



2016 Defense Acquisition Workforce Individual Achievement Award (Monetary)

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

Background: The 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 and professionalism 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), which looks 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 each of the acquisition functional disciplines. Teams with DoD-wide representation, led by the senior DoD-wide Functional Leader for an acquisition career field, review the nomination submissions, which are then approved by the Functional Leader and the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)). Award winners will receive a monetary award and will be recognized at a Pentagon awards ceremony. Their contributions are featured in the Pentagon’s Defense Acquisition Workforce recognition display.

Eligibility: All members of the Defense Acquisition Workforce (military and civilian) except members of the Office of Human Capital Initiatives (HCI), the Defense Acquisition University, and the Component offices for Acquisition Career Management are eligible to be nominated for the Workforce Individual Achievement Award in the acquisition career field designated for their position. For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is designated program management.

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, 2015, to June 30, 2016**. Given that many achievements result from one’s efforts and contributions cumulatively over a period of time, achievements 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 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 consciousness and to protecting the taxpayer. Contributions should demonstrate the achievement of continuous improvement and organization, Component, and/or DoD-level leadership priorities including, but not limited to, Better Buying Power.

- 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 the USD(AT&L) by the Director, Human Capital Initiatives. For each functional category, 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 the USD(AT&L).

Detailed Instructions:

1. **Submission deadline.** Submit nominations to achievement.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, and the award citation. 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 email submission.

4. **Award Categories.** Nominations will be accepted in the following categories:

- 1) Acquisition in an Expeditionary Environment
- 2) Auditing
- 3) Contracting and Procurement
- 4) Cost Estimating
- 5) Earned Value Management
- 6) Engineering
- 7) Facilities Engineering
- 8) Financial Management
- 9) Industrial/Contract Property Management
- 10) Information Technology
- 11) Life Cycle Logistics
- 12) Production, Quality, and Manufacturing
- 13) Program Management
- 14) Science and Technology Manager
- 15) Test and Evaluation
- 16) Requirements Management*

17) Services Acquisition

18) Small Business

*The senior component official responsible for requirements will endorse the nomination for the Requirements Management Category.

5. Recognition Ceremony. Winners will be recognized at a Pentagon awards ceremony in the November–December 2016 timeframe. Winner contributions will be featured 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. Travel costs for each awardee and their guests may be funded with an approved Defense Acquisition Workforce Development Fund (DAWDF) request. Components should contact their DAWDF manager to facilitate this process. 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 achievement.award@hci.mil or 703-805-3761. Additional information can be found on the awards website at <http://www.dau.mil/acqawards>.

**2016 Defense Acquisition Workforce Individual Achievement Award
Contact Information**

Category: (Functional Discipline/Career Field)

Nominee Information

Name:

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

Title:

Address: _____

Telephone: _____

E-mail: _____

Civilian or Military

DoD Component or Agency Name: (e.g., Department of the Army)

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

Director, Acquisition Career Management Staff Point of Contact

Name:

Title:

Telephone: _____

E-mail: _____

NOMINATION NARRATIVE:

Not to exceed three 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 200 words