

**FORMAT FOR NOMINATION SUBMISSION**

**Title of Submission:**

**Award Category:** (i.e. Individual Competition, Team Competition, Individual Innovation or Team Innovation)

**Command Point(s) of Contact:**

- Name and Complete Address of Command or Activity
- Name of Principal Point(s) of Contact: Information for Nomination Submission matters.
- Title and Office Code: Title and Code for each Point of Contact
- Telephone (Voice): Commercial Number with Area Code; and DSN
- Telephone (Facsimile): Commercial Number with Area Code; and DSN
- E-mail Address

**Name of the Nominee:**

- Full Name of Individual Nominee or Nominees (Team Submissions): with civilian grade and series or military rank/rate
- Job Title of Individual(s)
- Title and Office Code: Title and Code for each individual
- Telephone (Voice): Commercial Number with Area Code; and DSN
- Telephone (Facsimile): Commercial Number with Area Code; and DSN
- E-mail Address

**Description of Achievement:** (The following criteria will be used as the basis to evaluate submissions. Discussion under this heading is limited to no more than two type pages (maximum of 500 words)).

- *Promoting and Achieving Competition* (for Competition Award nominations): Specifically quantify increased competition rates. Also, address the applicability of the methods used at the command level to increase competition rates across the Department of the Navy.
- *Cost Savings/Cost Avoidance* (for Competition Award nominations): Identify and quantify the increased value, actual cost savings, or projected administrative or operational cost avoidance realized as a result of competition. Compare the actual cost savings as a percentage of the reporting activity or major program budget. Discuss how savings were computed and validated. Address whether there are documented files.
- *Degree of Innovation and Initiative Involved with the Procurement* (for Innovation Award nominations): Clearly and concisely identify the innovation and initiative involved with the procurement, and specify the length of time that the innovation and initiative has been in place at the activity. Discuss the verifiable results from employing the innovation and initiative (e.g., finding breakthroughs on existing problems, improving the business process and quantifying cycle time improvements, reducing the necessity for quality audits or inspections, etc.).
- *Adaptability of Innovation and Initiative* (for Innovation Award nominations): Address the applicability of the innovation and initiative used at the command level to programs or procurements across the Department of the Navy.
- *Mission of Organization:* Discuss and provide metrics on how competition savings or innovative improvements contributed to fulfilling this mission. If possible, project the benefits to

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the mission over the next three years. Projection may include but is not limited to: leadership; program growth; new activity; budgetary flexibility; institutionalization of application or methodology; scope of potential application; innovation; productivity; cross-functional or inter-agency teaming; and/or integration/support of other improvement initiatives/activities.

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