



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*)

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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)