



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

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

SUBJECT: Call for Nominations for the 2022 Defense Acquisition Workforce Awards

I am proud to announce the call for nominations for the 2022 Defense Acquisition Workforce Awards. In support of the priorities of the Secretary of Defense, the acquisition workforce has once again united its resources, ingenuity, and expertise on the critical linkages that enable the Warfighter to complete the kill chain. As a community, your acquisition professionals have delivered some of the Nation's most important defense capabilities and paved the way for continued innovation across the Department. They have also guided, implemented, and embraced a modernized workforce certification and lifelong elective learning framework to ensure emerging needs are met. I extend my gratitude for the many accomplishments of our acquisition professionals and teams in ensuring the United States, and our allies and partners, remain predominant across the 21st-century battlespace.

Accordingly, I invite you to nominate outstanding work by members of your organization for recognition in any of five Defense Acquisition Workforce Award categories:

- David Packard Excellence in Acquisition,
- Defense Acquisition Workforce Individual Achievement,
- Defense Acquisition Workforce Development Innovation,
- Flexibility in Contracting, and
- Software Innovation Team.

Eligibility criteria, submission guidance, and the nomination templates for each award category are provided in Attachments 1-5, respectively. Candidate nominations are due no later than July 22, 2022.

The Under Secretary of Defense for Acquisition and Sustainment will recognize winners in a ceremony in the Pentagon Auditorium on December 15, 2022. Ceremony details will be provided at a later date. Thank you for your efforts to recognize the most deserving members of the acquisition enterprise for their commitment to excellence.

A handwritten signature in black ink that reads "Will = A LaPlante". The signature is written in a cursive, somewhat informal style.

William A. LaPlante

Attachments:

1. Packard Award Instructions
2. Individual Achievement Award Instructions
3. Workforce Development Innovation Award Instructions
4. Flexibility in Contracting Award Instructions
5. Software Innovation Team Award Instructions



Attachment 1
Department of Defense
2022 David Packard Excellence in Acquisition Award
Nomination Instructions

Please read this carefully before completing and submitting the nomination(s).

Background: The David Packard Excellence in Acquisition Award recognizes organizations, groups, and teams who have demonstrated exemplary innovation and best acquisition practices that achieve acquisition excellence in the Department of Defense (DoD). It is the DoD's highest acquisition team award and was first awarded in 1996 in honor of David Packard, a Deputy Secretary during the Nixon Administration. This is a great opportunity to thank and recognize the best-of-the-best of DoD's outstanding acquisition teams. Additional information on the award is available at: <https://www.hci.mil/what-we-do/Awards.html>.

Eligibility: All DoD organizations and teams are eligible for the Packard Award, except for Office of the Secretary of Defense (OSD) staff organizations. Neither contractors nor contractor employees may be listed as members of a team. The award period is July 1, 2021, through June 30, 2022. Achievements resulting from efforts starting before July 1, 2021, may be included, but the culmination of the achievement must be within the award period. For eligibility questions, contact the Packard award coordinator at packard.award@dau.edu.

Evaluation: Nominations will be evaluated based on the quality and innovation of actions taken by acquisition teams, the exceptional nature of the challenges that were overcome, and significance of the improved outcomes. Teams should use the CCAR (Challenge-Context-Action-Result) model when completing the nomination narrative. Nominations should describe acquisition initiatives and tools used, actions taken and quantify improved results. Nomination best practices include describing how actions provide lessons that can be more broadly applied, and how accomplishments and outcomes advance meeting objectives of the National Defense Strategy. The following examples are not intended to be all-inclusive or prescriptive:

- Tailoring of requirements, resourcing, or acquisition processes to achieve streamlined delivery of goods or services
- Use of non-traditional suppliers, contracting methods, or technologies
- Innovation in prototyping and experimentation
- Tailoring and innovative use of acquisition pathways and authorities
- Improved software acquisition techniques and approaches

Selection: The Packard Award Selection Board is comprised of a chair, appointed by the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)), and membership is composed of up to ten Senior Executive Service members. The board evaluates nominations and provides recommended winners to the USD(A&S) for review and approval. Multiple teams may be selected to receive the award based on merit.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF) Nomination Submission Information, a three (3)-page (maximum) Nomination Narrative, and a single page award citation (not to exceed 200 words). 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.

Nomination approval. Service/Component Acquisition Executive must approve nominations. **Military Departments may nominate up to five teams, and other components may nominate two teams each.** Nominations must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive.

Submission deadline. Components must submit nominations by email to packard.award@dau.edu by Friday, July 22, 2022. The Packard awards coordinator will confirm receipt. If the Packard awards coordinator has not confirmed receipt within two business days after submission, please contact the awards coordinator at packard.award@dau.edu. A nomination is considered “submitted” when the submitter receives the confirmation e-mail.

Recognition Ceremony. The USD(A&S) will recognize winners at the 2022 Defense Acquisition Awards Ceremony on December 15, 2022, in the Pentagon Auditorium with a backup being a pre-recorded streamed awards ceremony as used due to the pandemic period in 2020 and 2021. Winners and team accomplishments will be featured in the Pentagon’s “E-Ring” Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Questions. For questions regarding this award or the nomination process, contact the Packard award coordinator at packard.award@dau.edu.



Department of Defense (DoD) David Packard Excellence in Acquisition Award Nomination Submission Form

Part I - Organization / Group / Team <i>(Note: The winning organization and team name will be printed on all materials and trophies as listed below)</i>	
Name	Mailing Address
DoD Component	Command / Organization
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader	
Name	Title
Telephone	Email
Part III - Award Coordinator Point of Contact	
Name	Title
Telephone	Email
Part IV - Primary Organization Point of Contact	
Name	Title
Telephone	Email
Part V – Organization Information	
Organization Size (Military & Civilians)	Organization Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words):	

Brief description of your organizational structure:

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

List up to five names and position titles of key individuals responsible for the team's accomplishments (often those managing initiatives cited in narrative):

Section VI – Nominee Narrative

Narrative should not exceed the three pages provided in the nomination form template. Nominees will be evaluated in the areas of 1) Specific Achievement or Innovation (50 points); 2) Value of the Nominee’s Contributions (30 points); and Demonstration of Leadership Initiative (20 points).

Section VI – Nominee Narrative (*Continued*)

Section VI – Nominee Narrative (*Continued*)

Section VII – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals. The Award Citation may not exceed 200 words.

Section VIII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo (If you are unable to insert your organizational logo, you may attach a JPG or TIFF file to your email submission)

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

Nomination Form

Nominee Narrative

Award Citation

Logo (JPG or TIFF)



Attachment 2
Department of Defense
2022 Acquisition Workforce Individual Achievement Award
Nomination Instructions

Please read the following instructions carefully before completing and submitting nomination package(s).

Background: The Defense Acquisition Workforce Individual Achievement Award is the acquisition community’s opportunity to recognize individuals who demonstrate the highest levels of excellence and professionalism in developing, acquiring, and sustaining operational capability that “supports the Warfighter and protects the taxpayer.” During 2022, our community has worked hard to support these great leadership opportunities. These prestigious awards recognize an individual’s accomplishments in support of the President’s Interim National Security Strategic Guidance, as well as Secretary Austin's priorities to Defend the Nation, Take Care of Our People, and Succeed through Teamwork. This is a great opportunity to thank and recognize the workforce by nominating the best-of-the-best from the many outstanding professionals in each of our functional disciplines. Additional information on the past winners of this award can be found via the Human Capital Initiatives Website accessible via: <https://www.hci.mil/what-we-do/Awards.html>.

Eligibility: All members of the Defense Acquisition Workforce (AWF) (military and civilian) are eligible for the Individual Achievement Award. AWF members in component offices for Acquisition Career Management, the Office of Human Capital Initiatives (HCI), and the Defense Acquisition University are not eligible for this award. Neither contractors nor contractor employees are eligible for this award. **The nominee must have been coded and have encumbered the position designated for the functional area award category in which they are being nominated, with career category coding in effect prior to February 1, 2022 (pre-Back-to-Basics (BtB) acquisition career field categories).** For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position was coded/designated Program Management. Conversely, nominating an individual in a Program Management coded/designated position for the Science and Technology Manager Award category would not be appropriate. The 2022 Defense Acquisition Award Individual Achievement categories will align to pre-BtB categories, as the award accomplishments period is July 1, 2021 through June 30, 2022. Award categories will be reviewed and updated for the 2023 Awards program. Achievements resulting from efforts starting before July 1, 2021, may be included, but the culmination of the achievement must be within the award period.

Evaluation: Nominations will be considered based on demonstrated excellence and contribution to acquisition mission success in the following areas:

- a. Specific achievements, examples include but are not limited to, improvements cost, schedule, performance, process improvements, and efficiency gains. Quantifiable descriptions of achievements strengthen the nomination.

- b. Value of the nominee's contributions during the award period to achieve program, organization, component, and/or DoD-level National Defense Strategy, COVID-19 response, and environmental priorities.
- c. Demonstration of leadership, including by example, creativity, mentoring, and best practice sharing to enhance the success of one's team and the greater acquisition community in achieving acquisition outcome success.

Selection: The Defense Acquisition University (DAU)/Office of Human Capital Initiatives (HCI) of OUSD(A&S) validates eligibility and forwards nominations to the respective functional leadership. The functional leadership, in coordination with their board, reviews and recommends a winner for each award category. DAU/HCI provides recommended winners for each award category to the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF Word) the completed nomination contact template (below), a three-page (maximum) narrative supporting the nomination, and a brief, not to exceed 200 words, 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) International*
- 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*
- 19) Software*/**

*Requirement for match of Functional Area nomination to position coding/designation requirement does not apply for AWF-nominated member.

**The senior component official responsible for requirements endorses the nomination for the Requirements Management award category.

***AWF and non-AWF eligible.

Nomination approval. Service/Component Acquisition Executive must approve nominations which are limited to one nomination for each award category identified above. Each nomination package must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive.

Submission deadline. Components must submit nominations by email to achievement.award@dau.edu by Friday, July 22, 2022. Please note that this is a new email address. The HCI awards program coordinator will confirm receipt. If DAU/HCI has not confirmed receipt within two business days after submission, please contact the DAU/HCI awards program coordinator. A nomination is considered “submitted” when the submitter receives the DAU/HCI confirmation e-mail.

Recognition Ceremony. The USD(A&S) will recognize winners at the 2022 Defense Acquisition Awards Ceremony on December 15, 2022 in the Pentagon Auditorium with a backup being a pre-recorded streamed awards ceremony as used due to the pandemic period in 2020 and 2021. Winners and team accomplishments will be featured in the Pentagon’s “E-Ring” Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Monetary Award. Subject to Office of Secretary of Defense (OSD) Personnel and Readiness guidance, the Individual Achievement Award winners may be eligible for a \$5,000 monetary award. Component organizations normally fund monetary awards with mission funding or available component Defense Acquisition Workforce Development Account (DAWDA) funding. Per OSD Personnel and Readiness memo, “Department of Defense Award Spending Guidance for Fiscal Year 2022,” dated January 12, 2022, "DoD Components should continue to ensure a comprehensive strategy to develop and foster a culture of recognition. Strategic use of awards and recognition throughout the year add value to organizations and support retention of high performing employees and those with mission critical skills." The nominating organization must agree to assume the award cap, described above, upon submission of an individual’s nomination package.

Questions. For questions regarding this award, contact the DAU/HCI awards program coordinator at 703-805-2387 or via e-mail at achievement.award@dau.edu. **Please note this is a new email address.**



Department of Defense (DoD) Acquisition Workforce Individual Achievement Award Nomination Submission Form

Part I – Nominee Information <i>(Name will be printed on all materials and trophies as it appears below)</i>		
Award Category	Career Field	
Name	Official Title	Email
Mailing Address	Telephone	DoD Component
	Military/Civilian	Organization
Part II – Service / Component Acquisition Executive / Senior Leader Information		
Name	Title	Email
<p><i>Acknowledgement of Monetary Award</i> <i>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.</i></p>		
Signature	Date	
Part III – Submission Point of Contact <i>(Individual to be contacted if there are questions regarding nomination package)</i>		
Name	Title	
Telephone	Email	
Part IV – Director, Acquisition Career Management		
Name	Title	
Telephone	E-mail	

Section V – Nominee Narrative

Narrative should not exceed the three pages provided in the nomination form template. Nominees will be evaluated in the following areas: 1) Specific Achievements (50 points); 2) Value of the Nominee’s Contribution (30 points); and Demonstration of Leadership (20 points).

Empty box for the nominee narrative.

Section V – Nominee Narrative *(Continued)*

Section V – Nominee Narrative *(Continued)*

Section VI – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals. The Award Citation may not exceed 200 words.

Section VII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo - *If you are unable to insert your Logo - you may include the Logo via a separate attachment.*

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

- Nomination Form
- Nominee Narrative
- Award Citation
- Logo (JPG or TIFF)



Attachment 3
Department of Defense
2022 Acquisition Workforce Development Innovation Award
Nomination Instructions

Please read this carefully before completing and submitting the nomination(s).

Background: The Defense Acquisition Workforce Development Innovation Award recognizes talent management excellence and innovation by acquisition organizations to ensure their workforce is ready and equipped to deliver world-class warfighting capabilities to the Warfighter. Cultivating talent includes equipping the acquisition workforce with training and development for today and future mission success, preparing for the next generation workforce, engaging the early career workforce, developing leaders, improving diversity and leveraging innovation and technology to achieve modern talent management. Examples of recent winners include the U.S. Army Communications-Electronics Command, Software Engineering Center, APG, MD Workforce Development Innovation Award Winner, Defense Information Systems Agency Defense Information Technology Contracting Organization - Scott Field Office, U.S. Army Combat Capabilities Development Command - Ground Vehicle Systems Center, and the U.S. Special Operations Command - Special Operations Forces Acquisition, Technology, and Logistics. This is a great leadership opportunity to thank and recognize the best-of-the-best organizations in talent management excellence. Additional information on the award and past winners are available at: <https://www.hci.mil/what-we-do/Awards.html>.

Eligibility: All DoD acquisition organizations (military and civilian) are eligible to compete for the 2022 Defense Acquisition Workforce Development Innovation Award. Neither contractors nor contractor employees may be listed as members of a team. Teaming across organizations is not permitted. Component-level Acquisition Career Management offices and the Defense Acquisition University are not eligible for this award. Nominations may be submitted 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. The award period is July 1, 2021 through June 30, 2022. Achievements resulting from efforts starting before July 1, 2021 may be included, but the culmination of the achievement must be within the award period.

Evaluation: Nominations will be considered based on demonstrated talent management excellence and innovation:

- 1) **Specific achievements and/or innovations (50 points).** Demonstrated exceptional innovative thinking and progress in tackling workforce development challenges. Describe your organization's exemplary innovations and/or initiatives leading to the achievements. Examples include, but are not limited to, championing use of the new lifelong elective learning framework for the acquisition workforce, using modern talent management best practices; improving the pipeline of talent through college internships, leadership development through work experiences and exchange/rotation assignments, mentoring, and knowledge transfer; and ensuring the workforce has skillsets to achieve technical excellence.

- 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 organizational reform for greater performance and affordability.
- 3) Contribution 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. Examples include, but are not limited to, use of talent management best practices, addressing critical skill gaps and the leveraging of incentives and flexibilities in the recruitment and retention of top talent.

Selection: The Defense Acquisition University (DAU)/Office of Human Capital Initiatives (HCI) of OUSD(A&S) forward nominations to the Workforce Development Innovation Award Selection Board. The board is comprised of senior leaders and professionals experienced in workforce training, development, and talent management. DAU/HCI will provide the board recommended winners to the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF) the completed nomination contact template (below) and a three page (maximum) narrative supporting the nomination, and a brief, not to exceed 200 words, 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.

Nomination approval. The Service/Component Acquisition Executive may submit one nomination for a Small Organization and one for a Large Organization. The nomination package must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive.

Submission deadline. Components must submit nominations by email to development.award@dau.edu by Friday, July 22, 2022. Please note this is a new email address. The HCI awards program coordinator will confirm receipt. If DAU/HCI has not confirmed receipt within two business days after submission, please contact the DAU/HCI awards program coordinator. A nomination is considered "submitted" when the submitter receives the DAU/HCI confirmation e-mail.

Recognition Ceremony. The USD(A&S) will recognize winners at the 2022 Defense Acquisition Awards Ceremony on December 15, 2022, in the Pentagon Auditorium with a backup being a pre-recorded streamed awards ceremony as used due to the pandemic period in 2020 and 2021. Winners and team accomplishments will be featured in the Pentagon's "E-Ring" Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Monetary Award. Subject to current OSD Personnel and Readiness (P&R) guidance, the Small Organization and Large Organization winners may be eligible for a \$10,000 group monetary award for not more than five (5) civilian team members. Contractors, while integral to the winning organization's success, are not eligible to be part of the group monetary award. Component organizations normally fund monetary awards with available component Defense Acquisition Workforce Development Account (DAWDA) funding. Per the OSD Personnel and Readiness memo, "Department of Defense Award Spending Guidance for Fiscal Year 2022," dated January 12, 2022, "DoD Components should continue to ensure a comprehensive strategy to develop and foster a culture of recognition. Strategic use of awards and recognition throughout the year add value to organizations and support retention of high performing employees and those with mission critical skills." In the event that additional OSD P&R award guidance is released on group monetary awards, HCI will update this awards guidance, as appropriate.

Questions. For questions regarding this award, contact the HCI awards program coordinator at 703-805-2387 or via e-mail at development.award@dau.edu. **Please note that this is a new email address.**



Department of Defense (DoD) Development Innovation Award Nomination Submission Form

Part I - Organization / Group / Team <i>(Note: The winning organization and team name will be printed on all materials and trophies as listed below)</i>		
Name	Organizational Size Large (> 500 employees) Small (< 500 employees)	DoD Component
Mailing Address	Command / Organization	
	Organization Size (Military & Civilians)	Organization Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words): 		
List up to five names and position titles of key individuals responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative): 		
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader		
Name	Title	
Part III – Submission Point of Contact		
Name	Title	
Telephone	Email	
Part IV – Director, Acquisition Career Management Staff Point of Contact		
Name	Title	
Telephone	Email	

Section V – Nominee Narrative

Narrative should not exceed three pages. Nominees will be evaluated in the following areas: 1) Specific Achievements and/or innovations (50 points); 2) Value of the nominee's contribution (30 points); and 3) Contribution to DoD acquisition improvement priorities (20 points).

Section V – Nominee Narrative *(Continued)*

Section V – Nominee Narrative *(Continued)*

Section VI – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals. The Award Citation may not exceed 200 words.

Section VII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo - *If you are unable to insert your Logo - you may include the Logo via a separate attachment.*

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

Nomination Form

Nominee Narrative

Award Citation

Logo (JPG or TIFF)



Attachment 4
Department of Defense
2022 Flexibility in Contracting Award
Nomination Instructions

Please read carefully before completing and submitting the nomination package(s)

Background: The Flexibility in Contracting Award recognizes Department of Defense (DoD) civilian and military professionals who have, in their approach to program management and contracting, demonstrated outstanding innovation and use of flexibilities and authorities provided by the Federal Acquisition Regulation (FAR) and Department of Defense Instruction 5000.02. The award was established by Congress in 2017. This award provides leadership a great opportunity to thank and recognize the best-of-the-best teams and individuals smartly using flexibilities and authorities as part of changing how we do business to become more agile and obtain greater efficiency and productivity. Additional information can be found on the awards website at <https://www.hci.mil/what-we-do/Awards.html>.

Eligibility: All DoD organizations (military and civilian) are eligible for the Flexibility in Contracting Award, with the exception of the Office of the Secretary of Defense (OSD) staff organizations. Neither contractors nor contractor employees may be listed as members of a team. The award period is July 1, 2021 - June 30, 2022. Accomplishments from efforts starting before July 1, 2021 may be included, but the culmination of the accomplishment must be within the award period. Organizations may submit two nominations comprising of a submission competing for team award and a submission competing for the *individual award. ***The individual award is new this year.**

Evaluation: Nominations will be evaluated on the quality and innovation of specific actions taken by program/service acquisition teams and individuals, and the exceptional nature of the problems overcome, or the outcomes produced by those actions. Successful applications clearly describe and substantiate what was done, as well as the resulting quantifiable impacts. 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 application should describe lessons learned in the subject acquisition, and how these might be applied to other acquisition efforts.

Examples of the nomination may include any innovation initiatives and local adaptations that:

- a. Achieved significant time and/or 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 FAR;
- b. Use of contracting, Other Transaction Authority and other approaches that accelerate delivery to the warfighter of high quality product and services;

- 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 for contracts, to include small business participation and global market outreach; and
- e. Improved program outcomes through the use of other innovative use of acquisition flexibilities to include use of pathways provided in DoDI 5000.02.

Selection: The Flexibility in Contracting Award Board is comprised of a chair, appointed by OSD leadership of Defense Pricing and Contracting. Board membership is composed of up to ten Senior Executive Service members. Defense Acquisition University's Office of Human Capital Initiatives will provide the board recommended winner to the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package for the Team and Individual submission must include (in PDF) the completed nomination contact template (below) and a three-page (maximum) narrative supporting the nomination, and a brief, not to exceed 200 words, 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.

Nomination approval. The Service/Component Acquisition Executive must approve the nominations (Team and Individual (one nomination each only)). The nomination package must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive.

Submission deadline. Components must submit their nomination by email to the Flexibility in Contracting Award coordinator at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil by Friday, July 22, 2022. The award coordinator will confirm receipt. If the awards program coordinator has not confirmed receipt within two business days after submission, please contact the award coordinator at 703-614-0719. A nomination is considered "submitted" when the submitter receives the confirmation e-mail.

Recognition Ceremony. The USD(A&S) will recognize winners at the 2022 Defense Acquisition Awards Ceremony on December 15, 2022 in the Pentagon Auditorium with a backup being a pre-recorded streamed awards ceremony as used due to the pandemic period in 2020 and 2021. Winners and team accomplishments will be featured in the Pentagon's "E-Ring" Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Questions: For questions regarding this award, contact the Flexibility in Contracting Award coordinator at 703-614-0719 or via e-mail at osd.pentagon.ousd-a-s.mbx.asda-dp-c-contractpolicy@mail.mil.



Department of Defense (DoD) Flexibility in Contracting Award Nomination Submission Form

Part I - Organization / Group / Team		
<i>(Note: The winning organization and team name will be printed on all materials and trophies as listed below)</i>		
Name	Mailing Address	
DoD Component	Command / Organization	
Organizational Mission Statement (Maximum 100 words):		
Brief description of your organizational structure:		
List up to five names and position titles of key individuals responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative):		
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader		
Name	Title	
Part III – Submission Point of Contact		
Name	Telephone	Email
Part IV – Primary Organization Point of Contact		
Name	Title	
Telephone	Email	

Section V – Nominee Narrative

Narrative should not exceed the three pages provided in the nomination form template. Nominees will be evaluated in the areas of 1) Specific Achievement or Innovation (50 points); 2) Value of the Nominee’s Contributions (30 points); and Demonstration of Leadership Initiative (20 points).

Section V – Nominee Narrative (Continued)

Section V – Nominee Narrative (Continued)

Section VI – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals. The Award Citation may not exceed 200 words.

Section VII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo (If you are unable to insert your organizational logo, you may attach a JPG or TIFF file to your email submission)

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

Nomination Form

Nominee Narrative

Award Citation

Logo (JPG or TIFF)



Attachment 5
Department of Defense
2022 Software Innovation Team Award
Nomination Instructions

Background: The Software Innovation Team Award was established in 2019 to recognize teams who are driving speed, innovation, and the use of best practices in software development and software acquisition. Across DoD, new software teams, including Service “software factories” are standing up to deliver frequent and high-quality software capabilities into the hands of Warfighters – supporting the National Defense Strategy is imperative to increase readiness and lethality.

U.S. national security increasingly relies on software to execute missions, integrate, and collaborate with allies, and manage the defense enterprise. The ability to develop, procure, assure, deploy, and continuously improve software is central to our national defense. The threats facing the United States are evolving at an increasing pace, and the ability for the Department of Defense to adapt and respond is determined by its capability to rapidly develop and deploy innovative software technologies to the warfighter.

The inaugural winner of this award was the Air Force Kessel Run (KR) team. KR was recognized as a model for Defense DevSecOps and Agile software acquisition. The KR Team rapidly fielded eighteen software capabilities, including an aircraft tanker-planning tool, using agile software development and lean start-up methodologies. KR also helped modernize the F-35 Autonomous Logistics Information System. The 2022 award provides leadership another great opportunity to recognize the innovative efforts of Services and Agencies to swiftly innovate, with urgency, to deliver solutions now and deploy DoD’s new generation of software capability.

Eligibility: All DoD organizations and teams are eligible to be nominated for the 2022 Software Innovation Team Award, with the exception of the Office of the Secretary of Defense (OSD) staff organizations. Neither contractors nor contractor employees are eligible for this award. The award period is July 1, 2021 through June 30, 2022. Achievements resulting from efforts starting before July 1, 2021 may be included, but the culmination of the achievement must be within the award period.

Evaluation: Nominations will be evaluated as follows:

- 1) **Specific achievements and/or innovations (50 points).** Describe your organization’s exemplary accomplishments driven by innovation, using software development and acquisition best practices, with speed, to deliver frequent and high-quality solutions to the Warfighter.
- 2) **Value of the contribution (30 points).** Describe the positive impacts and value for the Warfighter.
- 3) **Demonstration of leadership initiative (20 points).** Describe examples of leadership initiative, for example (not inclusive): creating improved organic software talent; creating software development units who develop and deploy with speed and reduced cycle time, software to the

field using DevSecOps practices; and strengthening program office software development and acquisition capabilities.

Selection: The Defense Acquisition University (DAU)/Office of Human Capital Initiatives (HCI) of OUSD(A&S) will forward nominations to the Software Workforce Innovation Team Award Selection Board. DAU/HCI will provide the board recommended winner to the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF) the completed nomination contact template (below) and a three-page (maximum) narrative supporting the nomination, and a brief, not to exceed 200 words, 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.

Nomination approval. The Service/Component Acquisition Executive must approve the nomination (one nomination only). The nomination packages must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive. For organizations outside of a Service/Component Acquisition Executive reporting chain, nominations must be accompanied by a written endorsement from an SES that is the senior lead for software development or software acquisition for the parent organization.

Submission deadline. Components must submit nominations by email to achievement.award@dau.edu by Friday, July 22, 2022. Please note this is a new email address. The HCI awards program coordinator will confirm receipt. If DAU/HCI has not confirmed receipt within two business days after submission, please contact the HCI awards program coordinator. A nomination is considered “submitted” when the submitter receives the HCI confirmation e-mail.

Recognition Ceremony. The USD(A&S) will recognize winners at the 2022 Defense Acquisition Awards Ceremony on December 15, 2022, in the Pentagon Auditorium with a backup being a pre-recorded streamed awards ceremony as used due to the pandemic period in 2020 and 2021. Winners and team accomplishments will be featured in the Pentagon’s “E-Ring” Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Monetary Award. Subject to current OSD Personnel and Readiness (P&R) guidance, the Software Innovation Team winners may be eligible for a \$10,000 group monetary award for not more than five (5) civilian team members. Contractors, while integral to the winning organization’s success, are not eligible to be part of the group monetary award. Component organizations normally fund monetary awards with component Defense Acquisition Workforce Development Account (DAWDA) funding. In the event that additional OSD P&R award guidance is released on group monetary awards, HCI will update this awards guidance, as appropriate.

Questions. For questions regarding this award contact the DAU/HCI awards program coordinator at 703-805-2387 or via e-mail at achievement.award@dau.edu. Please note this is a new email address.



Department of Defense (DoD) Software Innovation Team Award Nomination Submission Form

Part I – Nominated Organization/Team <i>(The selected organization's name will be printed on all materials and trophies as listed below)</i>		
Name	DoD Component	
Mailing Address	Command / Organization	
	Organization Size (Military & Civilians)	Organization Acquisition Workforce Members (Military & Civilian)
Organization Mission Statement (Max 100 Words)		
List up to five names and position titles responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative)		
Part II - Service / Component Acquisition Executive / Senior Leader Information		
Name	Title	Email
Part III – Submission Point of Contact <i>(Individual to be contacted if there are questions regarding nomination package)</i>		
Name	Title	
Telephone	Email	
Part IV – Director, Acquisition Career Management		
Name	Title	
Telephone	E-mail	

Section V – Nominee Narrative

Narrative should not exceed the three pages provided in the nomination form template. Nominees will be evaluated in the areas of 1) Specific Achievement or Innovation (50 points); 2) Value of the Nominee’s Contributions (30 points); and Demonstration of Leadership Initiative (20 points).

Section V – Nominee Narrative *(Continued)*

Section V – Nominee Narrative *(Continued)*

Section VI – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals. The Award Citation may not exceed 200 words.

Section VII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo (If you are unable to insert your organizational logo, you may attach a JPG or TIFF file to your email submission)

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

Nomination Form

Nominee Narrative

Award Citation

Logo (JPG or TIFF)