Assistant Secretary of the Army for Acquisition, Logistics and Technology

2018 Army Acquisition Executive's (AAE) Excellence in Leadership Awards

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

Category: Project Management/Project Director Office Team of the Year Award
(O-6 Level)

Background: The 2018 AAE's Excellence in Leadership Award for the Project Management/Project Director Office Team of the Year Award (O-6 Level) applauds the Project Management/Project Director Office Team whose outstanding contributions and achievements merit special recognition. It also provides an opportunity to showcase exceptional leadership within the Army Acquisition Workforce.

Eligibility:
1. Nominees' contributions must have been made between August 1, 2017 and July 31, 2018.

2. Nominees must meet the evaluation criteria of the award for which they are nominated.

3. Any Project Management/Project Director Office within a program executive office (PEO) is eligible.

4. Members of the Army Reserve, Army National Guard and contractors are NOT eligible.

Evaluation Criteria:
Nominees must have made a significant contribution during the eligibility period to be considered for this award.
Describe your team's exemplary efforts, innovations and best practices to develop and improve the qualifications and professionalism of the acquisition workforce by addressing the following areas:
1. Talent management, with a focus on quality and efforts to have people with the right skills, in the right places, at the right times—with the high priority competencies for mission-critical functions. Examples of initiatives include efforts to attract, acquire, develop, promote and retain quality talent, and strategic recruitment of diverse and qualified candidates for the organization's workforce. Examples also include the ways in which organization leaders, managers and supervisors create and sustain effective working relationships with employees. Describe how the team building process worked for this team (forming, norming, storming and performing).

2. Team's leadership and knowledge transfer efforts to build the competencies of current and future leaders—initiatives and results that advance mission success; continuity of leadership; knowledge and best practice sharing across the organization; and an environment of mentoring, continuous improvement and learning.

3. Describe the team's effort to support the ASA(ALT) priorities:
   a. Focusing on delivery of timely capability.
   b. Streamlining acquisition and business processes.
   c. Proactively inform program requirements.
   d. Develop innovative solutions for acquisition problems.

4. Project Management/Project Director specific criteria:
   a. Demonstrated improved efficiency, effectiveness, responsiveness and agility in facilitating the delivery of a best-value capability to the warfighter (i.e., met or exceeded cost, schedule, performance, should-cost or milestone goals).
   b. Overcame significant challenges through effective leadership and innovation in the execution of the mission.
   c. Promoted a culture of professional workforce development, mentorship and teamwork.

Nomination Deadline and Submission:
1. The deadline for nomination submissions is July 27, 2018. **Submissions will not be accepted after midnight ET, July 27, 2018.**

2. Only one nomination may be submitted from each PEO.

3. Completed nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC) through the Web-based call for nominations application at: https://asc.army.mil/acquisition-awards/.

Nomination Packet Requirements and Format:
A completed nomination submission package will include the following:
1. Signed endorsement memo (one per nomination).
   a. The senior ranking civilian employee or military official will provide an endorsement letter to describe the nomination.
   b. Each nomination must have its own endorsement memo addressed to Mr. Craig Spisak, Director, USAASC.

2. Completed nomination form with the following components:
   a. Narrative
      - Separate sections describing the contributions for each of the four evaluation criteria (talent management; team's leadership and knowledge transfer efforts to build the competencies of current and future leaders; team's effort to support the ASA(ALT) priorities; and Project Management/Project Director Office specific criteria)
      - Should not exceed **four** pages.
      - The format will be single-spaced text, Times New Roman, 12-point font, single-sided 8 ½" x 11" page, 1" margins.
   b. Citation

- A short summary of accomplishments, not to exceed 200 words. This should be at the end of the nomination form, and does not count against the four-page limit.
3. One to two photos of the team.
    Please provide one to two electronic photo images with a resolution of 300 dpi or higher. The images should be a group photo of the team nominated for the award.

Miscellaneous Details:
1. 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. Contact the awards coordinator if the POC does not receive a confirmation email within one day after the submission.

2. An appointed panel of judges will select the award winners.

3. The awards will be presented by the AAE at the annual Army Acquisition Awards ceremony late 2018/early 2019. All nominees will be invited to attend the ceremony.

Awards Coordinator:
Questions regarding the ASA(ALT), 2018 Army Acquisition Executive's Excellence in Leadership Awards or the application and nomination submission process should be addressed to the awards coordinator, Vicky DeGuzman, at (703) 664-5633 or victoria.l.deguzman.civ@mail.mil. Additional information can be found on the award website at https://asc.army.mil/acquisition-awards/.