



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*)

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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)