



2018 Defense Acquisition Workforce Development Innovation Award

Background: A high quality, innovative Acquisition Workforce is vital to rebuilding the military, supporting the warfighter, and smartly using taxpayer dollars. Throughout the Department of Defense (DOD), acquisition leadership and managers demonstrate outstanding commitment to strengthening and responsibly sustaining the Acquisition Workforce. The Defense Acquisition Workforce Development Innovation Award recognizes excellence by acquisition organizations in developing unique and innovative solutions to ensure that their workforce is well equipped to deliver world-class warfighting capabilities to the warfighter. The award highlights demonstrated, exceptional outside-the-box thinking and progress in tackling workforce development challenges. The Fiscal Year 2018 nomination process provides acquisition leaders a great opportunity to recognize this excellence.

Call for Nominations

Nominations should highlight exceptional contributions and innovations that support one or more of the following goals of the DOD Acquisition Workforce Strategic Plan

(http://www.hci.mil/docs/DoD_Acq_Workforce_Strat_Plan_FY16_FY21.pdf):

- 1) Make DOD an employer of choice.
- 2) Shape the Acquisition Workforce to achieve current and future acquisition requirements.
- 3) Improve the quality and professionalism of the Acquisition Workforce.

Nomination accomplishments must demonstrate focus on quality improvements, not quantity. Describe the organization's efforts to analyze the need and opportunity and to ensure an effective case for the initiative, and focus on results, including measures of success. Examples of appropriate accomplishment areas, as applicable to each strategic plan goal, include but are not limited to:

- 1) Branding efforts, outreach, leveraging incentives, and flexibilities in recruiting and retaining top talent.
- 2) Monitoring the current health and capability of the workforce, succession planning, mentoring, knowledge transfer, leadership development, and ensuring the workforce has skillsets to achieve technical excellence.
- 3) Workforce career development, training, education and experience.

Winning organizations and their recognized team will be honored at a Pentagon awards ceremony, will receive a group monetary award, and will have their contributions featured in the Pentagon's Defense Acquisition Workforce recognition display. No more than five civilian team members shall be eligible to receive the group monetary award.

Eligibility: All component and DOD acquisition organizations, except Human Capital Initiatives (HCI), Defense Acquisition University and the component offices for Acquisition Career Management, are eligible to compete for the 2018 Defense Acquisition Workforce Development Innovation Award.

Evaluation Criteria: The three areas in which the package will be scored are as follows:

- 1) A specific achievement or innovation within the organization (50 points). Demonstrated, exceptional outside-the-box thinking and progress in tackling workforce development challenges. Describe your organization's exemplary innovations and/or initiatives that support the DOD Acquisition Workforce Strategic Plan goals listed above. Quantifiable descriptions of achievements are particularly desired.
- 2) Value of the nominee's contribution to the mission of one's organization in strengthening and responsibly sustaining the acquisition workforce (30 points). 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 reduction in bureaucracy.
- 3) Support for and alignment to DOD acquisition improvement priorities (20 points). Workforce development investments and best practice sharing that enhance the success of one's team, organization or component, as well as the greater acquisition community in achieving acquisition success.

Evaluation Details: Nominations must be written for a specific initiative or innovation in support of the goals listed in the evaluation criteria paragraph above. The period of performance for this award is **July 1, 2017, through June 30, 2018**. Given that many accomplishments result from an organization's efforts and contributions cumulatively over a period of time, initiatives over more than the 12-month window may be reported, but the culmination of the accomplishment must be within the window noted above. Quantifiable descriptions of achievements are desired.

Award Categories: Each award application will be evaluated in one of two categories: Small Organization, organizations with fewer than 500 employees; and Large Organization, organizations with 500 employees or more. The application procedures are the same for both categories.

Selection Process: The awards process is managed on behalf of the Undersecretary of Defense for Acquisition and Sustainment (USD(A&S)) by the director of HCI. The HCI director will identify the Development Innovation Award Selection Panel, which is composed of senior leaders and professionals in workforce training, development and talent management.

Detailed Instructions:

All awards 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/>.

Applications must be received by close of business June 15, 2018. Due to schedule constraints, late submissions cannot be considered. You will receive an email acknowledging your nomination submission. 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. 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 organization may submit one nomination in each category identified above.

Nomination format and content. The nomination package must include the completed nomination contact form (attached); a three-page (maximum) narrative demonstrating initiatives such as those provided in the criteria; and a one-page award citation.

Recognition Ceremony. Winning organizations will be recognized at a Pentagon award ceremony in November – December 2018. Workforce development highlights of the winners will be featured in the Pentagon’s Defense Acquisition Workforce recognition display. The Office of the USD(A&S) will ensure the winning organizations are announced via various communication media. Due to limited space at the award ceremony, only award winners may attend.

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). Note that the OSD Personnel and Readiness memo, “Guidance on Award Limitations ...” dated Dec. 21, 2016, references the OMB/OPM memo dated Nov. 18, 2016, which removes group monetary awards from any cap constraints.

Travel Costs. All travel costs associated with the awards 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. Please address all questions regarding this award or application procedure to the Workforce Development Innovation Award coordinator, Vicky DeGuzman, at 703-664-5633 or victoria.l.deguzman.civ@mail.mil. Additional information and templates can be found on the award website at <https://asc.army.mil/web/acquisition-awards/>.

**2018 Defense Acquisition Workforce Development Innovation Award
Contact Information**

Award Category: (Large or Small Organization):

Organization Nominee Information

Name of Organization:

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

Name of Organization Acquisition Executive/Senior Acquisition Leader:

Title:

Name of Nomination Submission Point of Contact (POC):

Address: _____

POC Telephone:

E-mail:

Organization number of employees:

Organization number of acquisition workforce members:

Organization Mission Statement (100 words or less):

Names and position titles of key individuals responsible for acquisition workforce/talent management (often those managing initiatives cited in narrative):

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

NOMINATION NARRATIVE TEMPLATE

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

- 1) A specific achievement or innovation (50 points)
- 2) Value of the nominee's contribution (30 points)
- 3) Support for and alignment to DOD priorities (20 points)

AWARD CITATION

One page; not to exceed 200 words; 12-point, Times New Roman font

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 be included with the citation.