



REPLY TO  
ATTENTION OF

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

April 17, 2007

S: June 15, 2007

SFAE-CM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Project/Product Manager (PM)/Acquisition Director (Acq Dir) of the Year Awards

Request nominations for the Fiscal Year 2007 PM/Acq Dir of the Year Awards. These awards recognize Army PMs and Acquisition Directors whose outstanding contributions and achievements merit special recognition.

Any military or civilian PM (Lieutenant Colonel/GS-14 and Colonel/GS-15), as governed by *Department of Defense Directive Number 5000.2 Subject: The Defense Acquisition System*, is eligible to compete for the PM of the Year Award. Acquisition Directors occupying positions on the Command Select List are eligible to compete for the Acq Dir of the Year Award.

The contributions made, which culminated during the period July 15, 2006, through April 16, 2007, should be considered for each nominated PM or Acq Dir. No more than one PM in each category (Project and Product) shall be submitted from each nominating Program Executive Office (PEO) or organization. No more than one Acq Dir at the Lieutenant Colonel level and Colonel level will be accepted from each nominating acquisition command.

Each participating PEO or acquisition command will ensure all subordinate organizations have the opportunity to nominate an eligible individual for this competition as well.

Please submit your nominations following the procedures and criteria outlined on the PM Nomination Submission Form (Enclosure 1) Acq Dir Nomination Submission Form (Enclosure 2) and the Photo Requirements Sheet (Enclosure 3). Describe your nominee's significant accomplishments and ensure your nomination packet reaches the U.S. Army Acquisition Support Center (USAASC) not later than **June 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. Each submitted photo should be labeled on the back of the photo with the nominee's name and organization.

Forward electronic nomination(s) and photos (classified nominations will not be accepted) to [usaasc\\_events@asc.belvoir.army.mil](mailto:usaasc_events@asc.belvoir.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 single-spaced type-written pages.

My point of contact for this program is Ms. Alison Langmack (703-805-1096, DSN 655-1096 or e-mail: [usaasc\\_events@asc.belvoir.army.mil](mailto:usaasc_events@asc.belvoir.army.mil)).



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

Enclosures:

1. PM Nomination Submission Form
2. Acq Dir Nomination Submission Form
3. Photo Requirements Sheet

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