



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MAR 11 2024

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

SUBJECT: Call for Nominations for the 2024 Defense Acquisition Awards

Today, our workforce faces a confluence of unprecedented challenges. The multi-domain, pacing challenges highlighted in the National Defense Strategy and the need for materiel in support of our allies, requires uncommon effort and skill to produce capability relevant to the high-end fight, at scale. In this dynamic landscape, people are our most critical asset and the key to driving our competitive advantage.

I applaud the tremendous efforts of all our acquisition professionals to ensure our warfighters, allies, and partners remain ready to deter aggression and defend democracy around the world. In recognition of those efforts, I am proud to announce this year's call for nominations for the annual Defense Acquisition Awards.

I invite you to nominate those acquisition professionals and teams in your organizations who made significant contributions across the Department to build enduring advantages and preserve our competitive edge. Nominations will be accepted in five Defense Acquisition Award categories:

- David Packard Excellence in Acquisition Teams;
- Individual Achievement;
- Workforce Development Innovation Teams;
- Flexibility in Acquisition Team (formerly Flexibility in Contracting Team); and
- Software Innovation Team Achievement.

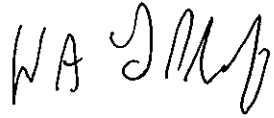
Eligibility criteria, submission guidance, and the nomination templates for each award category are provided in Attachments B1 - B5, respectively.

Candidate nominations must be endorsed by the Service or Component Acquisition Executive. For Service/Component specific deadlines and guidelines, please consult your Director, Acquisition Career Management/Director, Acquisition Talent Management office. Final submissions are due to Human Capital Initiatives no later than August 30, 2024.

I ask that you disseminate this memorandum throughout your acquisition commands to ensure the most deserving individuals and teams are appropriately considered.

The Office of the Under Secretary of Defense for Acquisition and Sustainment will recognize the winners during a ceremony in late 2024. Ceremony details will be provided at a later date.

Thank you for your continued dedication to defense acquisition and your support of the men and women who are moving the enterprise forward.

A handwritten signature in black ink, appearing to read 'WA LaPlante', with a stylized flourish at the end.

William A. LaPlante

Attachments:
As stated

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B1



Attachment B1
Department of Defense
2024 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 using 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. Contractors and contractor employees **may not** be listed as members of a team. The award period is July 1, 2023, through June 30, 2024. Achievements resulting from efforts starting before July 1, 2023, may be included, but the culmination of the achievement must be within the award period. For eligibility questions, contact the Packard Awards 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. Up to five teams may be selected to receive the award based on merit each year.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF) Nomination Submission Information (below), 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. The nomination package must be Controlled Unclassified Information (CUI).

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. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of selections by the Service Acquisition Executive. Service nominees should contact their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for internal deadlines to coordinate Service Acquisition Executive signature.

Submission deadline. Service DACM/DATM and Component offices must submit nominations by email to Packard.Award@dau.edu by Friday, August 30, 2024. 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. HCI is planning a late 2024 in person event at Howell Auditorium on the Defense Acquisition University Campus in Ft. Belvoir, VA. Winners and team accomplishments will be featured on the Pentagon’s Defense Acquisition Workforce recognition display, in the Defense Acquisition Magazine, on the HCI Awards website, and on other media venues.

Questions. For questions regarding this award or the nomination process, contact the Packard Awards 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:

TEAM MEMBER INFORMATION:

List up to five names of key individuals responsible for the team's accomplishments (those managing initiatives cited in narrative). *If selected, these individuals will accept the award on behalf of the team.*

Include: Full Name, Position Title, and Rank (if applicable).
Select each team member's assigned Functional Area.

List the Team Lead first, followed by four team members:

SUPERVISOR EMAIL ADDRESS:

(Supervisors will be notified if the team is a winner)

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)

TAB

B2



Attachment B2
Department of Defense
2024 Defense Acquisition Awards for Individual Achievement
Nomination Instructions

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

Background: The Defense Acquisition Awards for Individual Achievement are 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 and 2024, 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 National Security Strategy, 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. Information about past winners of these awards can be found on 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 award categories 1-18. The Requirements Management award, category 18, is open to both AWF and non-AWF personnel. Contractors are not eligible for individual achievement awards. **The nominee for 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.

The award period is July 1, 2023, through June 30, 2024. Achievements resulting from efforts starting before July 1, 2023, 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 in cost, schedule, performance, process improvements, and efficiency gains. Quantifiable descriptions of achievements strengthen the nomination.

- b. Value of the nominee's contributions: to achieve program, organization, component, and/or DoD-level National Defense Strategy, COVID-19 response, and environmental priorities.
- c. Demonstration of leadership: examples include 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 for consideration. The functional leadership, in coordination with their board, reviews and recommends a winner for each award category. HCI consolidates the recommended winners for each award category for the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) to review and approve.

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 emailed 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 award 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 Acquisition – Nominee is an outstanding acquisition professional who has demonstrated innovative and adaptive uses of the flexibilities and authorities granted by the FAR and DoD Instruction 5000.02 to increase the efficiency of programs (*The name of this award has changed from 'Flexibility in Contracting' to 'Flexibility in Acquisition' to include the entire acquisition process.*)
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
16. Value Engineering – Recognizes the use of Value Engineering principles or methodology that significantly demonstrates achievement of essential functions throughout the DoD at the lowest life-cycle cost, consistent with required levels of performance, reliability, quality, and safety
17. Acquisition Security** – Nominee excels at integrating security measures within the acquisition process and safeguarding sensitive technologies and information against threats. With a deep understanding of security challenges, the nominee ensures the resilience of defense capabilities while enhancing national security through proactive risk management and protective strategies.

Requirements category***

18. 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 awards 10. through 16. are for AWF members in any Functional Area.

****Cross-Functional award 17. Acquisition Security is for both AWF and non-AWF.**

***The senior component official responsible for requirements endorses the nomination for the Requirements Management award category. Both members of the AWF and non-AWF are 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 a cover memo on organizational letterhead signed by the Service/Component Acquisition Executive. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of selections by the Service Acquisition Executive. Service nominees should contact their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for internal deadlines to coordinate Service Acquisition Executive signature.

Submission deadline. Service DACM/DATM and Component offices must submit nominations by email to Achievement.Award@dau.edu by Friday, August 30, 2024. 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 a late 2024 in person event at Howell Auditorium on the Defense Acquisition University Campus at Ft. Belvoir, VA. Winners and team accomplishments will be featured on the Pentagon’s Defense Acquisition Workforce recognition display, in the Defense Acquisition Magazine, on the HCI Awards website, and on 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 2024”, dated December 15, 2023, "Strategic use of awards and recognition supports retention of high-performing employees and those with mission critical skills." And components are encouraged to "allocate awards in a manner that provides for meaningful distinctions in performance." 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 via e-mail at Achievement.Award@dau.edu.



Department of Defense (DoD) Acquisition Awards Nomination Submission Form for Individual Achievement

Part I – Nominee Information <i>(Name will be printed on all materials and trophies as it appears below)</i>		
Award Category	Functional Area	
Name	Official Title and Rank (if applicable)	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></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	
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 – Nominee's Supervisor <i>(Supervisor will be notified if nominee is a winner)</i>		
Name	Title	
Telephone	E-mail	
Part V – Director, Acquisition Career Management		
Name	Title	
Telephone	E-mail	

Section VI – 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 VI – Nominee Narrative *(Continued)*

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Section VI – Nominee Narrative *(Continued)*

Empty text area for the nominee narrative.

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 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)

TAB

B3



Attachment B3
Department of Defense
2024 Defense Acquisition Team Awards for Workforce Development Innovation
Nomination Instructions

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

Background: The Defense Acquisition Team Awards for Workforce Development Innovation recognize 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 Contract Operations Directorate, Missile Defense Agency; 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, 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 2024 Defense Acquisition Award for Workforce Development Innovation. 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 (DAU) 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, 2023, through June 30, 2024. Achievements resulting from efforts starting before July 1, 2023, 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 DAU Office of Human Capital Initiatives (HCI) of OUSD(A&S) forward nominations to the Workforce Development Innovation Team Awards 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 emailed submission.

Nomination approval. The Service/Component Acquisition Executive must approve nominations which are limited to one nomination for a Small Organization and one for a Large Organization. Each nomination package must be submitted under a cover memo on organizational letterhead signed by the Service/Component Acquisition Executive. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of selections by the Service Acquisition Executive. Service nominees should contact their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for internal deadlines to coordinate Service Acquisition Executive signature.

Submission deadline. Service DACM/DATM and Component offices must submit nominations by email to Development.Award@dau.edu by Friday, August 30, 2024. 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 a late 2024 in person event at Howell Auditorium on the Defense Acquisition University Campus at Ft. Belvoir, VA. Winners and team accomplishments

will be featured on the Pentagon's Defense Acquisition Workforce recognition display, in the Defense Acquisition Magazine, on the HCI Awards website, and on 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 2024," dated December 15, 2023, "Strategic use of awards and recognition supports retention of high-performing employees and those with mission critical skills." And components are encouraged to "allocate awards in a manner that provides for meaningful distinctions in performance." 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 via e-mail at Development.Award@dau.edu.



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

Part I - Nominated 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 Size Large (> 500 employees) Small (< 500 employees)
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader		
Name		Title
Telephone		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		Email
Part V – Organization Information		
Organization Size (Military & Civilians)		Organization Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words):		

Part VI – Nominated Team Information

TEAM MEMBER INFORMATION:

List up to five names of key individuals responsible for the team's accomplishments (those managing initiatives cited in narrative). *If selected, these individuals will accept the award on behalf of the team.*

Include: Full Name, Position Title, and Rank (if applicable).
Select each team member's assigned Functional Area.

List the Team Lead first, followed by four team members:

SUPERVISOR EMAIL ADDRESS:

(Supervisors will be notified if the team is a winner)

Section VII – 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 Contribution to DoD acquisition improvement priorities (20 points).

Section VII – Nominee Narrative *(Continued)*

Section VII – Nominee Narrative *(Continued)*

Section VIII – 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 IX – 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)

TAB

B4



Attachment B4
Department of Defense
2024 Defense Acquisition Team Award for Flexibility in Acquisition
Nomination Instructions

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

Background: The Defense Acquisition Team Award for Flexibility in Acquisition recognizes Department of Defense (DoD) civilian and military teams 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 (Operation of the Adaptive Acquisition Framework). 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 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 Acquisition Team Award, with the exception of the Office of the Secretary of Defense (OSD) staff organizations.

The award period is July 1, 2023 to June 30, 2024. Accomplishments from efforts starting before July 1, 2023, may be included, but the culmination of the accomplishment must be within the award period.

Evaluation: Nominations will be evaluated on the quality of specific actions taken by program/service acquisition teams, 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 programs or service acquisition efforts.

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

- a. Achieved 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 FAR;
- b. Used 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 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 the new Adaptive Acquisition Framework (DoDI 5000.02).

Selection: The Flexibility in Acquisition Team 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. Human Capital Initiatives (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 for the Team 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 emailed submission. The submitted nomination package must be Controlled Unclassified Information (CUI).

Nomination approval. The Service/Component Acquisition Executive must approve the nomination. The nomination package must be submitted under cover memo on organizational letterhead signed by the Service/Component Acquisition Executive. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of selections by the Service Acquisition Executive. Service nominees should contact their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for internal deadlines to coordinate Service Acquisition Executive signature.

Submission deadline. Service DACM/DATM and Component offices must submit nominations by email to Achievement.Award@dau.edu by Friday, August 30, 2024. 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 a late 2024 in person event at Howell Auditorium on the Defense Acquisition University Campus at Ft. Belvoir, VA. Winners and team accomplishments will be featured on the Pentagon’s Defense Acquisition Workforce recognition display, in the Defense Acquisition Magazine, on the HCI Awards website, and on other media venues.

Questions: For questions regarding this award, contact the HCI Awards Program Coordinator via e-mail at Achievement.Award@dau.edu.



Department of Defense (DoD) Flexibility 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 - Submission 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:

TEAM MEMBER INFORMATION:

List up to five names of key individuals responsible for the team's accomplishments (those managing initiatives cited in narrative). *If selected, these individuals will accept the award on behalf of the team.*

Include: Full Name, Position Title, and Rank (if applicable).
Select each team member's assigned Functional Area.

List the Team Lead first, followed by four team members:

SUPERVISOR EMAIL ADDRESS:

(Supervisors will be notified if the team is a winner)

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)

TAB

B5



Attachment B5
Department of Defense
2024 Defense Acquisition Team Award for Software Innovation
Nomination Instructions

Background: The Defense Acquisition Team Award for Software Innovation 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 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 DoD to adapt and respond is determined by its capability to rapidly develop and deploy innovative software technologies to the Warfighter.

The 2023 winner of this award was the ArmyIgnitED team of Arlington, VA. This team was recognized as a model for Agile software acquisition. The team established a collaborative and unprecedented partnership, adopting and adapting an existing Education Management System solution to create a new Education Assistance capability for its soldiers and civilians. By adapting an existing capability through business process reengineering, the team reduced costs and accelerated the deployment of its software solution.

The 2024 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 2024 Software Innovation Team Award, except for the Office of the Secretary of Defense (OSD) staff organizations. Contractors and contractor employees are not eligible for this award. The award period is July 1, 2023, through June 30, 2024. Achievements resulting from efforts starting before July 1, 2023, 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 development, security and operations (DevSecOps) practices; and strengthening program office software development and acquisition capabilities.

Selection: The Director of the Defense Acquisition University (DAU), Office of Human Capital Initiatives (HCI) will forward nominations to the Software Workforce Innovation Team Award Selection Board. HCI will provide the board recommended winner to the Under Secretary of Defense for Acquisition and Sustainment 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. The submitted nomination package must be Controlled Unclassified Information (CUI).

Nomination approval. The Service/Component Acquisition Executive must approve the nomination (one nomination only). The nomination package must be submitted under a 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. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of the selection by the Service Acquisition Executive. Service nominees should contact their Director, Acquisition Career Management (DACM)/Director, Acquisition Talent Management (DATM) office for internal deadlines to coordinate Service Acquisition Executive signature.

Submission deadline. Service DACM/DATM and Component offices must submit nominations by email to Achievement.Award@dau.edu by Friday, August 30, 2024. 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 a late 2024 in person event in Howell Auditorium on the Defense Acquisition University Campus at Ft. Belvoir, VA. Winners and team accomplishments will be featured on the Pentagon’s Defense Acquisition Workforce recognition display, in the Defense Acquisition Magazine, on the HCI Awards website, and on other media venues.

Monetary Award. Subject to Office of Secretary of Defense (OSD) Acquisition and Support 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. 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 2024”, dated December 15, 2023, "Strategic use of awards and recognition supports retention of high-performing employees and those with mission critical skills." And components are encouraged to "allocate awards in a manner that provides for meaningful distinctions in performance." In the event 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 **via e-mail at Achievement.Award@dau.edu**.



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

Part I - Nominated 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 - 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	Email
Part V – Organization Information	
Organization Size (Military & Civilians)	Organization Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words):	

Part VI – Nominated Team Information

TEAM MEMBER INFORMATION:

List up to five names of key individuals responsible for the team's accomplishments (those managing initiatives cited in narrative). *If selected, these individuals will accept the award on behalf of the team.*

Include: Full Name, Position Title, and Rank (if applicable).
Select each team member's assigned Functional Area.

List the Team Lead first, followed by four team members:

SUPERVISOR EMAIL ADDRESS:

(Supervisors will be notified if the team is a winner)

Section VII – 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 VII – Nominee Narrative *(Continued)*

Section VII – Nominee Narrative *(Continued)*

Section VIII – 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 IX – 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)