



2023 DoD CHIEF INFORMATION OFFICER (CIO) ANNUAL AWARDS PROGRAM GUIDANCE

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Awards Program

- The DoD CIO Annual Awards program recognizes individuals or teams, for exceptional achievements in delivering capabilities and/or management practices that advance the strategic mission and objectives of the DoD CIO Digital Modernization Strategy (DMS) and support the National Defense Strategy priorities. The capabilities and functional areas covered by this program include cybersecurity; information enterprise (IE); information technology (IT) optimization; electromagnetic spectrum superiority; command, control, and communications (C3); IT and cyberspace resourcing and workforce; and Special Access Program (SAP) IT (Figure 1). Links to the DMS, related DoD CIO Strategies and Charter are listed in the reference section of this document.

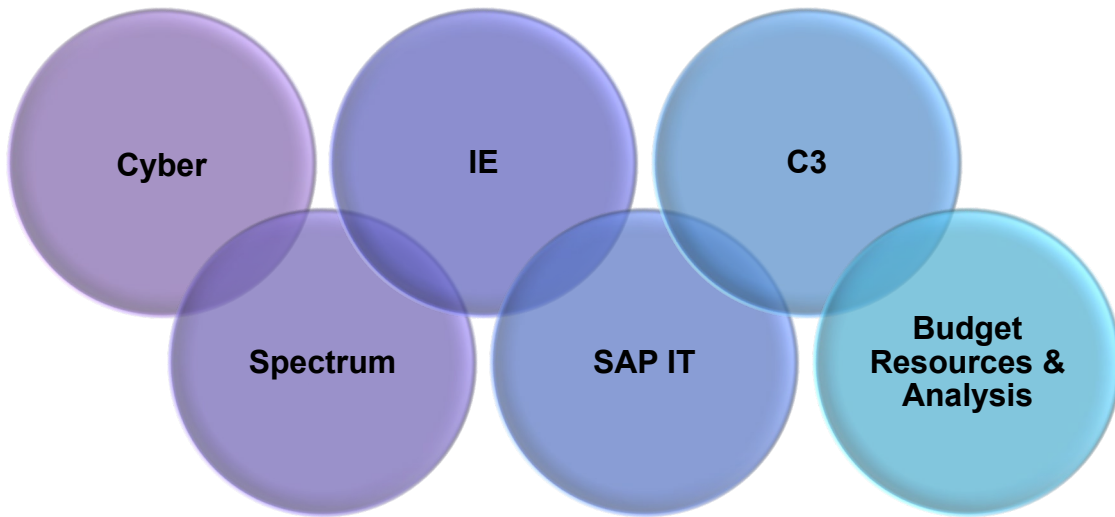


Figure 1: Functional Area Subcategories

Cyber	IE	C3	Spectrum	SAP-IT	Budget Resource & Analysis
Cryptographic Modernization	Cloud Technology	C3	Spectrum Workforce	Ecosystem	IT & Cyber Budget
Zero Trust	DoD Information Network (DoDIN)	Telecom	Electromagnetic Spectrum	Cybersecurity Posture Review	Records Management

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Cyber	IE	C3	Spectrum	SAP-IT	Budget Resource & Analysis
Defense Industrial Base	Software Modernization	Position, Navigation and Timing		Enterprise Architecture	Cyber Workforce
Cyber Hygiene	Coalition Information Sharing	5G		Tools and Capabilities	508/IT Accessibility
	Defense Business System	National Leadership Command Capability (NLCC)			
	User Experience/Tech Debt				

Eligibility

- DoD Component CIOs may nominate Service members (officers and enlisted) O-6 and below or DoD civilians GS-15 and below. Contractors may be recognized as part of a team if led by a service member or DoD civilian. DoD CIO personnel may be recognized if team lead is outside of DoD CIO.
- Previous nominees whether individual and teams who were selected as a winner for Fiscal Year (FY) 20 - FY22 will not be eligible for FY23 Awards program.
- Highly Qualified Expert’s (HQE) or Intergovernmental Personnel Act (IPA) are not eligible for the DoD CIO Awards.

Nomination Sponsorship and Approval

- Each Component is limited to no more than six nominations (any combination of individual/team).
- The Component Comptroller or budget office must endorse any quantified cost savings or cost avoidance cited in the nomination. Any nomination that does not have the Component Comptroller or budget office endorsement will be rejected.
- Approved by the appropriate CIO:

Component	Approving CIO
Military Departments/Services	Military Department or Service CIOs

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Combatant Commands/Joint Staff	Director, Joint Staff (J6)
Principal Staff Assistant (PSA) and Defense Agencies & Field Activities (DAFAs)	PSA CIO, DAFA CIO, or Senior IT Official

Command Responsibilities

- Submissions are recognized as a commitment to attend the DoD CIO Awards Ceremony. The DoD CIO Ceremony and Reception will occur in the month of December. Winner or honorable mention recipients will have ten business days to RSVP from the date of the award announcement.
- Sponsoring organizations are responsible for funding and making travel arrangements to the awards ceremony for that organization’s awardees.

2023 CIO Annual Awards Process Timelines

Month	Activity
June	DoD CIO nomination call memo issued
August 6	Awards submission deadline
August – November	DoD CIO Awards Panel to review submissions
November	Winners announced
December	DoD CIO Awards Ceremony (date TBD)

Nomination Content Requirements

- Demonstrate specific results that contribute to the implementation of the Digital Modernization Strategy or improve current IT, Cyber, C3 and budget-related capabilities.
- Describe achievements between July 2022 – June 2023.
- Effectively convey the achievement's relevance, significance, and impact in a clear and concise

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manner that is understandable to a general audience. Focus on tangible accomplishments to include innovation, problem resolution, and cost savings and/or efficiencies.

- All submissions shall be unclassified and publicly releasable.
- Include the endorsement memo from the Component CIO and the Component Comptroller or budget office if cost savings or avoidance are included in the nomination submission.
- Address the award evaluation criteria

Awards Evaluation Criteria

- Nominations will be evaluated by the DoD CIO Awards Panel using a 3-point grading scale per criterion; (3 being the highest and 0 being the lowest). Aggregated totals will be used to determine the winners.
 * Cost savings or avoidance for IT activities, or systems must provide the IT investment Unique Investment Identifier (UII). UII and other budget information can be obtained via the DoD SNAP Information Technology website: <https://snap.cpae.osd.mil/snapit!home.aspx>.

Criteria	Achievements
Scope of Impact	<ul style="list-style-type: none"> - Measurable outcomes that 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. - Local unit/operational area (i.e., ship, wing, battalion), DoD Component (i.e., Military Department, DAFA), Department-wide or cross-agency, or external partners or public.
Creativity and Innovation	<ul style="list-style-type: none"> - Use and extent to which new or novel approaches, solutions or technologies were deployed.

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	<ul style="list-style-type: none"> - Degree of departure from or improvement, modernization of existing practices, processes, and technologies.
Management Efficiency/Effectiveness (e.g., (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 FY (<i>must include Component Comptroller or budget office endorsement</i>).
Technical Merits	<ul style="list-style-type: none"> - Demonstrated improvement in performance, supportability, and/or usability. - Improved efficiency of computing resources, telecommunications, and supporting infrastructure. - Ability to scale to broader user base.
Operational Impact	<ul style="list-style-type: none"> - Describe how this capability, project, or pilot helped improve mission and operational effectiveness and efficiency. - Describe the project’s impact to the organization culture, people, process. procedures, infrastructure, information dissemination.

Instructions for Completing Nomination Form

- **Individual Nominee:** Select the checkbox which will show required fields.
- **Team Nominee:** Select the checkbox box which will show required fields.

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- **Nomination Justification:** Provide an unclassified narrative containing specific and factual data about what was the activity accomplished, what the benefits or results were, and how the individual or team's efforts advanced the DoD and their Component missions and/or operations (150 words or less).
- **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. An example is provided in the Program Guidance.
- **IT and Digital Modernization Capability Areas:** Describe achievements in detail relative to one or more areas identified. It is not necessary or more advantageous to address multiple areas. If it is not applicable, enter N/A. Do not tailor submission if it does not apply.
- **Award Evaluation Criteria:** 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. This achievement must be endorsed by the Component Comptroller or budget office. If the endorsement is not received the nominee will not be eligible to win an award.
- **Technical Merits:** Technical merit implies the ability to solve problems, design and implement solutions, communicate effectively with both technical and non-technical audiences, and manage projects in a way that is both technically sound and efficient.
- **Operational Impacts:** Operational impacts are the results of an activity that can improve the flow of day-to-day operations. These impacts can be financial, reputational, regulatory, health, safety, security, environmental, employee, customer, and operational.
- **Nomination Approvals:** The nomination form must be endorsed by the Component Chief Information Officer or Senior IT Official. Cost savings or avoidances should be verified by Component Comptroller or budget office before submission. If either of these endorsements are not received the nominee will not be eligible to win an award.
- **Public Release:** Information such as name, rank, military service, and award citation will be made public and provided to the Defense Media Activity.

Submission of Awards

- Nominations will only be accepted through the Component Awards Point of Contact and must adhere to the following:
 - Use the provided PDF Document for file format.
 - Save the file as Component (i.e., U.S. Army, U.S. Air Force, NSA, CENTCOM, etc.) followed by individual last name or team name and date submitted (e.g., U.S. Navy-Smith - 12 Jul 2023 or DISA – 508 Team – 12 Jul 2023).
 - 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.
 - All individual nominees must provide a professional headshot digital photo in jpg format 300 dpi or higher
 - All teams consisting of 8 or more must provide a digital group photo in jpg format 300 dpi or higher.
 - Submit any questions and final completed nomination packages to the DoD CIO Awards Program mailbox at: osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil.

Awards Recognition

Awardees will receive a physical commemorative trophy and coin with program branding. Notification with citations will be announced and publicized on the DoD CIO website. Photographs of award recipients will be displayed in the Pentagon E-Ring hallway. The 2022 Award display is shown below.



Example Award Reference

Individual Award

Type of Award: Winner

Component: United States Air Force

Title(s): Branch Chief, 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.

References

DoD CIO Awards Program POC: osd.mc-alex.dod-cio.mbx.dod-cio-awards@mail.mil

DoD Digital Modernization Strategy (FY19-23) <https://media.defense.gov/2019/Jul/12/2002156622/-1/-1/1/DoD-Digital-Modernization-Strategy-2019.PDF>

DoD CIO Strategies: <https://dodcio.defense.gov/Library/>

DoD CIO Organization's Charter: DoD Directive 5144.02, "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 Awards Program: <https://dodcio.sp.pentagon.mil/sites/Collaboration/Awards/>