

**2007 ARMY ACQUISITION EXCELLENCE AWARD
Submission Form**

Nomination Format Sheet

Nominating Organization (Name, Address and Point of Contact (POC)):

Nominee Employing Organization (Command, Unit, Organization or Activity):

Address:

Nomination Submission POC (Name, Phone Number and E-mail Address of Action Officer):

Name, Grade and Position Title of Nominee(s):

Select Award Category for your Nominee(s) from the list below:

(Check only ONE box)

Individual Award

Individual Sustained Achievement

Team Awards

Equipping and Sustaining Our Soldiers' Systems

Information Enabled Army

Transforming the Way We Do Business

Summary

Briefly describe the accomplishment(s) of the team or individual. Summary should **NOT** exceed two single-spaced typed pages – not less than 10-point font size. Please use Times New Roman or Arial font.

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.** These packets will not be edited or checked for quality control, but will be submitted to the awards board members in the condition they are received.

Summary Text Goes Here:

Note: E-mail all electronic nomination(s) (classified nominations will not be accepted) to the U.S. Army Acquisition Support Center (USAASC) Award POC, Alison Langmack, at: **USAASC_Events@us.army.mil. All questions may be directed to Ms. Langmack at (703) 805-1096.**

Please see next page for Implementing Instructions.

Implementing Instructions

Procedures

Nominations forwarded for review must contain the following information outlined below and in the following order:

a. **Endorsement:** The senior ranking civilian employee or military official will provide an endorsement to describe the nomination(s). Submit no more than one endorsement for each award nomination and, conversely, no more than one individual nomination and/or one team nomination may be submitted from each organization.

b. **Nomination Format Sheet:** Complete the Nomination Format Sheet following the format and criteria provided above.

c. **Photograph Requirement:** Please provide 1-2 electronic photo images (300 dpi or higher resolution) of the person you have nominated to receive the award with a brief summary (50-75 words) of the nominee(s) accomplishments. ***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.***

e. **Nomination Deadline:** Award nominations must be e-mailed in final format to the USAASC Award POC, not later than COB **Tuesday, May 15, 2007.**

f. **Travel and Lodging Expenses:** USAASC cannot provide travel or lodging expenses for those individuals accepting awards.

g. **Award Nominations:** Award nominations using the same criteria cannot be submitted for both the Secretary of the Army Award for Project/Product Manager/Acquisition Director of the Year and the Army Acquisition Excellence Award.

h. **Considered Population:** Nominees for this award must have made or culminated contributions from June 1, 2006, to March 15, 2007, and must meet the listed criteria to constitute the considered population for this award selection board. Any Army acquisition workforce team (or joint programs) active duty military (including Reserve Component Soldiers) and civilian employees are eligible and will constitute the considered population for this award.

i. **Award Submission:** E-mail all nomination packets to the USAASC Award POC, Alison Langmack, at USAASC_Events@us.army.mil.

A completed nomination packet will include the following:

1. Signed Endorsement Memo.
2. Completed Nomination Format Sheet.
3. 1-2 photos (in jpeg format) with a 50-75 word summary of nominee(s) accomplishments.

All submission must be e-mailed not later than Tuesday, May 15, 2007. Due to restrictive timelines, extensions will not be granted.

Please see next page for a description of Award Categories and Criteria.

Award Categories and Criteria

INDIVIDUAL AWARD:

The Chief of Staff of the Army has made equipping and training Soldiers his top priority. Sustained achievement in support of our Soldiers by continually improving our Army's combat capability and by developing the critical systems and services that enable our Army to meet its non-negotiable contract to fight and win our Nation's wars is a result of that priority. Only one individual award should be submitted from each organization.

Criteria for Individual Sustained Achievement Award: Demonstrated sustained personal diligence, initiative and leadership for meeting requirements which directly supported the Soldier.

TEAM AWARDS (Select one topic from the following three categories):

Our goal is to support the Army's Business Transformation, now and in the future, and to strengthen the relationship between the acquisition workforce and the operational Army, i.e., the Soldier. Nominations for this award reflect outstanding service or achievement that directly highlights significant accomplishments in the Army's Business Transformation efforts.

TEAM AWARD 1:

Criteria for Equipping and Sustaining Our Soldiers' Systems: Demonstrated unusual initiative and skill in devising new ways to meet the challenges of the ever-changing Army future and adapting our forces to meet challenges capable of dominating any adversary and controlling any situation across the full spectrum of military operations.

TEAM AWARD 2:

Criteria for Information Enabled Army: Participation and exceptional achievement in the development and implementation of a network-centric, knowledge-based Army architecture interoperable with Joint systems and incorporating demonstrable technological advances.

TEAM AWARD 3:

Criteria for Transforming the Way We Do Business: Credited with extraordinary accomplishments related to the management of Army installations or personnel systems or processes.

No more than one individual nomination and one team nomination may be submitted from each organization. No more than one endorsement will be accepted for each award nomination.

Period to be recognized: June 1, 2006, to March 15, 2007.