



THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

ACQUISITION,
TECHNOLOGY
AND LOGISTICS

MAY 08 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: 2012 Under Secretary of Defense for Acquisition, Technology and Logistics
Workforce Development Award

I am soliciting your 2012 nominations for the Under Secretary of Defense for Acquisition, Technology and Logistics Workforce Development Award, which recognizes organizations that have made exemplary contributions to the career-long development of their workforces.

Eligibility criteria, application/selection criteria, administrative procedures, and the application form are attached. Additional information can be found online (https://dap.dau.mil/workforce/Pages/WF_Dev_Awards.aspx). Nominations must be submitted to the award coordinator by August 1, 2012, via e-mail at learning.award@dau.mil.

It is important we recognize the outstanding contributions of our acquisition workforce in delivering world-class products and capabilities to our Warfighters. Thank you in advance for soliciting and promoting the submissions of those teams and individuals most deserving of recognition.


Frank Kendall
Acting

Attachments:
As stated

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2012 Under Secretary of Defense for Acquisition, Technology and Logistics Workforce Development Award

Please read the following information carefully before completing and submitting this application.

Background: The 2012 Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) Workforce Development Award has been established to help promote the objectives of the USD(AT&L)'s goal of a *high quality, agile, and ethical Defense Acquisition Workforce*. This program recognizes Department of Defense (DoD) AT&L organizations that have made exemplary contributions to the career-long development of their workforces.

Eligibility: All Component and DoD AT&L organizations, except the Defense Acquisition University (DAU), are eligible to compete for the 2012 USD(AT&L) Workforce Development Award. Questions concerning eligibility should be directed to the award coordinator at 703-805-3761 or learning.award@dau.mil. Additional information regarding the award can be found at https://dap.dau.mil/workforce/Pages/WF_Dev_Awards.aspx.

Detailed Instructions:

1. In order for an organization to be considered for a 2012 USD(AT&L) Workforce Development Award, the award application form below must be completed and submitted, via e-mail, to the award coordinator at learning.award@dau.mil.
2. Applications must be received by August 1, 2012. We regret that late submissions cannot be considered.
3. Each submission must include an endorsement from a flag officer/SES in the organization's chain of command.
4. The award coordinator will acknowledge all applications received. If the point of contact has not received a confirmation e-mail, please contact the award coordinator. An award application will not be considered complete until you have received a confirmation e-mail.
5. 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.
6. Please provide the administrative information requested.
7. Provide narrative responses for each topic area listed, observing the word limits indicated for each response (i.e., 1000 words for topics #2 and #3, 500 words for all others). Tips:
 - a. The judges are experts representing diverse backgrounds. Write for a broad audience, spell out acronyms the first time they are used, and limit the use of jargon.
 - b. Keep your responses factual and succinct, citing quantifiable results whenever possible. Avoid redundancy.
 - c. Limit supporting materials to those that support and amplify your responses. Do not introduce new ideas in your attachments.
8. Submissions will be scored by a panel of judges using a 100-point scale. Points possible are indicated for each topic.
9. Please attach to your e-mail submission a high resolution organizational logo (at least 2 inches by 2 inches at 300 dots per inch) in either JPG or TIFF format.
10. Up to 10 additional pages of supporting materials (in PDF or Word format) may be included in support of, but not in place of, your responses. Please enclose supporting materials as separate files from the application. Applications with supporting materials exceeding 10 pages will be returned for revision.
11. The 2012 USD(AT&L) Workforce Development Awards will be presented in November 2012 in conjunction with the Program Executive Officers'/Systems Command (PEO/SYSCOM) Commanders' Conference at Fort Belvoir, VA.
12. Questions regarding the 2012 USD(AT&L) Workforce Development Awards or the application process should be addressed to the Workforce Development Award coordinator at 703-805-3761 or learning.award@dau.mil.

Administrative Information

Organization

Name:
Address:
Address (cont):
City: State: Zip:

Primary Point of Contact (POC)

Name:
Title:
Telephone:
Fax:
E-mail:

Alternate POC

Name:
Title:
Telephone:
Fax:
E-mail:

Current Number of Employees:

Your organization's mission statement:

Brief description of your organizational structure:

Chain of command to whom your organization reports:

1. Workforce Development Objectives (10 points): Describe your organization's infrastructure, policy, supervisor, and peer support of its workforce development objectives, as well as your approach to meeting these objectives, and the results achieved for each.

Please enter your response below (500 words or fewer):

2. Best Practices (30 points): Describe best practices initiatives within your organization that promote the development of a high performing, agile and ethical workforce. Provide an in-depth analysis with supporting metrics. Examples of best practices could include, but are not limited to:

Recruiting

Internships
Succession Planning

Training & Development

e-Learning
Continuous Learning
Job Rotation
Job Shadowing
Leadership Development
Mentoring
Executive Coaching
Organization-Unique Training

Retention

Compensation and Benefits
Assessment and Evaluation
Tuition Reimbursement
Performance Management

Other

Knowledge Sharing and
Communities of
Practice Training
Government-Industry
Exchange Programs
Telework

Please enter your response below (1000 words or fewer):

3. Benefits Realized (30 points): Describe how workforce development activities have helped your organization improve acquisition outcomes. Also describe how your best practices have impacted DoD's human capital initiatives, such as human capital requirements determination (gaps in current skills/competencies), new skills required, recruiting, training and development, and retention programs.

Please enter your response below (1000 words or fewer):

4. Support for Training (10 points): What is your organization's training budget for FY 2012 as a percentage of payroll? Describe the processes, mechanisms, and metrics you use to evaluate the effectiveness of training in your organization (e.g., certification).

Please enter your response below (500 words or fewer):

5. Affiliations and Partnerships (10 points): Discuss any affiliations, partnerships, or other cooperative agreements your organization has with colleges, universities, professional associations, and similar organizations.

Please enter your response below (500 words or fewer):

6. Workforce Development Climate and Culture (10 points): How are you using your workforce initiatives to align internal climate and culture with your mission?

Please enter your response below (500 words or fewer):

7. Provide any additional information that might be useful in evaluating your organization for the 2012 USD(AT&L) Workforce Development Award. (Up to 5 bonus points may be awarded).

Please enter your response below (500 words or fewer):