DON IM/IT EXCELLENCE AWARDS

Nomination Form Instructions

Section A - Award Category: Select the category of the award for which you are submitting a nomination. Each category/nomination requires a separate form. See the table below for the specific criteria.

Section B - Nominee(s): For an Individual award nomination, provide your nominee's information. For a Team nomination, please provide the information in section B for the Team Lead and attach a separate sheet for additional team members with their names, command, grade/rank, and e-mail address.

Section C - Person Submitting Nomination/POC: This is the point of contact (POC) we will reach out to if we require additional information/justification on the nomination, as well as to inform whether the nominee is selected as a winner or not.

Section D - Local Commanding Officer or Command Information Officer: Provide the information requested for the individual's/team's local Commanding Officer (CO) or Command Information Officer (CIO). If the nomination is selected as a winner, an award letter will be addressed and mailed to the local CO or Command IO. If you want the letter addressed/sent to someone other than the local CO or Command IO please provide that information in section E.

Section E - Alternative Mailing Information: If the nomination is selected as a winner and you want the award letter addressed and sent to someone other than the local CO/Command IO, please provide that information.

Section F - Award Justification: Provide a one-page summary of the individual or team being nominated (on an 8.5 x 11 page, using 12 point Times New Roman, single spaced, with 1" margins) that addresses the following:
- Specifics of the DON program/project, the accomplishments of the nominee(s), and how they relate to the specific award criteria listed in the DON IM/IT Excellence Awards criteria table below.
- Beneficial results of nominee's (or team's) effort to the DON.
- Other quantitative results or measures of improvement.

Section G - Citation: A summary in 850 characters or less, which will be used for citation and other award collateral materials if the nomination is selected as a winner.

(Submissions that exceed the character/page limits for F and G above, and/or do not address specifics of effort will not be considered.)

Section H - Signatures: The nomination form must be signed by the local CO or the Command IO. An alternative is to send an endorsement email from the CO or Command IO to the email address below with the nomination package attached.

Email a completed nomination form (Pages 4 & 5) and all associated nomination documentation to doncio@navy.mil by December 5, 2016.

DON IM/IT Excellence Awards Criteria Table			
Award Category	**DON IM/IT Excellence Individual/Team Awards**	**Electromagnetic Spectrum Leadership Award**	**DON Cyberspace/IT Person of the Year & Rising Star of the Year Awards**
Timeframe	Fiscal Year 2016	Fiscal Year 2016	Fiscal Year 2016
No. of Awards	1 – 2 Individuals; 2 – 4 Teams	1	1 Rising Star; 1 Person of the Year
Eligibility	Individual (gov't civilian or military) or team (can include contractors on team) that meets one or more of the criteria below:	Individual (gov't civilian or military) who meets one or more of the criteria below:	Individual (gov't civilian or military) who meets the criteria below:

Criteria	• Demonstrated superior leadership and/or exceptional performance, delivering results that ensure the organization is working towards common solutions.
	• Applied imaginative concepts and/or challenged conventional thinking resulting in:
	  – Improved use of DON information
	    or
	  – Acceleration of an innovative concept to deployed capability
	• Contributed value to the organization and stakeholders/customers by improving mission essential business processes.
	• Improved mission effectiveness through Information Management and Knowledge Management, including electronic records management.
	• Significantly contributed to enterprise IT initiatives to enable higher levels of Cybersecurity, computer network defense, or identity management.
	• Made significant contributions to the recruitment, retention, and training of the Cyberspace IT and Cybersecurity Workforce.
		• Strategic leadership in venues that protect and advance DON spectrum access.
		• Identified and / or implemented innovative advancements that improve spectrum operations in the electromagnetic environment.
		• Actions resulting in significant spectrum management process improvements.
		• Actions resulting in the advancement of spectrum automation techniques and capabilities that streamlined/improved spectrum processes, acquisition, sharing, or operational capabilities.
		• Other significant actions and achievements that support/advance DON strategic spectrum goals.
			• **Person of the Year**: GS13/O4/W-1/E-7 and above
			• **Rising Star of the Year**: GS-12/O3/E-6 and below
			• Delivered significant management efficiencies and/or cost savings:
			• Applied visionary thinking, challenged conventional thinking and/or implemented a bold change management approach.
			• Applied innovative information technology or information management practices, principles, or processes.
			• Demonstrated superior leadership skills.

Award Category	Information System Security Manager (ISSM)/ Information System Security Officer (ISSO) of the Year Award	Privacy Program Excellence Award	Freedom of Information Act (FOIA) Program Excellence Award
	DON IM/IT Excellence Awards Criteria Table (continued)		
Time Frame	Fiscal Year 2016	Fiscal Year 2016	Fiscal Year 2016
No. of Awards	1-2 Individuals	1 Individual or Team	1 Individual or Team
Eligibility	Individual government civilian or military that meets one or more of the criteria below:	Individual (gov't civilian or military) or team (can include contractors on team) that meets one or more of the criteria below:	Individual (gov't civilian or military) or team (can include contractors on team) that meets one or more of the criteria below:
Criteria	• Actions resulted in significant improvements in cyber hygiene and/or cybersecurity program management. • Significantly responsible for ensuring timely implementation and completion of authorization efforts. • Significant contributions to updating local cybersecurity policy and ensuring dissemination, exercises, and understanding by user community. • Effectively identified a potential cybersecurity threat and through proactive actions, potentially stopped the infiltration of a DON network. • Personal efforts resulted in the highest marks ever granted (by an inspecting organization) to their organization as a result of a first pass Cybersecurity Inspection. • Recommended an innovative solution to streamline their internal cybersecurity efforts which resulted in improved cybersecurity and/or improved resource utilization	• Exhibited Superior leadership skills or high performing team, demonstrating a commitment to privacy, advancing the effectiveness of the command privacy program. • Contributed value to the command and employees by implementing processes that safeguard PII. • Promoted privacy training and awareness to all levels of the command. • Significantly reduced the collection and use of the SSN and other sensitive PII in business processes. • Improved program effectiveness through management controls including compliance spot checks, PIA compliance, SORN reviews and records disposal. • Implemented technology safeguards to reduce loss, theft or compromise of PII including, DLP, DAR and network monitoring.	• Exhibited superior leadership or high performance demonstrating a commitment to freedom of information. • Contributed value to the organization by increasing efficiency, improving processes, providing training, or implementing technology that advances the freedom of information (e.g., prompt responsiveness, backlog reduction, proactive posting). • Increased awareness of DON services in furtherance of the Freedom of Information Act through effective public outreach. • Improved program compliance with DON policies in furtherance of the Freedom of Information Act through management controls and spot checks.

DON IM/IT Excellence Awards Nomination Form:

A. Nomination Award Category: Please select the appropriate block below

DON IM/IT Individual	DON IM/IT Team	Lussier Spectrum Leadership	IT Rising Star	IT Person of the Year	ISSM/ ISSO	Privacy	FOIA

B. Nominee/Team Information:

Name of Nominee or Team & Team Leader	
Position Title	
Project/Program Name Associated with Nomination	
Grade/Rank	
Email Address	
Nominee/Team Lead Mailing Address	
Phone Number	
Command / Address	

C. Person Submitting Nomination/POC:

Name	
Title	
Command	
Grade/Rank	
Email Address	
Mailing Address	
Phone Number	

D. Concurring Local Commanding Officer or Command Information Officer:

Name	
Title	
Command	
Grade/Rank	
Email Address	
Mailing Address	
Phone Number	

E. Alternative Mailing Information:

Name	
Title	
Command	
Grade/Rank	
Email Address	
Mailing Address	

F. Award Justification: Attach a one-page award justification to this form (8.5x11 inch paper, 1 inch margins, single spaced, and 12 point Times New Roman font) that includes the following:

- Specifics of the DON program/project and the accomplishments of the nominee or team.
- The effort's beneficial results to the DON, including quantitative results or measures of improvement.
- How the project, effort, person, or team meets the specific criteria for the award category (see the criteria table).

G. Citation:

In the space below, provide a summary of the award justification in 850 characters or less. If the nominee is selected as a winner, this will be used in a citation in the award itself, award letter, and any collateral materials (apply the same font, etc. as the justification). Submissions that exceed the character/page limits and /or do not address specifics of effort will not be considered.

H. Signature: Command IO/CO signs below signifying concurrence with the award nomination. (If an electronic signature is not possible, an ink signature is acceptable, with this signed page scanned and included in the nomination package. Another option is for the CO or the Command IO to endorse the nomination within an email from him/her that forwards the package to the DON CIO.

Command Information Officer: _____

or

Commanding Officer: _____