



**Department of Energy**  
Washington, DC 20585

April 3, 2007

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES  
PROCUREMENT DIRECTORS

FROM:

  
EDWARD R. SIMPSON, DIRECTOR  
OFFICE OF PROCUREMENT AND  
ASSISTANCE MANAGEMENT

SUBJECT: The Department of Energy Procurement Executive Award

The Department of Energy (DOE) Procurement Executive Award program recognizes innovation and overall excellence in the DOE acquisition community by promoting workforce efficiency and effectiveness and process reengineering to better meet the needs and expectations of our customers. The Award rewards performance of employees in the acquisition and property management workforce who contribute to achieving the agency's performance goals. In the past, it has been presented to a number of contractor teams or individuals that acted as "change agents" or otherwise demonstrated a superior record of performance or achievement in the DOE procurement community.

This year, the Award has been expanded to recognize excellence within the field of personal property management and is open to all of the Department's procurement, financial assistance, personal property management and related financial, technology, transportation and program management functions, as well as the purchasing organizations of our major contractors. Attached is a more detailed description of the program. Our intent in all categories is to encourage creative thinking and excellence in the development of new or alternative methods for how we accomplish and execute our work.

Nominations are to be submitted to the Administrative Office, Office of Procurement and Assistance Management, MA-60.1 by COB on June 30, 2007. Any questions regarding program criteria and requirements may be directed to Michael Fischetti within the Office of Procurement and Assistance Policy, MA-61.



Your assistance in making all Department and major contractor purchasing and property management organizations aware of this award program is appreciated. Any recognition or encouragement that we can provide to our employees in creating new and innovative solutions to how we perform our work is critical in helping us accomplish our overall procurement mission.

Attachment:

cc: Contractor Purchasing Council  
Stephanie Weakley, MA-63

Department of Energy

Office of Procurement and Assistance Management

***The Department of Energy Procurement Executive Award***

The Department of Energy (DOE) Procurement Executive Award may be presented to nominated individuals, groups, offices, or teams to recognize performance in acquisition resulting in more efficient and effective practices. This non-monetary award focuses on achievement of improved results in specific and measurable acquisition, financial assistance or personal property management actions, or systemic process improvement practices. In both instances, the eventual outcome would be improved mission accomplishment at lower cost to the public.

The Award program is separate from other standard Departmental incentive awards programs, and from the employee performance evaluation programs. As a result, this award is not intended to recognize employees for excellence in general day-to-day job performance, but rather it has been created solely to recognize and stimulate improved results and innovative thinking within the Department's acquisition and property management workforce. All DOE contracting offices are encouraged to submit nominations in one or more categories. An individual's supervisor, as well as a peer with direct knowledge of the individual's or group's actions, may submit a nomination.

Award Categories

Awards may be given in all or none of the award categories, depending on the nominations received. Also, multiple awards may be given in any one award category.

1. Individual excellence and innovation in the performance of (a) contracting (including, for example, contract specialist, contracting officer, contracting officer's representative, project manager), (b) personal property management, or (c) financial assistance actions, analysis, or other support and related functions.
2. Group excellence and innovation in contracting, property practices or financial assistance initiatives which significantly improved the procurement, property management or financial assistance culture, systems, or processes.

Award Criteria

Awards may be given to those individuals or groups defined above which have: (a) created and implemented significantly improved results on an individual action(s), or (b) consistently produced outstanding products and services for their customers or the contracting or property management community in general, resulting in reduced costs to the public or enhanced mission

accomplishment, and/or (c) demonstrated innovative changes in contracting or property management processes that save money and enhance mission attainment, including initiatives which significantly improve the procurement culture, systems, or processes.

Nomination and Selection Process:

This awards program is designed to allow the Procurement Executive maximum flexibility in recognizing any individual or group for outstanding acquisition performance resulting in more effective and efficient practices or for creative thinking which has resulted in innovative changes in processes that reduce costs and enhance mission accomplishment.

The Procurement Executive may recognize a Federal or contractor individual, contracting activity, office, or a work/process improvement team that may consist of individuals from any of these activities. Nominations will be accepted from any contracting or property management office, supervisor, contracting officer, peer or Head of a Program Element (customer). Nominations must be submitted to the Administrative Office, Office of Procurement and Assistance Management, MA-60.1, in writing, including a description of the achievement and the tangible benefits to customers or to the Government. The Procurement Executive will evaluate nominations and has complete discretion in selecting an awardee, and may also do so in the absence of any written nomination.

Recognition will be made in the form of a special plaque given by the Procurement Executive to the awardees or a representative of the awardees. The award will be presented by the Procurement Executive at the annual DOE Procurement Director's Conference.