



2016 Defense Acquisition Workforce Development Award (Monetary)

Background: The Honorable Frank Kendall, Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), has emphasized that, “in the end, it is the quality of our people that matter the most, more so than any policy or regulation anyone can put in place.” Across the Department, component acquisition leaders, commands, and local organizations work hard to ensure their workforce has the best training and development opportunities. At the enterprise level, a major continuous improvement objective under Better Buying Power is to improve the professionalism of the total acquisition workforce.

The Defense Acquisition Workforce Development Award highlights the best of the best exemplary efforts to improve the qualifications and professionalism of the acquisition workforce. Winning organizations will be recognized at a Pentagon awards ceremony, will receive a monetary award, and their contributions will be featured in the Pentagon’s Defense Acquisition Workforce recognition display. Not more than five team members shall be eligible to receive a monetary award for their accomplishments.

Eligibility: All component and Department of Defense Acquisition, Technology, and Logistics organizations, except Human Capital Initiatives (HCI), the Defense Acquisition University, and the component offices for Acquisition Career Management, are eligible to compete for the 2016 Defense Acquisition Workforce Development Award.

Evaluation Criteria: Nominations will be considered for evidence of contribution to improve the qualifications and professionalism of the workforce—a key objective of Better Buying Power. Other workforce development high-value contributions include talent management, developing leaders, knowledge transfer, support and alignment of development investments to mission and organization priorities, partnering, and sharing of best practices (see the nomination narrative template below).

Selection Process: The awards process is managed on behalf of USD(AT&L) by the Director, HCI. The Director, HCI, will identify the Development Award Selection Panel, which is comprised of senior Government and private sector leaders in workforce training, development, and talent management. Panel member recommendations will be compiled and presented by the Director, HCI, to USD(AT&L) for final selection and approval.

Detailed Instructions:

1. Submission deadline. Submit nominations to development.award@hci.mil. **Applications must be received by close of business August 1, 2016. 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 two business days after submission, please contact the award coordinator. An award application will not be considered complete until the applicant or submitter has received a confirmation e-mail.

2. Nomination approval. Nominations must be accompanied by the Service/Component Acquisition Executive's written endorsement. Each Acquisition Executive may submit one nomination in each category identified in paragraph 4 below.

3. Nomination format, content, and logo. The nomination package must be submitted under a cover memo signed by the Service/Component Acquisition Executive. The package must include the completed nomination contact form (attached) and a three-page (maximum) narrative supporting the evaluation criteria, as described above. A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format must also be included with the e-mail submission.

4. Award Categories. Each award application will be evaluated in one of two categories: (1) Small Organization—organizations with fewer than 500 employees; and (2) Large Organization—organizations with 500 or more employees. Awards will be made for Gold, Silver, or Bronze award winners in both the large and small categories. The application procedures are the same for both categories.

5. Evaluation Criteria. The evaluation criteria are listed on page 4 of this attachment. The period of performance for this award is **July 1, 2015, through June 30, 2016**. Given that many developments result from an organization's efforts and contributions cumulatively over a period of time, initiatives that began before the 12-month window may be reported, but the culmination of the work must be within the window noted above. Quantifiable descriptions of achievements are desired.

6. Recognition Ceremony. Winning organizations will be recognized at a Pentagon award ceremony in the November–December 2016 timeframe. Workforce development highlights of the winners will be featured in the Pentagon's Defense Acquisition Workforce recognition display. The Office of the USD(AT&L) will ensure the winning organizations are announced via various communication media.

7. Travel Costs. All travel costs associated with the award presentation will be borne by the nominating organization. Due to limited space at the awards ceremony, winning organizations will be limited to five representatives each. Winners will be notified through their Director, Acquisition Career Management, several weeks in advance in order to facilitate travel reservations.

8. Questions. Please address all questions regarding this award or application procedure to the Workforce Development Award coordinator at 703-805-3761 or development.award@hci.mil. Additional information can be found on the award website at <http://www.dau.mil/acqawards>.

**2016 Defense Acquisition Workforce Development Award
Contact Information**

Award Category: (Large or Small Organization):

Organization Nominee Information

Name of Organization:

(Note: The selected organization's name will be printed on all materials and trophies as listed above.)

Name of Organization Acquisition Executive/Senior Acquisition Leader:

Title:

Name of Nomination Submission Point of Contact (POC):

Address: _____

POC Telephone:

E-mail:

Organization number of employees:

Organization number of acquisition workforce members:

Organization Mission Statement (100 words or less):

Names and position title of key individuals responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative):

Director, Acquisition Career Management Staff Point of Contact

Name:

Title:

Telephone:

E-mail:

NOMINATION NARRATIVE TEMPLATE

Not to exceed three pages; 12-point, Times New Roman font

Describe your organization's exemplary efforts, innovations, and best practices to develop and improve the qualifications and professionalism of the acquisition workforce by addressing the following areas:

1. Talent management, with a focus on quality and efforts to have people with the right skills, in the right places, at the right times—with the high priority competencies for mission-critical functions. Examples of initiatives include efforts to attract, acquire, develop, promote, and retain quality talent. Additional examples include strategic recruitment of diverse and qualified candidates for the organization's workforce. Examples also include how organization leaders, managers, and supervisors create and sustain effective working relationships with employees.
2. Organization's leadership and knowledge transfer efforts to build the competencies of current and future leaders—initiatives and results that advance mission success; continuity of leadership; knowledge and best practice sharing across the organization; and an environment of mentoring, continuous improvement, and learning.
3. Workforce development initiatives demonstrate alignment with and support for organization, component, and Department of Defense mission, goals, and objectives. Describe the organization's effort to analyze and ensure an effective case for initiatives and execution measures of success.
4. Initiatives recognize and reward individual or team achievement that contributes to meeting organization mission goals or improving the efficiency and effectiveness of the organization.
5. Examples of partnering and sharing of workforce development best practices.
6. Overall assessment and examples of positive impact on organization's team, environment, readiness, and mission results.
7. Other.

AWARD CITATION

One page; not to exceed 200 words