

## **Assistant Secretary of the Army for Acquisition, Logistics and Technology**

### **2025 Army Acquisition Executive's (AAE) Excellence in Leadership Awards**

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

#### **Category: Project Management/Project Director Office Team of the Year Award (O-6 Level)**

**Background:** The 2025 AAE's Excellence in Leadership Award for the Project Management/Project Director Office Team of the Year Award (O-6 Level) recognizes the Project Management/Project Director Office Team whose outstanding contributions and achievements merit special recognition. It also provides an opportunity to showcase exceptional leadership within the Army Acquisition Workforce.

#### **Eligibility:**

1. Nominee contributions must have been made between 1 June 2024 – 31 May 2025.
2. Nominees must meet the evaluation criteria of the award for which they are nominated.
3. Any Project Management/Project Director Office within a program executive office (PEO) is eligible.

#### **Evaluation Criteria:**

Nominees must have made a significant contribution during the eligibility period to be considered for this award.

Describe your team's exemplary efforts, innovations and best practices to develop and improve the qualifications and professionalism of the acquisition workforce by addressing the following areas:

1. Talent management, with a focus on quality and efforts to have people with the right skills, in the right places, at the right times—with the high priority competencies for mission-critical functions. Examples of initiatives include efforts to attract, acquire, develop, promote and retain quality talent, and strategic recruitment of diverse and qualified candidates for the organization's workforce. Examples also include the ways in which organization leaders, managers and supervisors create and sustain effective working relationships with employees. Describe how the team building process worked for this team (forming, norming, storming and performing).
2. Team's leadership and knowledge transfer efforts to build the competencies of current and future leaders—initiatives and results that advance mission success; continuity of leadership; knowledge and best practice sharing across the organization; and an environment of mentoring, continuous improvement and learning.
3. Describe the team's effort to support the ASA(ALT) 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
4. Project Management/Project Director specific criteria:
- a. Demonstrated improved efficiency, effectiveness, responsiveness and agility in facilitating the delivery of a best-value capability to the warfighter (i.e., met or exceeded cost, schedule, performance, should-cost or milestone goals).
  - b. Overcame significant challenges through effective leadership and innovation in the execution of the mission.
  - c. Promoted a culture of professional workforce development, mentorship and teamwork.

**Nomination Deadline and Submission:**

1. The deadline for nomination submissions is July 25, 2025. **Submissions will not be accepted after 11:59 p.m. ET, July 25, 2025.**
2. Only one nomination may be submitted from each PEO.
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.
  - 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 (talent management; team's leadership and knowledge transfer efforts to build the competencies of current and future leaders; team's effort to support the ASA(ALT) priorities; and Project Management/Project Director Office specific criteria)
    - Should not exceed **four** pages.
    - The format will be single-spaced text, Arial, 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 four-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 January 2026.

**Awards Coordinator:**

Questions regarding the 2025 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/>.