



Attachment B3
Department of Defense
2024 Defense Acquisition Team Awards for Workforce Development Innovation
Nomination Instructions

Please read this carefully before completing and submitting the nomination(s).

Background: The Defense Acquisition Team Awards for Workforce Development Innovation recognize talent management excellence and innovation by acquisition organizations to ensure their workforce is ready and equipped to deliver world-class warfighting capabilities to the Warfighter. Cultivating talent includes equipping the acquisition workforce with training and development for today and future mission success, preparing for the next generation workforce, engaging the early career workforce, developing leaders, improving diversity and leveraging innovation and technology to achieve modern talent management. Examples of recent winners include the Contract Operations Directorate, Missile Defense Agency; Naval Air System Command, Procurement Group Entry Level Cohort Group; Contracts Management Office, Defense Advanced Research Projects Agency; U.S. Army Communications-Electronics Command, Software Engineering Center, and the United States Special Operations Command Special Operations Forces Acquisition, Technology and Logistics. This is a great leadership opportunity to thank and recognize the best-of-the-best organizations in talent management excellence. Additional information on the award and past winners are available at: <https://www.hci.mil/what-we-do/Awards.html>.

Eligibility: All DoD acquisition organizations (military and civilian) are eligible to compete for the 2024 Defense Acquisition Award for Workforce Development Innovation. Neither contractors nor contractor employees may be listed as members of a team. Teaming across organizations is not permitted. Component-level Acquisition Career Management offices and the Defense Acquisition University (DAU) are not eligible for this award. Nominations may be submitted in one of two categories: (1) Small Organization – organizations with fewer than 500 employees; and (2) Large Organization – organizations with 500 or more employees.

The application procedures are the same for both categories. 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 talent management excellence and innovation:

- 1) **Specific achievements and/or innovations (50 points).** Demonstrated exceptional innovative thinking and progress in tackling workforce development challenges. Describe your organization's exemplary innovations and/or initiatives leading to the achievements. Examples include, but are not limited to, championing use of the new lifelong elective learning framework for the acquisition workforce, using modern talent management best practices; improving the pipeline of talent through college internships, leadership development through work experiences and exchange/rotation assignments, mentoring, and knowledge transfer; and ensuring the workforce has skillsets to achieve technical excellence.

- 2) Value of the nominee's contribution (30 points) to the mission of one's organization in strengthening and responsibly sustaining the acquisition workforce. The contribution should demonstrate direct impact in achieving organization and/or component priorities. Examples include, but are not limited to, workforce policy, programs, process improvements, productivity gains, and organizational reform for greater performance and affordability.
- 3) Contribution to DoD acquisition improvement priorities (20 points). Workforce development investments and best practice sharing that enhance the success of one's team, organization, component, and the greater acquisition community in achieving acquisition outcome success. Examples include, but are not limited to, use of talent management best practices, addressing critical skill gaps and the leveraging of incentives and flexibilities in the recruitment and retention of top talent.

Selection: The DAU Office of Human Capital Initiatives (HCI) of OUSD(A&S) forward nominations to the Workforce Development Innovation Team Awards Selection Board. The board is comprised of senior leaders and professionals experienced in workforce training, development, and talent management. DAU/HCI will provide the board recommended winners 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 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.

Nomination approval. The Service/Component Acquisition Executive must approve nominations which are limited to one nomination for a Small Organization and one for a Large Organization. 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 Development.Award@dau.edu by Friday, August 30, 2024. The HCI Awards Program Coordinator will confirm receipt. If DAU/HCI has not confirmed receipt within two business days after submission, please contact the DAU/HCI Awards Program Coordinator. A nomination is considered "submitted" when the submitter receives the DAU/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 Small Organization and Large Organization winners may be eligible for a \$10,000 group monetary award for not more than five (5) civilian team members. Contractors, while integral to the winning organization's success, are not eligible to be part of the group monetary award. Component organizations normally fund monetary awards with 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 that 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 Development.Award@dau.edu.



Department of Defense (DoD) Workforce Development 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	Organizational Size Large (> 500 employees) Small (< 500 employees)
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 Contribution to DoD acquisition improvement priorities (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)