



CHIEF INFORMATION OFFICER

DEPARTMENT OF DEFENSE

6000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-6000

APR 21 2021

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

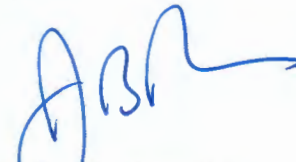
SUBJECT: Department of Defense Chief Information Officer Awards Program 2021 – Call for Nominations

The DoD Chief Information Officer (CIO) Awards Program, now in its 21st year, recognizes individuals and teams within DoD for exceptional achievements within the DoD CIO portfolio of capabilities. The Component CIOs may submit no more than eight nominations (any combination of individuals and/or teams) for outstanding achievements contributing to a DoD Strategy that drives mission success for the DoD CIO Information Enterprise.

Nominations are due to the DoD CIO Awards Program Manager on August 12, 2021. For specific details and eligibility, see the attached DoD Awards Program 2021 Guidance.

In response to the Coronavirus Disease-2019 pandemic, last year's awards presentation items were sent to Component CIOs for presentation. As we continue to monitor force health protection measures, a determination to resume the awards presentation ceremony at the Pentagon will be provided at a later date.

Questions regarding this award program should be addressed to Mr. Jose Finn, at jose.r.finn.civ@mail.mil, 571-372-4495 or Ms. Verna Ford, DoD CIO Awards Program Manager, at verna.s.ford.ctr@mail.mil, 571-372-4434.



John B. Sherman
Acting

Attachments:
As stated



2021 DoD Chief Information Officer (CIO) Annual Awards Program Guidance

Summary of Changes

Nomination requirements and award evaluation criteria have been updated. All functional areas that are relevant to the DoD CIO portfolio that meet award criteria and endorsed by the Component CIO, are eligible for consideration for the DoD CIO Award. Select categories (i.e., 508, records management, workforce) have been removed as a separate nomination track and have been incorporated into the overall CIO Awards program. The grading scale for Individual and Team awards have been added. Clarification of cost savings or avoidance has been updated. The nomination template format and layout has been updated to reflect program changes.

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AWARDS PROGRAM

The DoD Chief Information Officer (CIO) Annual Awards program recognizes eligible personnel, individually or in teams, for exceptional achievements in delivering capabilities and/or management practices that advance the strategic mission and objectives of the DoD CIO that advance the Digital Modernization Strategy (DMS) and National Defense Strategy priorities. Such capabilities include: Cybersecurity; Command, Control and Communications (C3); Artificial Intelligence (AI); software modernization, Cloud Computing; Data; Cyberspace Workforce; Electronic Records Management; Section 508/Accessibility to Information and Communication Technology; and, Positioning, Navigation, and Timing (PNT). Links to the DMS and related CIO Strategies, as well as the DoD CIO Charter (DoD Directive 5144.02) can be found in the References section.

ELIGIBILITY

DoD Component CIOs may nominate Service members (officers and enlisted) in the grade O-6 and below or DoD civilians GS-15 and below. Contractors may be recognized as part of a team if led by military or DoD civilian. DoD CIO personnel may be recognized if team lead is outside of DoD CIO.

NOMINATION SPONSORSHIP AND APPROVAL

- Components are limited to no more than eight nominations (any combination of individual/team), and nominations must be:
 - Coordinated through the nominee's chain-of-command for quality review and eligibility.
 - Endorsed by the Comptroller or budget office must endorse any quantified cost savings or avoidance cited in the nomination.
- Approved by the Component CIO as follows:

Component	Approving CIO
Military Services	Service CIOs
Combatant / Joint	Joint Staff J6 (all COCOM nominations) ¹
Defense Agencies & Field Activities and PSAs	Defense Agency or Defense Field Activity or PSA CIO equivalent Senior IT official

¹ Combatant Commands, along with all Chairman sponsored activities and other Joint organizations, submit nominations to the Joint Staff. The Joint Staff Director for Command, Control, Communications and Computers/Cyber, Chief Information Officer (i.e. JS DJ6) down-selects and nominates up to eight nominations.

2021 CIO ANNUAL AWARDS PROCESS TIMELINE

Timeframe	Activity
April	DoD CIO Issues memorandum to Component CIOs calling for award nominations. Component CIOs distribute DoD CIO Awards program call for nominations. DoD CIO nomination call memo posted on CIO web page.
May - July	Nominators/Sponsors coordinate reviews and approvals; submit award nomination packages to Component CIO IAW program requirements.
July - August	Component CIOs review, approve, and submit award nominations to the DoD CIO Awards Program Manager.
August 12	Deadline for Component CIOs to submit nomination award packages to DoD CIO Awards PM.
September	DoD CIO/Panel review nominations, coordinates with DoD CIO Awards PM for additional information (as applicable), and scores packages. Award winners announced to Component CIOs and posted on DoD CIO web page.
November	A large group ceremony at the Pentagon is TBD. If the ceremony will not be held, a physical honorary award (i.e. plaque or trophy) is sent to the Component CIOs, or mailed to the Command/location they designate.

NOMINATION CONTENT REQUIREMENTS

Achievements and citations in a nomination must:

- Demonstrate specific results that contribute to the implementation of the Digital Modernization Strategy or improve current IT-related capabilities.
- Demonstrate achievements within a year of the nomination (July 2020 through June 2021).
- Focus on tangible accomplishments: innovation, problem resolution, and cost savings and/or efficiencies.
- Effectively convey the achievement's relevance, significance, and impact in a clear and concise manner that is understandable to a general (not highly technical) audience.
- Provide quantifiable and qualitative results.
- Not contain classified or otherwise sensitive information
- Address the award evaluation criteria (described below).

AWARDS EVALUATION CRITERIA

Nominations will be evaluated by the DoD CIO Awards Panel using a 3 point grading scale (3 points per criterion; 3 being the highest and 0 being the lowest) for each criteria below. Aggregated totals will be used to determine winners.

Criteria	Achievements show one or more
Scope of impact	<ul style="list-style-type: none"> • Achievement of positive, measurable outcomes to strengthen resilience, increase performance, and enable the Department to respond with greater speed and agility. • Deployment of new capabilities creating, extending, or significantly enhancing or improving mission effectiveness. • Critical delivery of mission capabilities and performance under extreme or urgent circumstances. • Broad User Base. Local unit/operational area (i.e., ship, wing, battalion), DoD Component (i.e., an Armed Service, DoD Agency, Field Activity), or Department-wide or cross-agency, external partners or public.
Creativity and Innovation	<ul style="list-style-type: none"> • Use and degree to which newer or novel approaches, solutions or technologies were employed. • Degree of departure from or improvement/modernization of existing practices, processes, and technologies.
Management Efficiency /Effectiveness (better, faster, cheaper)	<ul style="list-style-type: none"> • Quantified improvements in terms of time, use of resources, process performance, efficiency, or results. • Dollar amount of financial benefits realized or the expected reductions to future resource requirements for the same activity.
Magnitude of cost savings or avoidance	<ul style="list-style-type: none"> • Quantified cost savings or avoidance over a specified period using appropriate budgetary, accounting principles and methods—expressed in both dollars and percentage savings or avoidance by fiscal year.²

² Cost savings or avoidance for IT activities, or systems must provide the corresponding IT investment Unique Investment Identifier (UII) in the DoD IT Budget for years impacted. UII and other budget information can be obtained via the DoD SNaP Information Technology website: <https://snap.cpae.osd.mil/snapit/home.aspx>.

INSTRUCTIONS FOR COMPLETING NOMINATION FORM

Fields to be completed:

- **Nominated By:** self-explanatory
- **Individual Nominee:** self-explanatory; remove table if Team nomination
- **Team Nominee:** self-explanatory; remove table if Individual nomination
- **Nomination Justification:** Provide an unclassified narrative containing specific and factual data about what the activity accomplished, what the benefits or results were, and how the nominee's or team's efforts advanced the Defense Department and their Component missions and/or operations (should not to exceed 200 words).
- **Award Evaluation Criteria:** Under the major heading, use bullet format to describe specific details of how the nominee's accomplishments delivered results against the CIO Award evaluation criteria.
 - **Scope of Impact:** (Define the scope, level of responsibilities, and the impact on the day-to-day mission.)
 - **Creativity and Innovation:** (Include new initiatives or techniques developed by the nominee that positively impacted the organization or mission.)
 - **Management Efficiency/Effectiveness:** (Consider development of quality management principles that contributed to increased mission effectiveness.)
 - **Magnitude of cost savings or avoidance:** (consider cost savings initiatives that contributed to increased mission effectiveness.)
- **Recommended Award Citation:** Provide a proposed brief citation for the nominee's accomplishments and impact for the award certificate. Do not exceed 12 single-spaced lines. Examples are provided on page 7 of the Program Guidance.
- **Nomination Approvals:** Cost savings or avoidances should be verified by applicable budget office before submission. Nomination from must be endorsed by the Component Chief Information Officer/Senior IT Official. A separate endorsement memo may be included in the package.

PROCESSING AWARDS

Nominations will only be accepted through the Component Awards Point of Contact and must adhere to the following:

- Use the provided Word Document for file format.
- Naming Convention: save file as Component/Service (i.e., USA, USAF, NSA, CENTCOM, etc.) followed by individual last name or team name.
- Example: USN-Smith or DISA - WIN10 Team
- Add Component and Individual or Team Name at the top left in the header. Ensure the file name is included at the bottom left of the provided document footer.
- Expand the table cells as necessary to accommodate text.
- Cost savings or avoidances should be verified by applicable budget office before submission; verification should be available if needed upon request.
- Must have Component CIO/Senior IT Official endorsement to ensure accuracy.
- Submit completed nomination packages to the DoD CIO Awards Program mailbox at

email: osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil

- For questions contact the DoD CIO Program Manager: Ms. Verna Ford at verna.s.ford.ctr@mail.mil or Mr. Jose Finn jose.r.finn.civ@mail.mil.

AWARDS RECOGNITION

Honorees will receive a physical commemorative award with program branding. Notification with citations will be announced and publicized on the DoD CIO webpage. Also, photographs of award recipients will be displayed on the Pentagon E Ring.

EXAMPLE AWARD CITATIONS

Individual Award Citation example:

Mr. David DiEugenio

Chief Information Officer/G6 Marine Corps Recruiting Command

In recognition of your outstanding contributions to the Department of Defense Information Technology Environment in leading projects and initiatives to improve support to the Marine Corps Recruiting Command's nationwide recruiting force. Your vision, leadership, and expertise resulted in dramatic improvements in systems performance, resilience, information sharing capabilities, and cyber security while significantly improving customer satisfaction, reducing operating costs, and meeting the Windows 10 migration deadline. In the face of a specific and time sensitive cyber threat, you led the collaboration to resource, acquire, configure, test, and deploy 1,500 devices to storefronts nationwide, and led the successful execution of a Commander's Cyber Readiness Inspection. Your leadership, dedicated service, and exceptional accomplishments reflect great credit upon yourself, the United States Marine Corps, the Department of the Navy, and Department of Defense.

Team Award Citation example:

693rd Intelligence Support Squadron Team

United States Air Force

In recognition of the team's outstanding contributions to the Department of Defense Information Technology Environment in providing intelligence analysts with the tools, environments, cyberspace infrastructure, and support to deliver top quality intelligence products, including Artificial Intelligence capabilities. The team's delivery of resilient, innovative, and cost-effective communications solutions has expanded intelligence sharing across multiple allies and national level partners. Your efforts deliver advanced imagery analysis and products to the Intelligence Community further enabling Command, Control, and Intelligence to the highest levels, including the Joint Chiefs of Staff, Secretary of Defense, and the President of the United States. These exceptional accomplishments reflect great credit upon the 693rd Intelligence Support Squadron Team, the United States Air Force, and the Department of Defense.

REFERENCES

- DoD Digital Modernization Strategy 2019
<https://media.defense.gov/2019/Jul/12/2002156622/-1/-1/1/DOD-DIGITAL-MODERNIZATION-STRATEGY-2019.PDF>
- Other DoD CIO Strategies <https://dodcio.defense.gov/Library/>
- DoD CIO Organization's Charter: DoD Directive 5144.02, "DoD Chief Information Officer (DoD CIO)," November 21, 2014
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodd/514402p.pdf>
- DoD SNaP Information Technology
<https://snap.cape.osd.mil/snapit/home.aspx>



DoD CIO Annual Awards Nomination Form 2020-2021 Awards Cycle

Nominated By:

First and Last Name:	
Military Rank/Civilian Grade/Duty Title:	
Component Organization:	
Telephone (Work/Cell):	
Work Email address:	

Individual Nominee:

First and Last Name:	
Military Rank/Civilian Grade/Duty Title:	
Branch of Service/Unit/Combatant Command/Agency:	
Organization Mailing Address:	
Telephone (Work/Cell):	
Work Email Address:	

Team Nominee:

Team Name:	
Total Number of Team members:	
Team Lead First and Last Name (DoD civilian or military only):	
Team Lead Position Title:	
Team Lead Organization:	
Team Lead Email Address:	
Team Lead Telephone Number:	

Nomination Justification:

Provide an unclassified narrative (no more than 200 words) to describe why this nominee or team is being recognized. Give specific and factual data about what the activity accomplished and what the benefits or results were. Expand table to accommodate text.

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Nomination Inputs:

Under each major heading, use bullet format to describe the nominee’s or team’s achievements in delivering capabilities that advance the strategic mission and objectives of the DoD CIO that advance the Digital Modernization Strategy and National Defense Strategy priorities. Give specific details of how the accomplishments delivered results against the CIO Award evaluation criteria. There is no limit on the number of bullets per criteria. Do not exceed one page in length for the entire write up. Expand table to accommodate text.

Scope of Impact:
Creativity and Innovation:
Management Efficiency/Effectiveness:
Magnitude of cost savings or avoidance:

Recommended Award Citation:

In the table below, provide a proposed brief citation for the nominee’s accomplishments and impact for the award certificate. Do not exceed 12 single-spaced lines. Examples are provided in the DoD CIO Awards Program Guidance on page 7. Expand to accommodate text.

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Nomination Approvals

Comptroller or Budget Office (as applicable):

First and Last Name:	
Military Rank/Civilian Grade, Title/Position:	
Component Organization:	
Official has Certified cost savings or avoidance cited in nomination has been validated/verified:	<i>Yes, No, or N/A</i>
Work Number/ Email Address:	

Component Chief Information Officer/Senior IT Official:

First and Last Name:	
Title or Position and Rank:	
Component Organization:	
Official has Certified the nomination is factual and not duplicative of a previous nomination:	<i>Yes or No</i>
CIO Work Number/Email Address:	

Submission to DoD CIO Awards Program Manager:

Component CIO or their designated Awards POC must submit electronically to the DoD CIO Annual Awards Program mailbox at: osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil by **August 12, 2021**.