



**Department of Defense  
2021 Acquisition Workforce Individual Achievement Award  
Nomination Instructions**

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

**Background:** The 2021 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 2021, 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 and past winners are 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. 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 nominee must be coded/encumber a position designated for the functional area award category in which they are being nominated.** For example, nominating an individual for the Individual Achievement Award for Program Management is appropriate if their position is coded/designated Program Management. And vice versa, an individual in a Program Management coded/designated position may not be nominated for the Science and Technology Manager award category. Local nominating organizations should ensure positions are appropriately coded to match position responsibilities of the nominee. 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 excellence and contribution to acquisition mission success in the following areas:

- a. Specific achievements, examples include but are not limited to, improvements 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, COVID-19 response, and environmental 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 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.

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

- 1) Acquisition in an Expeditionary Environment\*
- 2) Auditing
- 3) Contracting and Procurement
- 4) Cost Estimating
- 5) Earned Value Management\*
- 6) Engineering
- 7) Facilities Engineering
- 8) Financial Management
- 9) Information Technology
- 10) International\*
- 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 coding/designation requirement does not apply for AWF-nominated member.

\*\*The senior component official responsible for requirements endorses the nomination for the Requirements Management award category.

\*\*\*AWF and non-AWF eligible.

**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 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. On November 12, 2019, the Department issued civilian award spending guidance aligned with the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) memorandum, "Guidance on Awards for Employees and Agency Workforce Fund Plans," dated July 12, 2019. This guidance included direction for DoD Components to develop and execute workforce fund plans to guide agency spending for FY 2020. Per OSD Personnel and Readiness memo, "Department of Defense Award Spending Guidance for Fiscal Year 2021," dated January 8, 2021, Components must increase award spending by no less than 1 percent point above the FY 2020 awards spending for non-Senior Executive Service (SES)/Senior level (SL)/Scientific and professional (ST) employees for both rating-based performance awards and non-rating-based awards. The nominating organization must agree to assume the award cap, described above, upon submission of an individual's nomination package.

**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).