 | Applicant #8 | X |  |  |  |  |  |  |  |
| 9 | Applicant #9 | X |  |  |  |  |  |  |  |
| 10 | Applicant #10 | X |  |  |  |  |  |  |  |
| 11 | Applicant #11 | X |  |  |  |  |  |  |  |
| 12 | Applicant #12 | X |  |  |  |  |  |  |  |
| 13 | Applicant #13 | X |  |  |  |  |  |  |  |
| 14 | Applicant #14 | X |  |  |  |  |  |  |  |
| 15 | Applicant #15 | X |  |  |  |  |  |  |  |
| 16 | Applicant #16 | X |  |  |  |  |  |  |  |
| 17 | Applicant #17 | X |  |  |  |  |  |  |  |
| 18 | Applicant #18 | X |  |  |  |  |  |  |  |
| 19 | Applicant #19 | X |  |  |  |  |  |  |  |
| 20 | Applicant #20 | X |  |  |  |  |  |  |  |
| 21 | Applicant #21 | X |  |  |  |  |  |  |  |
| 22 | Applicant #22 | X |  |  |  |  |  |  |  |
| 23 | Applicant #23 | X |  |  |  |  |  |  |  |