

Request for Nominations
2014 Secretary of the Army Awards for Improving Publications

The Army Publishing Directorate (APD) is accepting nominations for the 2014 Secretary of the Army Awards for Improving Publications. The awards recognize military and civilian personnel who have made superior contributions in publications. The period of consideration is 1 July 2013 to 30 June 2014. The nomination deadline for 2014 has been extended to 15 October 2014.

There are two award categories, with two possible awards (Departmental or Command) in each category:

- 1) Army Editor of the Year Awards (Departmental or Command) recognize writers and editors who produce superior official, numbered, and authenticated Departmental or Command Publications. Nominees must produce publications that are easy to read, use, and understand.
- 2) Secretary of the Army Awards for Publications Improvement (Departmental or Command) recognize those individuals who develop, manage, or support a program or effort that improves the activity's publishing system, process, or program; or improves efficiency or achieves a savings. The program or effort can be Armywide; for a Headquarters Department of the Army (HQDA) agency; or for an Army command, corps, division, or installation. A group award may be made in this category, but wherever possible, the name of a single individual who was primarily responsible for the initiative or accomplishment is preferred.

The nomination should indicate if it is for the Departmental or Command award. Please include the following:

- 1) DA Form 1256 (Incentive Award Nomination and Approval). Part IV of the DA 1256 is signed by a Principal Official for departmental awards or by a MACOM commander (or at least the regional level commander/director) for command awards. The form should indicate if the nomination is for a command or departmental award.
- 2) Equal Employment Opportunity (EEO) clearance statement from the EEO officer. This requirement is also met by EEO Officer's signature on the DA 1256, block 7.
- 3) Award justification. The justification clearly states the objectives of the publication, system, or process, and how the objectives were met.
- 4) Supporting documentation. The supporting documentation shows that objectives were met.

Please send two (2) copies of submission content on CD or DVD, and one (1) hardcopy of submission content to:

Army Publishing Directorate
ATTN: Awards
9301 Chapek Road, Bldg 1456
Fort Belvoir, VA 22060

For further instructions on submission requirements, please see AR 25-30, Chapter 6 (http://www.apd.army.mil/pdf/files/r25_30.pdf).

Please e-mail any questions regarding the awards to usarmy.pentagon.hqda-apd.mbx.publishing-awards@mail.mil.