



CSA SEA SOP

Extract from

“Guidance for Implementation of the CSA SEA program for the 2016/2017 Evaluation cycle”

Supply Excellence Award (SEA)
Standard Operating Procedures (SOP)
(17 May 2016)

1. Applicability

The policies, requirements, and guidance in this SOP apply to all units and organizations competing for the Chief of Staff, Army, (CSA) SEA. The SEA is a Department of the Army (DA) sponsored, Total Army Program open to the Active Army, Army National Guard (ARNG), and United States Army Reserve (USAR) modified table of organization and equipment (MTOE) units and table of distribution and allowance (TDA) activities. The program recognizes Total Army units and supply support activities (SSA) that exhibit excellence in unit-level and field maintenance supply programs.

2. Purpose

The purpose of the SEA program is to enhance the readiness and supply effectiveness of Army organizations. The program provides a positive incentive for extraordinary supply and support operations and fosters outstanding accountability, support, and resource management while enhancing awareness and strict adherence to logistics management and the Command Supply Discipline Program (CSDP) guidelines (see Army Regulation (AR) 710-2 appendix B). It provides increased incentives to the Army Commands (ACOMs), Army Service Component Command (ASCCs), and Direct Reporting Units (DRUs) internal CSDP programs by adding a higher level of competition at the DA level.

3. Responsibilities

a. The CSA will—

- (1) Review, make final approval of the SEA annual winners' list and send the approved list to the DCS, G-4.
- (2) Continuously review DCS, G-4's submissions of the SEA/Logistics Excellence Awards (LEA) ceremony schedule and give the DCS, G-4 notice of a schedule alignment(s) between the CSA's calendar and a SEA/LEA ceremony schedule.
- (3) Act as presiding officer at a SEA, or combined LEA ceremony, should the CSA's travel schedule align with a winning unit(s)' ceremony.

b. The VCSA will—

- (1) Continuously review DCS, G-4's submissions of the SEA/LEA ceremony schedule and give the DCS, G-4 notice of a schedule alignment(s) between the VCSA's calendar and a SEA/LEA ceremony schedule.
- (2) Act as presiding officer at a SEA, or combined LEA ceremony, should the VCSA's travel schedule align with a winning unit(s)' ceremony.

c. The Chief, National Guard Bureau (CNGB) will provide qualified members to assist the SEA team as required.

d. The Chief of the Army Reserves (CAR) will provide qualified members to assist the SEA team as required.

e. The local Senior Mission Commander (SMC) will present plaques to selected SEA winners and act as the presiding officer so superior performing units can be recognized among their peers, foster esprit de corps and motivate other organizations to continue improving operational readiness and enhancing mission capabilities. The SMC will also:

- (1) Act as the presiding officer of the SEA portion of a combined LEA ceremony, should more than one functional unit win at the same location.
- (2) Email ceremony invitations to: the United States Army Quartermaster School (USAQMS) Commander, Deputy Chief of Staff, G-4 (DCS, G-4) and to the CSA at a minimum two weeks before the ceremony date.
- (3) Should the CSA, Vice Chief of Staff, Army (VCSA) and/or DCS, G-4 attend the SEA or LEA ceremony to present the awards, act as a gracious host and reserve an adequate local venue befitting the guest(s).

- f. The Deputy Chief of Staff, G-4 (DCS, G-4) will—
- (1) Provide selected program funding, policies, and overall guidance to the USAQMS for the SEA program.
 - (2) Prepare and distribute DA implementing guidelines and criteria for participation in the SEA program once every evaluation cycle.
 - (3) Prior to unit evaluations or any SEA related publication, provide USAQMS direction for using areas of special emphasis, should there be any.
 - (4) Review and vet list of proposed winners, submitted by USAQMS SEA evaluators, to submit recommendations for final selection to the CSA.
 - (5) Once the CSA approves the SEA annual winners, publish the annual winners' message, along with the other logistics functional area winners, through an All Army Activities (ALARACT) and the Headquarters Department of the Army, G-4 (HQDA, G-4) monthly property accountability newsletter.
 - (6) Plan, manage and operate SEA ceremonies
 - (a) Acquire the contact information of the SMC, the dates, times and locations of the SEA ceremony from winning units of the SEA.
 - (b) Coordinate-
 - i. The annual award ceremonies with the CSA, VCSA or DCS, G-4 offices, when any of the aforementioned officer's travel schedule aligns with a winning unit's SEA ceremony.
 - ii. SEA ceremony requirements with the CSA, VCSA or DCS, G-4's protocol office, when any of the aforementioned officers are able to attend a local SEA ceremony.
 - iii. Should either the VCSA or the CSA plan to attend, brief the VCSA or CSA prior to the SEA ceremony.
 - (c) Appoint a lead functional area unit to combine the logistics excellence award ceremonies into one ceremony when there are more than one winning unit at the same location.
 - (d) Review and approve the SEA plaque, "Best of the Best" SEA award, or any SEA related award, purchase the SEA awards and mail them to winning units' SMC.
 - i. Prepare congratulatory Star Note from the DCS, G-4 to each winner and mail the notes to their SMCs.
 - ii. Prepare congratulatory Star Note from the DCS, G-4 to each runner-up and mail the notes to their SMCs
 - (e) Operation of the local ceremony delegated to each SMC.
- g. ACOMs, ASCCs, DRUs, ARNG, and USAR commands will—
- (1) Promote competition at all levels of command and develop awards to recognize units and activities participating at all levels of the competition.
 - (2) Select units and organizations to be nominated to the HQDA-level SEA competition in accordance with instructions and criteria in DA implementing guidelines.
 - (3) Host SEA ceremonies at each winning unit's local installation.
 - (a) Immediately, upon availability, email the date, time and location of the SEA ceremony to the following email address: USARMY.PENTAGON.HQDA-DCS-G-4-CSA-LEA@MAIL.MIL
 - (b) Immediately, upon availability, email the full name, rank, contact information and address of the SMC chosen to preside over the SEA ceremony to the following email address: USARMY.PENTAGON.HQDA-DCS-G-4-CSA-LEA@MAIL.MIL
 - (c) Coordinate ceremony plans and actions with the Army Award for Maintenance Excellence (AAME) and/or the Deployment Excellence Award (DEA) winning units, should they be located on the same location.
- h. The Commander, USAQMS will—
- (1) Serve as an advisor to the DCS, G4 for administration of all aspects of the CSA SEA program.
 - (2) Prior to the start of virtual and onsite evaluations, acquire areas of special emphasis to use for evaluations from the DCS, G-4.
 - (2) Review and approve nominations submitted for consideration and evaluation in the CSA SEA program.
 - (3) Manage and coordinate the virtual and onsite evaluation schedule, and provide the appropriate number of evaluators to conduct virtual and onsite evaluations for all components of the Army.
 - (4) Prior to onsite evaluations, submit the phase I semi-finalists list and notification memorandum to the DCS, G-4 for approval and dissemination in an ODCS, G-4 message.

- (5) Control and account for all funds provided by the DCS, G-4 for the CSA SEA program (travel and operational supplies).
- (6) Provide DCS, G4 the proposed winner and runner-up units' information to include:
 - (a) Unit's accomplishments write up, provided by the units.
 - (a) High resolution photographs, provided by the units.
 - (b) Units' ACOM point of contact.
 - (c) Units' complete mailing address.
- (7) After publication of the annual winners' message by the DCS, G-4, recognize winners and runner-up units with a Star Note.
- (8) Coordinate publication of winning unit data in Army logistics and sustainment-related publications and newsletters.
- i. Organizations interested in participating in the CSA SEA program will –
 - (1) Contact their command's SEA program manager. Point of Contact for the ACOMs, ASCCs, DRUs, ARNG, and USAR can be found in the SEA webpage under: http://www.quartermaster.army.mil/ltd/sea_contacts.html.
 - (2) Organizations can email the SEA team at USARMY.LEE.TRADOC.MBX.SUPPLY-EXCELLENCE-AWARD@MAIL.MIL for guidance.

4. Participation criteria

The program is structured to allow units with like complexity and responsibility to compete collectively against Army CSDP standards and not each other. The levels of competition are—

- a. Level I, User Level (CSDP, table B–1)—Company, battery, troop, or detachment. Units competing at this level perform functions outlined in CSDP, table B–1. There are two levels of competition:
 - (1) Level I (A) MTOE organization.
 - (2) Level I (B) TDA organization.
- b. Level II, property book operations (CSDP, table B–2). Activities with a legally appointed property book officer, performing the functions outlined in CSDP, table B-2. Units competing at this level may nominate units/organizations in Levels I, III, or IV for independent evaluation. There are two levels of competition:
 - (1) Level II (A) MTOE organization.
 - (2) Level II (B) TDA organization.
- c. Level III, Parent Organization Level (CSDP, table B–3). Units competing at this level perform functions outlined in CSDP, table B–3. They may not nominate a subordinate element/unit to compete in Level I. One subordinate unit will be included in the evaluation of the organization. However, organizations competing in Level III may nominate other organic elements/units in levels II and IV to compete as separate entities. There are two levels of competition:
 - (1) Level III (A) MTOE organization.
 - (2) Level III (B) TDA organization.
- d. Level IV, SSAs (CSDP, table B–4). Activities with a legally appointed stock record officer performing the functions outlined in CSDP, table B–4. There are two levels of competition:
 - (1) Level IV (A) MTOE organization.
 - (2) Level IV (B) TDA organization.

5. Nomination procedures

- a. Nominations. Active Army, ARNG, and USAR units will be segregated into the categories noted above in Paragraph 4. The SEA team has the authority to move a unit or SSA into the correct level of competition or disqualify a unit if the organization does not fit into any of the evaluated categories.
- b. Active Army units. Active Army ACOMs/ASCCs/DRUs, less FORSCOM, TRADOC, USARPAC and AMC, may nominate one unit for each level of competition. FORSCOM may nominate up to three units, TRADOC and USARPAC may nominate up to two units and AMC may nominate up to five units for levels I through IV. Nominations will be accepted from the following:
 - (1) U.S. Army Forces Command.
 - (2) U.S. Army Training and Doctrine Command.
 - (3) U.S. Army Materiel Command.
 - (4) U.S. Army Central (Third Army).

- (5) U.S. Army North (Fifth Army).
- (6) U.S. Army South (Sixth Army).
- (7) U.S. Army Europe and Seventh Army.
- (8) U.S. Army Pacific.
- (9) U.S. Army Africa/ European Task Force.
- (10) U.S. Army Special Operations Command.
- (11) Military Surface Deployment & Distribution Command.
- (12) U.S. Army Space & Missile Defense Command/Army Strategic Command.
- (13) U.S. Army Cyber Command (Second Army).
- (14) U.S. Army Medical Command.
- (15) U.S. Army Intelligence & Security Command.
- (16) U.S. Army Criminal Investigation Command.
- (17) U.S. Army Corps of Engineers.
- (18) U.S. Army Military District of Washington.
- (19) U.S. Army Test and Evaluation Command.
- (20) U.S. Military Academy.
- (21) U.S. Army Acquisition Support Center.
- (22) U.S. Army Reserves.
- (23) U.S. Army National Guard.

c. Nomination of ARNG units by region. The ARNG may nominate one unit from each region in each level of the competition. A copy of the nomination packet must be forwarded to National Guard Readiness Center (NGB-ARL), 111 South George Mason Drive, Arlington, VA 22204-1382. A second copy of the packet must be furnished to the HQDA, G-4, Supply Policy Division, 500 Army Pentagon Washington, and D.C. 20310-0500. Proper security classification, downgrading instructions, and mailing procedures will be used. Nominations are to be forwarded through command channels in the format provided in Paragraph G-8 below.

d. Nomination of USAR units. ACOMs/ASCCs/DRUs with USAR Command units may nominate up to two units in each level of competition. USAR units mobilized for active duty will compete only against USAR units.

e. Submitting nominations. All participants, ACOMs/ASCCs/DRUs, ARNG regions, and USAR commands must submit nomination memorandums, to USARMY.LEE.TRADOC.MBX.SUPPLY-EXCELLENCE-AWARD@MAIL.MIL. Nomination packets will be submitted electronically (via AKO), but the authorizing official signature must be present. ACOMs/ASCCs/DRUs will provide two points of contact to be granted access to upload nomination packets at the time the nomination memorandum is submitted. The ACOMs/ASCCs and DRUs will receive the link to the AKO folder where the units' packet needs to be loaded from the United States Army Quartermaster School (USAQMS) CSA SEA evaluators. Submission of nominations implies consent to be evaluated and authorizes USAQMS CSA SEA evaluators to coordinate directly with the nominated units.

f. Minimum number of qualified entries. Levels that have less than three qualified entries for the annual competition will be closed for that year's competition. However, with the approval of the DCS, G-4, a level of competition may remain open in unusual circumstances, such as deployments causing the number of units competing to be reduced.

g. Classified units. Units whose mission, location, and/or unit designation are classified will ensure that information provided can be used in news releases and for publicity purposes without requiring approval of the nominating command.

h. Nominating memorandums. Nominating memorandums from all participating units (Active Army, ARNG, and USAR) must include—

- (1) Unit designation.
- (2) Type of unit (MTOE, TDA).
- (3) Level of competition.
- (4) Unit Identification Code (UIC).
- (5) Unit interface/installation code (INS).
- (6) Logistics Information System (LIS) utilized by unit.
- (7) Department of Defense Activity Address Code (DODAAC) and Routing Identifier Code (RIC).
- (8) Complete unit mailing address.
- (9) Unit's physical location (building number, street number, city and state).

(10) ACOM/ASCC/DRU.

(11) Unit point of contact (this individual must be authorized to coordinate directly with the SEA team and have the authority from the command to make decisions on behalf of the command).

Include the following information:

(a) Name.

(b) Grade.

(c) Phone number.

(d) Enterprise e-mail address.

6. Criteria for evaluation and milestones

a. Criteria of evaluation. The primary criteria for evaluation are demonstrated success in supervisory and managerial responsibilities in compliance with the Army standard supply policy and procedures, the command supply discipline program, and the Army management philosophy. Evaluation guidelines and scoring criteria within each level will be administered by USAQMS. The basis of the evaluation is the CSDP as detailed in appendix B; all units, in any category will be evaluated utilizing the Army CSDP standards. Up to 10 percent of the total score is reserved for areas of special emphasis identified by the ODCS, G-4. If there are no areas of special emphasis the evaluation criteria will be solely based on the standard Army CSDP areas. The Commandant, USAQMS will determine applicable scoring for each evaluated area for each particular category. The scores attained by evaluated units will not be released or publicized. Recommendation for awards will be based solely on onsite evaluations.

b. Evaluation guidelines. The SEA program evaluates units in two phases. Phase I is evaluated by a board at Fort Lee (no travel required). Evaluation packets are submitted electronically with the nomination memorandum to Army Knowledge Online (AKO); evaluators will access the files, review and evaluate each packet. Units must attain a total composite score of 80 percent or better during the Phase I evaluation in order to be eligible for the Phase II on-site evaluation. Only the top two units in each category, scoring over 80 percent will advance to Phase II. During the Phase II on-site evaluation, units must attain a total composite score of 90 percent or better to be an eligible award winner or runner-up for their category. Units achieving less than a 90 percent composite score will not be eligible for award recognition. The unit, in each category/level, that achieves the highest score over 90 percent will be declared the "winner." A second unit in the same category that achieves a score over 90 percent, but less than the winner's score will be declared the "runner-up." If neither unit achieves above a 90 percent, there will no winner declared for the category/level.

c. Structure of CSA SEA. The program has been structured to utilize existing supply documents and files to minimize unit administrative requirements. The framework for the evaluation includes compliance to current policy and management control objectives identified in the CSDP. Tables 1-4 below depicts the Phase I evaluation criteria with notes. This is only a guide to assist units in assembling an evaluation packet **(It is not a complete list of required documents for the Phase I evaluation)**. Units must adhere and provide all documents pertinent to the category of competition in accordance with AR 710-2 appendix B tables 1-8. See paragraph 8 for packet assembly guidelines.

Table 1
Evaluation Criteria for Phase I

Level I (A/B) MTOE/TDA	Notes
Supply SOP	Internal and external as applicable
CSDP Program	Last two CSDP evaluations from higher headquarters and other pertinent documents
HAZMAT Program	All pertinent documents
Authorization Documents	Current
Requesting and Receiving Supplies	Organization procedures, include last two reconciliations with supporting documents Property Book Unit Supply Enhanced (PBUSE) ONLY
Disposition of Property	Organization procedures and pertinent documents

Level I (A/B) MTOE/TDA	Notes
Property Responsibility	Signed primary hand receipt holder (PHR) and supporting documents for shortages not on order, excess not on disposition
Organizational clothing and Individual Equipment Inventories	Organization procedures
Adjustment for Lost, Damaged or Destroyed Property	Organization procedures and other applicable documents
Storage Procedures	Organization procedures
Army Records Information Management System	Organization procedures
	Copy of current year's ORL

**Table 2
Evaluation Criteria for Phase I**

Level II (A/B) MTOE/TDA	Notes
Property Book SOP	Internal and external as applicable
CSDP Program	Last two CSDP evaluations from higher headquarters and other pertinent documents
HAZMAT Program	All pertinent documents
Authorization Documents	Current for all supported units
Requesting and Receiving Supplies	Organization procedures, include last two reconciliations with supporting documents (PBUSE) ONLY
Disposition of Property	Organization procedures and pertinent documents
Property Responsibility	Consolidated Property Listing in excel raw format and supporting documents for shortage not on order, excess not on disposition.
Property Accountability	Organization procedures and all pertinent documents
Management of Loads	Organization procedures and all pertinent documents
Inventories	Organization procedures and all pertinent documents
Adjustment for Lost, Damaged or Destroyed Property	Organization procedures
Storage Procedures	Organization procedures
Army Record Information Management System	Copy of current year's office records list (ORL)

**Table 3
Evaluation Criteria for Phase I**

Level III (A/B) MTOE/TDA	Notes
Brigade/Battalion SOP	Internal and external as applicable
CSDP Program	Last two CSDP evaluations from higher headquarters and other pertinent documents
HAZMAT Program	All pertinent documents
Authorization Documents	Current for all supported units
Property Book Responsibilities	Consolidated Property Listing, and all supporting documents
Requesting and Receiving Supplies	Organization procedures, include last two reconciliations with supporting documents (PBUSE) ONLY

Level III (A/B) MTOE/TDA	Notes
Disposition of Property	Organization procedures and other pertinent documents
Central Issue Facility and Organizational Clothing and Individual equipment	Organization procedures and other pertinent documents
Basic and Operational Load	Organization procedures and other pertinent documents
Inventories	Organization procedures and all pertinent documents
COMSEC	COMSEC custodian appointment orders and copy of last inspections (within 2 years)
Adjustment for Lost, Damaged or Destroyed Property	Procedures on SOP and copy of FLIPL register
Physical Security	Organization procedures and other pertinent documents
Campaign on Property Accountability	Latest Metrics
Army Records Information Management System	Copy of current year's ORL

**Table 4
Evaluation Criteria for Phase I**

Level IV (A/B) MTOE/TDA	Notes
SSA Internal & External SOPs	
Current and Previous SSA Performance Standards	requisition wait time (RWT), customer wait time (CWT), Fill rate, Zero balance and Denial rate
Requesting, Issue, Receipt and Turn-in Procedures	
Stock Control	
Storage Procedures	
Reconciliation and validation	
Authorized Stockage List and Storage Operations	
Inventories and Inventory Adjustment Reports	
Retrograde and Disposal	
HAZMAT Program	
Army Records Information Management System	
CSDP Program	
Planograph of Warehouse	

d. Milestones. Milestones for the CSA Supply Excellence Award are contained in table G-1.

**Table 5
Milestones**

Milestone	Completion date
Publish annual guidance message — HQDA	1 October, annually
Nomination packets submitted — ACOMs/ASCCs/DRUs	1 October, annually
Phase I evaluations — USAQMS	2-31 October, annually
Notification of Phase I semifinalist - HQDA	31 December, annually
Onsite evaluations — USAQMS	1 January–31 March, annually
Winners announced — HQDA	April, annually
Awards presentation message published — HQDA	May, annually
Awards presentation — HQDA/DCS, G-4/ ACOMs/ASCCs/DRUs.	June-Sep, annually

Note:

1. All nominated units must be prepared for the CSA SEA team’s onsite evaluation anytime during the 3-month evaluation window (1 January to 31 March). Itineraries may change as the team progresses through the evaluation process. If the evaluation date(s) change(s), nominated units will receive at least a 24-hour notification of the revised date/time. They will be rescheduled within a 30-day window of the initial evaluation date. If a unit states that they cannot accommodate the evaluators, they will be eliminated from the competition for that year.

7. Awards ceremony and presentations

- a. The local Senior Mission Commander will present plaques to the unit or SSA representatives who are selected as the SEA winners for the annual SEA or integrated award ceremony.
- b. Winning and runner-up units will receive a congratulatory Star Note from the DCS, G-4 and Commander, USAQMS.
- c. Winning and runner-up unit achievements will be published in Army logistics and sustainment related publications and newsletters.

8. Guidance for the Chief of Staff, Army, Supply Excellence Award nomination packet

- a. General. The packet will give the evaluation panel a better understanding of the organization and what it considers relevant and important to its mission. The nomination packet (up to classification SECRET) will be submitted under separate cover in accordance with appropriate physical security guidelines. Include a table of contents that will have, at a minimum, the tab information listed below:
- b. Tabs. The following are required tabs:
 - (1) Tab A: Nominations. This tab will include a copy of the nomination document described in Paragraph 5h.
 - (2) Tab B: Endorsements. This tab will include the nomination letter and other documentation supporting the nomination. The nomination letter must be initiated by the unit/activity and endorsed by the chain of command. This can be followed by copies of any letters of appreciation, awards, or certificates that are significant to the unit’s operation or that encourages the unit’s members to strive for high supply performance standards. All Tab B information must be within 365 days of the evaluation board.
 - (3) Tab C: Organizational structure. This section will include: unit mission statements, unit authorization documents and a section organizational chart of logistical personnel within the nominated element.
 - (4) Tab D: CSDP. This tab will include a copy of all documentation supporting the organization’s CSDP program. Refer to paragraph 6c and tables 1 through 4 of this SOP for category requirements.
 - (5) Tab E: Summary of the unit’s logistical posture. Identify actions the competing section has taken that led to operational mission success at the unit/activity level or higher command level. Units/activities are encouraged to be creative in selecting topics to cover in this tab. This tab may

also include a narrative on projected/planned short and long-term actions/goals and mention any key performance drivers that contribute to their establishment. This section will not exceed seven pages. The following topics are intended as suggestions for idea generation, but are by no means intended to be a comprehensive list:

- (a) Current placement in the Army Force Generation Model.
- (b) Total number of Line Item Number (LINS) on MTOE or TDA.
- (c) Total dollar amount of property on-hand.
- (d) Quarterly equipment on-hand percentages based on AR 220-1.
- (e) Total number of hand receipts maintained.
- (f) Property book inventory schedules and results.
- (g) Total numbers of property loss documents (by type).
- (h) Total dollar amount of property losses (by category of loss).
- (i) Property book reconciliation results.
- (j) Number of Organizational Clothing and Individual Equipment (OCIE) records maintained.
- (k) ASL Review and Analysis Boards
- (l) SSA Performance Standards
- (m) ATF lines and dollar value

(6) Tab F: Training guidance. This tab contains a narrative of the organization's training program both internal and external. It should emphasize training for supply operations within the organization, actions the organization takes to educate its customers, and will include information on how the organization trains military occupational specialty (MOS) 92A and 92Y series personnel. Units/activities will include a by name roster of competing section logistical personnel (92A/Y MOSs) or other personnel assigned logistics duties) that includes a chronological sketch of duty-related schools/training personnel have completed within the last 5 years or are currently enrolled. The maximum length of this tab is 10 pages. All training guidance must be current (within the last 3 years).

(7) Tab G: Innovations. Innovation means making meaningful change to improve programs, processes and operations. This tab is used by the unit/activity to address improvements made to established logistics processes, operations, and programs that have saved time or money and have increased efficiency. Innovations lead to better business practices across the organization. Include examples of the innovation(s), if possible, in the nomination packet. This tab will include innovations implemented within the last 2 years.

(8) Tab H: Facility layout. This section contains current facility layout diagrams (any supply rooms,). SSAs will also include current storage Planograph. The diagram will include unit designation, UIC if for a subordinate organization, and location. Units may provide a layout representative of the complete span of their organization if they feel it will assist in the understanding of their operations. A narrative describing the logic of the layout may be included on a single sheet directly behind the appropriate diagram.

(9) Tab I: Exception to Policy. This section contains exception to policy memorandums approved for the unit.

9. Army Knowledge Online (AKO) upload

a. ACOMs, ASCCs, DRUs SEA program coordinators will request access to upload nomination packets onto the SEA AKO folder. The following information is required.

- (1) Unit Name.
- (2) Category/level of competition.
- (3) AKO user name for individual that will have access to load; no more than two points of contact for each unit.

b. Send request to: USARMY.LEE.TRADOC.MBX.SUPPLY-EXCELLENCE-AWARD@MAIL.MIL

c. The SEA team members will create a folder for each unit and will provide the requestor with the AKO ID file number for them to upload the nomination packet.

d. **The packets must be uploaded in multiple files titled according to the tabs in paragraph 8 above. Subfolders can be built for each tab if necessary. Files format must be pdf readable.**

Roles and Responsibilities

School	Army Staff	Unit (Senior Mission CDR)
	Publish Guidance for FY Cycle	
Assessment	Fund Program	Schedule/ run award ceremony (D-45, NLT)
Propose Candidates	Provide evaluation areas of special emphasis	Receive Army Senior Rep, master of ceremonies
Advise	Approve Winners (CSA)	Lead for LEA ceremony, should their be >1 unit at an installation
	Publish Winner's List (ALARACT/MFR)	
	Publish Star Notes	
	Approve Award Standard	
	Purchase Award	
	Mail Awards	