DoD CHIEF INFORMATION OFFICER (CIO) ANNUAL AWARDS PRORGRAM GUIDANCE FOR 2022

EXECUTIVE SUMMARY

The DoD Chief Information Officer (CIO) Annual Awards Program, now in its 22nd year, recognizes individuals and teams within DoD for exceptional achievements within the DoD CIO portfolio of capabilities. The Component CIOs may submit nominations for outstanding achievements contributing to a DoD Strategy that drives mission success for the DoD Information Enterprise. These nominations focus on the DoD CIO being the Principal Staff Assistant (PSA) for multiple areas per the DoDD 5144.02, where "the DoD CIO is responsible for all matters relating to the DoD information enterprise, including communications; spectrum management; network policy and standards; information systems; cybersecurity; positioning, navigation, and timing (PNT) policy; and the DoD information enterprise that supports DoD command and control (C2)". In alignment with the DoD CIO Modernization efforts and priorities, these key areas of responsibility are then divided into categories seen in Figure 1 below.

SUMMARY OF CHANGES

Nomination requirements and award evaluation criteria were 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. The five major categories of Cybersecurity, Information Enterprise, Cloud, Electromagnetic Spectrum Superiority and Command, Control, and Communications (C3). Other Portfolio areas of Section 508 and Electronic Records Management have been removed as a separate nomination track and incorporated into the overall CIO Awards program (see Figure 1). The grading scale for Individual and Team awards have been added. The clarification of cost savings or avoidance has been updated. The nomination template format and layout were 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, Cloud, Information Enterprise, C3, and Electromagnetic Spectrum Superiority. Other select capabilities (see Figure 1. below) can be considered for nomination. Links to the DMS and related CIO Strategies, as well as the DoD CIO Charter (DoD Directive 5144.02) can be located in the References section.

Figure 1. Categories of Nomination
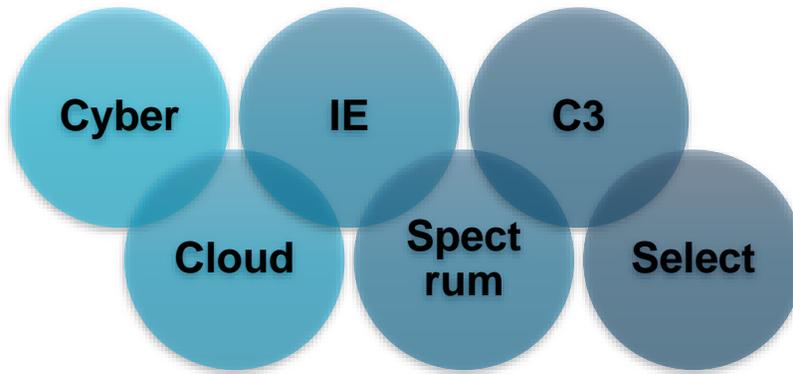
Subcategories to consider include the following: cybersecurity, cloud computing, workforce and cryptographic modernizations, , software modernization, portfolio management, DoDIN and Information Enterprise, Command, Control and Communications (C3), Telecommunications, 5G/XG, Electromagnetic Spectrum Superiority and Operations and Positioning, Navigation, and Timing. Select categories of Electronic Records Management and Section 508 are also areas for consideration.

For further questions about the nomination package categories, please contact the CIO Awards mailbox osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil.

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 five 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

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[1] Combatant Commands, all Chairman sponsored activities and other Joint organizations, submit nominations to the Joint Staff. The Joint Staff Director for Command, Control, Communications and Computers/Cybersecurity, Chief Information Officer (i.e. JS DJ6) narrows down and nominates up to five nominations.

2022 CIO ANNUAL AWARDS PROCESS TIMELINE

Timeframe	Activity
June	DoD CIO Issues memorandum to Component CIOs calling for award nominations. Component CIOs distribute DoD CIO Awards program call for nominations. The DoD CIO Call for Nomination Memo will be posted on CIO web page. https://dodcio.sp.pentagon.mil/sites/Collaboration/Awards/SitePages/Home.aspx
June - 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. **Senior Leadership and Component CIOs**, please keep an eye out for the official DoD CIO Winners Announcement Email listing all 2022 Awardees and it will also be available on the DoD CIO web page. https://dodcio.sp.pentagon.mil/sites/Collaboration/Awards/SitePages/Home.aspx Further instructions will be provided to your designated Awards Coordinator Point of Contact.
November - December	The DoD CIO Awards ceremony will be held in person in 2022. More details to follow.

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 from July 2021 - July 2022.
- 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 criterion below. Aggregated totals will be used to determine winners.

Criteria	Achievements show one or more
Scope of impact	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	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)	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	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]

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[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 (150 words or less). Please note, the provided content will be referenced and may be used for the printed certificates and E-Ring display.
- **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 impacts 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 7 single-spaced lines. Examples are provided in 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 (example citations included in this guidance)
- 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: Mr. Sam Kassem at sam.s.kassem.civ@mail.mil or Ms. Daniella Urrutia at daniella.m.urrutia.ctr@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.

AWARD NOMINATION FORM

2022 DoD CIO Annual Award Nomination
Please submit all approved and completed packages to osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil
Component, Last Name or Team Name

Individual Nominee Information	
Nominee 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	
Administrative Support Staff email address	
Telephone number	
Team Nominees Information	
Team Name	
Team Lead First and Last Name	
Team Lead Position Title	
Team Lead Organization	
Team Lead Email Address	
Team Lead Telephone Number	
Administrative Support Staff email address	
Total number of team members	
Team Members First and Last Names: (*list each; indicate Rank/CIV/CTR and organization if different from Team Lead. If more than five team members, provide name/grade listing as last page at the end of the nomination.)*	

Nomination Justification
Summary narrative of background, activities, accomplishments and impact providing basis for nomination. Please limit to 150 words or less.
Expand to accommodate text.

Recommended Award Citation
Provide a proposed brief citation for the nominee's accomplishments and impact for the award certificate and presentation ceremony. Presentation summaries are limited to 30 seconds per award.
Expand to accommodate text. Refer to example award citations in guidance.

2022 DoD CIO Annual Award Nomination

Component, Last Name or Team Name
Nomination Sponsor and Approvals

Nominator and Primary Contact	
Name	
Title or Position and Rank	
Component Organization	
Nominator Telephone Number	
Nominator Email address	
Administrative Support Staff email address	
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 NA*
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	

Please submit all approved and completed packages to osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil

EXAMPLE AWARD CITATIONS

Individual Award
Type of Award: Honorable Mention
Component: Department of the Air Force
Title(s): Branch Chief, Enterprise Services Portfolio, Secretary of the Air Force Chief Information Officer
Name: Major Jennifer Sayers

In recognition of your outstanding contributions to the Department of Defense Counter-Insider Threat Mission in leading projects and initiatives to support the Department of the Air Force Enterprise Information Technology. Your vision, leadership, and expertise resulted in dramatic improvements in the performance, capabilities, and interoperability of the Department of Defense's unclassified office productivity environment. For your contributions in the strategic modernization of voice and video capabilities across the Department. In the face of the urgent telework demands driven by the pandemic, you led the Department of the Air Force in ensuring continued collaboration and strategic communications. Major Sayer's leadership, dedicated service, and exceptional accomplishments reflect great credit upon herself, the United States Air Force, the Department of the Air Force, and the Department of Defense.

Word Count: 125

Team Award
Type of Award: Winner
Component: Defense Information Systems Agency
Name: Ecosystem Classified Mobility Team

In recognition of the team's outstanding contributions to the Department of Defense Information Technology Environment for providing over 7,500 classified mobile communication devices within four months to support mission continuity during the COVID-19 pandemic and the mass-telework mandate. This effort more than doubled the number of devices available to the warfighter. The team proved instrumental by enabling the Department of Defense and Military leaders' ability to work remotely on classified networks through provisioning and delivering secure mobile communications devices, furthering Command, Control, and Intelligence objectives. These extraordinary accomplishments reflect great credit upon the Ecosystem Classified Mobility Team, the Defense Information Systems Agency, and the Department of Defense.

Word Count: 107
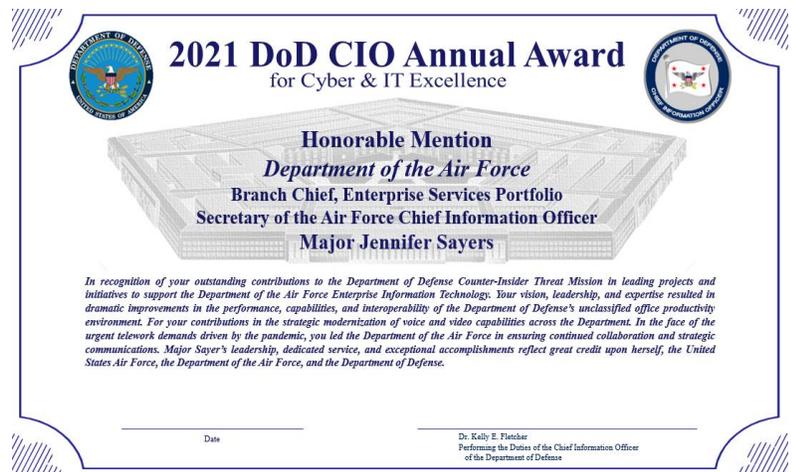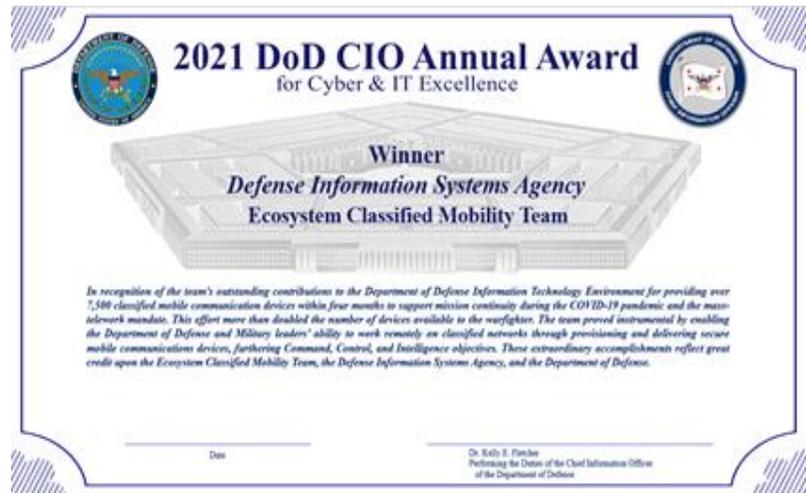
REFERENCES

- 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