

# Army Acquisition Hall of Fame Awards

*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 to 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>. Career SES members are subject to the eligibility criteria outlined in 1-2, above.
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. Former AAW personnel currently working for industry, non-federal entities or government contractors are eligible. Consideration will be given to whether the nominee's present position will be considered.
6. Nominees will be considered in each of the following categories: Headquarters Senior Leadership, Flag Officer/SES, Officer, Enlisted, and Civilian. Nominators should choose the category in which the nominee made his/her most significant contributions. Nominators should be aware that that the five categories exist to assist Selection Committee Members in identifying the significant accomplishments of a nominee commensurate with his/her grade or rank. An individual will not necessarily be chosen from each category for induction every year.
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" to include:
  - a) Outstanding accomplishments over a sustained period
  - b) A single effort or a sustained series of actions beyond the realm of normal duty performance

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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.

- c) Doctrinal, technical, or instructional contributions
- d) Efforts or actions inspiring to others
- e) Combination of the above

### **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 Committee 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 Profession** 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 Tuesday, June 7, 2024. Submissions will not be accepted after 11:59 p.m. ET, June 7, 2024.
2. Completed nomination packets must be submitted to the U.S. Army Acquisition Support Center (USAASC) Army Director, Acquisition Career Management (DACM) Office. To submit your nominations, visit the U.S. Army Acquisition Support Center website at: <https://asc.army.mil/web/hall-of-fame/>

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

A completed nomination submission package will include the following items. Packets missing any of these items will not be reviewed by the Selection Committee until all items are received not later than the June 7, 2024, deadline.

1. Nominee Information:
  - a) Nominee's full name, official rank/grade at the time of retirement, separation, or death
  - b) Category Nominee should be considered for Headquarters Senior Leadership, Flag Officer/SES, Officer, Enlisted, and Civilian
  - c) Nominee's acquisition functional area or career field
  - d) The date of the nominee's retirement, separation, and/or death
  - e) Nominee's (or next of kin's) email address, and phone number

- f) Nominator's 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) must be redacted.
3. An unclassified narrative justification, totaling no more than 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 the 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.
5. Nominators are encouraged, but not required, to include endorsement letters as part of the nomination packet. Endorsement letters are weighed favorably by the Selection Committee. To keep nominations to a manageable size, each nomination will be limited to (3) endorsement letters.

#### **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 Army Acquisition Hall of Fame Awards Coordinator will review all nominations 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 Committee.
4. At the beginning of each Call for Nominations period, the Hall of Fame Awards Coordinator will reach out to the points of contact for all of the eligible nominations in the Active Files, with the opportunity to adjust their nomination with updated information, or to meet possible changes in nomination format or criteria.
5. 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 Committee.

#### **Miscellaneous Details:**

1. The nominating point of contact (POC) will receive an automated email to confirm receipt of a completed submission from the nomination platform. If the POC does not receive a confirmation email, and the POC has confirmed the email did not first go to their email spam folder, they should contact the Awards Coordinator to check the status of the nomination.
2. Nominations must not include classified or personally identifiable information. Please review all content 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 Committee Management, 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 Hall of Fame 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. Rachel Longarzo, at [rachel.m.longarzo.civ@army.mil](mailto:rachel.m.longarzo.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/>.