**2021 Secretary of the Army Awards for Excellence in Contracting**

**Nomination Submission Format**

*The information below data does not count toward the one-page limit. That limit applies to the summary only.*

**Nominating Organization**

Name:

Address:

Point of contact (POC) name:

POC phone:

POC email:

**Nomination Submission POC**

Name:

Phone number:

Email address of action officer:

*The action officer is the person who should be contacted if there are any questions about the submission.*

**Name, Grade and Position Title of Nominee(s):**

**Nominee Employing Organization (Command/Unit/Organization or Activity):**

**Nominee Business Address:**

Select an Award Category for your nominee from the list below:

(Please check only **ONE** box.)

**Outstanding Contracting Officer Awards (4)**

Installation Level, Directorates of Contracting

Ex Systems, Research and Development (R&D), Logistics Support (Sustainment)

Specialized Services and Construction Contracting

Co Contingency Contracting

**Nomination packets must include:**

**Summary**

Briefly describe the accomplishment(s) of the team or individual. This summary is **NOT** to exceed one page.

Ensure that the nominee’s name is complete, spelled correctly, and written as the nominee would like his/her name to appear on a certificate, award or event program. Please note that these packets are not edited or checked; they are submitted to the award’s board members in the condition that they are received.

**Your one-page summary must include:**

Description of services

Logistics requirement process integration (Contingency only)

Timeliness and quality of customer support

Procurement integrity

Innovation and entrepreneurship

Self-development