



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)

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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)