

Request for Nominations
Fiscal Year 2024 Secretary of the Army Awards for Improving Publications and Publishing Processes

The Army Publishing Directorate (APD) is accepting nominations for the Fiscal Year 2024 Secretary of the Army Awards for Improving Publications and Publishing Processes. 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. The nomination submission deadline is **01 February 2025**.

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 block 12 of the DA 1256 is signed by a Principal Official for departmental awards or by an ACOM 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) **Endorsement Memorandum**. An endorsement memorandum signed by the Principal Official or commander of ACOM, ASCC or DRU.
- 3) **Equal Employment Opportunity (EEO) clearance statement from the EEO officer**. This requirement is also met by EEO Officer's signature on the DA Form 1256, block 7.
- 4) **Award justification**. The justification clearly states the objectives of the publication, system, or process, and how objectives were met.
- 5) **Proposed citation**. The citation should not exceed 60 words including the name, title, place of employment, and period of time covered by the award, highlighting the nominee's specific achievements during the period (can be included with award justification).
- 6) **Supporting documentation**. The supporting documentation shows that objectives were met (examples of work).
- 7) **Electronic professional photograph**. Photo suitable for inclusion in the award ceremony program booklet (High-resolution digital camera files, DA Photo, or professionally printed).

Submit the nomination package via ETMS2 tasker (HQDA-231120-D8MN) or DOD SAFE <https://safe.apps.mil/> (CAC required) consisting of the aforementioned documents for each nomination to usarmy.pentagon.hqda-apd.mbx.publishing-awards@army.mil.

For further instructions on submission requirements, please see [AR 25-30](#), chapter 6, [DA Pam 25-40](#), chapter 10 and [AR 672-20](#), chapter 2-6. Additional information also available in ALARACT 092/2024.

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