

**Assistant Secretary of the Army for Acquisition, Logistics, and  
Technology 2024 Army Acquisition Executive's (AAE) Excellence in  
Leadership Awards**

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

**Category: Contracting Professional of the Year Award**

**Background:** The 2024 AAE's Excellence in Leadership Award for the Contracting Professional of the Year recognizes the professional whose outstanding contributions and achievements support the Army Contracting Enterprise and merits special recognition.

**Eligibility:**

1. Any contracting professional supporting the AAW or whose contributions support an office within the Army Contracting Enterprise. Non-AAW government employees that operate under the management or oversight of the AAW are eligible (Examples include Army and Air National Guard personnel).
2. Nominee contributions must have been made between 1 June 2023 – 31 May 2024
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 functional area certification and achieved the required 80 continuous learning points during the prior two-year continuous learning cycle (1 Oct 2021 - 30 Sep 2023).

**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. Program Execution and Performance
  - b. Embrace New Approaches to Improve Software Acquisition
  - c. Security of Acquisition Efforts (Cyber, Supply Chain)
  - d. Ensure Testing and Evaluation Provides Valuable Feedback
  - e. Improve Coordination with Congress
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. **Contracting Professional of the Year Award criteria:** recognizes a single contracting professional (enlisted/officer/civilian) who has the most impactful accomplishments supporting ASA(ALT) priorities within one or more of the following missions: contract execution, contract management, and/or contractor support. Professional must additionally have demonstrated substantial improvements in contract quality, compliance, or savings (contract or organizational).

**Nomination Deadline and Submission:**

1. The deadline for nomination submissions is August 9, 2024. **Submissions will not be accepted after 11:59 p.m. ET, August 9, 2024.**
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. The letter **MUST** indicate that the nominee is current, or within the grace period, in his or her DAWIA acquisition functional area certification and continuous learning points.
  - b. Each nomination must have its own endorsement memo addressed to Director, Acquisition Career Management, 9900 Belvoir Rd, Bldg. 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 Contracting Professional of the Year 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 2025.

**Awards Coordinator:**

Questions regarding the 2024 Army Acquisition Executive’s Excellence in Leadership Awards 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/aae-awards/>.