



Award Nomination Form 2023

Procurement Round Table Elmer B. Staats Contracting Professional Excellence Award

Submit with transmittal letter or memorandum signed by the Head of Contracting Activity by April 28, 2023 in PDF format to: National Contract Management Association at awards@ncmahq.org



- Full name of nominee:
- Years of service (must be not less than 5 and not more than 10) as a GS-1102 (or military equivalent) as of April 28, 2023
 - Employing agency/department
 - Title of current position
 - Education degree(s) and date(s)
 - Nominee's e-mail address
 - Nominee's landline phone number
 - Nominee's cell phone number
 - Supervisor's name

- Supervisor's e-mail address
- Supervisor's landline phone number
- Supervisor's cell phone number
- Attach commentary (not to exceed four pages of 11-12 points font text), regarding the nominee to address the award criteria as follows in 4 separate sections:
 - Description of current job
 - Most noteworthy contracting operations accomplishments in the last 24 months
 - Most noteworthy contracting policy accomplishments in the last 24 months
 - Professional Leadership and growth, such as association memberships/positions, on the job and community service that demonstrates excellence in contracting and leadership