



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION
AND SUSTAINMENT

MAY - 1 2018

MEMORANDUM FOR SERVICE ACQUISITION EXECUTIVES
UNITED STATES SPECIAL OPERATIONS COMMAND
ACQUISITION EXECUTIVE
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Call for Nominations for the 2018 Under Secretary of Defense for Acquisition and Sustainment Acquisition Awards

I am soliciting your nominations for the following 2018 Under Secretary of Defense for Acquisition and Sustainment acquisition award programs:

1. The David Packard Excellence in Acquisition Award, which recognizes Department of Defense (DoD) civilian and military teams who have, in their approach to program management, demonstrated innovation and technical excellence in the acquisition of products and services to achieve more cost effective acquisition outcomes for the Warfighter and the taxpayer. The Packard Award is the preeminent team acquisition award.
2. The Defense Acquisition Workforce Individual Achievement Award, which recognizes excellence by members of the Defense Acquisition Workforce in 17 functional categories.
3. The Defense Acquisition Workforce Development Innovation Award, which recognizes Acquisition organizations that have demonstrated exceptional innovation in tackling workforce development challenges.
4. The Flexibility in Contracting Award, which recognizes professionals who demonstrated "innovation and local adaptation" by using the flexibilities and authorities granted by the Federal Acquisition Regulation and DoD Instruction 5000.02, "Operation of the Defense Acquisition System."

Eligibility/selection criteria, administrative procedures, and the application form for all four award programs are provided in Attachments 1-4, respectively. Nominations must be submitted electronically by August 15, 2018, to the appropriate point of contact below:

Packard Award:	packard.award@dau.mil, 703-693-8342
Workforce Achievement Award:	achievement.award@hci.mil, 703-805-4589
Workforce Development Innovation Award:	development.award@hci.mil, 703-805-4589
Flexibility in Contracting Award:	osd.pentagon.ousd-atl.mbx.cpic@mail.mil, 703-614-0719

Thank you once again for soliciting and promoting the submissions of teams and individuals most deserving of recognition for their acquisition excellence.

Ellen M. Lord

Attachments:
As stated



2018 Under Secretary of Defense for Acquisition and Sustainment David Packard Excellence in Acquisition Award

Please read the following information carefully before completing and submitting the nomination package.

Background: The David Packard Excellence in Acquisition Award, sponsored by the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), recognizes Department of Defense (DoD) civilian and military teams who have, in their approach to program management, demonstrated innovation and technical excellence to achieve more timely and cost effective delivery of capability for the Warfighter.

Eligibility: All Component and DoD organizations, to include the Defense Agencies, are eligible to compete for the Packard Awards, with the exception of other (non-Agency) Office of the Secretary of Defense (OSD) staff organizations. Questions concerning eligibility should be directed to the award coordinator at 703-693-8342 or packard.award@dau.mil. The award for 2018 will be granted for contributions made or completed within the 12-month period from July 1, 2017, through June 30, 2018. 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 that is specified above. Multiple teams may receive the award based on merit.

Evaluation Criteria: Nominations will be evaluated on the quality and innovation of specific actions taken by program or service acquisition teams, the exceptional nature of the challenges that were overcome and the significance of the improved outcomes. Teams should use the CCAR (Challenge-Context-Action-Result) model when completing the narrative of their accomplishments. Successful applications will describe in detail which acquisition initiatives and tools were used, clearly describe and substantiate the actions taken, and quantify the improved results. Submittals should describe how the actions provide lessons that can be more broadly applied, and how the accomplishments and lessons learned will help achieve the goals described by the Secretary of Defense in the National Defense Strategy.

Examples of elements that teams might highlight include improved outcomes achieved using:

- Design tradeoffs in the requirements process
- Non-traditional suppliers
- Prototyping and experimentation
- Tailoring and innovative use of available acquisition authorities
- Improved software acquisition techniques, including agile development

This list is not meant to be all-inclusive, nor is it necessary to address every element. Rather, it is intended to emphasize the importance of innovation and improved acquisition outcomes to the Department, and to the evaluation of applications for this award.

Detailed Instructions:

1. Each Military Department may nominate up to five teams, and other Components may nominate two teams each. Contractors may not be listed as members of the team. Nomination packages **must** be submitted through the appropriate Acquisition Executive and accompanied by an endorsement letter to the USD(A&S).

All awards must be completed using the award application form herein and submitted, via e-mail in MS Word format (not PDF), to the award coordinator at packard.award@dau.mil. Applications must include:

- a) The administrative information on the following page.
 - b) A narrative describing the team's accomplishment(s) **not to exceed two pages.**
 - c) A citation award abstract summarizing your narrative **not to exceed 300 words.**
 - d) A high resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format, attached with your e-mail submission.
2. **Applications must be submitted by August 15, 2018.** Unless authorized in advance, late submissions cannot be considered due to schedule constraints.
 3. The award coordinator will acknowledge all applications received. If the point of contact has not received a confirmation e-mail within two business days after submission, please contact the award coordinator at 703-693-8342. Award applications will not be considered complete until you have received a confirmation e-mail.
 4. The USD(A&S) will oversee the awards process and will appoint a chair for the Packard Award Board, which will be composed of up to 10 Senior Executive Service panel members within OSD. The Board Chair will be responsible for selecting the other panel members to review and evaluate the nominations. Once the Board has completed the review process, the Board Chair will present the recommendations to the USD(A&S), who is the final approval authority.
 5. Presentation of the 2018 Packard Award to the winning team(s) will take place in the late 2018/early 2019 timeframe at a formal awards ceremony.
 6. All travel costs associated with an awards presentation will be borne by the nominating organization. The winning organizations will be notified several weeks in advance in order to facilitate travel reservations. Because of limited space at the awards ceremony, winning teams are typically limited to five or six representatives each.
 7. OUSD(A&S) will ensure the winning organizations are announced in various communication media.
 8. Questions regarding the 2018 Packard Awards or the application process should be addressed to the award coordinator at 703-693-8342 or packard.award@dau.mil. Additional information can be found on the awards website at: <https://www.dau.mil/about/p/Packard%20Award>.

Administrative Information

Award coordinator POC:

Name:

Telephone:

Email:

Organization, Group, or Team

Name:

Mailing Address:

Address (continued):

City:

State:

Zip:

Primary Organization Point of Contact (POC)

Name:

Title:

Telephone:

E-mail:

Alternate Organization POC

Name:

Title:

Telephone:

E-mail:

Current Number of Employees:

Your organization, group, or team's mission statement:

Brief description of your organizational structure:

Chain of command to whom your organization, group, or team reports:

Names and position titles of individual(s) contributing to organization, group, or team:

Award Narrative

(Two pages maximum, 12-point Times New Roman, 1” margins, based on criteria described herein)

Award Citation Abstract

(Maximum 300-word summary that will be placed in the award program for the winning teams)



2018 Defense Acquisition Workforce Individual Achievement Award

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 goal of the Fiscal Year (FY) 2016 – FY 2021 Department of Defense (DoD) Acquisition Workforce Strategic Plan. 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 approved by the Functional Leader and the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)). 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, 2017, to June 30, 2018**. 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 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; contributions should demonstrate direct impact in achieving organization, Component, and/or DoD-level leadership priorities. Examples include, but are not limited to: cost, schedule, performance, process improvements, and efficiency gains.
- 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(A&S) by the Director, HCI. 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(A&S).

Detailed Instructions:

Submission deadline. Submit nominations to achievement.award@hci.mil. **Applications must be received by close of business August 15, 2018. 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 (2) 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.

Nomination approval. Nominations must be accompanied by the Service/Component Acquisition Executive's written endorsement. Each Acquisition Executive may submit one (1) nomination in each category identified below.

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 (3)-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.

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) Information Technology
- 10) Life-Cycle Logistics
- 11) Production, Quality, and Manufacturing
- 12) Program Management
- 13) Science and Technology Manager
- 14) Test and Evaluation
- 15) Requirements Management*
- 16) Services Acquisition
- 17) Small Business

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

Recognition Ceremony. Winners will be recognized at a Pentagon awards ceremony in the November – December 2018 timeframe. Winner contributions will be featured in the Pentagon’s Defense Acquisition Workforce recognition display. The Office of the Under Secretary of Defense will ensure the winners are announced via various communication media. Due to limited space at the award ceremony, Achievement award winners will be limited to two (2) guests per winner.

Monetary Award. The monetary award may be funded by component/organization funds or with the Defense Acquisition Workforce Development Fund. Monetary awards must be made consistent with Office of Management and Budget (OMB)/Office of Personnel Management (OPM) and Office of the Secretary of Defense (OSD) policy. Per OSD Personnel and Readiness memo, “Guidance on Award Limitations...” dated December 21, 2016, which references the OMB/OPM memo dated November 18, 2016, these cash awards are not rating based and will apply to the organization’s award cap (determined annually). Therefore, the nominating organization must agree to assume the award cap upon submission of an individual’s nomination package. Note there is a block on the nomination form for acknowledgement of this requirement.

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 may be funded with an approved Defense Acquisition Workforce Development Fund (DAWDF) request. Components should contact their Component DAWDF manager to facilitate this process.

Questions. Questions regarding this award or application procedure should be addressed to the Workforce Achievement Award coordinator at 703-805-4589 or via e-mail at achievement.award@hci.mil. Additional information can be found on the awards website at <http://www.hci.mil/what-we-do/Awards.html>.

**2018 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: (i.e., Department of the Army)

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

Acknowledgement of Monetary Award:

By submitting this nomination, you acknowledge that, should the nominee be the selected winner, the monetary award will be applied towards the applicable award cap.

Submitting Official's Signature _____

Director, Acquisition Career Management Staff Point of Contact

Name:

Title:

Telephone:

E-mail:

NOMINATION NARRATIVE:

Not to exceed three (3) pages; 12-point, Times New Roman font

- 1) Specific Achievements (50 points):
- 2) Value of the Nominee's Contributions (30 points):
- 3) Demonstration of Leadership (20 points):

AWARD CITATION:

One page; not to exceed 200 words



2018 Defense Acquisition Workforce Development Innovation Award

Background: A high quality, innovative acquisition workforce is vital to rebuilding the military, supporting the Warfighter, and smartly using taxpayer dollars. Throughout the Department of Defense (DoD), acquisition leadership and managers demonstrate outstanding commitment to strengthening and responsibly sustaining the acquisition workforce. The Defense Acquisition Workforce Development Innovation Award recognizes excellence by acquisition organizations in developing unique and innovative solutions to ensure that their workforce is well equipped to deliver world-class warfighting capabilities to the Warfighter. The award highlights demonstrated exceptional outside-the-box thinking and progress in tackling workforce development challenges. The Fiscal Year 2018 nomination process provides acquisition leaders a great opportunity to recognize this excellence.

Call for Nominations

Nominations should highlight exceptional contributions and innovations that support one or more of the following goals of the DoD Acquisition Workforce Strategic Plan.

(http://www.hci.mil/docs/DoD_Acq_Workforce_Strat_Plan_FY16_FY21.pdf):

- 1) Make DoD an employer of choice;
- 2) Shape the Acquisition Workforce to achieve current and future acquisition requirements; and
- 3) Improve the quality and professionalism of the Acquisition Workforce.

Nomination accomplishments must demonstrate focus on quality improvements, vice quantity. Describe the organization's efforts to analyze the need and opportunity, efforts to ensure an effective case for the initiative, and focus on results to include measures of success. Examples of appropriate accomplishment areas, as applicable to each strategic plan goal, include but are not limited to:

- 1) branding efforts, outreach, leveraging of incentives, and flexibilities in the recruitment and retention of top talent
- 2) monitoring current health and capability of the workforce, succession planning, mentoring, knowledge transfer, leadership development, and ensuring the workforce has skillsets to achieve technical excellence
- 3) workforce career development, training, education, and experience

Winning organizations and their recognized team will be honored at a Pentagon awards ceremony, will receive a group monetary award, and have their contributions featured in the Pentagon's Defense Acquisition Workforce recognition display. Not more than five (5) civilian team members shall be eligible to receive the group monetary award.

Eligibility: All Component and Department of Defense acquisition organizations, except Human Capital Initiatives (HCI), the Defense Acquisition University, and the Component offices for Acquisition Career Management, are eligible to compete for the 2018 Defense Acquisition Workforce Development Innovation Award.

Evaluation Criteria: The three areas in which the package will be scored are as follows:

- 1) A specific achievement or innovation (50 points) within the organization. Demonstrated exceptional outside-the-box thinking and progress in tackling workforce development challenges. Describe your organization's exemplary innovations and/or initiatives that support the DoD Acquisition Workforce Strategic Plan goal(s) listed above. Quantifiable descriptions of achievements are particularly desired.
- 2) Value of the nominee's contribution (30 points) to the mission of one's organization in strengthening and responsibly sustaining the acquisition workforce. The contribution should demonstrate direct impact in achieving organization and/or Component priorities. Examples include, but are not limited to, workforce policy, programs, process improvements, productivity gains, and reduction in bureaucracy.
- 3) Support and alignment to DoD acquisition improvement priorities (20 points). Workforce development investments and best practice sharing that enhance the success of one's team, organization, component, and the greater acquisition community in achieving acquisition outcome success.

Evaluation Details: Nominations must be written for a specific initiative or innovation in support of the goal(s) listed in the evaluation criteria paragraph above. The period of performance for this award is **July 1, 2017 through June 30, 2018**. Given that many accomplishments result from an organization's efforts and contributions cumulatively over a period of time, initiatives over more than the 12-month window may be reported, but the culmination of the accomplishment must be within the window noted above. Quantifiable descriptions of achievements are desired.

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. The application procedures are the same for both categories.

Selection Process: The awards process is managed on behalf of the Under Secretary of Defense (USD(A&S)) by the Director, HCI. The Director, HCI will identify the Development Innovation Award Selection Panel, which is comprised of senior leader and professionals in workforce training, development, and talent management.

Detailed Instructions:

Submission deadline. Submit nominations to development.award@hci.mil. **Applications must be received by close of business August 15, 2018. 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 2 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.

Nomination approval. Nominations must be accompanied by the Service/Component Acquisition Executive's written endorsement. Each Acquisition Executive may submit one (1) nomination in each category identified above.

Nomination format and content. 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), a three (3)-page (maximum) narrative demonstrating initiatives such as those provided in the criteria, and a brief one (1) page award citation.

Recognition Ceremony. Winning organizations will be recognized at a Pentagon award ceremony in the November – December 2018 timeframe. Workforce development highlights of the winners will be featured in the Pentagon’s Defense Acquisition Workforce recognition display. The Office of the USD(A&S) will ensure the winning organizations are announced via various communication media. Due to limited space at the award ceremony, only award winners may attend.

Monetary Award. The monetary award may be funded by component/organization funds or with the Defense Acquisition Workforce Development Fund. Monetary awards must be made consistent with Office of Management and Budget (OMB)/Office of Personnel Management (OPM) and Office of the Secretary of Defense (OSD) policy. Note that the OSD Personnel and Readiness memo, “Guidance on Award Limitations...” dated December 21, 2016, references the OMB/OPM memo, dated November 18, 2016, which removes group monetary awards from any cap constraints.

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 may be funded with an approved Defense Acquisition Workforce Development Fund (DAWDF) request. Components should contact their Component DAWDF manager to facilitate this process.

Questions. Please address all questions regarding this award or application procedure to the Workforce Development Innovation Award coordinator at 703-805-4589 or via e-mail at development.award@hci.mil. Additional information and templates can be found on the award website at <http://www.hci.mil/what-we-do/Awards.html>.

**2018 Defense Acquisition Workforce Development Innovation 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 titles 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 (3) pages; 12-point, Times New Roman font

- 1) A specific achievement or innovation (50 points)
- 2) Value of the nominee's contribution (30 points)
- 3) Support and alignment to DoD priorities (20 points)

AWARD CITATION

One page; not to exceed 200 words; 12-point, Times New Roman font

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format must be included with the citation.



2018 Office of the Under Secretary of Defense for Acquisition and Sustainment Flexibility in Contracting Award

Please read the following information carefully before completing and submitting the nomination package.

Background: The Flexibility in Contracting Award was established to implement section 834 of the National Defense Authorization Act for Fiscal Year 2017. This award is sponsored by the Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)), and recognizes Department of Defense (DoD) civilian and military outstanding professionals who have, in their approach to program management and contracting, demonstrated “innovation and local adaptation” by using the flexibilities and authorities granted by the Federal Acquisition Regulation (FAR) and the Department of Defense Instruction 5000.02 (Operation of the Defense Acquisition System) to increase the efficiency of programs.

Eligibility: All Component and DoD organizations are eligible to submit nominations for the Flexibility in Contracting Award, with the exception of other (non-Agency) OUSD(A&S) staff organizations. Questions concerning eligibility should be directed to the award coordinator at 703-614-0719 or osd.pentagon.ousd-atl.mbx.cpic@mail.mil. The award for 2018 will be granted for contributions made or completed within the 12-month period from July 1, 2017, through June 30, 2018. Given that many developments result from an organization’s or individual’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 that is specified above.

Evaluation Criteria: Nominations will be evaluated on the quality of specific actions taken by program/service acquisition teams or individuals, and on the exceptional nature of the problems overcome, or the outcomes produced by those actions. Successful applications will describe the acquisition initiatives undertaken, the tools and principles that were applied, and how these led to the exceptional outcomes. Use of innovative acquisition techniques, local adaptation, and tailoring of acquisition processes should be highlighted. The outcomes described should be quantified and verifiable. The application should describe lessons learned in the subject acquisition, and how these might be applied to other programs or service acquisition efforts.

Examples of elements described in the nomination should include any innovation initiatives and local adaptations that:

- a. Achieves significant cost savings in any or all parts of the acquisition lifecycle through various means to include expanded use of the simplified acquisition procedures or inherent flexibilities within the FARs;
- b. Use contracting vehicles that improve incentives and speed;
- c. Enabled greater productivity and innovation from industry through, for example (but not limited to), the effective use of contracting incentives, commercial contracting approaches, public-private partnership agreements and practices, cost-sharing arrangements, and the leveraging of commercial best practices;

- d. Promoted more effective market competition in contracts, to include small business participation and global market outreach; and
- e. Improved program outcomes through the use of other innovative implementations of acquisition flexibilities.

Note: The list above is not meant to be all inclusive, nor is it necessary to address them all. Rather, teams or individuals should describe in detail any initiative(s) that is/are applicable and clearly describe and substantiate what was done, as well as the quantifiable impacts that were produced.

Detailed Instructions:

1. Nomination packages must be submitted through the appropriate Acquisition Executive and accompanied by an endorsement letter to the USD(A&S).

All awards must be completed using the award application form herein and submitted, via e-mail in Microsoft Word, to the award coordinator at osd.pentagon.ousd-atl.mbx.cpic@mail.mil.

Applications must include:

- a) The administrative information on the following attachment.
 - b) A narrative describing the program/team's or individual's accomplishment(s) **not to exceed two pages.**
 - c) A citation award abstract summarizing your narrative **not to exceed 300 words.**
 - d) A high resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format, attached with your e-mail submission.
2. **Applications must be submitted by August 15, 2018.** Unless authorized in advance, late submissions cannot be considered due to schedule constraints.
 3. The award coordinator will acknowledge all applications received. If the point of contact has not received a confirmation e-mail within two business days after submission, please contact the award coordinator at 703-614-0719. Award applications will not be considered complete until you have received a confirmation e-mail.
 4. OUSD(A&S)/Defense Pricing and Acquisition Policy will oversee the awards process and will appoint a chair for the award evaluation team, which will be composed of up to 10 Senior Executive Service panel members within OUSD(A&S). The Chair will be responsible for selecting the other panel members to review and evaluate the nominations. Once the team has completed the review process, the Chair will present the recommendations to the OUSD(A&S), who is the final approval authority.

Recognition Ceremony: Presentation of the 2018 Flexibility in Contracting Award to the winning team or individual will take place in the late 2018/early 2019 timeframe at a formal awards ceremony. OUSD(A&S) will ensure the winning organizations or individuals are announced in various communication media. Due to limited space at the awards ceremony, award winners will be limited to two (2) guests per team member.

Travel Costs: All travel costs associated with an 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 may be funded with an approved Defense Acquisition Workforce Development Fund (DAWDF) request. Components should contact their Component DAWDF manager to facilitate this process.

Questions: Questions regarding the 2017 Flexibility in Contracting Award or the application process should be addressed to the award coordinator at 703-614-0719 or osd.pentagon.ousd-atl.mbx.cpic@mail.mil. Additional information can be found on the awards website at <http://www.hci.mil/what-we-do/Awards.html>.

Administrative Information

Award coordinator POC:

Name:

Telephone:

Email:

Organization, Team, or Individual

Name:

Mailing Address:

Address (continued):

City:

State:

Zip:

Primary Organization Point of Contact (POC)

Name:

Title:

Telephone:

E-mail:

Alternate Organization POC

Name:

Title:

Telephone:

E-mail:

Current Number of Employees:

Your organization's mission statement:

Brief description of your organizational structure:

Chain of command to whom your organization, team, or individual reports:

Names and position titles of individual(s) contributing to organization, team:

Award Nomination Narrative

(Two pages maximum, 12-point Times New Roman, based on criteria described herein)

Award Citation Abstract

(Maximum 300-word summary that will be placed in the award program for the winner(s))