



**Department of Defense
2025 Defense Acquisition Team Award for Flexibility in Acquisition
Nomination Instructions**

Please read carefully before completing and submitting the nomination.

Background: The Defense Acquisition Team Award for Flexibility in Acquisition recognizes Department of Defense (DoD) civilian and military teams who have, in their approach to program management and contracting, demonstrated outstanding innovation and use of flexibilities and authorities provided by the Federal Acquisition Regulation (FAR) and Department of Defense Instruction 5000.02 (Operation of the Adaptive Acquisition Framework). The award was established by Congress in 2017. This award provides leadership a great opportunity to thank and recognize the best-of-the-best teams smartly using flexibilities and authorities as part of changing how we do business to become more agile and obtain greater efficiency and productivity. Additional information can be found on the awards website at <https://asc.army.mil/web/acquisition-awards/>.

Eligibility: All DoD organizations and teams (military and civilian) are eligible for the Defense Acquisition Team Award for Flexibility in Acquisition, with the exception of the Office of the Secretary of Defense (OSD) staff organizations. Neither contractors nor contractor employees may be listed as members of a team.

The award period is July 1, 2024 to 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. Organizations may submit a nomination comprising of a submission competing for team award.

Evaluation: Nominations will be evaluated on the quality and innovation of specific actions taken by program/service acquisition teams, and the exceptional nature of the problems overcome, or the outcomes produced by those actions. Successful applications clearly describe and substantiate what was done, as well as the resulting quantifiable impacts. Successful applications will describe the acquisition initiatives undertaken, the tools and principles that were applied, and how these led to the exceptional outcomes. Use of innovative acquisition techniques, local adaptation, and tailoring of acquisition processes should be highlighted. The application should describe lessons learned in the subject acquisition, and how these might be applied to other acquisition efforts.

Examples of the nomination may include any innovation initiatives and local adaptations that:

- a. Achieved significant cost savings in any or all parts of the acquisition lifecycle through various means to include expanded use of the simplified acquisition procedures or inherent flexibilities within the FAR;
- b. Used contracting vehicles that improve incentives and speed;
- c. Enabled greater productivity and innovation from industry through, for example (but not

- limited to), the effective use of contracting incentives, commercial contracting approaches, public-private partnership agreements and practices, cost-sharing arrangements, and the leveraging of commercial best practices;
- d. Promoted more effective market competition for contracts, to include small business participation and global market outreach; and
 - e. Improved program outcomes through the use of other innovative use of acquisition flexibilities to include use of pathways provided in the new Adaptive Acquisition Framework (DoDI 5000.02).

Selection: The Flexibility in Acquisition Team Award Board is comprised of a chair, appointed by OSD leadership of Defense Pricing, Contracting, and Acquisition Policy. Board membership is composed of up to ten Senior Executive Service members. The DAU Human Capital Initiative (HCI) will provide the board recommended winner 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 for the Team submission must include (in PDF) the completed nomination contact template (below), a three-page (maximum) narrative supporting the nomination, and a brief award citation, 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 email submission. The nomination package cannot contain information classified above Controlled Unclassified Information (CUI). Note: Award citations of winning nominations will be made public and should not include CUI

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 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 a ceremony in early 2026. Winners and team accomplishments will be featured in the Pentagon's Defense Acquisition Workforce recognition display, the Defense Acquisition Magazine, and other media venues.

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



Department of Defense (DoD) **Flexibility in Acquisition Team Award** **Nomination Submission Form**

Part I - Nominated Organization / Group / Team <i>(Note: The winning organization and team name will be printed on all materials and trophies as listed below)</i>	
Team Name	Mailing Address
DoD Component	Command / Organization
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader	
Name	Title
Telephone	Email
Part III - Submission Point of Contact <i>(Individual contacted if there are questions regarding nomination package)</i>	
Name	Title
Telephone	Email
Part IV - Director, Acquisition Career Management	
Name	Title
Telephone	Email
Part V – Organization Information	
Organization Size (Number of Military & Civilians)	Number of Acquisition Workforce Members (Military & Civilian)
Organizational Mission Statement (Maximum 100 words):	

Brief description of your organizational structure:

Part VI - Nominated Team Information

TEAM MEMBER INFORMATION:

List up to five key individuals responsible for the team's accomplishments (those managing initiatives cited in the narrative).

Note: If selected, these individuals will accept the award, on behalf of the larger team, at the annual awards ceremony and receive individual certificates. Individuals listed must be DoD military or civilian personnel. Contractors may not be listed on this form.

In the first column, include: Full Name, Position Title, and Rank (if applicable)

In the second column, select each team member's assigned Functional Area (leave blank if the individual is not coded to an acquisition position)

In the third column, provide the individual's email address. (Provide the Team Lead's Supervisor's Email where indicated)

List the Team Lead first, followed by four team members:

Team Lead's Supervisor's Email:

Section VII – Nominee Narrative

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

Section VII – Nominee Narrative *(Continued)*

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Section VIII – 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 IX – 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 organizational logo, you may attach a JPG or TIFF file to your email submission)*

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)