

**DEPARTMENT OF VETERANS AFFAIRS
LOUIS P. NANGERONI AWARD FOR EXCELLENCE IN LOGISTICS**

NOMINATION GUIDELINES

Nominations for the Louis P. Nangeroni Award for Excellence in Logistics **must** be prepared using the following format and cover an initiative that was accomplished within the past fiscal year. The nomination must be no longer than four pages (two pages doubled-sided), using the Arial font, 12 pitch, and double spaced. Note that the cover page and synopsis are in addition to the 4-page limit.

Submit one hard copy, printed on paper that contains a minimum of 30 percent post-consumer material, to Jesse Beaman, Office of Acquisition and Materiel Management, Department of Veterans Affairs (0492A), 810 Vermont Avenue, NW, Washington, DC 20420. Also e-mail an electronic copy in MS Word format to Mr. Beaman at jesse.beaman@va.gov or Mr. Freddie Martinez at freddie.martinez@va.gov.

The deadline for the submission of nominations is September 22, 2006.

Cover Page Information:

1. Check one: _____ Individual Nomination _____ Group Nomination

2. Name and title (Individual):

3. Group Name:

a. List names and titles of each group member:

4. VA facility name and address:

5. Contact name, title, phone number, and e-mail address: _____

6. Synopsis: Provide a narrative of 100-150 words on a separate page, describing the activities and improvement or benefits resulting from the project. The synopsis will be used for introductory and promotional purposes.

7. Narratives: Provide a narrative for each of the following areas. Acronyms and terminology specific to the applicant's organization must be fully defined.
- a. Describe your organization and how the nominee enhanced processes that resulted in improved operations/practices.
 - b. Describe the most significant impact or results of the implemented practice. (If possible quantitative information; e.g., originally or new innovation, or streamlining an existing process).
 - c. Describe how this practice or function is creative (e.g., originality or new innovation, or streamlining an existing process).
 - d. Describe how this practice or function enhances customer service (internal or external)
 - e. Describe how this practice or function might be replicated or transferred elsewhere within VA or the Federal Government. (Mention whether or not other agencies or organizations have adopted this method.)
 - f. Briefly describe how this practice or function is consistent with the following management principles:
 - Maximize the return on your investment (ROI)
 - Manage the inventory effectively
 - Minimize the cost of your management systems
 - Correctly utilizing your sources of supply
 - Maximize reuse
 - Meeting objectives and goals
 - Enhance recycling and energy conservation efforts
 - Ensure personnel are well trained

8. Concurrence by Director/Senior Manager:

- a. Printed name _____
- b. Title: _____
- c. Signature: _____
- d. Date: _____

NOTE: Nominations lacking concurrence will not be considered for an award.