



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></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 – 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)*

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Empty text area for the nominee narrative.

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)