

2021 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 on 7 November 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 contributions between 1 October 2020 and 30 September 2021.
- Nominees must meet the award and category criteria for which they are submitted.
- Unless otherwise stipulated in the descriptions, all categories are open to contracting professionals throughout the Army Contracting Enterprise, including agreements personnel and grants personnel. The Army Contracting Enterprise consists of contracting personnel from the following organizations: Office of the Deputy Assistant Secretary of the Army for Procurement; Army Contracting Command (ACC); National Guard Bureau (NGB), including both Air National Guard and Army National Guard; Rapid Capabilities and Critical Technologies Office (RCCTO); Small Business Innovation Research Center of Excellence (SBIR COE); U.S. Army Corps of Engineers (USACE); U.S. Army Health Contracting Activity (USAHCA); and U.S. Army Medical Research Acquisition Activity (USAMRAA).
- 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 eligible individuals and units or teams for consideration.

Detailed Instructions:

- Complete nomination packets will be accepted 1 October through 21 October 2021. **Submissions will not be accepted after midnight ET on 21 October 2021.**
- Nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC), Director, Acquisition Career Management (DACM) Office through the web-based Call for Nominations Application at <https://asc.army.mil/web/contracting-awards/>.
- A completed nomination submission must include the following:
 - ✓ Signed Endorsement Memo (one per nomination)

- The Senior Contracting Official (SCO), PEO, or other appropriate senior official must endorse each nomination
- Each nomination must have its own endorsement memo.
- ✓ Completed nomination format sheet (see following page)
- ✓ Summary of the individual or team's accomplishment(s), not to exceed one page.
 - If the summary exceeds one page, you will be asked to resubmit the nomination package. If the resubmission is not returned before the 21 October 2021 deadline, it will not be considered.
 - The format will be single-spaced text, Arial, 12-point font, single-sided 8 1/2" x 11" page, 1" margins.
- Photos of nominees are not required as part of the nomination package; however, each winner will be asked to submit a photo for the awards ceremony.
- 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.
- The award winners will be announced in November 2021.
- Questions:
 - Regarding the 2021 SAAEC Awards: Mr. Bill Mercer at (703) 697-1453 or william.v.mercer.civ@army.mil and Ms. Renae Zaruba at (703) 697-0894 or renae.m.zaruba.civ@army.mil
 - Regarding application submissions: Ms. Angela Sanson at (703) 607-2110 or angela.n.sanson.civ@mail.mil
 - Award website at <https://asc.army.mil/web/contracting-awards/>