

SUBJECT: 2013 Department of the Navy Acquisition Excellence Awards Call for Nominations

1. Nomination Eligibility. All personnel who made significant contributions to the Navy and Marine Corps acquisition process can be nominated for the DON Acquisition Excellence Awards Program. Acquisition involvement may be interpreted to include contracting officers, contracting specialists, contract administration personnel, and contracting officer representatives; program managers and financial managers; and planning, technical, and requirements personnel. Military and civilian personnel of all ranks, rates, and grades are eligible for these awards. Individuals working together as a team may also be nominated. However, a team nomination shall not comprise an entire office or contracting activity (except for the Dr. Al Somoroff Acquisition Award) and shall be limited to no more than 10 people unless specifically justified in the Head of Contracting Activity (HCA) endorsement. Further, each command may only submit one nomination for each award category.

2. Nomination Guidance. Individuals and teams nominated for the DON Acquisition Excellence Awards Program should have made significantly greater contributions than normally would be expected in their particular assignments, and resulted in identifiable improvements over normal outcomes. Nominations must specifically address the evaluation criteria provided for each award and should accurately reflect the accomplishments of the nominee(s). Accomplishments can include, for example, improving commercial off-the-shelf reliability, increased use of open architecture, process improvements, inventive approaches to managing trade-offs between contract type versus risk/stability, as well as increased utilization of businesses that are identified as a small business concern. Quantifiable information such as dollars saved, costs avoided, or increased competition rates should be included whenever possible. Nomination packages, with HCA endorsement, should be submitted electronically in Adobe Acrobat portable document format to the respective Subject Matter Expert (SME) Deputy Assistant Secretary of the Navy Office (DASN) or Office of Small Business Programs (OSBP) as listed in paragraph 5. Non-DON activities, such as the Defense Logistics Agency, Defense Contract Management Agency, etc., may consider nominating Navy/Marine Corps procurements associated with Joint procurement efforts or programs under their cognizance.

3. Non-Monetary Award Descriptions and Evaluation Criteria.

a. **Acquisition Professional of the Year.** This award recognizes a military or civilian individual whose outstanding leadership and achievement in acquisition best demonstrates the highest levels of professionalism in the Acquisition field and provides improved effectiveness to the Department of the Navy. The primary evaluation factors are:

- Demonstrated exceptional leadership in DON acquisition
- Applies innovative acquisition techniques and resourcefulness that enhance the command's effectiveness and support the customer's mission
- Demonstrates superior acquisition skills that bring lasting benefits to the command

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- Epitomizes the DON core values of Honor, Courage and Commitment.

b. **Expeditionary Contracting Award**. This award recognizes DON active or reserve military individual or civilian warranted contracting officers and acquisition support personnel deployed in direct support of naval or joint contingency or expeditionary operations. The primary evaluation factors for selecting award recipients are:

- Provides tangible contracting support to Naval or Joint Forces engaged in an expeditionary environment.
- Applies innovative and resourcefulness to enhance the military mission effectiveness.
- Demonstrates superior acquisition skills in delivering services to the war fighter.
- Epitomizes the DON core values of honor, courage and commitment while serving in an expeditionary environment.

c. **Dr. Al Somoroff Acquisition Award**. This award recognizes a program office for outstanding acquisition achievement in the accomplishment of its mission. All program offices (any acquisition category level) and program management teams are eligible. Specific command examples in support of acquisition, superior accomplishments and command acquisition trends will be used to select the award recipient. The primary evaluation factors for selecting award recipients are:

- Creative and/or effective acquisition management practices resulting in lowered costs (not limited to a specific phase of design, procurement, or operations and support), reduced schedule within projected budget, or improved technical performance within projected cost or schedule.
- Outstanding resource management and enhanced competition resulting in better buying power for the Government.
- Personnel development and retention.
- Demonstrated excellence in bringing quality supplies and services to the customer at the right price and time.
- Where applicable, improved sustainability and readiness for operational forces.

d. **Field Acquisition Activity Award**. This award recognizes a field level command for outstanding acquisition achievements that bring supplies and services to the customer. All DON Echelon III and below activities are eligible. The primary evaluation factors are:

- Outstanding resource management and enhanced competition
- Personnel development and retention
- Demonstrated excellence in bringing supplies and services to the customer at the right price and time
- Where applicable, improved sustainability and readiness for operational forces.

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e. **Technology Transition Award**. This award recognizes the individual or team for outstanding achievement as a result of successfully transitioning a technology into a program of record or into operational use. The team can include Government members from the program office and/or research and development facility. The primary evaluation factors for selecting award recipients are:

- Development, improvement or maturation of a new technology to address an emergent requirement or operational need.
- Demonstrated cost savings, cost avoidance or improved buying power resulting from acquisition and development of the technology especially through the utilization of Government laboratories, warfare centers, Federally funded research and development centers or other Government research and development facilities.
- Positive mission impact while in operations to include demonstrated cost effective and sustainable operations and maintenance.

f. **DON Office of Small Business Programs (OSBP) Awards**. The OSBP awards recognize DON activities and/or individuals for their exemplary contributions to the Department's small business mission through acquisition excellence and reflect the critical role small businesses play in supporting our Sailors, Marines and the industrial base. The DON OSBP manages the Small Business Awards Program and presents these awards at the Acquisition Excellence Awards Ceremony. For further information, the OSBP can be contacted at (202) 685-6485. The non-monetary award categories include:

(1) **Secretary's Cup Award**. This award recognizes a DON Echelon II or III HCA command which exemplifies the highest examples of small business acquisition excellence and whose achievement brings significant credit to the DON acquisition community. The primary evaluation factors for selecting award recipients are:

- Development, improvement or trend of small business performance (over the past 3-years) including efforts in all small business concern areas (SB, HUBZone, WOSB, SDB and SDVOSB), and if targets were met;
- Description of how leadership engagement was reflected in training, outreach or initiatives leading to improved mission performance.
- Specific example(s) of tangible results which reflected in small business achievement.

(2) **Sarkis Tatigian Award**. Similar to the Secretary's Cup, this award recognizes a DON Echelon III or IV field contracting activity. The primary evaluation factors for selecting award recipients are:

- Development, improvement or trend of small business performance (over the past 3-years) including efforts in all small business concern areas (SB, HUBZone, WOSB, SDB and SDVOSB), and if targets were met.
- Description of how leadership engagement was reflected in training, outreach or

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initiatives leading to improved mission performance.

- Specific examples of tangible results which reflected in small business achievement.

(3) Oreta B. Stinson Small Business Advocate Award. This award recognizes an individual, military or civilian, non-Small Business Professional who exemplifies the highest examples of small business mission excellence and whose achievement embodies the essence of the DON Small Business mission. The primary evaluation factors for selecting award recipients are:

- Documented superior support for the inclusion of small business in acquisition strategies.
- Applies innovation and resourcefulness that enhances the command's support of the DON small business mission and expanded small business opportunities.

4. Monetary Award Descriptions and Evaluation Criteria. The following team awards will receive a minimum of \$5,000.00 that will be equitably divided amongst the team members. Military personnel are not eligible to receive the monetary element of these awards. Winning teams will receive a group plaque and an individual certificate for each team member.

a. **Competition Excellence Acquisition Team of the Year**. This award recognizes an acquisition team whose outstanding achievement brings increased competition in contracting with superior accomplishment to include enhanced competition among large or small businesses resulting in the best product or service to the customer. The primary evaluation factors are:

- Increased competition in contracting which achieves cost savings or cost avoidance
- Enhanced competition which, in turn, provides a better product or service to the customer
- Competition that has a lasting positive impact on the organization and the DON mission.

Additionally, identification of obstacles overcome and other unique procurement aspects that fostered a more robust, competitive environment are encouraged as breakout criteria. Nomination packages that highlight cost savings or cost avoidance should, where warranted, quantify in dollar terms the value that competition achieved.

b. **Innovation Excellence Acquisition Team of the Year**. This award recognizes an acquisition team whose outstanding achievement brings added efficiency to the organization and increased effectiveness to the customer or those activities or commands that have strengthened the capabilities of the Naval industrial base and employ strategies that promote domestic availability of components critical to the Department of the Navy and the customer. The primary evaluation factors are:

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- The high degree of innovation and resourcefulness that results in cost savings or demonstrates effective management of critical path elements to ensure there are U.S. suppliers for critical items.
- Adaptability of innovative techniques by other commands or cultivating domestic sources of supply for procurements and cooperative initiatives that promote the competitive environment vital to the business sector and the DON mission.
- Innovation that results in tangible achievements that have a lasting impact on the organization and support DON maritime strategy.

c. **Small Business Team Award** – Managed by the OSBP, this award recognizes the Government employed members of an acquisition team whose outstanding achievement, through enhanced competition among small businesses resulted in better product or services being delivered, supported, and employed to and by the customer. Nomination packages that highlight cost savings, cost avoidance or better buying power should quantify, in dollar terms, the value that small business competition achieved. The primary evaluation factors are:

- Team accomplishments including Small Business Professional (SBP) involvement and how they contributed to the DON Small Business Program.
- Resourcefulness of the team in resolving challenges and issues encountered, and savings obtained or projected.
- Actions taken to create a greater opportunity for a small business (by contract). If a new or follow-on contract, how did this team affect traditional strategies which enabled the new contract to be within reach of small business.

5. **Subject Matter Experts (SME)**. Award nominations will be submitted to the Chief of Staff for each designated DASN office or OSBP based on their functional alignment to the submitting command. The SME office will consolidate inputs, provide a subject matter expert review and rank order the nominations for the awards panel. SME offices will also ensure that at least two competitive award packages per category are received from their respective functional areas to include Program Executive Offices (PEO) and System Commands (SYSCOMs). Representatives from the SME office will brief the nomination packages they received for each award at the panel for further discussion and final selection.

The assigned SME DASN/OSBP offices are:

- (1) **DASN (Ships)** – NAVSEASYSKOM, PEO (Ships), PEO (Subs), PEO (IWS), PEO (LMW), PEO (CV), Naval Surface Warfare Center and Naval Undersea Warfare Center
- (2) **DASN (Air)** – NAVAIRSYSKOM, PEO (T), PEO(A), PEO (U&W), PEO (JSF), Naval Air Warfare Centers
- (3) **DASN (C4I and Space)** – SPAWARSYSKOM, PEO (EIS), PEO (C4I), PEO (Space), JPEO JTRS
- (4) **DASN (AP)** – NAVSUP, NAVICP, NAVFAC, SSP, MARCOR I&L, Military

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- (5) DASN (RDT&E) – ONR
- (6) DASN (E&LM) – MARCORSYSCOM, PEO (Land Systems)
- (7) OSBP – All Small Business packages
- (8) DACM, DASN (M&B), other DASNs as required – Enterprise efforts across SYSCOMs as appropriate.

6. Awards Panel. Chaired by the PCD for the ASN RD&A, this panel will convene to make final selection recommendations to ASN RD&A. The panel will consist of representatives from each of the DASN offices, OSBP and the DACM Office. The panel membership will consist of at least 5 Flag/Senior Executive Service (SES) level members. One member will be the OSBP Director or their direct designee.

7. Nomination Packages. Activities shall submit individual Nomination packages for each category to be considered. Each nomination must be in a separate package. For example, one nomination package cannot be considered for both the competition and innovation categories. Each package will consist of the following:

a. HCA Endorsement. Each HCA shall ensure that only one nomination for each award category is submitted and that each team award is comprised of no more than 10 people (except the Dr. Al Somoroff Acquisition Award), unless specific justification is provided. Prior to submission, the HCA shall ensure that associated nominees are not a subject of an open investigation or have a pending action against them for reasons such as noncompliance with Equal Employment provisions, merit principles or Government ethics standards and include a statement to this effect within the endorsement.

b. SECNAV 5305/4(12-11) Secretary of the Navy Acquisition Excellence Awards Program Nomination Form. Each SECNAV 5305/4 (12-11) should include a clear, complete, and concise description of the nominee's (individual, team or activity) accomplishments and shall not exceed a total of 4 pages including the first and last pages (Font: Courier New, Pitch: 10). The associated discussion of accomplishments should set out, either quantitatively or qualitatively, the rationale and justification for the award nomination. The nominations shall be structured with each respective evaluation criteria being clearly indicated and subsequently supported. Bulletized summaries for each criteria category are acceptable, provided the summaries fully and accurately capture the accomplishment being described. The evaluation criteria for each award are set out in paragraphs 3 and 4, Award Descriptions and Evaluation Criteria. Each nomination shall also include a concise award abstract not to exceed 500 words. This synopsis will capture highlights of achievements and will be used in the ceremony script and for the production of display posters, should that particular nomination package be selected. (See attachment B).