



Attachment B5
Department of Defense
2024 Defense Acquisition Team Award for Software Innovation
Nomination Instructions

Background: The Defense Acquisition Team Award for Software Innovation was established in 2019 to recognize teams who are driving speed, innovation, and the use of best practices in software development and software acquisition. Across DoD, new software teams are standing up to deliver frequent and high-quality software capabilities into the hands of Warfighters – supporting the National Defense Strategy is imperative to increase readiness and lethality.

U.S. national security increasingly relies on software to execute missions, integrate, and collaborate with allies, and manage the defense enterprise. The ability to develop, procure, assure, deploy, and continuously improve software is central to our national defense. The threats facing the United States are evolving at an increasing pace, and the ability for the DoD to adapt and respond is determined by its capability to rapidly develop and deploy innovative software technologies to the Warfighter.

The 2023 winner of this award was the ArmyIgnitED team of Arlington, VA. This team was recognized as a model for Agile software acquisition. The team established a collaborative and unprecedented partnership, adopting and adapting an existing Education Management System solution to create a new Education Assistance capability for its soldiers and civilians. By adapting an existing capability through business process reengineering, the team reduced costs and accelerated the deployment of its software solution.

The 2024 award provides leadership another great opportunity to recognize the innovative efforts of Services and Agencies to swiftly innovate, with urgency, to deliver solutions now and deploy DoD's new generation of software capability.

Eligibility: All DoD organizations and teams are eligible to be nominated for the 2024 Software Innovation Team Award, except for the Office of the Secretary of Defense (OSD) staff organizations. Contractors and contractor employees are not eligible for this award. 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 evaluated as follows:

- 1) **Specific achievements and/or innovations (50 points).** Describe your organization's exemplary accomplishments driven by innovation, using software development and acquisition best practices, with speed, to deliver frequent and high-quality solutions to the Warfighter.
- 2) **Value of the contribution (30 points).** Describe the positive impacts and value for the Warfighter.
- 3) **Demonstration of leadership initiative (20 points).** Describe examples of leadership initiative, for example (not inclusive): creating improved organic software talent; creating software development units who develop and deploy with speed and reduced cycle time, software to the field using development, security and operations (DevSecOps) practices; and strengthening program office software development and acquisition capabilities.

Selection: The Director of the Defense Acquisition University (DAU), Office of Human Capital Initiatives (HCI) will forward nominations to the Software Workforce Innovation Team Award Selection Board. HCI will provide the board recommended winner to the Under Secretary of Defense for Acquisition and Sustainment for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package 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. The submitted nomination package must be Controlled Unclassified Information (CUI).

Nomination approval. The Service/Component Acquisition Executive must approve the nomination (one nomination only). The nomination package must be submitted under a cover memo on organizational letterhead signed by the Service/Component Acquisition Executive. For organizations outside of a Service/Component Acquisition Executive reporting chain, nominations must be accompanied by a written endorsement from an SES that is the senior lead for software development or software acquisition for the parent organization. The Services independently manage their nominations, including the receipt and review of nominations, eligibility verification, the convening of selection boards, and the endorsement of the selection 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 in 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 Software Innovation Team winners may be eligible for a \$10,000 group monetary award for not more than five (5) civilian team members. 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." In the event additional OSD P&R award

guidance is released on group monetary awards, HCI will update this awards guidance, as appropriate.

Questions. For questions regarding this award contact the HCI Awards Program Coordinator **via e-mail at Achievement.Award@dau.edu**.



Department of Defense (DoD) Software Innovation Team Award Nomination Submission Form

Part I - Nominated 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 <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	Email
Part V – Organization Information	
Organization Size (Military & Civilians)	Organization Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words):	

Part VI – Nominated Team Information

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 VII – 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 VII – Nominee Narrative *(Continued)*

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Section VIII – 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 IX – 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)