



**Department of Defense
2020 Acquisition Workforce Individual Achievement Award
Nomination Instructions**

Please read this carefully before completing and submitting the nomination.

Background: The 2020 Defense Acquisition Workforce Individual Achievement Award is the acquisition community’s opportunity to recognize individuals who demonstrate the highest levels of excellence and professionalism in developing, acquiring and sustaining operational capability that “supports the warfighter and protects the taxpayer.” During 2020, our community has worked hard to support the National Defense Strategy to increase readiness and lethality while also stepping up to support the Nation’s fight against COVID-19. This is a great leadership opportunity to thank and recognize the workforce, nominating the best-of-the-best from the many outstanding professionals in each of our functional disciplines. Additional information on the award is available at: <https://asc.army.mil/web/acquisition-awards/>

Eligibility: All members of the Defense Acquisition Workforce (AWF) (military and civilian) are eligible for the Individual Achievement Award. **The nominee for a functional area must encumber a position designated for the functional area. For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is designated program management.** AWF members in Component offices for Acquisition Career Management, the Office of Human Capital Initiatives (HCI), and the Defense Acquisition University are not eligible for this award. **The award period is July 1, 2019 through June 30, 2020.** Achievements resulting from efforts starting before July 1, 2019 may be included, but the culmination of the achievement must be within the award period.

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

- a. Specific achievements, Examples include, but are not limited to improvements in cost, schedule, performance, process improvements, and efficiency gains. Quantifiable descriptions of achievements strengthens the nomination.
- b. Value of the nominee’s contributions during the award period to achieve program, organization, Component, and/or DoD-level National Defense Strategy and COVID-19 response priorities.
- c. Demonstration of leadership, including by example, creativity, mentoring, and best practice sharing to enhance the success of one’s team and the greater acquisition community in achieving acquisition outcome success.

Selection: HCI validates eligibility and forwards nominations to the respective functional leadership. The functional leadership, in coordination with their board, reviews and recommends

a winner for each award category. HCI provides recommended winners for each award category to the USD(A&S) for review and approval.

Instructions:

Nomination format, content, and logo. The nomination package must include the completed nomination contact template (below) and a three page (maximum) narrative supporting the nomination, and a brief, not to exceed 200 word, award citation. **The narrative and citation must be in Microsoft Word.** 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 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 (*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
- 19) Software***

*Requirement for match of Functional Area nomination to position designation requirement does not apply for AWF-nominated member (AWF-only eligible).

**The senior component official responsible for requirements endorses the nomination for the Requirements Management Category. (AWF and non-AWF eligible)

***AWF and non-AWF eligible

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). The Army DACM Office **will confirm the certification status for each nominee's acquisition career field.**

All nominations must be completed using the award application form herein and submitted through the online portal at <https://asc.army.mil/web/acquisition-awards/>

Submission deadline. Organizations must submit nominations by Thursday, June 4, 2020.

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 Rachel Berry, 703-664-5687, DSN 664-5687 or rachel.h.berry.ctr@mail.mil. An award application will not be considered complete until the applicant or submitter has received a confirmation e-mail.

Recognition Ceremony. The Under Secretary of Defense for Acquisition and Sustainment will recognize winners at the 2020 Defense Acquisition Awards Ceremony at the Pentagon, tentatively planned for late October 2020. Winners are limited typically to two (2) guests. Winners and their accomplishments will be featured in the Pentagon's Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine and other media venues.

Travel Costs. Winning organizations are responsible for all travel costs associated with winners attending the awards ceremony. Component acquisition leadership and winners will be notified several weeks in advance in order to facilitate travel planning and reservations. Awardee travel may be funded by component/organization funds or, if available, with component/organization DAWDA funding already allocated to components for FY 2020. Contact your Component DAWDA manager regarding availability of funding.

Monetary Award. Subject to OSD Personnel and Readiness guidance, the Individual Achievement Award winners may be eligible for a \$5,000 monetary award. Component organizations normally fund monetary awards with mission funding or available component Defense Acquisition Workforce Development Account (DAWDA) funding. When the 2020 OSD P&R award guidance is released, HCI will update this awards guidance, as appropriate.

Questions. For questions regarding this award contact Rachel Berry, 703-664-5687, DSN 664-5687 or rachel.h.berry.ctr@mail.mil.