

Defense Acquisition Executive (DAE)  
Certificate of Achievement

A. Purpose

1. The DAE Certificate of Achievement is established to enable the DAE to provide personal recognition to individuals, groups, or teams who have made exceptional contributions to improving life cycle costs and/or the Department's acquisition systems and programs.
2. The certificates will be awarded throughout the year at the discretion of the DAE. This recognition program is not designed to preclude or exempt acquisition personnel from eligibility to receive existing formal and informal awards and recognition traditionally used within OSD or the DoD Components.

B. Eligibility

1. All DoD acquisition personnel, both military and civilian individuals, groups, and teams, such as Integrated Product Teams, Process Action Teams, or other working groups who have contributed to improving acquisition processes and programs are eligible. Significant contributions include ideas and innovations accepted by acquisition management within the Components or OUSD(AT&L).
2. This certificate will be granted for contributions made or completed within the preceding 12 months.

C. Criteria for Nomination

1. Organizations, groups, teams, or individuals eligible for this recognition should have contributed ideas, methods, or processes representative of innovative acquisition management techniques and/or life cycle cost reduction.
2. The ideas, methods, or processes recognized should promote acquisition reform goals and help achieve best value for the government.
3. Recommendations should be based on a factor or factors that establish the work as being exceptional to the normal methods or practices.

## D. Process

### 1. Administration

- a. The DAE personally issues these certificates. Component Acquisition Executives and OUSD(AT&L) principals should forward recommendations for the Certificate of Achievement to OUSD(AT&L), ATTN: Director for Administration, OUSD(AT&L), 3150 Defense Pentagon, Room 3D1020, Washington D.C. 20301-3150
- b. Each recommendation should include:
  - 1) Brief description of the innovation or initiative,
  - 2) Reason for awarding the Certificate of Achievement,
  - 3) Name of the organization (group title, office title, activity, duty location),
  - 4) Name(s) of individual(s) nominated, and
  - 5) Point of contact handling the nomination package.
- c. The Director for Administration, OUSD(AT&L), will forward nomination(s) to the Principal Deputy Director, Defense Procurement and Acquisition Policy (PDDDPAP). The PDDDPAP may ask other OUSD(AT&L) offices to assist in reviewing on a quarterly basis the nomination(s) for accuracy and merit. Nomination(s) will be reviewed the first week of each quarter beginning with October. Based on the results of the review, the PDDDPAP will make a recommendation on the nomination(s) and forward to the DAE.
- d. Upon the DAE's approval:
  - (1) The PDDDPAP will provide copies of the approved nomination to the Director for Administration, OUSD(AT&L) and the Defense Acquisition University (DAU).
  - (2) The Director for Administration, OUSD(AT&L) will prepare the certificate and notify the nominating office. The nominating office will assume responsibility for arranging for an appropriate ceremony, accompanying publicity, and other activities to recognize the recipient(s).
- e. The certificate may be presented at any time in the calendar or fiscal year and is not limited to any cycle for nominations

### 2. Reporting

- a. The PDDDPAP will publish as appropriate the names of awardees and a brief description of their accomplishments in Acquisition Today and Acquisition Now.
- b. The DAU President is responsible for ensuring the innovations and accomplishments of the awardees are recognized, as appropriate, in the Acquisition Review Quarterly, the Program Manager Magazine, and other pertinent Office of Acquisition Initiatives publications.