



**Attachment 3**  
**Department of Defense**  
**2023 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 Naval Air System Command, Procurement Group Entry Level Cohort Group, Contracts Management Office, Defense Advanced Research Projects Agency, U.S. Army Communications-Electronics Command, Software Engineering Center, APG, MD, and the United States 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 2023 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, 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 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](mailto:development.award@dau.edu) by Thursday, August 31, 2023.** 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.** 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 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 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." 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 571-342-0590 or **via e-mail at [development.award@dau.edu](mailto:development.award@dau.edu)**. **Please note that this is a new email address.**



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

<b>Part I - Organization / Group / Team</b> <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):		
<b>Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader</b>		
Name	Title	
<b>Part III – Submission Point of Contact</b>		
Name	Title	
Telephone	Email	
<b>Part IV – Director, Acquisition Career Management Staff Point of Contact</b>		
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)