



## 2012 Under Secretary of Defense for Acquisition, Technology and Logistics Workforce Achievement Award

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

**Background:** The 2012 Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Workforce Achievement Award has been established to encourage and recognize excellent performance by members of the Defense Acquisition Workforce in the acquisition of products and services for the Department of Defense (DoD). **This program recognizes individuals within DoD (military or civilian)** who represent the best in the various acquisition workforce disciplines.

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

### **Detailed Instructions:**

1. **Deadline.** To be considered for a 2012 USD(AT&L) Workforce Achievement Award, applications must be submitted in accordance with these instructions. **Applications must be received by August 1, 2012.**
2. **Procedure.** Submit nominations to [achievement.award@dau.mil](mailto:achievement.award@dau.mil). Nominations must be endorsed by a General Officer, Flag Officer, or member of the Senior Executive Service and submitted to the cognizant Service Acquisition Executive or Component Acquisition Executive. Each Service or Component may submit no more than two nominations in each category.
3. **Format.** The nomination package consists of the attached nomination form and three pages of narrative addressing the evaluation criteria, as shown below. The entire package should be submitted in Word format. The narrative for each criterion may not exceed one page.
4. **Award Categories.** Nominations will be accepted in the following categories: Contract Auditing; Business; Contracting and Procurement (including Industrial/Contract Property Management, Contract Oversight, and Quality Assurance); Program Management; Information Technology; Life Cycle Logistics; Systems Planning, Research, Development and Engineering (including Production, Quality, and Manufacturing); Test and Evaluation; and Acquisition in an Expeditionary Environment. Awards may be given in any or all of these categories.
5. **Scoring Criteria.** The narratives will be scored against the following three equally weighted criteria, with particular emphasis on contributions to effective implementation and execution of one or more of the Better Buying Power Efficiency Initiatives (reference USD(AT&L) memorandum to Acquisition Professionals, "Better Buying Power: Guidance for Obtaining Greater Efficiency and Productivity in Defense Spending," dated Sep 14, 2010 (Carter):
  - a. Specific achievements within the functional area/category during the period July 1, 2011 – June 30, 2012. 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.

- b. Value of the nominee's contributions during the award period to the mission of the organization and externally to the acquisition of products and services for the Department of Defense generally.
- c. Demonstration of leadership, including by example and through mentoring, provided to others in the organization and toward achievement of organizational objectives.

6. **Confirmation of Acceptance.** The award coordinator will acknowledge all applications received. Award submissions should not be considered complete until confirmation is received.

7. **Coordination.** Questions regarding this award or application procedures should be addressed to the Workforce Achievement Award coordinator at 703-805-4893 or via e-mail at [achievement.award@dau.mil](mailto:achievement.award@dau.mil). Additional information can be found on the awards website at [www.dau.mil/acqawards](http://www.dau.mil/acqawards).

**2012 Under Secretary of Defense for Acquisition, Technology and Logistics**

**Workforce Achievement Awards Nomination Form**

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**Category:**

**Nominee Information**

**Name:**

**Title:**

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone:**

**Fax (optional):**

**E-mail:**

**Civilian or Military**

**DoD Component or Agency Name:** (i.e., Dept. of Army)

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**Primary Point of Contact (POC)**

**Name:**

**Title:**

**Telephone:**

**Fax (optional):**

**E-mail:**

**Alternate POC**

**Name:**

**Title:**

**Telephone:**

**Fax (optional):**

**E-mail:**

**Endorsing Official** (*General Officer, Flag Officer or member of the Senior Executive Service*)

**Name:**

**Title:**

**Telephone:**

**Fax (optional):**

**E-mail:**

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**1. Specific Achievements (not to exceed one page):**

**2. Value of the Nominee's Contributions (not to exceed one page):**

**3. Demonstration of Leadership (not to exceed one page):**

**6. Workforce Development Climate and Culture (10 points):** How are you using your workforce initiatives to align internal climate and culture with your mission?

*Please enter your response below (500 words or fewer):*

**7. Provide any additional information that might be useful in evaluating your organization for the 2011 USD(AT&L) Workforce Development Award. (Up to 5 bonus points may be awarded).**

*Please enter your response below (500 words or fewer):*