2016 Secretary of Defense Product Support Manager of the Year Award

The establishment of the Secretary of Defense Product Support Manager (PSM) of the Year Award directly supports the goal of the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) to enhance the Defense Acquisition Workforce (DAW) with relevant and realistic incentives, increased capabilities, and recognition as an important partner in providing the very best systems for our Soldiers, Sailors, Airmen, and Marines. It furthers the DAW vision of "creating a high quality, high-performing, agile DAW to achieve technological superiority and protect America's National Security." This highly prestigious award focuses on the PSM's accomplishments through the affordable and effective development, implementation, and/or execution of a weapon system product support strategy.

Eligibility Criteria:

All military or Department of Defense civilian-designated PSMs[1] are eligible to compete for this award. Former PSMs who have transferred from the position are eligible based on the results of their contributions from January 1, 2015, through December 31, 2015. Nominations must clearly identify the program Acquisition Category (ACAT). Nominations must explain how the individual's contributions resulted in superior weapon system/sub-system product support. When appropriate, include quantifiable metrics (such as savings and outcome measures) to describe program impacts and accomplishments.

The primary criteria for selecting recipients include one or more of the following:

- Supporting USD(AT&L) goals for Better Buying Power.

- Reducing life-cycle cost.

- Significantly increasing present or future operational suitability of a weapon system/sub-system (e.g., Materiel Availability, Materiel Reliability, Mean Down Time).

- Developing, implementing, or executing effective and affordable product support arrangements.

- Leveraging enterprise opportunities across programs and DoD Components.

- Achieving effective life-cycle cost management by employing readiness-based sustainment strategies, facilitated by stable and robust Government-industry partnerships.

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[1] For the purpose of this award, the term PSM also includes those individuals referred to as Assistant Program Manager for Logistics, Director of Logistics, Logistics Lead, Sustainment System Manager, and Assistant Program Executive Officer for Logistics.

- Facilitating and mentoring the workforce in accomplishing the mission.

- Categories of Competition:

  - Major Defense Acquisition Programs/Major Acquisition Information Systems: ACAT I PSMs

  - Major Weapon System/Other Weapon Systems: ACAT II and below PSMs

There will be one award per category. Awards will be presented during the annual Secretary of Defense Product Support Manager Workshop. Nominations are for PSMs who have demonstrated superior accomplishments that significantly contributed to mission success of the weapon system/subsystem they support. The award will be granted for contributions made or completed within the 12-month period from January 1, 2015, through December 31, 2015, and may include information on the individual's activities from previous years that resulted in the award year's outcome.

Detailed Instructions:

Service or Agency: Each Service or agency may submit one nomination in each category. Each nomination package must also include an appropriate Service/Component Acquisition Executive endorsement. All awards must be completed using the award nomination format outlined below and submitted as both MS Word and PDF documents via the Correspondence and Task Management System (CATMS).

The nomination packages must be submitted to the Office of the Deputy Assistant Secretary of Defense for Materiel Readiness (ODASD(MR)) and are due by close of business on Friday, August 26, 2016.

Nomination format: The font used must be 12-point Times New Roman. The nomination package will not exceed 15 pages, excluding the cover page, table of contents, endorsements, dividers, and proposed citation. The award nomination package will consist of:

Section 1. NOMINATION INFORMATION

1. The name (and rank if applicable) of the nominated individual.
2. The name of the Military Service and command to which the individual is assigned.
3. Primary and alternate point of contact (POC) information for nominated individual's command, including name, e-mail address, commercial work number, DSN number, and alternate contact number.
4. Primary and alternate Military Service or agency POC information for the nominated individual, including name, e-mail address, commercial work number, DSN number, and alternate contact number.

5. Background information for nominated individual, including career highlights/significant accomplishments.
6. Command mission statement (approximately five lines or less).
7. Service or agency command(s) and Acquisition Executive Endorsements.

Section 2. EVALUATION FACTORS

The nominee's accomplishments shall be listed in priority order and, where appropriate, identify how these accomplishments exceeded the baseline of planned or normal performance. When possible, provide quantifiable data or substantiating statistics in the narrative. Packages with such information will be graded higher than those without. Command endorsement(s) will serve as verification of submitted achievements.

1. Mission Accomplishments (Weight Factor=45 percent). A description of mission accomplishments for the competition period must be stated. Accomplishments should stress the individual's product support efforts and the impacts of those efforts on the system or sub-system operational capability, mission accomplishment, and readiness levels. The following areas may be included:

   a. Weapon system or equipment materiel readiness status.
   b. Meeting (or exceeding) other Warfighter-defined requirements (e.g., availability).
   c. Cost reduction or avoidance.
   d. Specific challenges unique to the operational environment of the system or sub-system.

2. Product Support Process Innovation (Weight Factor=30 percent). Provide a description of product support innovations taken to improve the supported system or sub-system mission capability. The following areas may be included:

   a. Reliability, maintainability, and supportability improvements.
   b. Improvements in the use of resources.
   c. Developing, implementing, or executing effective and affordable product support arrangements.
   d. Government/industry partnerships.
   e. Effective technology insertion in processes and products.
   f. Leveraging enterprise opportunities across programs and DoD Components.
   g. Product Support Elements innovations and improvements, to include best practices and lessons learned.
   h. Activities supporting USD(AT&L) goals for Better Buying Power.

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3. Personnel Programs (Weight Factor=25 percent). A description of the PSM's activities aimed at improving the productivity, motivation, and/or morale of assigned personnel. The following areas may be included:

   a. Mentoring initiatives.
   b. Training programs.
   c. Personnel recognition programs.
   d. Safety programs.
   e. Communications programs.
   f. Self-help programs.
   g. Community projects.

Section 3. PROPOSED CITATION

A concise, unclassified, proposed citation highlighting specific achievements suitable for use in the award's presentation ceremony will be included.

1. Before submission, the nomination package must be cleared for public release to military and civilian news services.
2. A PDF and a Word copy of the entire nomination package must be provided.
3. The nomination package will NOT include:

   a. Videotapes, 35mm slides, or films (may include digital photographs as part of the page-limited submission).
   b. Classified information.

Upon receipt of the Service submissions, a PSM Award Panel, convened by the ODASD(MR) and consisting of representatives from OUSD(AT&L), Defense Acquisition University, and Service Headquarters, will evaluate the nomination packages. Packages will be evaluated using the above-described 100-point scale. Awards will be presented to individuals based on their accomplishments that warrant recognition as a Department leader in product support.