



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY,
AND LOGISTICS

MAY 04 2015

MEMORANDUM FOR: SEE DISTRIBUTION

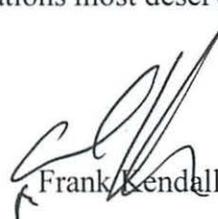
SUBJECT: 2015 Defense Acquisition Workforce Individual Achievement and Development Awards Program

I am requesting nominations for the 2015 Defense Acquisition Workforce Individual Achievement Awards and Organization Development Awards.

The 2015 Individual Achievement Award (Attachment 1) recognizes our top performers in eighteen acquisition functional categories. The 2015 Defense Acquisition Workforce Development Award (Attachment 2) recognizes organizations for their excellence in creating a highly qualified and professional workforce. Eligibility and selection criteria for both awards, along with administrative procedures and the application template, are provided in the attachments. The selection criteria include specific emphasis on how accomplishments contribute to achieving Better Buying Power objectives.

Nominations must be endorsed by the Component Acquisition Executive and submitted electronically by August 1, 2015. Nominations should be sent to achievement.award@dau.mil for the Individual Achievement Awards and to development.award@dau.mil for the Organization Development Awards. Additional information is provided at <http://www.dau.mil/acqawards>.

It is important that we continue to recognize the outstanding contributions of our acquisition, technology, and logistics professionals who are critical in supporting our Warfighters and the defense mission. Award winners will be honored at a ceremony in late 2015, and recipients will be highlighted in a Pentagon display for one year. Thank you once again for nominating individuals and organizations most deserving of recognition.


Frank Kendall

Attachments:
As stated

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DIRECTOR, ADMINISTRATION**



2015 Defense Acquisition Workforce Individual Achievement Award

Please read the following information carefully before completing and submitting this application.

Background: The Defense Acquisition Workforce Individual Achievement Award was established as a result of the Weapon Systems Acquisition Reform Act of 2009 to encourage and recognize individuals who demonstrate the highest levels of excellence and professionalism in the acquisition of products and services – those who “support the Warfighter and protect the taxpayer.” Recognizing the unique and significant contributions of the defense acquisition workforce is a key objective of Better Buying Power – to “improve the professionalism of the total acquisition workforce.” Every member of the acquisition workforce should feel valued for their contributions and have an enhanced sense of ownership of the acquisition mission and results. This award recognizes individuals in each of the acquisition functional disciplines. Teams with Department of Defense (DoD)-wide representation, led by the senior DoD-wide Functional Leader for an acquisition career field, review the nomination submissions, which are approved by the Functional Leader and the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)). Award winners are recognized at a Pentagon awards ceremony at the Hall of Heroes, and their contributions are featured for 1 year in the Pentagon’s Defense Acquisition Workforce recognition display.

Eligibility: All members of the Defense Acquisition Workforce (military and civilian) are eligible to be nominated for the Workforce Individual Achievement Award, in the acquisition career field designated for their position. For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is designated program management.

Evaluation Criteria: Nominations will be considered based on demonstrated excellence and contribution to acquisition mission success in the following areas:

- a. Specific achievements within the functional area during the period of **July 1, 2014, to June 30, 2015**. Given that many achievements result from one’s efforts and contributions cumulatively over a period of time, achievements over more than the 12-month window may be reported, but the culmination of the work must be within the window. Quantifiable descriptions of achievements are particularly desired.
- b. Value of the nominee’s contributions during the award period to the mission of one’s organization in supporting the Warfighter; value of contributions to demonstrating cost consciousness and to protecting the taxpayer. Contributions should demonstrate achieving continuous improvement and achieving organization, Component, and/or DoD-level leadership priorities, such as, but not limited to, Better Buying Power.

- c. Demonstration of leadership, including by example, mentoring, and best practice sharing to enhance the success of one's team and the greater acquisition community in achieving acquisition outcome success.

Selection Process: The award process is managed on behalf of the USD(AT&L) by the Director, Human Capital Initiatives. For each functional category, teams with DoD-wide senior functional experts will review nominations and make recommendations to the respective DoD Functional Leader. The Functional Leader will then finalize the awardee selection which will be approved by the USD(AT&L).

Detailed Instructions:

1. Submission deadline. Submit nominations to achievement.award@dau.mil. **Applications must be received by close of business August 1, 2015. Due to schedule constraints, late submissions cannot be considered.** The award coordinator will acknowledge receipt of each application. If the point of contact has not received a confirmation e-mail within 2 business days after submission, please contact the award coordinator. An award application will not be considered complete until the applicant or submitter has received a confirmation e-mail.

2. Nomination approval. Nominations must be accompanied by the Service/Component Acquisition Executive's written endorsement. Each Acquisition Executive may submit one nomination in each category identified in paragraph 4 below.

3. Nomination format, content, and logo. The nomination package must be submitted under a cover memo signed by the Component Acquisition Executive. The package must include the completed nomination contact form (attached) and a four-page (maximum) narrative supporting the evaluation criteria, as described above, and the award citation. A high-resolution organizational logo in either JPG or TIFF format must also be included with the e-mail submission.

4. Award Categories. Nominations will be accepted in the following categories:

- 1) Acquisition in an Expeditionary Environment
- 2) Auditing
- 3) Financial Management
- 4) Cost Estimating
- 5) Contracting and Procurement
- 6) Engineering
- 7) Facilities Engineering
- 8) Industrial/Contract Property Management
- 9) Information Technology
- 10) Life-Cycle Logistics
- 11) Production, Quality, and Manufacturing
- 12) Program Management
- 13) Science and Technology Manager
- 14) Test and Evaluation
- 15) Earned Value Management
- 16) Requirements Management*

- 17) Services Acquisition
- 18) Small Business

*The senior component official responsible for requirements will endorse the nomination for the Requirements Management Category.

5. Recognition Ceremony. Winners will be recognized at a Pentagon awards ceremony in the November – December 2015 timeframe. Winner contributions will be featured for 1 year in the Pentagon’s Defense Acquisition Workforce recognition display. The Office of the USD(AT&L) will ensure the winners are announced via various communication media.

6. Travel Costs. All travel costs associated with the awards presentation will be borne by the nominating organization. Component acquisition leadership and winners will be notified several weeks in advance in order to facilitate travel reservations. Due to limited space at the award ceremony, Achievement award winners will be limited to two guests per winner.

7. Questions. Questions regarding this award or application procedure should be addressed to the Workforce Achievement Award coordinator at 703-805-3761/5325 or via e-mail at achievement.award@dau.mil. Additional information can be found on the awards website at <http://www.dau.mil/acqawards>.

**2015 Defense Acquisition Workforce Individual Achievement Award
Contact Information**

Category: (Functional Discipline/Career Field)

Nominee Information

Name: _____
Title: _____
Address: _____

Telephone: _____
E-mail: _____
Civilian or Military _____
DoD Component or Agency Name: (i.e., Department of the Army) _____

Director, Acquisition Career Management Staff Point of Contact

Name: _____
Title: _____
Telephone: _____
E-mail: _____

NOMINATION NARRATIVE:

Not to exceed four pages; 12-point, Times New Roman font

1. Specific Achievements:
2. Value of the Nominee's Contributions:
3. Demonstration of Leadership:

AWARD CITATION:

One page; not to exceed 200 words



2015 Defense Acquisition Workforce Development Award

Please read the following information carefully before completing and submitting this application.

Background: The Honorable Frank Kendall, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) has emphasized that, “in the end, it is the quality of our people that matter the most, more so than any policy or regulation anyone can put in place.” Across the Department, component acquisition leaders, commands, and local organizations work hard to ensure their workforce has the best of training and development opportunities. At the enterprise level, a major continuous improvement objective under Better Buying Power is to improve the professionalism of the total acquisition workforce.

The Defense Acquisition Workforce Development Award highlights the best of the best exemplary efforts to improve the qualifications and professionalism of the acquisition workforce. Winning organizations will be recognized at a Pentagon award ceremony in the Hall of Heroes, and their contributions will be featured for 1 year in the Pentagon’s Defense Acquisition Workforce recognition display.

Eligibility: All Component and Department of Defense AT&L organizations, except the Defense Acquisition University and the Component offices for Acquisition Career Management, are eligible to compete for the 2015 Defense Acquisition Workforce Development Award.

Evaluation Criteria: Nominations will be considered for evidence of contribution to improve the qualifications and professionalism of the workforce – a key objective of Better Buying Power. Other workforce development high value contributions include talent management, developing leaders, knowledge transfer, support and alignment of development investments to mission and organization priorities, partnering, and sharing of best practices (see the nomination narrative template below).

Selection Process: The awards process is managed on behalf of the USD(AT&L) by the Director, Human Capital Initiatives (HCI). The Director, HCI will identify the Development Award Selection Panel, which is comprised of senior Government and private sector leaders in workforce training, development, and talent management. Panel member recommendations will be compiled and presented by the Director, HCI, to USD(AT&L) for final selection and approval.

Detailed Instructions:

1. **Submission deadline.** Submit nominations to development.award@dau.mil. **Applications must be received by close of business August 1, 2015. Due to schedule constraints, late submissions cannot be considered.** The award coordinator will acknowledge receipt of each application. If the point of contact has not received a confirmation e-mail within 2 business days after submission, please contact the award coordinator. An award application will not be considered complete until the applicant or submitter has received a confirmation e-mail.

2. Nomination approval. Nominations must be accompanied by the Service/Component Acquisition Executive's written endorsement. Each Acquisition Executive may submit one nomination in each category identified in paragraph 4 below.

3. Nomination format, content, and logo. The nomination package must be submitted under a cover memo signed by the Component Acquisition Executive. The package must include the completed nomination contact form (attached) and a six-page (maximum) narrative supporting the evaluation criteria, as described above. A high-resolution organizational logo in either JPG or TIFF format must also be included with the email submission.

4. Award Categories. Each award application will be evaluated in one of two categories: (1) Small Organization, organizations with fewer than 500 employees; and (2) Large Organization, organizations with 500 or more employees. Awards will be made for Gold, Silver, or Bronze award winners in both the large and small category. The application procedures are the same for both categories.

5. Evaluation Criteria. The evaluation criteria are listed on page 4 of this attachment. The period of performance for this award is **July 1, 2014, through June 30, 2015**. Given that many developments result from an organization's efforts and contributions cumulatively over a period of time, initiatives over more than the 12-month window may be reported, but the culmination of the work must be within the window. Quantifiable descriptions of achievements are desired.

6. Recognition Ceremony. Winning organizations will be recognized at a Pentagon award ceremony in the November – December 2015 timeframe. Workforce development highlights of the winners will be featured for one year in the Pentagon's Defense Acquisition Workforce recognition display. The Office of the USD(AT&L) will ensure the winning organizations are announced via various communication media.

7. Travel Costs. All travel costs associated with the award presentation will be borne by the nominating organization. Due to limited space at the awards ceremony, winning organizations will be limited to five representatives each. Winners will be notified through their Director, Acquisition Career Management, several weeks in advance in order to facilitate travel reservations.

8. Questions. Please address all questions regarding this award or application procedure to the Workforce Development Award coordinator at 703-805-3761/5325 or via e-mail at development.award@dau.mil. Additional information can be found on the award website at <http://www.dau.mil/acqawards>.

**2015 Defense Acquisition Workforce Development Award
Contact Information**

Award Category: (Large/Small Organization)

Organization Nominee Information

Name of Organization:

Name of Organization Acquisition Executive/Senior Acquisition Leader:

Title:

Name of Nomination Submission Point of Contact (POC):

Address: _____

POC Telephone:

E-mail:

Organization number of employees:

Organization number of acquisition workforce members:

Organization Mission Statement:

Names and position title of key individuals responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative):

Component Director, Acquisition Career Management Staff Point of Contact

Name:

Title:

Telephone:

E-mail:

NOMINATION NARRATIVE TEMPLATE

Not to exceed 6 pages; 12-point, Times New Roman font

Describe your organization's exemplary efforts, innovations, and best practices to develop and improve the qualifications and professionalism of the acquisition workforce by addressing the following areas:

1. Talent management, with a focus on quality and efforts to have people with the right skills, in the right places, at the right times – with the high priority competencies for mission-critical functions. Examples of initiatives include efforts to attract, acquire, develop, promote, and retain quality talent. Additional examples include strategic recruitment of diverse and qualified candidates for the organization's workforce. Examples also include how organization leaders, managers, and supervisors create and sustain effective working relationships with employees.
2. Organization's leadership and knowledge transfer efforts to build the competencies of current and future leaders – initiatives and results that advance mission success; continuity of leadership; knowledge and best practice sharing across the organization; and an environment of mentoring, continuous improvement, and learning.
3. Workforce development initiatives demonstrate alignment with and support for organization, Component, and Department of Defense mission, goals, and objectives. Describe the organization's effort to analyze and ensure an effective case for initiatives and execution measures of success.
4. Initiatives recognize and reward individual or team achievement that contributes to meeting organization mission goals or improving the efficiency and effectiveness of the organization.
5. Examples of partnering and sharing of workforce development best practices.
6. Overall assessment and examples of positive impact on organization's team, environment, readiness, and mission results.
7. Other.

AWARD CITATION

One page; not to exceed 200 words