



**Department of Defense
2025 Defense Acquisition Awards for Individual
Achievement Nomination Instructions**

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

Background: The Defense Acquisition Awards for Individual Achievement are 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. These prestigious awards recognize an individual's accomplishments in support of the current National Defense Strategy and the Secretary of Defense's priorities to revive the warrior ethos, rebuild our military by matching threats to capabilities, and reestablish deterrence by defending our homeland. This is a great opportunity to thank and recognize the workforce by 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 Awards award categories 1-18. Both the Requirements Management award, category 18, and the Acquisition Security award, category 17, are open to both AWF and non-AWF personnel. Contractors are not eligible for this award. **The nominee for award categories 1-9 must be an acquisition coded position designated for the Individual 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. Conversely, nominating an individual in a Program Management coded/designated position for the Test and Evaluation award category would not be appropriate. Nominating organizations should ensure positions are appropriately coded to match position responsibilities of the nominee.

The award period is July 1, 2024, through June 30, 2025. Achievements resulting from efforts starting before July 1, 2024, 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: to achieve program, organization, component, and/or DoD-level National Defense Strategy and Secretary of Defense 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: The Defense Acquisition University (DAU) Human Capital Initiatives (HCI) validates eligibility and forwards nominations to the respective functional leadership for consideration. The functional leadership, in coordination with their board, reviews and recommends a winner for each award category and up to three winners in the Flexibility in Acquisition 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 PDF) the completed nomination submission template (below), a three-page (maximum) narrative supporting the nomination, and a brief award citation (approximately 100 words, not to exceed 200 words). 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 emailed submission. The nomination package should not contain information classified above Controlled Unclassified Information (CUI). Note: Award citations of winning nominations will be made public and should not include CUI.

Award Categories. Nominations will be accepted in the following categories. The nominees should demonstrate exceptional talent and achievement in their respective category.

Functional Area award categories:

1. Auditing – Nominee has proven to be a true asset by performing with excellence and setting high standards that elevates the performance of others and supports the mission of the Warfighter while protecting the taxpayers
2. Business Cost Estimating – Nominee plays an integral part in the cost community and shares best methodologies as a mentor and leader to complete a job within the project scope
3. Business Financial Management – Nominee excels at strategic practice of establishing, controlling, and monitoring financial resources to achieve business goals
4. Contracting – Nominee is a high performing, mission-focused contracting professional who demonstrates leadership, innovative contracting skills, integrity, and sound judgment that result in affordable outcomes for the Warfighter
5. ETM (Engineering / Technical) – Nominee demonstrates the highest levels of excellence and professionalism applying mission level thinking for current and emerging operational and system capabilities to design and develop high-quality, innovative, affordable, supportable, and effective defense systems using an integrated technical approach
6. ETM (Production / Sustainment) – Nominee demonstrates the highest levels of excellence and professionalism applying manufacturing and quality methods to develop,

field, and sustain products and services

7. Life-Cycle Logistics – Nominee's exceptional record of success demonstrates significant accomplishments in developing and executing affordable product support strategies thatspan the systems life cycle, meet warfighter readiness and supportability objectives, and deliver reliable, maintainable, and available systems
8. Program Management – Nominee is a high performing driven and effective leader, understands the wider objectives of the program such as strategic goals, has the ability to work with a wide range of individuals integrating business and technical expertise to effectively manage risk, performance, budget, and schedule for the best possible solutions to meet Warfighter needs
9. Test and Evaluation – Nominee demonstrates the highest levels of excellence and professionalism applying test and evaluation methods to develop and optimize test designs, execute testing, and perform evaluations of system performance, interoperability, reliability, maintainability, and cybersecurity posture

Cross-Functional award area categories*

10. Services Acquisition – Nominee multi-tasks and executes one or multiple contracts or other instruments for committing or obligating funds (e.g., funds transfer, placing orders under existing contracts, etc.) to acquire services that meet a specified requirement
11. Small Business – Nominee works with Small Businesses to help them acclimate in the DoD contracting system and collaborate with other small businesses to expand their portfolio
12. Flexibility in Acquisition – Nominee is an outstanding acquisition professional known for their innovative and adaptive use of the flexibilities and authorities granted by the FAR and DoD Instruction 5000.02 to increase the efficiency of programs
13. Software Development – Nominee demonstrates the highest levels of excellence and professionalism applying iterative software development methodologies and tools to design, test, deliver, and utilize software intensive systems
14. Software Management – Nominee manages the development and/or sustainment of software intensive weapon or business systems and use project management techniques to manage the art and science of planning and leading software projects
15. International Security Cooperation – This award includes various DoD interactions with foreign defense establishments to promote U.S. security interests, develop allied and friendly military capabilities, and provide U.S. forces with access to host nations
16. Value Engineering – Recognizes the use of Value Engineering principles or methodology that significantly demonstrates achievement of essential functions throughout the DoD at the lowest life-cycle cost, consistent with required levels of performance, reliability, quality, and safety
17. Acquisition Security** - Nominee excels at integrating security measures within the acquisition process and safeguarding sensitive technologies and information against threats. With a deep understanding of security challenges, the nominee ensures the resilience of defense capabilities while enhancing national security through proactive risk management and protective strategies.
18. Requirements Management*** -This award recognizes an individual who improves requirement processes such as obtaining the right capabilities in reduced time with cost-wise solutions that meets the needs of the Warfighter

*Cross-Functional awards 10. through 16. are for AWF members in any Functional Area.

**Cross-Functional award 17. Acquisition Security is for both AWF and non-AWF.

***The senior component official responsible for requirements endorses the nomination for the Requirements Management award category. Both members of the AWF and non-AWF are eligible.

Nomination approval. The nomination package must be submitted with a signed endorsement letter from the organization commander. Each organization may nominate one individual. 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 June 18, 2025. 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 2025 Defense Acquisition Awards Ceremony in early 2026. Winners and team accomplishments will be featured in the Pentagon's "E-Ring" Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

Monetary Award. Subject to Office of Secretary of Defense (OSD) Acquisition and Support guidance, the Individual Achievement Award winners may be eligible for a \$5,000 monetary award. DoD components normally fund monetary awards with mission funding or available component Defense Acquisition Workforce Development Account (DAWDA) funding. Per OSD Personnel and Readiness memo, "Department of Defense Awards Spending Guidance for Non-Senior Executive Service and Senior Professional Employees", dated January 8, 2025, "DoD components are encouraged to allocate awards in a manner that provides for meaningful distinctions in performance ... " DoD components should work with their budget and human resources offices to ensure compliance with funding and the respective awards guidance.

Questions. For questions regarding this award or the nomination process, contact Rachel Longarzo rachel.m.longarzo.civ@army.mil.



Department of Defense (DoD) **Individual Achievement Acquisition Awards** **Nomination Submission Form**

Part I – Nominee Information <i>(Name will be printed on all materials and trophies as it appears below)</i>		
Award Category		Functional Area
Name	Official Title and Rank (if applicable)	Email
Mailing Address	Telephone	DoD Component
	Military/Civilian	Organization
Part II – Service / Component Acquisition Executive / Senior Leader Information		
Name	Title	Email
<p align="center">Acknowledgement of Monetary Award <i>By submitting this nomination, you acknowledge that, should the nominee be the selected winner, the monetary award will comply with DoD awards guidance.</i></p>		
Signature		Date
Part III - Submission Point of Contact <i>(Individual to be contacted if there are questions regarding nomination package)</i>		
Name	Title	
Telephone	Email	
Part IV – Nominee's Supervisor <i>(Supervisor will be notified if nominee is a winner)</i>		
Name	Title	
Telephone	E-mail	
Part V – Director, Acquisition Career Management		
Name	Title	
Telephone	E-mail	

Section VI – Nominee Narrative

Narrative should not exceed the three pages provided in the nomination form template. Nominees will be evaluated in the following areas: 1) Specific Achievements (50 points); 2) Value of the Nominee's Contribution (30 points); and Demonstration of Leadership (20 points).

Section VI – Nominee Narrative *(Continued)*

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Section VII – Award Citation

The Award Citation may be used for various recognition purposes, such as notification of award winners in the Defense Acquisition Magazine or other acquisition periodicals and should not include CUI.

The Award Citation should be approximately 100 words and may not exceed 200 words.

Section VIII – Logo

A high-resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format. To add your logo, "click" the "Tools Bar" to edit the PDF, "click" on the "Add Image" icon in the tool bar that appears above and insert the logo in the area below.

Organizational Logo - *If you are unable to insert your Logo - you may include the Logo via a separate attachment.*

Nomination Package Checklist

Nomination Packages must be complete to be considered, please do one final check before submitting all packages for consideration.

Nomination Form

Nominee Narrative

Award Citation

Logo (JPG or TIFF)