



**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](mailto: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](mailto:Achievement.Award@dau.edu).



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

<b>Part I – Nominee Information</b> <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
<b>Part II – Service / Component Acquisition Executive / Senior Leader Information</b>		
Name	Title	Email
<p><b><i>Acknowledgement of Monetary Award</i></b></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	
<b>Part III - Submission Point of Contact</b> <i>(Individual to be contacted if there are questions regarding nomination package)</i>		
Name	Title	
Telephone	Email	
<b>Part IV – Nominee's Supervisor</b> <i>(Supervisor will be notified if nominee is a winner)</i>		
Name	Title	
Telephone	E-mail	
<b>Part V – Director, Acquisition Career Management</b>		
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).*

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

**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)