Frequently Asked Questions

- **Who is eligible to participate?**

  All Component and DoD AT&L organizations, except the Defense Acquisition University (DAU), are eligible to compete for the 2009 USD(AT&L) Workforce Development Award. Questions concerning eligibility should be directed to the award coordinator at 703-805-4570 or learning.award@dau.mil.

- **What type of award recognition will my organization earn?**

  Winning organizations will receive plaques and recognition on the USD(AT&L) and DAU web pages. The awards will be presented in conjunction with the Program Executive Officers'/System Command Commanders' Conference at Fort Belvoir, Virginia on November 3, 2009.

- **How many awards will be presented annually?**

  Each award application will be evaluated in one of two categories as determined by the organization's size (i.e., fewer than 500 employees and 500 or more employees). Selected organizations will be recognized as Gold, Silver, or Bronze award winners. The application procedures are the same for both categories.

- **Will my organization need to pay a fee in order to apply for this award?**

  There is no application fee associated with this award program.

- **How does my organization apply for this award?**

  In order to apply, the organization's point of contact (POC) must submit a completed award application. To do so, download the Word template from the website, fill it out according to the instructions on the first page of the template, and submit it by e-mail to learning.award@dau.mil. The POC must receive a confirmation e-mail for the application to be complete. If a confirmation e-mail is not received within two business days, please contact the award coordinator.

- **Must the award application be submitted by e-mail?**

  Yes. If you experience difficulty sending the application, contact the award coordinator.

- **Can supporting materials be provided with the award application?**

  Yes. Up to 10 pages of supporting materials (in PDF or Word format) may be included in support of, but not in place of, your application. Please enclose supporting materials as separate files from the application. Applications with supporting materials exceeding 10 pages will be returned for revision.

- **When can the award application be submitted?**

  Applications will be accepted beginning June 1, 2009. Applications must be received by August 1, 2009, in order to be considered. An e-mail confirmation will be sent for all applications received.