

Attachment 1

2018 DoD CIO Awards Program Guidance

CIO Awards Program Overview and Guidance

The DoD Chief Information Officer (CIO) Annual Awards program recognizes individuals and teams within the DoD Information Technology (IT) community for exceptional achievements in delivering forward-leaning and strategically impactful technology capabilities and IT management practices.

The DoD CIO Awards Program Manager is Ms. Susan Jennifer Haggerty, Resources and Analysis, DoD CIO at Susan.J.Haggerty2.civ@mail.mil or 703.859.5873. The alternate POC is Ms. Kim Cincotti, Kim.T.Cincotti.ctr@mail.mil at 571.372.4498. This guidance and other program information can be found at the following Intelshare site:

<https://intelshare.intelink.gov/sites/dodcioawards>.

Guidance Sections and Content

1. Targeted Achievements towards DoD CIO Information Enterprise Goals	1
2. Special Award Categories	2
3. Award Nomination Eligibility	2
4. Nomination Sponsorships and Approvals	3
5. Nomination Content Requirements	3
6. CIO Awards Evaluation and Criteria	3
7. Electronic Records Management and ICT Accessibility Awards Evaluation and Criteria	4
8. 2018 Award Program Activities and Timeframes	5
9. 2018 Awards Ceremony	5
10. Individual or Team Nomination Format and Template	6
11. Examples of Prior Year Winning Award Citations	11

1. Targeted Achievements towards DoD CIO Information Enterprise Goals

DoD CIO awards are based on achievements furthering and accomplishing the goals and objectives set forth in the August 20 2016 *DoD CIO IT Environment Way Forward* strategy for cross-cutting and high priority advancements in IT capabilities and disciplines in the Information Enterprise Mission Area. Successful realization of these goals and objectives impact and benefit DoD Components as well as depend upon their collective contributions, collaboration and expertise.

CIO IT Way Forward Goal
1. Execute Joint Information Environment (JIE) Capability Initiatives
2. Improve Partnerships with Allies and Industry

2018 DoD CIO Awards Program Guidance

CIO IT Way Forward Goal
3. Ensure Successful Mission Execution in the Face of Cyber Threat
4. Provide a DoD Cloud Computing Environment
5. Optimize the Department's Data Center Infrastructure
6. Exploit the Power of Trusted Information Sharing
7. Provide a Resilient Communications and Network Infrastructure

See the full content of the Way Forward document for mission impact and objectives for each of the goals below at

[http://dodcio.defense.gov/Portals/0/Documents/JIE/DoD%20IT%20Environment%20Way%20Forward%20-%20DISTRO%20\(Aug%202016\).pdf](http://dodcio.defense.gov/Portals/0/Documents/JIE/DoD%20IT%20Environment%20Way%20Forward%20-%20DISTRO%20(Aug%202016).pdf)

2. Special Award Categories

Beginning in 2018, DoD CIO awards will also include two new and specific award categories for excellence in implementing electronic records management and excellence in promoting and delivering information and communications technology (ICT) accessibility for persons with disabilities. These specific awards have their own nomination format and evaluation criteria. One winning individual or team will be named for each special award.

Special Award	Goals
Excellence in Electronic Records Management	Per Office of Management and Budget Memorandum M-12-18, Managing Government Records Directive, and in accordance with National Archives and Records Administration requirements, implementing electronic records management for permanent and email records.
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.

3. Award Nomination Eligibility

Eligibility for nomination for a DoD CIO Annual Award is as follows:

DoD Personnel	Individual Award Eligibility	Team Award Eligibility
Military O6 and below DoD Civilian GS-15 and below	Yes	Yes
Contractors	No	Yes, if team is led by a military or DoD civilian employee
DoD CIO personnel	No	Yes, if team lead is outside of DoD CIO. Team members must be military O6 and below and GS-15 and below.

2018 DoD CIO Awards Program Guidance

4. Nomination Sponsorships and Approvals

All nominations must be:

- 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.
- Coordinated through the Component senior financial official if quantified cost savings or avoidance are included.
- Unclassified.
- Approved by the Component CIO as follows:

Component	Approving CIO
Military Services	Service CIOs
Combatant Commands	Joint Staff J6/Warfighter CIO
Fourth Estate components	CIO or equivalent senior IT official

5. Nomination Content Requirements

Achievements and citations in a nomination must:

- Clearly align to achieving or supporting one or more DoD CIO Strategic Goals
- Demonstrate results accomplished within a year of the nomination (July 2017 through July 2018).
- Demonstrate specific results beyond sustainment of performance or career/end-of-tour accomplishments for chartered functions and operations.
- Address the evaluation criteria (provided below)
- 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 measurable, quantifiable, and qualitative results.
- Be well articulated in a clear, concise and succinct manner.
- Not contain classified or otherwise sensitive information.

All CIO award nomination submissions must be unclassified and cleared for public release by the nominating organization. If a Component CIO deems disclosure and consideration of classified information essential to fully address the evaluation criteria, CIO should inform the DoD CIO Awards Program Manger to arrange for submission of an appropriately classified and marked addendum.

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)
Relevance to CIO Strategic Goals	<input type="checkbox"/> Direct correlation and contribution to goals or near term priorities in <i>Way Forward</i> .

2018 DoD CIO Awards Program Guidance

Criteria	Achievements show (one or more)
Mission impact	<input type="checkbox"/> Measurable or observable and significant mission performance or product/capability improvements. <input type="checkbox"/> Deployment of new capabilities creating, extending, or significantly enhancing or improving mission effectiveness. <input type="checkbox"/> Critical delivery of mission capabilities and performance under extreme or urgent circumstances.
Innovation	<input type="checkbox"/> Use and degree to which newer or novel approaches, solutions or technologies were employed. <input type="checkbox"/> Degree of departure from or improvement/modernization of existing practices, processes, and technologies.
Improved information delivery/ dissemination	<input type="checkbox"/> Quantifiable improvements in information delivery or dissemination speed and/or reach/distribution. <input type="checkbox"/> Measurable improvements in information availability or discovery/findability. <input type="checkbox"/> Measurable improvements in assuring information quality, integrity or confidentiality.
Management efficiency/ effectiveness (better, faster, cheaper)	<input type="checkbox"/> Quantified improvements in terms of time, use of resources, process performance, efficiency, or results. <input type="checkbox"/> Adoption of shared or enterprise services or cross-organizational collaborations to improve effectiveness, interoperability, and/or cost performance. <input type="checkbox"/> 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	<input type="checkbox"/> Dollar amount of financial benefits realized or the expected reductions to future resource requirements for the same activity or result.
Broad user base	<input type="checkbox"/> 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.

*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 from the SNaP-IT budget: <https://snap.pae.osd.mil/snapit/LoginAuth.aspx>.

7. Electronic Records Management and ICT Accessibility Awards Evaluation and Criteria

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

2018 DoD CIO Awards Program Guidance

Special Awards Criteria	Evaluation Criteria
Achievement of Goals and Objectives	<input type="checkbox"/> Direct, significant, and measurable contribution to furthering or implementing the goals and objectives of implementing electronic records management OR ICT accessibility for persons with disabilities.
Impact and Reach	<input type="checkbox"/> Scope and effect of achievements in terms of technologic or methods adoption, use, impact and benefit to DoD operations and workforce. <input type="checkbox"/> Significant and measurable new capabilities or improvements to capabilities to deliver electronic records management or information and communications technology accessibility.
Innovation	<input type="checkbox"/> Use and degree to which newer or novel approaches, solutions or technologies were employed. <input type="checkbox"/> Degree of departure from or improvement/modernization of existing practices, processes, and technologies.
Management efficiency/ effectiveness	<input type="checkbox"/> Quantified improvements in terms of time, use of resources, process performance, efficiency, cost savings or avoidance, or results. <input type="checkbox"/> Adoption of shared or enterprise services or cross-organizational collaborations to improve effectiveness, interoperability, and/or cost performance.

8. 2018 Award Program Activities and Timeframes

Timeframe	Responsible Party	Activity
May	DoD CIO	Issues memorandum to Component CIOs calling for award nominations.
May	Component CIOs	Distribute DoD CIO Awards program call for nominations for wide distribution.
May -July	Nominators/Sponsors	Submit award nomination packages IAW program requirements. Coordinates reviews and approvals.
May-July	Component CIOs	Review, approve, submit award nominations to DoD CIO Awards PM NLT 1 Aug.
August	CIO Awards Program Manager	Collects and reviews nominations for completeness. Assembles panel packages.
September	DoD CIO	Reviews and scores nominations. Selects individual and team award winners. Notifies award winners and team leads of selection.
November	DoD CIO	Hosts ceremony at the Pentagon.

9. 2018 Awards Ceremony

The 2018 CIO Awards ceremony will be held at the Pentagon Auditorium, and include photographs and a reception with light refreshments. Team and individual winners receive a

2018 DoD CIO Awards Program Guidance

framed award certificate and CIO Award coin. Dress for the ceremony is Military Service Dress and Civilian business attire.

Awards Ceremony Logistics	Details
Date and Time	11:00 am EST on November 29, 2018.
Location	The Pentagon Auditorium, Room BH650.
Travel/TAD	Component coordinates and funds winners' travel.
Ceremony attendance RSVPs	Individual and Team Lead winner provide the Awards Program Manager with RSVPs for ceremony attendance for themselves, team members, component leadership, family, and any other guests. RSVPs should include the names, rank and position of all General Officers and SES attendees. RSVPs should also include any specific needs, such as a sign language interpreter.
Escorts for winners/guests/family	Component CIOs and Joint Staff J6 CIO will provide Pentagon escorts for winners, their guests and senior leaders IAW Pentagon access requirements and procedures at http://www.pfpa.mil/access.html . All Pentagon visitors without building access must have a component sponsor and be pre-registered per Pentagon Force Protection Agency requirements and procedures.

10. Individual or Team Nomination Format and Template

The format for nominating an individual or team for the 2018 DoD CIO Awards Program 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 Special Awards.
File format	Use the provided MS Word template.
Naming Convention	Name and save nomination file as: Component/Service (i.e., USA, USAF, USMC, NSA, CENTCOM) - followed by individual last name or team name. For example: USN-Smith or DISA - WIN10 Team.
Header and Footers	Add Component and Individual or Team Name at the top left of the provided header. The file name is included at the bottom left of the provided document footer. Page number and total page numbers are included in the bottom right of the provided document footer.
Tables and Rows	Please remove unused rows for individual or team nominee information. Use either CIO Award table format OR the Special Award Nomination for Electronic Records Management or ICT Accessibility table format. 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 NA. Expand the table cells as necessary to accommodate text.

2018 DoD CIO Awards Program Guidance

Awards Nomination	Template General Guidelines
Team Members	If your team has more than five members, attach complete team listing as the last page of the nomination form, including full name, rank/grade or CTR, and organization.
CIO and CFO approvals	Follow component procedures for review and approval of nominations through the component CIO and CFO organizations.
Submission	Once reviewed and approved by the component CIO, nominations should be emailed to the CIO Awards Program Manager at Susan.J.Haggerty2.civ@mail.mil . Incomplete submissions will be returned to the component CIO for correction. All final submissions/resubmissions must emailed to the DoD CIO Awards PM NLT 1 Aug 18.

Nomination format begins on next page as illustration within this guidance. Please use provided MS Word template titled “DoD CIO Awards Nomination.doc.” to prepare and submit nominations to DoD CIO.

2018 DoD CIO Awards Program Guidance

Component, Last Name or Team Name

2018 DoD CIO Annual Award or Special Award Nomination

Individual Nominee Information	
Nominee First and Last Name:	
Military Rank or Civilian Grade:	
Position Title:	
Organization: <i>(Service, Unit/ Combatant Command, Agency)</i>	
Location: <i>(Address of nominee's organization)</i>	
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:	
Total number of team members:	
Team Members First and Last Names: <i>(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.)</i>	

<p>Nomination Justification</p> <p><i>Summary narrative of background, activities, accomplishments and impact providing basis for nomination. Please limit to 300 words or less.</i></p> <p><i>Expand to accommodate text.</i></p>
<p>Recommended Award Citation</p> <p><i>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.</i></p> <p><i>Expand to accommodate text. Refer to prior year examples in section 11 of guidance.</i></p>

(Embedded file name)

Page x of x

2018 DoD CIO Awards Program Guidance

Component, Last Name or Team Name

2018 DoD CIO Annual Award or Special Award Nomination

CIO Awards Nominations (*do not use for Records Management or Section 508 Awards*)

CIO Goal(s) impacted	Accomplishments towards Goals <i>Describe what was achieved relative to one or more applicable Way Forward goals and their associated and specific objectives. It is not necessary or more advantageous to address multiple goal areas. If a Goal is not applicable, delete row or enter NA.</i>
1. Execute Joint Information Environment (JIE) Capability Initiatives	
2. Improve Partnerships with Allies and Industry	
3. Ensure Successful Mission Execution in the Face of Cyber Threat	
4. Provide a DoD Cloud Computing Environment	
5. Optimize the Department's Data Center Infrastructure	
6. Exploit the Power of Trusted Information Sharing	
7. Provide a Resilient Communications and Network Infrastructure	
Evaluation Criteria	Results. <i>How the accomplishments delivered results against the evaluation criteria. If not applicable, insert N/A.</i>
Mission impact	
Innovation	
Improved information delivery/dissemination	
Management efficiency/effectiveness (better, faster, cheaper)	<i>(include appropriate IT budget/investment UII)</i>
Magnitude of cost savings or avoidance	
User Base	<i>(local, national, international, Component-wide, multi-agency, etc.)</i>

(Embedded file name)

Page x of x

2018 DoD CIO Awards Program Guidance

Component, Last Name or Team Name

2018 DoD CIO Annual Award or Special Award Nomination

Special Award Nomination for Electronic Records Management or ICT Accessibility (Do not use for other CIO Awards)

Special Awards Criteria	Accomplishments and Results <i>Address each criteria as applicable (see descriptions in guidance).</i>
Achievement of Goals and Objectives	
Impact and Reach	
Innovation	
Management efficiency/ effectiveness	

Nomination Sponsor and Approvals

Nominator and Primary Contact	
Name	
Title or Position and Rank	
Component Organization	
Nominator Telephone Number	
Nominator 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	<i>Yes, No, or N/A</i>
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.	<i>Yes or No</i>
CIO Contact telephone number	
CIO Contact Email address	

(Embedded file name)

Page x of x

2018 DoD CIO Awards Program Guidance

11. Examples of Prior Year Winner Award Citations

*Major Uchenna Njoku
Command, Control, Communications, and Computers Planner
Joint Staff J6*

In recognition of your outstanding contributions to Department of Defense Information Technology Environment in the design, engineering, and implementation of the Bold Quest Mission Network Mission Partner Environment. Your leadership and vision resulted in the successful implementation of advanced information sharing and interoperability for coalition command and control operations across the U.S. Military Services, Special Operations communities, NATO Headquarters, and seventeen Partner Nations in over 30 CONUS and OCONUS sites. The Bold Quest Mission Network Mission Partner Environment exemplifies the cutting edge and innovative information technology management practices essential to advance the Joint Information Environment vision. Your dedicated service and exceptional accomplishments reflect great credit upon yourself, the U.S. Army, the Joint Staff, and the Department of Defense.

*Health Information Technology Team
Defense Health Agency*

In recognition of the Health Information Technology Team's outstanding contributions to Department of Defense Information Technology Environment and the Military Health System in implementation of a Joint Information Environment-compliant shared service to provide clinicians the essential tools and services to deliver top quality healthcare. The team's delivery of a resilient, standards-based, and cost-effective communications infrastructure and network shared services effectively replaced three Service-specific networks. This effort enables Military Health System providers to seamlessly move from facility-to-facility, reducing training, transition, and personnel downtime, while maximizing patient care opportunities. These exceptional accomplishments reflect great credit upon the Health Information Technology Team, the Defense Health Agency, and the Department of Defense.