



**Department of Defense  
2021 Acquisition Workforce Development Innovation Award  
Nomination Instructions**

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

**Background:** The Defense Acquisition Workforce Development Innovation Award recognizes 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 technology to achieve modern talent management. Examples of recent winners include the Defense Information Systems Agency Defense Information Technology Contracting Organization - Scott Field Office, U.S. Army Combat Capabilities Development Command - Ground Vehicle Systems Center, and the U.S. 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://asc.army.mil/web/acquisition-awards/>.

**Eligibility:** All DoD acquisition organizations are eligible to compete for the 2021 Defense Acquisition Workforce Development Innovation Award. Teaming across organizations is not permitted. Component-level Acquisition Career Management offices, the Office of Human Capital Initiatives (HCI), and the Defense Acquisition University 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, 2020 through June 30, 2021. Achievements resulting from efforts starting before July 1, 2020 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, introducing modern talent management platforms; 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, addressing critical skill gaps and the leveraging of incentives and flexibilities in the recruitment and retention of top talent.

**Selection:** The HCI Site Director will establish and forward nominations to the Workforce Development Innovation Award Selection Board. The board is comprised of senior leaders and professionals experienced in workforce training, development, and talent management. 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 Microsoft Word) the completed nomination contact template 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 email submission. The submitted nomination package must be Unclassified.

**Nomination approval.** The nomination package must be submitted with a signed endorsement letter from the organization commander. Each organization may nominate one team. Contractors may not be listed as members of the team. The Army Director, Acquisition Career Management (DACM) Office 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).

**Submission deadline.** Your nomination must be submitted electronically no later than May 10, 2021. For more details on award categories and criteria, and to submit your nominations, visit the U.S. Army Acquisition Support Center website at <https://asc.army.mil/web/acquisition-awards/>.

**Recognition Ceremony.** The USD(A&S) will recognize winners at the 2021 Defense Acquisition Awards Ceremony on December 15, 2021 in a pre-recorded streamed awards ceremony. Winners and team accomplishments will be featured in the Pentagon's Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

**Monetary Award.** Subject to current OSD Personnel and Readiness (P&R) 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 mission funding or available component Defense Acquisition Workforce Development Account (DAWDA) funding. 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 or the nomination process, contact Angela Sanson at [angela.n.sanson.civ@mail.mil](mailto:angela.n.sanson.civ@mail.mil).