



## 2018 Defense Acquisition Workforce Individual Achievement Award

**Please read the following information carefully before completing and submitting this application.**

**Background:** The Defense Acquisition Workforce Individual Achievement Award was established as a result of the Weapon Systems Acquisition Reform Act of 2009 to encourage and recognize individuals who demonstrate the highest levels of excellence and professionalism in the acquisition of products and services—those who “support the warfighter and protect the taxpayer.” Recognizing the unique and significant contributions of the defense acquisition workforce is a key goal of the Fiscal Year (FY) 2016 – FY 2021 Department of Defense (DOD) Acquisition Workforce Strategic Plan. Every member of the acquisition workforce should feel valued for their contributions and have an enhanced sense of ownership of the acquisition mission and results. This award recognizes individuals in each of the acquisition functional disciplines. Teams with DOD-wide representation, led by the senior DOD-wide functional leader for an acquisition career field, review the nomination submissions, which are approved by the functional leader and the Undersecretary of Defense for Acquisition and Sustainment (USD(A&S)). Award winners will receive a monetary award and will be recognized at a Pentagon awards ceremony, and their contributions will be featured in the Pentagon’s Defense Acquisition Workforce recognition display.

**Eligibility:** All civilian and military members of the Defense Acquisition Workforce, except members of the Office of Human Capital Initiatives (HCI), Defense Acquisition University and the component offices for Acquisition Career Management, are eligible to be nominated for the Workforce Individual Achievement Award, in the acquisition career field designated for their position. For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is designated as program management.

**Evaluation Criteria:** Nominations will be considered based on demonstrated excellence and contribution to acquisition mission success in the following areas:

- a. Specific achievements within the functional area during the period of **July 1, 2017, to June 30, 2018**. Given that many achievements result from one’s efforts and contributions cumulatively over a period of time, achievements over more than the 12-month window may be reported, but the culmination of the work must be within the window noted above. Quantifiable descriptions of achievements are particularly desired.
- b. Value of the nominee’s contributions during the award period to the mission of one’s organization in supporting the warfighter. Contributions should demonstrate direct impact in achieving organization, component, and/or DOD-level leadership priorities. Examples include—but are not limited to—cost, schedule, performance, process improvements and efficiency gains.
- c. Demonstration of leadership, including by example, mentoring and best practice sharing to enhance the success of one’s team and the greater acquisition community in achieving acquisition success.

**Selection Process:** The award process is managed on behalf of the USD(A&S) by the director of HCI. For each functional category, teams with DOD-wide senior functional experts will review nominations and make recommendations to the respective DOD functional leader. The functional leader will then finalize the awardee selection, which will be approved by the USD(A&S).

**Detailed Instructions:**

**All nominations must be completed using the award application form herein and submitted, in MS Word format (not as a PDF), through the online portal at <https://asc.army.mil/web/acquisition-awards/>.**

**Submission deadline.** Applications must be received by **the close of business on June 15, 2018**. Due to schedule constraints, late submissions cannot be considered. You will receive an email acknowledging your nomination has been submitted. If the point of contact has not received a confirmation e-mail within two business days after submission, please contact the award coordinator, Vicky DeGuzman, at 703-664-5633 or [victoria.l.deguzman.civ@mail.mil](mailto:victoria.l.deguzman.civ@mail.mil). An award application will not be considered complete until the applicant or submitter has received a confirmation e-mail.

**Nomination approval.** The U.S. Army Acquisition Support Center (USAASC) is the official collection point for U.S. Army nominations. USAASC will coordinate nomination packages for Army Acquisition Executive approval and endorsement to the USD(A&S). Each Acquisition Executive may submit one nomination in each category identified below.

**Nomination format, content and logo.** The nomination package must be submitted with a signed endorsement letter from the organization commander. The package must include the completed nomination contact form (attached); a three-page (maximum) narrative supporting the evaluation criteria, as described above; and the award citation. A high-resolution organizational logo, at least 2 inches by 2 inches at 300 dots per inch and in either JPG or TIFF format, must also be included with the email submission.

**Award Categories.** Nominations will be accepted in the following categories:

- 1) Acquisition in an Expeditionary Environment.
- 2) Auditing (*not applicable to Army*)
- 3) Contracting and Procurement.
- 4) Cost Estimating.
- 5) Earned Value Management.
- 6) Engineering.
- 7) Facilities Engineering.
- 8) Financial Management.
- 9) Information Technology.
- 10) Life-Cycle Logistics.
- 11) Production, Quality and Manufacturing.
- 12) Program Management.
- 13) Science and Technology Manager.
- 14) Test and Evaluation.

- 15) Requirements Management\* (*not applicable to Army*)
- 16) Services Acquisition.
- 17) Small Business.

\*The senior component official responsible for requirements will endorse the nomination for the Requirements Management category.

**Recognition Ceremony.** Winners will be recognized at a Pentagon awards ceremony in November – December 2018. Winning contributions will be featured in the Pentagon’s Defense Acquisition Workforce recognition display. The Office of the Undersecretary of Defense will ensure that the winners are announced via various communication media. Due to limited space at the award ceremony, Achievement Award winners will be limited to two guests per winner.

**Monetary Award.** The monetary award may be funded by component or organization funds or with the Defense Acquisition Workforce Development Fund (DAWDF). Monetary awards must be made consistent with policies of the Office of Management and Budget (OMB), the Office of Personnel Management (OPM) and the Office of the Secretary of Defense (OSD). Per OSD Personnel and Readiness memo, “Guidance on Award Limitations ...” dated Dec. 21, 2016, which references the OMB/OPM memo dated Nov. 18, 2016, these cash awards are not rating based and will apply to the organization’s award cap (determined annually). Therefore, the nominating organization must agree to assume the award cap upon submission of an individual’s nomination package. Note that there is a block on the nomination form for acknowledgement of this requirement.

**Travel Costs.** All travel costs associated with the award presentation will be borne by the nominating organization. Component acquisition leadership and winners will be notified several weeks in advance in order to facilitate travel reservations. Travel costs for each awardee may be funded with an approved DAWDF request. Components should contact their component DAWDF manager to facilitate this process.

**Questions.** Questions regarding this award or the application process should be addressed to the Workforce Achievement Award coordinator, Vicky DeGuzman, at 703-664-5633 or [victoria.l.deguzman.civ@mail.mil](mailto:victoria.l.deguzman.civ@mail.mil). Additional information can be found on the awards website at <https://asc.army.mil/web/acquisition-awards/>.

**2018 Defense Acquisition Workforce Individual Achievement Award  
Contact Information**

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**Category: (Functional Discipline/Career Field)**

**Nominee Information**

Name:

(Note: The selected nominee's name will be printed on all materials and trophies as listed above.)

Title:

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

E-mail:

Civilian or Military:

DOD Component or Agency Name: (i.e., Department of the Army)

(Note: The selected nominee's organization will be printed on all materials and trophies as listed above.)

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**Acknowledgement of Monetary Award:**

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.

**Submitting Official's Signature** \_\_\_\_\_

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**Director, Acquisition Career Management Staff Point of Contact**

Name: Victoria DeGuzman

Title: Chief, Communications & Support

Telephone: 703-664-5633

E-mail: victoria.l.deguzman.civ@mail.mil

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**NOMINATION NARRATIVE:**

**Not to exceed three pages; 12-point, Times New Roman font**

- 1) Specific Achievements (50 points):
- 2) Value of the Nominee's Contributions (30 points):
- 3) Demonstration of Leadership (20 points):

**AWARD CITATION:**

**One page; not to exceed 200 words**