



DEPARTMENT OF THE ARMY
ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

REPLY TO
ATTENTION OF

March 8, 2007

S: May 15, 2007

SFAE-HR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Excellence Award

Nominations are being accepted for the Army Acquisition Excellence (AAE) Award. The AAE Award recognizes any Army acquisition workforce nominee(s) whose performance and contributions set them apart from their peers. This award reflects the accomplishments of our workforce in direct support of our Soldiers and the Army's Business Transformation.

The nominees may work at all levels of the Acquisition, Logistics and Technology Workforce, from senior management to newly hired interns. All Army acquisition workforce active duty military (including Reserve Component Soldiers) and civilian employees are eligible for award nomination.

Army Commands, Army Service Component Commands (ASCCs) and Direct Reporting Units (DRUs) will ensure applicable candidates from your organizations have the opportunity to be nominated for this award. Contributions for sustained achievement made or culminated during the period June 1, 2006, to March 15, 2007, will be considered for the appropriate nomination category. Each participating Army Command, ASCC or DRU will ensure all subordinate organizations have the opportunity to nominate an eligible team and individual for this competition. The details for the criteria and categories for team and individual awards are enclosed. Awards are presented annually to the most deserving workforce members for outstanding achievements during the previous year. The date, location and time for the awards presentation will be announced at a later date.

Please submit your nominations following the procedures and criteria outlined on the Nomination Submission Form (Enclosure 1) and the Photo Requirements Sheet (Enclosure 2). Describe your nominee's significant accomplishments and ensure your nomination packet reaches the U.S. Army Acquisition Support Center (USAASC) not later than May 15, 2007.

Please provide 1-2 digital photo images (300 dpi or higher resolution) of the person you have nominated to receive the award. The photos/images should be in headshot format (official photo format, if available) for individual nominees and in a posed group picture for team nominations.

Forward electronic nomination(s) and photos (classified nominations will not be accepted) to USAASC_Events@us.army.mil.

Ensure the nominees' names are complete, spelled correctly and written out as the nominee would like his/her name to appear on a certificate, award or program. **Include the nominating organization name, employing organization, group title, office title, activity, duty organization and a nomination point of contact with a telephone number and e-mail address provided.** The summary describing the nominees' accomplishment(s) must not exceed two pages.

My point of contact for this program is Ms. Alison Langmack at 703-805-1096, DSN 655-1096 or e-mail her at: alison.langmack@us.army.mil.



CRAIG A. SPISAK
Director
U.S. Army Acquisition Support Center

Enclosures:

1. Submission Form
2. Photo Requirements

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