



**Department of Defense
2025 Defense Acquisition Team Awards for Workforce Development
Innovation Nomination Instructions**

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

Background: The Defense Acquisition Team Awards for Workforce Development Innovation 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 innovation and technology to achieve modern talent management. Examples of recent winners include the U.S. Army Communications-Electronics Command, Software Engineering Center, APG, MD Workforce Development Innovation Award Winner, 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 and teams (military and civilian) are eligible to compete for the 2025 Defense Acquisition Team Awards for Workforce Development Innovation. Neither contractors nor contractor employees may be listed as members of a team. Teaming across organizations is not permitted. Component-level Acquisition Career Management offices and the OSD staff organizations are not eligible for this award.

Nominations may be submitted in one of two categories:

- (1) Small – the team's efforts/accomplishments impacted less than 500 (1 - 499) acquisition workforce members ; and
- (2) Large – the team's efforts/accomplishments impacted 500 or more acquisition workforce members.

The application procedures are the same for both categories. 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 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, championing use of the new lifelong elective learning framework for the acquisition workforce, using modern talent management best practices; 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, use of talent management best practices, addressing critical skill gaps and the leveraging of incentives and flexibilities in the recruitment and retention of top talent.

Selection: The Defense Acquisition University (DAU) Human Capital Initiatives (HCI) validates eligibility and forwards nominations to the Workforce Development Innovation Team Awards Selection Board. The board is comprised of senior leaders and professionals experienced in workforce training, development, and talent management. HCI consolidates the recommended winners for each award category for the Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) to review and approve.

Instructions:

Nomination format, content, and logo. The nomination package must include (in PDF) the completed nomination contact template (below) and 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 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.

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.

Monetary Award. Subject to Office of Secretary of Defense (OSD) Acquisition and Support 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. 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 Award 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 at rachel.m.longarzo.civ@army.mil.



Department of Defense (DoD) Workforce Development Innovation 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	Number of acquisition workforce members impacted by team accomplishments: <div style="display: flex; justify-content: space-around; font-size: small;"> Over 500 (Large) Under 500 (Small) </div>	
Part II - Name of Service / Component Acquisition Executive / Senior Acquisition Leader			
Name		Title	
Telephone		Email	
<i>Acknowledgement of Monetary Award</i> <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>			
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 - 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):

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 Contribution to DoD Acquisition Improvement Priorities (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)