

2018 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 the outstanding efforts toward contracting excellence and professionalism of organizations and individuals (civilian and military). These prestigious awards are presented only to those entrants whose accomplishments and abilities elevate them above the best in the field across the Army.

Eligibility:

- Nominees must have made or culminated contributions between May 1, 2017 and September 30, 2018.
- 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 October 10 through November 2, 2018.
Submissions will not be accepted after midnight ET, November 2, 2018.
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 <https://asc.army.mil/web/contracting-awards/>.
3. A completed nomination submission must include the following:
 - Signed Endorsement Memo (one per nomination).
 - The Principal Assistant Responsible for Contracting (PARC), PEO, or other appropriate senior official must endorse each nomination.
Please note that each nomination must have its own endorsement memo.
 - 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. The format will be single-spaced text, Times New Roman, 12-point font, single-sided 8 1/2" x 11" page, 1" margins.
 - A citation, not to exceed 200 words, describing the accomplishments. This does not count toward the two page limit of the summary.
 - 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.

4. 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.
5. The award winners will be announced late 2018.
6. Questions regarding the 2018 SAAEC Awards should be addressed to the awards coordinator, Mr. Yves B. Jackson, at (703) 697-1075 or yves.b.jackson.civ@mail.mil . Technical questions regarding application submission to the award website should be addressed to Ms. 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/web/contracting-awards> .