

## Frequently Asked Questions – 2013 USD(AT&L) Workforce Development Awards

- **Who is eligible to participate?**

All Component and DoD AT&L organizations, except the Defense Acquisition University (DAU) and Service Acquisition Career Management Offices are eligible to compete for the 2013 USD(AT&L) Workforce Development Award. Questions concerning eligibility should be directed to the award coordinator at 703-805-3761 or [development.award@dau.mil](mailto:development.award@dau.mil).

- **What type of award recognition will my organization earn?**

Winning organizations are recognized at a Pentagon awards ceremony at the Hall of Heroes, and their contributions are featured for one year in the Pentagon's new Defense Acquisition Workforce recognition display. In addition, award winners will be highlighted on the USD(AT&L) and DAU webpages and in the AT&L magazine. The awards will be presented at a Pentagon awards ceremony at the Hall of Heroes in the November 2013 timeframe. The exact date of the ceremony will be communicated to winning organizations months in advance of the ceremony date.

- **How many awards will be presented annually?**

Each award application will be evaluated in one of two categories as determined by the organization's size (i.e., fewer than 500 employees and 500 or more employees). Selected organizations will be recognized as Gold, Silver, or Bronze award winners. The application procedures are the same for both categories.

- **Will my organization need to pay a fee in order to apply for this award?**

There is no application fee associated with this award program.

- **How does my organization apply for this award?**

In order to apply, the organization's point of contact (POC) must submit a completed award application. To do so, download the Word template from the website, fill it out according to the instructions on the first page of the template, and submit it by e-mail to [development.award@dau.mil](mailto:development.award@dau.mil). The application must include an endorsement from a flag officer/SES in the organization's chain of command. The POC must receive a confirmation e-mail for the application to be complete. If a confirmation e-mail is not received within two business days, please contact the award coordinator.

- **Must the award application be submitted by e-mail?**

Yes. If you experience difficulty sending the application, contact the award coordinator.

- **When can the award application be submitted?**

Applications are currently being accepted. Applications must be received by August 1, 2013, in order to be considered. An e-mail confirmation will be sent for all applications received.

- **What is the period of performance for this award?**

The period of performance for this award is July 1, 2012, through June 30, 2013. 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 particularly desired.

- **Who is responsible for travel costs for the awards ceremony?**

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.