



**Attachment 2**  
**Department of Defense**  
**2023 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 2023, 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 Awards listed on pages 2-3, award categories numbers 1-15. For number 16, the requirements management award, any DoD (military and civilian) member of the requirements workforce may be nominated. Contractors are not eligible for these awards.

**The nominee for the award categories 1-9 must be on an acquisition coded position designated for the Individual award category in which they are being nominated.** For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is coded/designated Program Management. Conversely, nominating an individual in a Program Management coded/designated position for the Test and Evaluation award category would not be appropriate. Nominating organizations should ensure positions are appropriately coded to match position responsibilities of the nominee. For award categories 10-15, the nominee must be on an acquisition coded position aligned to any of the functional areas.

The award period is July 1, 2022, through June 30, 2023. Achievements resulting from efforts starting before July 1, 2022, 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:** HCI 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. 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) 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. The submitted nomination package must be Controlled Unclassified Information (CUI).

**Award Categories.** Nominations will be accepted in the following categories. The nominees should demonstrate exceptional talent and achievement in their respective category.

#### Functional Area award categories:

1. Auditing – Nominee has proven to be a true asset by performing with excellence and setting high standards that elevates the performance of others and supports the mission of the Warfighter while protecting the taxpayers
2. Business Cost Estimating – Nominee plays an integral part in the cost community and shares best methodologies as a mentor and leader to complete a job within the project scope
3. Business Financial Management – Nominee excels at strategic practice of establishing, controlling, and monitoring financial resources to achieve business goals
4. Contracting – Nominee is a high performing, mission-focused contracting professional who demonstrates leadership, innovative contracting skills, integrity, and sound judgment that result in affordable outcomes for the Warfighter
5. ETM (Engineering / Technical) – Nominee demonstrates the highest levels of excellence and professionalism applying mission level thinking for current and emerging operational and system capabilities to design and develop high-quality, innovative, affordable, supportable, and effective defense systems using an integrated technical approach
6. ETM (Production / Sustainment) – Nominee demonstrates the highest levels of excellence and professionalism applying manufacturing and quality methods to develop, field, and sustain products and services
7. Life-Cycle Logistics – Nominee's exceptional record of success demonstrates significant accomplishments in developing and executing affordable product support strategies that

span the systems life cycle, meet warfighter readiness and supportability objectives, and deliver reliable, maintainable, and available systems

8. Program Management – Nominee is a high performing driven and effective leader, understands the wider objectives of the program such as strategic goals, has the ability to work with a wide range of individuals integrating business and technical expertise to effectively manage risk, performance, budget, and schedule for the best possible solutions to meet Warfighter needs
9. Test and Evaluation – Nominee demonstrates the highest levels of excellence and professionalism applying test and evaluation methods to develop and optimize test designs, execute testing, and perform evaluations of system performance, interoperability, reliability, maintainability, and cybersecurity posture

Cross-Functional Knowledge Area categories\*

10. Services Acquisition – Nominee multi-tasks and executes one or multiple contracts or other instruments for committing or obligating funds (e.g., funds transfer, placing orders under existing contracts, etc.) to acquire services that meet a specified requirement
11. Small Business – Nominee works with Small Businesses to help them acclimate in the DoD contracting system and collaborate with other small businesses to expand their portfolio
12. Flexibility in Contracting – Nominee is an outstanding acquisition professional known for their innovative and adaptive use of the flexibilities and authorities granted by the FAR and DoD Instruction 5000.02 to increase the efficiency of programs
13. Software Development – Nominee demonstrates the highest levels of excellence and professionalism applying iterative software development methodologies and tools to design, test, deliver, and utilize software intensive systems
14. Software Management – Nominee manages the development and/or sustainment of software intensive weapon or business systems and use project management techniques to manage the art and science of planning and leading software projects
15. International Security Cooperation – This award includes various DoD interactions with foreign defense establishments to promote U.S. security interests, develop allied and friendly military capabilities, and provide U.S. forces with access to host nations

Requirements category\*\*/\*\*\*

16. Requirements Management – This award recognizes an individual who improves requirement processes such as obtaining the right capabilities in reduced time with cost-wise solutions that meets the needs of the Warfighter

\*Cross-Functional Knowledge Area awards are for AWF members in any Functional Area.

\*\*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](mailto:achievement.award@dau.edu) by Friday, August 31, 2023.** Please note that this is a new email address. The HCI awards program coordinator will confirm receipt. If 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.** HCI is planning an early 2024 in person event at the Pentagon unless restrictions require a pre-recorded streamed awards ceremony as in the past three years. Winners and team accomplishments will be featured in the Pentagon’s Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

**Monetary Award.** Subject to Office of Secretary of Defense (OSD) Acquisition and Support 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 2023,” dated October 24, 2022, "Strategic use of awards and recognition supports retention of high-performing employees and those with mission critical skills. Linking performance management with recognition promotes a workplace culture of high performance and high involvement within an organization. To better align performance with awards, DoD Components are encouraged to use monetary and non-monetary awards and recognition throughout the performance appraisal cycle.” 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 HCI awards program coordinator at 571-342-0590 or via e-mail at [achievement.award@dau.edu](mailto:achievement.award@dau.edu).



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

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