

**Assistant Secretary of the Army for Acquisition, Logistics, and Technology**  
**2021 Army Acquisition Executive's (AAE) Excellence in Leadership Awards**

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

**Category: Business Operations Professional of the Year Award**

**Background:** The 2021 AAE's Excellence in Leadership Award for the Business Operations Professional of the Year applauds the individual whose outstanding contributions and achievements merit special recognition. It also provides an opportunity to showcase the professionalism of the Army Acquisition Workforce.

**Eligibility:**

1. Nominees' contributions must have been made between August 1, 2020 and July 31, 2021.
2. **Any business operations professional across the ASA(ALT) is eligible as long as he or she:**
  - a. Meets the specific criteria of the award for which they are nominated.
  - b. Occupies an acquisition workforce designated position.
  - c. Is current, or within the grace period, in Defense Acquisition Workforce Improvement Act (DAWIA) acquisition career field certification and achieved the required 80 continuous learning points during the prior two-year continuous learning cycle (1 Oct 2017 - 30 Sep 2019).

**Evaluation Criteria:**

Nominees must have made a significant contribution during the eligibility period to be considered for this award. This award recognizes the past performance of an individual who has clearly demonstrated exceptional mission accomplishment, selfless service to the United States, extraordinary and uncompromising professionalism in business operations and a true commitment to the personal and professional growth of others within the command.

Nominations will be considered based on demonstrated excellence and contribution to acquisition mission success in the following areas:

1. **Specific achievements** within the functional area during the eligibility period. Given that many achievements result from one's efforts and contributions cumulatively over a period of time, achievements that take place over more than the 12-month window may be reported, but the culmination of the work must be within the window. Quantifiable descriptions of achievements are particularly desired. What impact did their action have on the unit or command?

2. **Value of the nominee's contributions during the award period to the mission of one's organization in supporting one or more of the ASA(ALT)'s priorities:**
  - a. Delivering timely capabilities
  - b. Streamlining acquisition and business processes
  - c. Informing program requirements
  - d. Developing innovative solutions for acquisition problems
3. **Demonstration of leadership,** including by example, mentoring and sharing best practices to enhance the success of one's team and the greater acquisition community in achieving acquisition outcome success.
4. **Deputy Assistant Secretary of the Army for Plans, Programs and Resources specific criteria:**
  - a. Support for auditability.
  - b. Ability to meet PM-developed spend plans.
  - c. Successful implementation of cost categories.
  - d. Ability to meet OSD funds execution goals for Procurement Obligations.
  - e. Ability to meet OSD funds execution goals for RDTE Disbursements.

**Nomination Deadline and Submission:**

1. The deadline for nomination submissions is August 9, 2021. **Submissions will not be accepted after midnight ET, August 9, 2021.**
2. Only one nomination may be submitted from each organization.
3. Completed nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC) Army Director, Acquisition Career Management (DACM) Office 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.
  - a. The senior ranking civilian employee or military official will provide an endorsement letter to describe the nomination. The letter **MUST** indicate that the nominee is current, or within the grace period, in his or her DAWIA acquisition career field certification and continuous learning points.
  - b. Each nomination must have its own endorsement memo addressed to Director, Acquisition Career Management, 9900 Belvoir Rd, Bld 201, Fort Belvoir, VA 22060.
2. Completed nomination form with the following components:
  - a. Narrative
    - Separate sections describing the contributions for each of the four evaluation criteria (specific achievements; value of the nominee's contributions; demonstration of leadership; and Business Operations specific criteria).

- Should not exceed **two** 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 two-page limit.
3. One color photo of the nominee.  
Please provide one electronic photo image with a resolution of 300 dpi or higher.

**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 in Fall 2021. All nominees will be invited to attend the ceremony.

**Awards Coordinator:**

Questions regarding the ASA(ALT) 2021 Army Acquisition Executive’s Excellence in Leadership Awards or the application and nomination submission process should be addressed to the awards coordinator, Ms. Angela Sanson, at (202) 607-2110 or [angela.n.sanson.civ@mail.mil](mailto:angela.n.sanson.civ@mail.mil). Additional information can be found on the award website at <https://asc.army.mil/acquisition-awards/>.