DoD Chief Information Officer (CIO) Awards
Program Guidance for 2020

Guidance Sections and Content

1. Awards Program

The DoD Chief Information Officer (CIO) Awards program recognizes individuals and teams for exceptional achievements in delivering forward-leaning and strategically impactful capabilities and management practices within the DoD CIO portfolio of capabilities. Guidance for the Department's goals and objectives are detailed in the DoD Digital Modernization Strategy; which provides the focus for the DoD CIO Awards Program. The awards categories are: **A. IT and Digital Modernization Awards:**

- Cybersecurity
- Command, Control and Communications (C3)
- Artificial Intelligence (AI)
- Cloud Computing
- Data, Accountability, Transparency, and Reform **B. Select Award**

Categories:

- Cybersecurity Workforce
- Transition to Electronic Records
- Section 508 / Information and Communication Technology

Select Awards	Goals
Excellence in the Transition to Electronic Records	Per Office of Management and Budget (OBM) Memorandum M-19-21, Transition to Electronic Records, and in accordance with National Archives and Records Administration requirements, implementing the goals and objectives identified in OMB M-19-21.
Excellence in ICT Accessibility	Promoting or implementing capabilities to ensure or improve accessibility of ICT for persons with disabilities per the requirements of Section 508 of the Rehabilitation Act of 1973 and standards established by the U.S. Access Board.
Excellence in Cyberspace Workforce Management	Per DoD Directive (DoDD) 8140.01 Cyberspace Workforce Management, implementation of one or more Cyber Workforce Management objectives, including: Workforce Coding in accordance with the Federal Cybersecurity Workforce Assessment Act 2015, Cyber Excepted Service Implementation in accordance with Title 10 USC 1599f, Cyber Information Technology Program (CITEP) in accordance with 77 FR 36917, section 1110 of the FY10 National Defense Authorization Act (NDAA); and, Cyber Scholarship program in accordance with32 CFR 240; DoDI 8145

2. Eligibility

Awards can be presented to individuals or teams:

DoD Personnel	Individual Award	Team Award	**Federal CIO Council Award Eligibility
Military O-6 and below, DoD Civilian GS-15 and below	Yes	Yes	Yes, if cross-agency/cross-functional impact
Contractors	No	Yes, if team is led by a military or DoD civilian employee	Yes, if cross-agency/cross-functional impact
DoD CIO personnel	No	Yes, if team lead is outside of DoD CIO. Team members must be military 06 and below and GS-15 and below	Yes, if cross-agency/cross-functional impact

3. Nomination Sponsorship and Approval

All nominations must be:

- Limited to 5 nominations in the DM categories (see section 1A) and 3 nominations in select categories (see section 1B)
- Any combination of individual or team (no more than 5 award recipients per team)
- Sponsored or endorsed by a current DoD civilian employee or service member
- Coordinated through the nominee's chain-of-command to verify eligibility and adherence to requirements below
- Endorsed by a cognizant financial official for quantified cost savings or avoidance
- Unclassified and publically releasable
- Approved by the Component CIO as follows:

Component	**Approving CIO**
Military Services	Service CIOs
Combatant / Joint	Joint Staff J6/Warfighter CIO (all COCOM nominations)
Fourth Estate OSD	Component/Agency CIO or equivalent Senior IT official

4. 2020 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 PM.
August 12	Deadline for Component CIOs to submit nomination award packages to DoD CIO Awards Program Manager.
August-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.
October	A physical honorary award (i.e. plaque or trophy) is sent to the Component CIOs, or mailed to the Command/location they designate.
October	DoD CIO nominates selected DoD CIO Award winners to the Federal CIO Council to compete for the Gears of Government Award. The DoD CIO Awards PM may need assistance from the Award winners nominator / chain of command for changes needed for the Gears of Government Awards (GoGA) Program. Review OMB M-18-17 for details on the GoGA
November	P Federal CIO Council Award winners announced (*reference: Gears of Government CIO Council Nomination Process Timelines*)

5. Nomination Content Requirements

Achievements and citations in a nomination must:

- Demonstrate results accomplished within a year of the nomination (July 2019 through June 2020)
- Clearly align to achieving or supporting one or more DoD Digital Modernization areas.
- Focus on tangible accomplishments: innovation, problem resolution, and sustained improvement
- Demonstrate specific results beyond sustainment of performance or career/end-of-tour accomplishments for chartered functions and operations
- Attribute specific contributions for all members of a team award nomination
- Effectively and compellingly convey the achievement's relevance, significance, and impact to a general (not highly technical) audience
- Be factual, accurate, complete, and supported with verifiable information or data
- Provide quantifiable and qualitative results
- Be well articulated in a clear, concise and succinct manner
- Not contain classified or otherwise sensitive information
- Follow the nomination template provided
- Address the evaluation criteria (provided below). Nominations that do not describe Mission Impact will be automatically eliminated from consideration

6. CIO Awards Evaluation and Criteria

The DoD CIO Awards Panel will review and judge nominations for outstanding achievements against the following evaluation criteria:

Criteria	Achievements show (one or more)
Mission impact	- Measurable or observable and significant mission performance or product/capability improvements. - 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.
Innovation	- 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.
Improved information delivery/ dissemination	- Quantifiable improvements in information delivery or dissemination speed and/or reach/distribution. - Measurable improvements in information availability or discovery/ findability. - Measurable improvements in assuring information quality, integrity or confidentiality.

Management efficiency/ effectiveness (better, faster, cheaper)	• Quantified improvements in terms of time, use of resources, process performance, efficiency, or results. • Adoption of shared or enterprise services or cross-organizational collaborations to improve effectiveness, interoperability, and/or cost performance.

Criteria	Achievements show (one or more)
	• 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*****
Magnitude of cost savings or avoidance	• Dollar amount of financial benefits realized or the expected reductions to future resource requirements for the same activity
Broad user base	• Local unit/operational area (e.g., ship, wing, battalion), DoD Component (e.g., an Armed Service, DoD Agency, Field Activity), or Department-wide or cross-agency, external partners or public.

*SNaP-Information Technology Budget: https://snap.cape.osd.mil/snapit/home.aspx
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.

DoD Digital Modernization Strategy: https://media.defense.gov/2019/Jul/12/2002156622/-1/-1/1/DOD-DIGITAL-MODERNIZATION-STRATEGY-2019.PDF

President's Management Agenda Cross-Agency Priority (CAP) Goal: Modernize IT to Increase Productivity and Security:
https://www.performance.gov/CAP/action_plans/dec_2019_IT_Modernization.pdf

7. Transition to Electronic Records, ICT Accessibility, and Cyberspace Workforce Management Awards Evaluation and Criteria.

DoD CIO Awards Panel and subject matter experts will review and judge individual and team nominations for Excellence in Electronic Records Management, ICT Accessibility, and Cyber workforce against the following evaluation criteria:

Select Awards Criteria	Evaluation Criteria
Achievement of Goals and Objectives	• Direct, significant, and measurable contribution to furthering or implementing the goals and objectives of Transitioning to Electronic Records, ICT accessibility for persons with disabilities, or Cyberspace Workforce Management implementation.
Impact and Reach	• Scope and effect of achievements in terms of technologic or methods adoption, use, impact and benefit to DoD operations and workforce. • Significant and measurable new capabilities or improvements to capabilities to Transition to Electronic Records, ICT accessibility, or Cyberspace Workforce Management implementation.

Innovation	• 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.
Select Awards Criteria	**Evaluation Criteria**
Management Efficiency/ Effectiveness	• Quantified improvements in terms of time, use of resources, process performance, efficiency, cost savings or avoidance, or results.
	• Adoption of shared or enterprise services or cross-organizational collaborations to improve effectiveness, interoperability, and/or cost performance.

8. Submission of Nominations

Approvals and Submission	Directions
Component CIO Nomination	• Follow component procedures for review and approval of nominations through the component CIO
	• Component CIO nomination is an endorsement of accuracy • Component CIOs, including Joint Staff J6, are limited to 8 Nominations - one for each pillar and one for each select category (all Combatant Commands submit nominations to Joint Staff J6)
Submission NLT 12 Aug 2020	• Once reviewed and approved by the Component CIO, nominations should be emailed to the DoD CIO Awards Program Manager, Ms. Verna Ford, verna.s.ford.ctr@mail.mil, (571) 372-4434. Incomplete packages will be returned to the component CIO for questions and/or correction.

9. 2020 Awards Recognition

Award recipients will receive a physical commemorative award with program branding, which will be provided to Component CIOs from the DoD CIO Awards Program Manager. Notification with citations will be announced and publicized on the DoD CIO web page. And, photographs of award recipients will be displayed on the Pentagon E Ring.

10. Individual or Team Nomination Format and Template

The format for nominating an individual or team for the DoD CIO Awards Program for 2020 follows. A template for nominations is provided separately in Microsoft Word. Please follow the format and instructions carefully, as they have changed from prior years.

Awards Nomination	Template General Guidelines
Award type	Use the format elements appropriate for either the CIO Award or Select Awards.

File format	Use the provided MS Word template.
Naming Convention	Save file as: Component/Service (i.e., USA, USAF, NSA, CENTCOM) - followed by individual last name or team name. Example: USN-Smith or DISA - WIN10 Team
Header and Footers	Add Component and Individual or Team Name at the top left in the header. The file name is included at the bottom left of the provided document footer.
Awards Nomination	**Template General Guidelines**
Tables and Rows	Unused rows for individual or team nominee information can be removed. Use either CIO Award table format OR the Select Award Nomination for Transition to Electronic Records, ICT Accessibility, or Cyberspace Workforce table format as the criteria differ. Rows for goals not applicable to a CIO Award nomination can be removed. Rows for criteria not applicable to a CIO Award should be marked N/A. Expand the table cells as necessary to accommodate text.
Team Members	Complete team listing (no more than 5 award recipients), including full name, rank/grade or CTR, and organization.

Below is an illustration of the Nomination format. Please use provided MS Word template titled "DoD CIO Annual Awards Nomination Template for 2020.doc." to prepare and submit nominations to DoD CIO Awards PM.

DoD CIO Annual Award Nomination Form Template for 2020 **Nominator Information:**

Name	
Title or Position and Rank	
Component Organization	
Telephone Number	
Email address	

Individual Nomination:

First and Last Name	
Military Rank or Civilian Grade	
Position Title	
Organization: (Service, Unit/ Combatant Command, Agency)	
Location: (Address of nominee's organization)	
Email address	
Telephone number	

Team Nomination:

Team Name	

Team Lead First and Last Name	
Team Lead Position Title	
Team Lead Organization	
Team Lead Email Address	
Team Lead Telephone Number	
Total number of team members	
Team Members First and Last Names: (list each, indicate Rank/CIV/CTR and organization if different from Team Lead. No more than five team members)	

Nomination Justification:

In no more than 300 words, provide a detailed unclassified narrative justification. It must be specific, factual and provide concrete examples of exactly what the member or team achieved, what the impact or benefits were and how it met the applicable award criteria:
Expand to accommodate text.

Recommended Award Citation:

Provide a short factual description of the accomplishments and impact for the award certificate. Examples are provided in section 10 of the 2020 CIO Annual Awards Program Guidance. Expand box to accommodate text.
Expand to accommodate text.

CIO Awards Nominations:
(NOTE: Do not use this table for Records Management, Accessibility/Section 508, or Cyberspace Workforce Management Awards)

IT and Digital Modernization Area	*Accomplishments towards Goals* *Describe in detail what was achieved relative to one or more areas identified. It is not necessary or more advantageous to address multiple areas. If a Goal is not applicable, enter NA.*
1. Cybersecurity	*Expand to accommodate text.*
2. Command, Control and Communications Modernization	
3. Artificial Intelligence	

4. Cloud Computing	
5. Data, Accountability, Transparency, and Reform	

CIO Award Evaluation Criteria	Results. Describe in detail how the accomplishments delivered results against the evaluation criteria. If not applicable, insert N/A. See descriptions in guidance.
Mission impact	Expand to accommodate text.
Innovation	
Improved information delivery/dissemination	
CIO Award Evaluation Criteria	Results. Describe in detail how the accomplishments delivered results against the evaluation criteria. If not applicable, insert N/A. See descriptions in guidance.
Management efficiency/effectiveness (better, faster, cheaper)	(include appropriate IT budget/investment UII)
Magnitude of cost savings or avoidance Must have CFO agreement in Approvals below to be awarded points for this criteria per guidance.	
User Base	(local, national, international, Component-wide, multi-agency, etc.)

Select Award Nomination for the Transition to Electronic Records, ICT Accessibility, or Cyberspace Workforce Management (NOTE: Do not use this table for other CIO Awards)

Select Awards Criteria	Accomplishments and Results Address each criteria as applicable. See descriptions in guidance.
Achievement of Goals and Objectives	Expand to accommodate text
Impact and Reach	
Innovation	
Management efficiency/effectiveness	

Cognizant Financial Official:

Name	
Title or Position and Rank	
Component Organization	
Official has Certified cost savings or avoidance cited in nomination has been validated/verified	*Yes, No, or N/A*
Contact Telephone Number	
Contact Email Address	

Component CIO/Senior IT Official:

Name	
Title or Position and Rank	
Component Organization	
Official has Certified the nomination is factual and not duplicative of a previous nomination.	*Yes or No*
CIO Contact telephone number	
CIO Contact Email address	

11. Example Award Citations

Mr. David DiEugenio
Chief Information Officer/G6 Marine
Corps Recruiting Command
Winner — Individual Category

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.

693rd Intelligence Support Squadron Team
United States Air Force
Winner — Team Category

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.

Chief Information Officer
Enterprise Accessibility Program Team National Security Agency
Winner — Accessibility/Section 508 Category

In recognition of the team's outstanding achievement for Excellence in Information and Communications Technology Accessibility and commitment to creating an accessible work environment through driving unprecedented change across mission and business systems and exceeding the statutory requirements of Section 508 of the Rehabilitation Act. The Accessibility Team has delivered training to thousands of government employees, provided resources to the Intelligence Community, significantly improved the accessibility of mission tools that were exempted under Section 508, and has openly shared documentation, lessons learned, and guidance. These efforts have been strategic in focus, centered on enterprise solutions and integration into every-day processes that will scale not only across the National Security Agency, but across the Intelligence Community and Department of Defense. These exceptional accomplishments reflect great credit upon the Chief Information Officer Enterprise Accessibility Program Team, the National Security Agency, and the Department of Defense.

DoD CIO Awards Program Nomination Form for 2020
Updated April 13, 2020

Nominator Information:

Name	
Title or Position and Rank	
Component Organization	
Telephone Number	
Email address	

Individual Nomination:

First and Last Name	
Military Rank or Civilian Grade	
Position Title	
Organization: (Service, Unit/ Combatant Command, Agency)	
Location: (Address of nominee's organization)	
Email address	
Telephone number	

Team Nomination:

Team Name	
Team Lead First and Last Name	
Team Lead Position Title	
Team Lead Organization	
Team Lead Email Address	
Team Lead Telephone Number	
Total number of team members	
Team Members First and Last Names: (*list each, indicate Rank/CIV/CTR and organization if different from Team Lead. No more than five team members*)	

Nomination Justification:

In no more than 300 words, provide a detailed unclassified narrative justification. It must be specific, factual and provide concrete examples of exactly what the member or team achieved, what the impact or benefits were and how it met the applicable award criteria:
Expand to accommodate text.

Recommended Award Citation:

Provide a short factual description of the accomplishments and impact for the award certificate. Examples are provided in section 10 of the 2020 CIO Annual Awards Program Guidance. Expand box to accommodate text.
Expand to accommodate text.

CIO Awards Nominations *(NOTE: Do not use this table for the Transition to Electronic Records, Accessibility/Section 508, or Cyberspace Workforce Management Awards)*

IT and Digital Modernization Area	Accomplishments towards Goals *Describe in detail what was achieved relative to one or more areas identified. It is not necessary or more advantageous to address multiple areas. If a Goal is not applicable, enter NA.*
1. Cybersecurity	*Expand to accommodate text.*
2. Command, Control and Communications Modernization	
3. Artificial Intelligence	

IT and Digital Modernization Area	Accomplishments towards Goals *Describe in detail what was achieved relative to one or more areas identified. It is not necessary or more advantageous to address multiple areas. If a Goal is not applicable, enter NA.*
4. Cloud Computing	
5. Data, Other IT Innovation, Modernization or Reform	

CIO Award Evaluation Criteria	Results. *Describe in detail how the accomplishments delivered results against the evaluation criteria. If not applicable, insert N/A. See descriptions in guidance.*
Mission impact	*Expand to accommodate text.*
Innovation	
Improved information delivery/dissemination	
Management efficiency/effectiveness (better, faster, cheaper)	*(include appropriate IT budget/investment UII)*
Magnitude of cost savings or avoidance must have CFO agreement in Approvals below to be awarded points for this criteria per guidance.	
User Base	*(local, national, international, Component-wide, multi-agency, etc.)*

Select Award Nomination for the Transition to Electronic Records, ICT Accessibility, or Cyberspace Workforce Management *(NOTE: Do not use this table for other CIO Awards)*

Select Awards Criteria	Accomplishments and Results *Address each criteria as applicable. See descriptions in guidance.*
Achievement of Goals and Objectives	*Expand to accommodate text*
Impact and Reach	

Select Awards Criteria	Accomplishments and Results *Address each criteria as applicable. See descriptions in guidance.*
Innovation	
Management efficiency/effectiveness	

Component CFO/Senior Financial Official:

Name	
Title or Position and Rank	
Component Organization	
Official has certified cost savings or avoidance cited in nomination has been validated/verified	*Yes, No, or N/A*
CFO Contact Telephone Number	
CFO Contact Email Address	

Component CIO/Senior IT Official:

Name	
Title or Position and Rank	
Component Organization	
Official has certified the nomination is factual and not duplicative of a previous nomination.	*Yes or No*
CIO Contact telephone number	
CIO Contact Email address	

Submission. Completed nomination forms must be emailed to DoD CIO Annual Awards Program Manager, verna.s.ford.ctr@mail.mil by August 12, 2020. For questions, please call 571-372-4434.