

## 2022 Army Acquisition Hall of Fame Award

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

### Nomination and Eligibility Criteria

**Background:** The Army Acquisition Hall of Fame award recognizes and honors former members of the Army Acquisition Workforce (AAW) who have made significant and enduring contributions in support of the Army Acquisition Community. The program's intent is preserve the legacy of the Acquisition Community and inspire a sense of heritage, honor, and pride throughout the workforce.

#### Eligibility:

1. Open to all former AAW personnel, both military and civilian, who are now separated or retired after a minimum of 20 years of federal service; and posthumously to AAW personnel who served a minimum of 20 years of federal service during their lifetime.
2. Nominees must be retired or separated from federal service at least one year before consideration<sup>1</sup>.
3. Former non-career Senior Executive Service (SES) members and Political Appointees (employees appointed by the President with the advice and consent of the Senate) are eligible for consideration<sup>2</sup>.
4. There should be nothing in the professional or personal background of the nominee that will reflect negatively on the Acquisition community or the Army.
5. Consideration will be given to whether the nominee's present position/association with any non-federal organization that is currently doing business with, or seeking to do business with, the government, creates any actual, or appearance of, official DoD endorsement, conflict of interest, or preferential treatment of that organization, should the nominee be selected.
6. Only nominations for individuals will be accepted. No unit or group nominations will be considered.
7. A nominee must have made a significant contribution that reflects favorably on the Army Acquisition community. The following criteria should be considered in defining "significant contributions:"
  - a) Outstanding accomplishments over a sustained period
  - b) A single effort or a sustained series of actions beyond the realm of normal duty performance
  - c) Doctrinal, technical, or instructional contributions
  - d) Efforts or actions inspiring to others
  - e) Combination of the above

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<sup>1</sup> Temporary retirees for medical or other reasons and members of the Active Reserve or National Guard are not eligible until they have transitioned to permanent inactive or retired status.

<sup>2</sup> Political appointees (employees appointed by the President with the advice and consent of the Senate) may be subject to additional eligibility requirements.

### **Evaluation Criteria:**

Nominees will be evaluated on their significant and enduring contributions to the Army Acquisition community's historic and ongoing missions. This would include a specific or continuous accomplishment that positively affected the Army Acquisition Community.

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

1. **Enduring Contributions to Mission** will be those efforts undertaken by the nominee in the course of their working life supporting Army Acquisition efforts that enabled the organization to meet or exceed its mission requirements. These contributions may be broadly defined in nature and be related to the nominee's acquisition functional area, personnel-related, process-related, or customer-related. Each contribution will be scored by the selection board in terms of impact of the contribution.
2. **Respect of Peers, Subordinates and Supervisors** will be judged through the nominee's awards or other recognitions, as identified in the nomination package.
3. **Commitment to the Acquisition Career Field** will be those efforts undertaken by the nominee that are above and beyond their normal working life requirements, as identified in the nomination package. These contributions may include but are not limited to speaking engagements, teaching, authoring books or papers, and engaging with media; and should reflect a commitment to innovation, best practices, or increasing public awareness or understanding of Army Acquisition impacts.

### **Nomination Deadline and Submission:**

1. The deadline for nomination submissions is Friday, 29 July 2022. Submissions will not be accepted after 2359 ET, 29 July 2022.
2. Completed nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC) Army Director, Acquisition Career Management (DACM) Office at: [usarmy.belvoir.usaasc.mbx.army-acquisition-hall-of-fame@army.mil](mailto:usarmy.belvoir.usaasc.mbx.army-acquisition-hall-of-fame@army.mil).

### **Nomination Packet Requirements and Format:**

A completed nomination submission package will include the following items. Packets missing any of these items will not be boarded until all items are received not later than the 29 July 2022 deadline

1. Signed nomination letter. This letter must include:
  - a) Nominee's full name, official rank/grade at the time of retirement, separation, or death
  - b) The date of the nominee's retirement, separation, and/or death
  - c) Nominee's (or next of kin's) address, email address, and phone number
  - d) Nominator's current address, email address, and phone number
2. A full career biography of the nominee. A copy of the nominee's Officer Record Brief (ORB), Enlisted Record Brief (ERB), or Enlisted DA Form 2-1 is requested (if available), but not required, for verification. All Personal Identifying Information (PII) should be redacted.
3. An unclassified narrative justification, totaling no more than three (3) pages or 1350 words, outlining the key accomplishments and achievements of the nominee that warrants induction into the Hall of Fame and his/her impact on the Army Acquisition

profession. The narrative should include only accomplishments from the portion of nominee's career for which he/she is nominated.

4. A draft citation paragraph, totaling no more than 150 words, stating succinctly the justification for the nominee's inclusion in the Hall of Fame. This should be at the end of the narrative justification, and does not count against the three-page limit.
5. Nominators are encouraged, but not required, to include endorsement letters as part of the nomination packet. Endorsement letters are weighed favorably by Board Members. To keep nominations to a manageable size, however, endorsement letters will be limited to three (3), each of which should be no more than one (1) page in length.

#### **Nomination Procedures:**

1. Anyone may nominate an individual for induction into the Army Acquisition Hall of Fame. Individuals may not self-nominate.
2. Information provided-must be based on firsthand knowledge or thoroughly documented research.
3. The Hall of Fame Awards Coordinator will review all packets and, if needed, the nominator will be asked to provide additional information in order to assure the nominee is given the fullest consideration by the Selection Board.
4. Each nomination will be considered by three (3) consecutive annual Boards. If the nominee is not selected following consideration by the third Board, his/her packet will be placed in the Inactive Files.
5. Inactive nominations become eligible for reconsideration after a three-year waiting period. Re-nominations must be updated with substantially new information. If the updated nomination is not chosen for induction during a second three-year period of consideration, it will be permanently placed in the Inactive Files.
6. Inactive Files will be maintained by the Office of the Army Director, Acquisition Career Management (DACM) permanently. In rare cases, the Director, Army Acquisition Corps may choose to re-nominate an individual from the Inactive Files who was not reviewed by the current year's Selection Board.

#### **Miscellaneous Details:**

1. The nominating point of contact (POC) will receive an email to confirm receipt of a completed submission. Contact the awards coordinator if the POC does not receive a confirmation email within 10 Business days after the submission.
2. Nominations may not include classified or personally identifiable information. Please review all packets for operational security concerns prior to submission. If you or your organization do not have a security officer, please contact the Awards Coordinator for assistance.
3. When the possibility exists that a nomination is questionable or misleading, the Director, Army Acquisition Corps, following discussion with the Selection Board Executive Secretary, will determine the propriety of the nomination.
4. An appointed panel representing a cross-section of Army acquisition, including current and past Army acquisition leaders will select and recommend nominees for induction. Final selection approval will be made by the Army Acquisition Executive. The decision of the Army Acquisition Executive is final and not subject to reconsideration or appeal.

5. The awards will be presented by the Army Acquisition Executive at the annual Army Acquisition Awards ceremony in the fall each year. All selected nominees will be invited to attend the ceremony.

**Awards Coordinator:**

Questions regarding the Army Acquisition Hall of Fame or the application and nomination submission process should be addressed to the awards coordinator, Ms. Angela Sanson, at [angela.n.sanson.civ@army.mil](mailto:angela.n.sanson.civ@army.mil). Additional information can be found on the award website at <https://asc.army.mil/web/acquisition-awards/> and <https://asc.army.mil/web/hall-of-fame/>.