



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

APR 12 2013

MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES  
DEFENSE ACQUISITION BOARD VICE CHAIRMAN  
UNITED STATES SPECIAL OPERATIONS COMMAND  
ACQUISITION EXECUTIVE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, DEFENSE ADVANCED RESEARCH PROJECTS  
AGENCY  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY  
DIRECTOR, DEFENSE LOGISTICS AGENCY  
DIRECTOR, DEFENSE THREAT REDUCTION AGENCY  
DIRECTOR, MISSILE DEFENSE AGENCY  
DIRECTOR, DEFENSE TECHNICAL INFORMATION CENTER  
DIRECTOR, TEST RESOURCE MANAGEMENT CENTER

SUBJECT: 2013 Under Secretary of Defense for Acquisition, Technology, and Logistics  
David Packard Excellence in Acquisition Award Program

I am soliciting your 2013 nominations for the David Packard Excellence in Acquisition Award, which recognizes organizations, groups, or teams that have demonstrated exemplary innovation and best practices in acquisition.

Eligibility and selection criteria, along with administrative procedures and the application form, are provided in the attachment. Of importance, the selection criteria include specific reference to and emphasis on the Better Buying Power (BBP) efficiency initiatives and the demonstrated program management processes in implementing them. Additional information can be found online at: <http://www.dau.mil/acqawards>.

Nominations must be submitted electronically by August 1, 2013, to:  
[packard.award@dau.mil](mailto:packard.award@dau.mil).

It is important that we recognize the outstanding contributions of our acquisition workforce, a key focus initiative in BBP 2.0, in delivering world-class products and capabilities to our Warfighters. Thank you once again for soliciting and promoting the submissions of those teams most deserving of recognition.

  
Frank Kendall

Attachment:  
As stated



## 2013 David Packard Excellence in Acquisition Award

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

**Background:** The David Packard Excellence in Acquisition Award, sponsored by the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), recognizes Department of Defense (DoD) civilian and military organizations, groups, or teams who have made highly significant contributions demonstrating exemplary innovation and best acquisition practices. This award reflects achievements that exemplify goals and objectives established for furthering life cycle cost reduction and/or acquisition excellence in the Department. Multiple awards may be awarded based on merit.

**Eligibility:** All Component and Office of the USD(AT&L) (OUSD(AT&L)) organizations, with the exception of the Defense Acquisition University, are eligible to compete for the 2013 Packard Awards. Questions concerning eligibility should be directed to the award coordinator at 703-693-8342 or [packard.award@dau.mil](mailto:packard.award@dau.mil). Nominations are for organizations, groups, or teams that have exhibited superior accomplishments significantly contributing to defense acquisition, technology, and logistics goals, initiatives, and programs. The award will be granted for contributions made or completed within the 12-month period from July 1, 2012, through June 30, 2013.

**Criteria:** The primary judging criteria for selecting recipients are based on demonstrated acquisition program management processes leading to the successful implementation and execution of one or more of the Better Buying Power focus areas and associated initiatives found at: <http://bbp.dau.mil>. Nomination packages should specify which criteria are applicable and provide supporting information. It is not necessary to address all the criteria. Quantifiable metrics, such as savings and outcome measures, are especially desired.

### **Detailed Instructions:**

1. Each Military Department may nominate up to five teams, and other Components may nominate two teams each. Nomination packages should be submitted through the appropriate Component Acquisition Executive. **All awards must be completed using the award application form herein and submitted, via e-mail, to the award coordinator at [packard.award@dau.mil](mailto:packard.award@dau.mil).** Applications must include:
  - a) The administrative information on the following page;
  - b) A narrative describing the team's accomplishment(s) **not to exceed two pages**;
  - c) An award citation abstract summarizing your narrative **not to exceed 500 words**; and
  - d) A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch), in either JPG format or TIFF, attached with your e-mail submission.

2. Applications must be received by **August 1, 2013**. Due to schedule constraints, **late submissions cannot be considered**.
3. The award coordinator will acknowledge all applications received. 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(s) will not be considered complete until the applicant has received a confirmation e-mail.
4. The USD(AT&L) will oversee the awards process and appoint a chair for the Packard Recognition Board composed of eight Senior Executive Service panel members (or designated representatives) within OUSD(AT&L). The Board Chair will be responsible for selecting the other panel members to review and evaluate the nominations. Once the Board has completed the review process, the Board Chair will present the recommendations to USD(AT&L), the final selection authority, for approval.
5. Presentation of the 2013 Packard Award to the winning team(s) will be in the November 2013 timeframe. In addition, winning teams may be requested to make presentations on their acquisition BBP success stories at one or more DoD acquisition conferences during this same time period.
6. All travel costs associated with an awards presentation will be borne by the nominating organization. The winning organizations will be notified several weeks in advance in order to facilitate travel reservations. Due to limited space at the awards ceremony, winning teams may be limited to five representatives each.
7. The OUSD(AT&L) will ensure the winning organizations are announced in various communication media.
8. Questions regarding the 2013 Packard Awards or the application process should be addressed to the award coordinator at 703-693-8342 or at [packard.award@dau.mil](mailto:packard.award@dau.mil). Additional information can be found on the awards website at <http://www.dau.mil/acqawards>.

## **Administrative Information**

### **Organization, Group, or Team**

Name:

Mailing Address:

Address (continued):

City:

State:

Zip:

### **Primary Point of Contact (POC)**

Name:

Title:

Telephone:

Fax:

E-mail:

### **Alternate POC**

Name:

Title:

Telephone:

Fax:

E-mail:

**Current Number of Employees:**

**Your organization, group, or team's mission statement:**

**Brief description of your organizational structure:**

**Chain of command to whom your organization, group, or team reports:**

**Names and position titles of individual(s) contributing to organization, group, or team:**

**Award Narrative**

(2 pages maximum, 12-point Times New Roman font, based on criteria described herein.)

**Award Citation Abstract**

(Maximum 500 word summary that will be placed in award program for winning teams.)