DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
1000 NAVY PENTAGON
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AUG 2 0 2004

MEMORANDUM FOR DISTRIBUTION

Subj: CALL FOR CANDIDATES -- 2004 DEFENSE STANDARDIZATION PROGRAM OUTSTANDING ACHIEVEMENT AWARDS

Encl: (1) Call for Candidates – 2004 Defense Standardization Program Outstanding Achievement Awards.

Each year the Defense Standardization Program Office (DSPO) recognizes individuals and teams for its efforts in achieving significant improvements in cost reduction, interoperability, quality, reliability and readiness through standardization. The DPSO is soliciting candidates for the 2004 Defense Standardization Program Outstanding Achievement Award. Enclosure (1) provides requirements for this year's submissions.

Nomination packages should be sent to the Department of Navy (DoN) Standardization Officer, Mr. Jeffrey Allan, jeffrey.allan@navy.mil, (301) 342-2246, no later than 1 Nov 04. A team will be convened to evaluate DoN candidates and forward recommended achievement awards to the DPSO. For any questions concerning the award process, please contact Jeffery Allan.

DoN personnel have made significant contributions towards standardization objectives and I encourage you to take this opportunity to recognize their efforts.

Nicholas J. Kunesh
Deputy Assistant Secretary of the Navy
(Logistics)

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DEPARTMENT OF DEFENSE
DEFENSE STANDARDIZATION PROGRAM OFFICE
8725 JOHN J. KINGMAN ROAD, SUITE 4235
FORT BELVOIR, VA 22060-6221

IN REPLY REFER TO DSPO

August 5, 2004

MEMORANDUM FOR ARMY STANDARDIZATION EXECUTIVE,
MR. RONALD DAVIS
NAVY STANDARDIZATION EXECUTIVE,
MR. NICHOLAS KUNESH
AIR FORCE STANDARDIZATION EXECUTIVE,
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DEFENSE LOGISTICS AGENCY STANDARDIZATION
EXECUTIVE, MS. CHRISTINE METZ
DEFENSE INFORMATION SYSTEMS AGENCY
STANDARDIZATION EXECUTIVE,
DR. JEREMY KAPLAN
NATIONAL SECURITY AGENCY
MR. FRANK GOSS

SUBJECT: Call for Candidates – 2004 Defense Standardization Program Outstanding Achievement Awards

Since 1987, the Defense Standardization Program Office (DSPO) has recognized individuals and/or organizations of the Military Departments and Defense Agencies who have made significant accomplishments through standardization. Winners are recognized at an annual awards ceremony held in the March timeframe.

Please take this opportunity to submit your nominations for the 18th Annual DSP Outstanding Achievement Awards by forwarding completed nomination packages to this office, via e-mail, by 15 November 2004. Nominations should be e-mailed to Mr. Timothy Koczanski (Tim.Koczanski@dla.mil). He can be reached at (703) 767-6870.

Please see the attached for more information

Stephen C. Lowell
for GREGORY E. SAUNDERS
DIRECTOR

Attachment
cc: DepSOs

Enclosure (1)

Description and Procedures

Introduction

1. The Defense Standardization Program Office (DSPO) honors individuals and organizations of the Military Departments and Defense Agencies who have achieved significant improvements in interoperability, cost reduction, quality, reliability, and readiness through standardization. Each year since 1987, DSPO recognizes these outstanding performers at a formal awards ceremony.

2. Over the years, the nomination guidelines have changed to emphasize specific programs or recognize those who have best implemented major new policy initiatives. For example, the fiscal year 1990 awards ceremony included an additional set of awards for Acquisition Streamlining, and during the mid-1990's, the awards program focused on achievements in implementing MilSpec Reform objectives.

3. Beginning with fiscal year 2000, a special "Distinguished Achievement" award was added, which includes a crystal trophy and a $5,000 award (see below for more information on the cash award restrictions).

Eligibility/Award Information

1. DSPO will present awards to as many individuals or teams as are deserving. There will be no quotas for Departments or Agencies.

2. Each Military Department and Defense Agency is invited to submit their top five nominations. No more than five nominations will be accepted.

3. Only those nominations submitted by or through Standardization Executives or Departmental Standardization Offices will be considered. In the event of an integrated product team (IPT) or joint program office, the nomination should go through the Standardization Executive or Departmental Standardization Office of the lead team POC.

4. Nominations can be for individual achievement or team achievement. Team award nominations must be limited to a total of five team members. Team awards are intended to recognize only those members of a program office or organization whose well-defined standardization efforts resulted in demonstrable benefits to the Department of Defense. This award is not intended to recognize all of the technical and administrative functions performed in a program office or organization that contributes to the overall success of a project. Accordingly, team nominations must be limited to 5 members.

Distinguished Achievement $5,000 Cash Award:

1. **Military** - In order to receive cash associated with winning the Distinguished Achievement Award, active duty military members must demonstrate that their actions or management resulted in a disclosure, suggestion, invention, or scientific achievement that contributed to the efficiency, economy, or other improvement of operations or programs relating to the Armed Forces in accordance with 10 U.S.C. 1124.

2. **Civilians** – In order to receive cash associated with winning the Distinguished Achievement Award, civilian employees are eligible to be paid monetary awards for inventions or other personal efforts that contributed to the efficiency, economy, or other improvement in government operations. A team comprised of five civilians would equally split the $5,000 cash award.

3. **Military/Civilian Team** - A Distinguished Achievement Award-winning team of five, comprised of both members of the military and civilians, would equally split the $5,000 (if the military member(s) comply with the requirements of 10 U.S.C. 1124). If the military members do not adequately meet the requirements of 10 U.S.C. 1124, the civilian team members would receive a pro rata share of the cash award.

4. **Ineligible to Receive Cash Award** – Employees paid with non-appropriated funds and foreign nationals who are paid on a cost reimbursable basis by an agreement with a foreign country (i.e., indirect hire employees) are eligible to compete and win recognition, but ARE NOT eligible to receive a cash award:

Nomination Considerations/Evaluation

1. When nominating individuals or teams for an award, areas to consider should include: Development or documentation of standard interfaces leading to improved interoperability among the Military Departments or with our allies. Influencing, managing, or developing standardization actions leading to a reduced logistics footprint, improved performance, affordability, or readiness. Development or documentation of standardized parts, materials, or equipment leading to operational benefits for the Department of Defense.

2. Nominations should include sufficient information to allow DSPO to evaluate the standardization activity or accomplishment, and the nominees' role in the accomplishment. We will evaluate nominations based on payoff, breath of application, difficulty of achievement, and implementation of standardization goals and principles.

Nomination Format

1 Complete the attached nomination cover page.

2. Complete the attached narrative description of the nomination that addresses the topics shown

3. The narrative description portion of the nomination must not exceed five pages (exclusive of cover page).

4. Please e-mail each nomination as a separate Microsoft Word file to Tim.Koczanski@dla.mil by close of business on the due date.

2004 Defense Standardization Program Award

Nomination Cover Page

1. **Service/Agency:** _____

2. **Point of Contact Information:**

Name	Title	Mailing Address	Telephone	E-Mail

3. **Individual or Team Member Information (not more than five):**

Name	Title	Mailing Address	Telephone	E-Mail

2004 Defense Standardization Program Award Nomination

Narrative Description Page

Service or Agency: _____

Title of Project: _____

Please provide information on each of the following topics. An explanation of what each topic should entail follows in italics. Please follow this format and do not exceed five pages.

DESCRIPTION *(in 200 words or less, give a brief summary paragraph of the accomplishment and payoff.)*

DISCUSSION:

- **BACKGROUND –** *(Provide any relevant background information to help the evaluator put the accomplishment in context.)*

- **PROBLEM/OPPORTUNITY –** *(Describe the situation that required a standardization action. What problem was being solved, or what opportunity was being missed?)*

- **DESCRIPTION –** *(Describe what was done.*

- **NOMINEE INVOLVEMENT –** *(Describe each nominee's involvement in the development and implementation of the solution. Be as specific as possible about what role the nominee played.)*

OUTCOME. *(Describe what happened as a result of what was done with regard to the following)*

- **PAYOFF:** *(Present cost savings or cost avoidances, improvement in performance, safety, reliability, quality, sustainability, interoperability, or other operational improvement. Try to actually quantify savings or improvements to the extent possible. Also address here the breadth of applicability of the accomplishment. Is it used across systems, across the Services, with our allies? Costs of developing and implementing the solution should be acknowledged and quantified to the extent possible).*

- **CURRENT STATUS:** *(What is the current status of the accomplishment – is implementation complete?)*

PROBLEMS IN EFFECTING SOLUTION: *(Describe any particular barriers that were overcome in effecting the solution, whether they were monetary, political, technical, cultural, or other).*