

ALARACT 092/2024

DTG: R 211748Z NOV 24

UNCLAS

SUBJ/ALARACT 092/2024 – FISCAL YEAR 2024 CALL FOR NOMINATIONS FOR THE SECRETARY OF THE ARMY AWARDS FOR IMPROVING PUBLICATIONS AND PROCESSES

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA//OCIO

1. (U) REFERENCES:

1.A. (U) AR 25–30, ARMY PUBLISHING PROGRAM

1.B. (U) DA PAM 25–40, ARMY PUBLISHING PROGRAM PROCEDURES

1.C. (U) AR 672–20, INCENTIVE AWARDS

2. (U) THE ARMY PUBLISHING DIRECTORATE (APD) IS ACCEPTING NOMINATIONS FOR THE FISCAL YEAR 2024 SECRETARY OF THE ARMY AWARDS FOR IMPROVING PUBLICATIONS AND PUBLISHING PROCESSES IN ACCORDANCE WITH REFERENCES 1.A. AND 1.B. THE AWARDS RECOGNIZE MILITARY AND CIVILIAN PERSONNEL WHO HAVE MADE SUPERIOR CONTRIBUTIONS IN PUBLICATIONS. THE PERIOD OF CONSIDERATION IS 1 OCTOBER 2023 TO 30 SEPTEMBER 2024, AND NOMINATIONS ARE DUE TO APD BY 1 FEBRUARY 2025.

3. (U) THERE ARE TWO AWARD CATEGORIES, WITH TWO POSSIBLE AWARDS (DEPARTMENTAL OR COMMAND) IN EACH CATEGORY.

3.A. (U) 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.

3.B. (U) 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 AGENCY; OR FOR AN ARMY COMMAND, CORPS, DIVISION, OR INSTALLATION.

4. (U) THE NOMINATION SHOULD INCLUDE THE FOLLOWING:

4.A. (U) DA FORM 1256 (INCENTIVE AWARD NOMINATION AND APPROVAL). PART IV OF THE DA FORM 1256 IS SIGNED BY A PRINCIPAL OFFICIAL FOR DEPARTMENTAL AWARDS OR BY AN ARMY COMMAND, ARMY SERVICE COMPONENT COMMAND, OR DIRECT REPORTING UNIT COMMANDER FOR COMMAND AWARDS. THE FORM SHOULD INDICATE IF THE NOMINATION IS FOR A COMMAND OR DEPARTMENTAL AWARD.

4.B. (U) EQUAL EMPLOYMENT OPPORTUNITY (EEO) CLEARANCE STATEMENT FROM THE EEO OFFICER. THIS REQUIREMENT IS ALSO MET BY THE EEO OFFICER'S SIGNATURE ON THE DA FORM 1256, BLOCK 7.

4.C. (U) ENDORSEMENT MEMORANDUM. AN ENDORSEMENT MEMORANDUM SIGNED BY THE PRINCIPAL OFFICIAL OR COMMANDER OF ACOM, ASCC OR DRU.

4.D. (U) AWARD JUSTIFICATION. THE JUSTIFICATION CLEARLY STATES THE OBJECTIVES OF THE PUBLICATION, SYSTEM, OR PROCESS AND HOW THE OBJECTIVES WERE MET.

4.E. (U) PROPOSED CITATION. THE PROPOSED CITATION SHOULD NOT EXCEED 60 WORDS, HIGHLIGHTING THE NOMINEE'S SPECIFIC ACHIEVEMENTS DURING THE PERIOD (CAN BE INCLUDED WITH JUSTIFICATION).

4.F. (U) SUPPORTING DOCUMENTATION. THE SUPPORTING DOCUMENTATION SHOWS THAT OBJECTIVES WERE MET.

5. (U) SUBMIT THE NOMINATION PACKAGE VIA DEPARTMENT OF DEFENSE SAFE ACCESS FILE EXCHANGE ([HTTPS://SAFE.APPS.MIL/](https://SAFE.APPS.MIL/)) OR THROUGH THE ENTERPRISE TASK MANAGEMENT SOFTWARE SOLUTION TASKER CONSISTING OF THE SIGNED DA FORM 1256, EEO CLEARANCE STATEMENT, ENDORSEMENT MEMORANDUM, NARRATIVE JUSTIFICATION, AND ALL SUPPORTING WORK SAMPLES, INCLUDING PUBLICATIONS, FOR EACH NOMINATION.

6. (U) FOR FURTHER INSTRUCTIONS ON SUBMISSION REQUIREMENTS, SEE APD WEBSITE PUBLISHING ANNOUNCEMENTS ON THE HOME PAGE ([HTTPS://ARMYPUBS.ARMY.MIL/](https://ARMYPUBS.ARMY.MIL/)); AR 25–30, CHAPTER 6; DA PAM 25–40, CHAPTER 10; AND AR 672–20, CHAPTERS 2 THROUGH 6. THESE PUBLICATIONS CAN BE OBTAINED FROM [HTTPS://ARMYPUBS.ARMY.MIL/](https://ARMYPUBS.ARMY.MIL/).

7. (U) EMAIL QUESTIONS ABOUT THE AWARDS TO USARMY.PENTAGON.HQDA-APD.MBX.PUBLISHING-AWARDS@ARMY.MIL.

8. (U) THE POINT OF CONTACT FOR THIS ACTION IS MS. KIRSTIN BEST, KIRSTIN.L.BEST.CIV@ARMY.MIL.

9. (U) THIS ALARACT MESSAGE EXPIRES ON 20 NOVEMBER 2025.