

**Assistant Secretary of the Army for Acquisition, Logistics, and Technology**  
**2023 Army Acquisition Executive's (AAE) Excellence in Leadership Awards**

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

**Category: Acquisition Career Support Professional of the Year Award**

**Background:** The 2023 AAE's Excellence in Leadership Award for the Acquisition Career Support Professional of the Year recognizes the professional whose outstanding contributions and achievements support the Army Acquisition Workforce (AAW) and merits special recognition.

**Eligibility:**

1. Anyone who serves in the Army Acquisition community (community is defined as any member of the AAW or those non-AAW members who support it).
2. Nominee contributions must have been made between 1 June 2022 – 31 May 2023.
3. If a member of the AAW, the following requirements must be met:
  - a. Occupy an acquisition workforce designated position.
  - b. Is current, or within the grace period, in their 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 2020 - 30 Sep 2022).

**Evaluation Criteria:**

Nominees for this award 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, and 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** 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. Rapid Material Modernization
  - b. New Capabilities
  - c. Robust, Resilient, Secure, and Innovative Industrial Base
  - d. Digital Transformation
  - e. Sustainable Force
  - f. Productive Collaboration
  
3. **Demonstration of leadership**, including, by example, mentoring, and best practices to enhance the success of one's team and the greater acquisition community in achieving acquisition outcome success.
  
4. **Acquisition Career Support Professional specific criteria:** Work has significant impact to large segments of the AAW in line with the goals of the AAW Human Capital Strategic Plan (HCSP) in areas including: policy development; Defense Acquisition Workforce Improvement Act (DAWIA) certification; AAW planning, training, professionalism, leader development, engagement, and communications; human capital strategic approaches; supervisor readiness; and Defense Acquisition Workforce Development Account (DAWDA) requirements and initiative development.
  - a. Driving force behind research, analysis, new concept and content development and presentation of material integral to promoting AAW initiatives (e.g., human capital strategic planning; outreach and communication; talent management; budget forecasts, acquisition career field requirements development; etc.).
  - b. Provides insight on AAW initiatives and/or broad acquisition career management guidance to appropriate communities (e.g., advisors/implementers of coherent, timely information on acquisition workforce programs/opportunities, Defense Acquisition University (DAU) education and training, and proposed/approved acquisition workforce policies, programs, and legislation; etc.).
  - c. Supports overall career development initiatives for the AAW (e.g., certification requirements; talent management; mentoring; advanced education; Military Acquisition Position List (MAPL) development; AAW HCSP efforts, etc.).
  - d. A strong advocate of the AAW promoting workforce professionalism, collaboration and communication in various forums within and outside their organizations; displays an understanding of the AAW, the policies, procedures, and opportunities; participates in forums in support of the AAW.
  - e. Fosters innovative recruitment and sustainment strategic initiatives to ensure a high quality, agile, adaptive and professional AAW.

**Nomination Deadline and Submission:**

1. The deadline for nomination submissions is September 7, 2023. **Submissions will not be accepted after 11:59 p.m. ET, September 7, 2023.**
  
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/web/aae-awards/>

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

A completed nomination submission package will include the following:

1. Signed endorsement memo (one per nomination)
  - a. The senior ranking civilian employee or military official will provide an endorsement letter to describe the nomination. If the nominee is a member of the AAW, 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 Acquisition Career Support Professional 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.

### **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 January 2024.

### **Awards Coordinator:**

Questions regarding the 2023 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 (571) 574-0644 or [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/aae-awards/>.