



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
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WASHINGTON DC 20310-0105

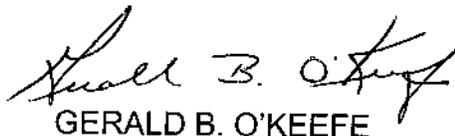
30 DEC 2015

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Nominations for the 54th Annual Pace Award for Calendar Year 2015

1. On behalf of the Secretary of the Army, we are soliciting nominations for the Pace Award for calendar year 2015, which marks the 54th anniversary of this award. The Pace Award recognizes one civilian (GS-14 equivalent or below) and one military officer (lieutenant colonel or below) for their performance or completion of significant staff assignments that benefit the Army by providing substantial financial savings, or technological or military development.
2. Selection as a Pace Award winner is a special honor and serves as a benchmark of career accomplishments by the individual. To be eligible for competition, nominees must have been officially assigned to Headquarters, Department of the Army in a staff capacity at the close of calendar year 2015.
3. Nominations should be submitted in accordance with the procedures outlined at the enclosure and forwarded to the Human Resource Management Directorate. Deadline for receipt of nominations is 4 March 2016. You may submit up to three nominations for each category.
4. The point of contact for the Pace Award for calendar year 2015 is Ms. JoAnn F. Anderson at (703) 545-1187 or joann.f.anderson6.civ@mail.mil.

Encl


GERALD B. O'KEEFE

Pace Award

The Pace Award is presented annually in the name of former Secretary of the Army Frank Pace, Jr., who served as Secretary from 12 April 1950 through 20 January 1953. The award recipients will receive a Pace Award certificate mounted on a plaque and a pen set. Individuals selected as runners-up will receive a Certificate of Achievement signed by the Secretary of the Army.

Purpose

The purpose of this award is to give special recognition to both a civilian employee and a military officer officially assigned to Headquarters, Department of the Army (HQDA) for a contribution of outstanding significance to the Army that occurred during the calendar year. The individual contribution must be the result of the nominee's personal efforts, not a collective effort as head of a staff unit.

Eligibility

Any civilian employee, GS-14 equivalent or below, or any military officer, lieutenant colonel or below, who is officially assigned to HQDA in a staff capacity at the close of calendar year 2015 is eligible for nomination. Personnel assigned to Direct Reporting Units are not eligible, but personnel assigned to field operating agencies collocated with their Principal Official in HQDA are.

Basis for Selection

Eligible personnel will be nominated and considered in accordance with the following criteria:

- Completion of a significant task or staff assignment during calendar year 2015 that brought benefit to the Army, such as a great improvement in service, substantial financial savings, or significant technological or military development. The accomplishments should include efforts above and beyond the routine tasks the individual performed on a daily basis.
- Performance of assigned duties and responsibilities in such a manner as to have demonstrated outstanding executive, scientific, or technical abilities.

Nomination of Candidates

Principal Officials of HQDA are invited to submit nominations to the Human Resource Management Directorate via email to usarmy.pentagon.hqda.mail.hrmd-civilian-awards@mail.mil.

Enclosure

NOTE: Any temporary duty travel associated with receipt of the award is the responsibility of the nominating organization.

What to Submit

The nominating Principal Official will personally endorse each nomination, which will consist of the following:

1. A cover sheet containing:
 - a. the nominee's name, title, grade or rank, organizational location, and length of service;
 - b. a brief description of the nominee's current duties and responsibilities, including the scope of work; and
 - c. a point of contact (with telephone extension) for the nomination package.
2. A written statement of justification that is:
 - a. no more than two pages in length (prepared in Arial 12 point); and
 - b. as specific as possible, succinctly listing the nominee's significant contributions and their efforts. Additional materials are not permitted as enclosures.
3. A proposed citation consisting of up to 100 words highlighting the nominee's significant achievements. The citation will be placed on the Pace Award certificate the Secretary of the Army will sign.
4. A DA Form 1256 (Incentive Award Nomination and Approval). Nominating officials will ensure that Part I of the DA Form 1256 is completed. Block 5a (Other) should specify "PACE AWARD." PRINCIPAL OFFICIALS must sign block 10 of the form.
5. Biography. The nomination packet must include a biography.



CY 2015 PACE Award Nomination Packet

COVER SHEET

Nominee's Name

Nominee's Job Title

Nominee's Organization/Agency

Nominee's Phone number

Nominee's Total Length of Service

Nominee's Service w/current unit

Nominee's Duties/Responsibilities

Supervisor / Nominating Official Information

Name

Email Address (@mail.mil)

Phone Number



Justification



Biography

Proposed Citation