



2013 Defense Acquisition Workforce Individual Achievement Award

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

Background: The 2013 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 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 (BBP) 2.0 – 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 the field for 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 nominations 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 Achievement Award.

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, 2012, to June 30, 2013. 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 conscious professionalism 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, BBP 2.0.
- 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 USD(AT&L) by the Director, Human Capital Initiatives. For each functional discipline, 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 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, 2013. 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 has received a confirmation e-mail.
2. **Nomination approval.** Nominations must be submitted through and endorsed by the Service/Component Acquisition Executive. Each Acquisition Executive may submit one nomination in each functional category identified in paragraph 4 below.
3. **Nomination format, content, and logo.** The nomination package must be submitted under a cover memo from your Component Acquisition Executive. The package must include the completed nomination contact form (attached) and a two-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.** Nominations will be accepted in the following categories: Auditing; Business; Contracting and Procurement (including Industrial/Contract Property Management); Program Management (including International Acquisition); Science and Technology Manager; Information Technology; Life-Cycle Logistics; Systems Planning, Research, Development, and Engineering; Production, Quality, and Manufacturing; Facilities Engineering; Test and Evaluation; and Acquisition in an Expeditionary Environment. Functions for each category are described under the “Specific Duties” section of “Career Field/Path Position Category Descriptions” at <http://www.dau.mil/workforce/pages/pcds.aspx>.
5. **Recognition Ceremony.** Winners will be recognized at a Pentagon awards ceremony in the November – December 2013 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 703-805-5325/5062 or via e-mail at achievement.award@dau.mil. Additional information can be found on the awards website at <http://www.dau.mil/acqawards>.

**2013 Defense Acquisition Workforce 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 two 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 100 words