



2019 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. The 2018 National Defense Strategy emphasizes the importance of cultivating workforce talent, stating that a modernized and technologically superior Department “requires a motivated, diverse, and highly skilled civilian workforce.” This award recognizes outstanding individuals in each of the acquisition functional disciplines. Acquisition functional area senior level teams should review the nomination submissions 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). Award winners will receive a monetary award and will be recognized at an awards ceremony at the Pentagon. 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. **Nominees must be designated and certified in the acquisition career field and path in which they are applying for.** For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if the nominee’s position is designated as program management. Nominating an individual for the International Partnership career path is appropriate as long as the nominee is designated in that path, and certified in their coded acquisition career field.

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, 2018, to June 30, 2019**. Given that many achievements result from one’s efforts and contributions cumulatively over 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 desirable.
- 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 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, creativity, boldness, mentoring and best practice sharing to enhance the success of one's team and the greater acquisition community in achieving acquisition outcome 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 14, 2019**. Due to schedule constraints, late submissions cannot be considered. You will receive an email acknowledging that 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 Vicky DeGuzman, award coordinator, at 703-664-5691 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 Army Director, Acquisition Career Management (DACM) Office of the U.S. Army Acquisition Support Center (USAASC) is the official collection point for U.S. Army nominations. The Army DACM Office 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. The Army DACM Office **will confirm the certification status for each nominee's acquisition career field**.

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 a brief citation (200 words or less). 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 submission. The submitted nomination package must be Unclassified.

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) International Partnership (*Army acquisition career path under any Army Acquisition Career Field*).
- 11) Life-Cycle Logistics.
- 12) Production, Quality and Manufacturing.
- 13) Program Management.
- 14) Science and Technology Manager.
- 15) Test and Evaluation.
- 16) Requirements Management*.
- 17) Services Acquisition.
- 18) 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 tentatively planned for late October 2019. 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. Because of 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 Oct. 16, 2018, 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 Vicky DeGuzman, award coordinator, at 703-664-5691 or victoria.l.deguzman.civ@mail.mil. Additional information can be found on the awards website at <https://asc.army.mil/web/acquisition-awards/>.

**2019 Defense Acquisition Workforce Individual Achievement Award
Contact Information**

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)

Organization/Command: (i.e., Army Materiel Command)

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

Acknowledgement of Monetary Award:

By submitting this nomination, you acknowledge that, should the nominee be the selected winner, the monetary award will be applied toward the applicable award cap.

Submitting Official's Signature _____

Director, Acquisition Career Management Staff Point of Contact

Name: Victoria DeGuzman

Title: Chief, Communications & Engagement Branch

Telephone: 703-664-5691

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

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, 12 point, Times New Roman font