

2013 Secretary of the Army Awards for Excellence in Contracting

Please read the following information carefully before completing and submitting this application.

Background: The Secretary of the Army Awards for Excellence in Contracting (SAAEC) were established Nov. 7, 1997. Each year these awards recognize outstanding achievements of contracting organization and individual (civilian and military) efforts toward contracting excellence and professionalism in contracting. These prestigious awards are presented only to those entrants whose accomplishments abilities elevate them above the best in the field across the Army. The Office of the Deputy Assistant Secretary of the Army (Procurement) (DASA(P)) is responsible for administration of this program.

Eligibility:

- Nominees must have made or culminated contributions between July 16 , 2012 and June 30, 2013.
- Nominees must meet the award and category criteria for which they are submitted.
- All Army Service Component Commands (ASCC); Direct Reporting Units (DRU); Program Executive Offices (PEOs); and Headquarters, Department of the Army (HQDA), are encouraged to nominate contracting officers, eligible individuals, and units or teams for competition at the Army level.

Detailed Instructions:

1. Nomination submissions will be accepted beginning June 30, 2013 through Aug. 16, 2013. **Submissions will not be accepted after midnight, Aug. 16, 2013.**
2. Completed nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC) through the Web-based Call for Nominations Application at <http://asc.army.mil/web/contracting-awards/>.
3. A completed nomination submission must include the following:
 - Signed Endorsement Memo (one per nomination).
 - The senior ranking civilian employee or military official will provide an endorsement to describe the nomination. **Please note that each nomination must have its own endorsement memo.**
 - Completed nomination format sheet (see following page).
 - A summary of the individual or team's accomplishment(s) **not to exceed two pages**. If the summary exceeds two pages, you will be asked to resubmit the nomination package.
 - One or two photos of the nominee.
 - Please provide one or two electronic photo images with a resolution of 300 dpi or higher of the person or team you have nominated to receive the award. Photos should be in headshot format (official photo format, if available) for individual nominees and in a posed group picture for team nominations.

Please note that winning submission packages may be used as samples for future use.

5. The nominating point of contact (POC) and/or the organization's award POC will receive an automated email to confirm receipt of a completed submission. Please contact the awards coordinator if the POC does not receive a confirmation email within one day after submission.
6. The award winners will be announced in the fall of 2013.

The Principal Assistant Responsible for Contracting (PARC), PEO, or other appropriate senior official must endorse each nomination.