

Frequently Asked Questions – 2011 USD(AT&L) Workforce Achievement Award

- **Who is eligible to participate?**

All military and civilian personnel within the Defense Acquisition Workforce are eligible to be nominated for the Workforce Achievement Award.

- **What type of award recognition will the winners earn?**

Winners will receive recognition by the USD(AT&L) or a designated senior representative at the annual awards ceremony in conjunction with the Program Executive Officers’/System Command Commanders’ Conference at Fort Belvoir, Virginia in November 2011. Winners will also receive plaques and recognition on the USD(AT&L) and DAU web pages.

- **What is the timeframe covered by the award?**

The 2011 award will be granted for contributions made during the period of July 1, 2010 through June 30, 2011. Given that many accomplishments result from ones 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 this timeframe.

- **How is someone nominated for this award?**

In order to apply, a point of contact (POC) must submit a completed award application through their Service or Component. To do so, download the Word template from the website (<http://www.dau.mil/acqawards/achievement>), fill it out according to the instructions on the first page of the template, and submit it by e-mail to the appropriate Service or Component POC. The Services and Components will select nominees and forward those applications to the award coordinator.

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

Yes, it must be submitted to the Service or Component point of contact via e-mail. The Service or Component head POC will in turn submit their nominations to the AT&L Achievement Award coordinator at the e-mail address below.

- **Can supporting materials be provided with the award application?**

Please do not submit supporting materials. The application should be limited to the items listed in the application instructions.

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

Applications are currently being accepted. Applications must be received from the Service/Component heads by August 1, 2011, in order to be considered. Each Service or Component will likely require submissions before August 1 in order to have time to select the people they will nominate for the award. Specific internal submittal instructions and procedures to meet the August 1st deadline to AT&L is at the discretion of each Service/Component.

Questions concerning eligibility should be directed to the award coordinator at 703-805-4893 or achievement.award@dau.mil.