



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON, DC 20350-1000

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SECNAVNOTE 5305  
ASN (RD&A)-CAG  
31 December 2002

**SECNAV NOTICE 5305**

From: Secretary of the Navy

Subj: FISCAL YEAR 2002 (FY02) DEPARTMENT OF THE NAVY  
COMPETITION AND PROCUREMENT EXCELLENCE AWARDS PROGRAM

Ref: (a) 41 U.S.C. Section 418(b)(6)

Encl: (1) Format for Nomination Submission

1. Purpose. To establish procedures for the FY02 Department of the Navy (DON) Competition and Procurement Excellence Awards Program that formally recognizes individuals who have made an outstanding contribution to the effectiveness and advancement of competition and innovative procurement methodology during FY02.

2. Background. The DON has made significant progress in increasing procurement competition and innovation in procurement techniques. To acknowledge the critical importance of these procurement strategies, the Secretary of the Navy (SECNAV) annually recognizes, by formal award, those military and civilian personnel who have made the most outstanding contributions to the effectiveness of competition and innovation in Navy and Marine Corps procurement. The Competition and Procurement Excellence Awards Program is established to further the objectives of reference (a).

3. Policy

a. Eligibility. All personnel who contribute significantly to the Navy and Marine Corps acquisition process are eligible for the FY02 DON Competition and Procurement Excellence Awards Program. Acquisition involvement may be interpreted to include program and financial managers; planning, technical, and requirements personnel; and contracting officers, contracting specialists, and contract administration personnel. Military and civilian personnel of all ranks, rates, and grades are eligible for the award. Particular emphasis should be placed on identifying and nominating military personnel with (1) a rank of commander/lieutenant colonel (O-5) and below, and (2) civilian

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personnel graded GS-14 and below. Individuals working together as a team may also be nominated. Commands may nominate an individual or a team for their contribution in either competition or innovation. A team nomination shall be limited to no more than 10 people unless the nomination requests a waiver and the waiver is justified in the head of contracting activity endorsement. It may not comprise an entire office or contracting activity. Each nomination must be a separate package. For example, one nomination package cannot be considered for both the competition and the innovation categories. A separate package must be submitted for each category though the same team or individual action could be considered for both the competition and innovation categories in separate nomination packages. Non-DON activities, such as the Defense Logistics Agency, Defense Contracts Management Agency, etc., may consider nominating Navy/Marine Corps procurements, associated with joint procurement efforts or programs, under their cognizance.

b. Criteria. Individuals and teams nominated for the FY02 Competition and Procurement Excellence Awards should have made significantly greater contributions than normally would be expected of them in their particular assignments. Nominations must specifically address the criteria in subparagraphs 3b(1) and 3b(2), reflecting accurately the accomplishments of the nominee(s). Quantifiable information such as dollars saved, spending avoided, or increased competition rates should be included whenever possible.

(1) Criteria for Evaluating Competition. The primary evaluating criteria for selecting award recipients are: (1) promoting and achieving competition; and, (2) cost savings and cost avoidance in Navy and Marine Corps procurements. With respect to promoting and achieving competition, nomination packages should identify obstacles overcome and other unique aspects of the procurement that fostered a more robust competitive environment. With respect to substantiating cost savings or cost avoidances, nomination packages may where warranted quantify in terms of dollars any additional technical value that was achieved by competition.

(2) Criteria for Evaluating Innovation. The primary evaluating criteria for selecting award recipients in the innovation category are: (1) the degree of innovation and initiative involved in the procurement(s); and, (2) adaptability of these innovative techniques by other commands. Potential

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cost savings may be considered in the innovation category; however, it will not be a primary evaluation criterion.

c. Selection. Review and evaluation will be completed by a panel assigned by the Competition Advocate General of the Navy (CAG), and the panel will apply the criteria set forth above. The panel will select and recommend, for approval by the Assistant Secretary of the Navy (Research, Development and Acquisition) via the CAG, individual and team awardees in the competition and innovation categories. There are a total of four categories to select awardees from: Individual Competition; Team Competition; Individual Innovation; and Team Innovation.

d. Award. Selectees for award will receive their award from SECNAV or SECNAV's representative. The award consists of:

(1) One plaque and one certificate for each Individual award selectee; or

(2) One team plaque per team and individual team member certificates for each team award

4. Action. All activities may submit nominations for the FY02 DON Competition and Procurement Excellence Awards via their chain of command/head of contracting activity. Nomination packages must reach the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition), Competition Advocate General of the Navy - Attn: William R. McAninch, OASN(RD&A)/ABM, 2211 South Clark Place, Room #578, Arlington, VA. 22202, by December 20, 2002. Submit nomination packages in electronic media copy (Microsoft compatible word processing) format. Hardcopy is acceptable if appropriate software is not available. Nomination packages must be submitted in the format set out in enclosure (1). Each submission is to include the following:

a. Title of Submission. This is oftentimes the project team name, e.g. Hostile Forces Integrated Targeting System Team, or the name of the procurement program, e.g. C4I Warfighter Visualization.

b. Award Category. Category, identified from paragraph 3c, in which the submitted package is competing.

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c. Command Points of Contact. Include the complete command mailing address (with office code), voice/facsimile numbers (commercial and DSN), and e-mail address.

d. Name of the Nominee. Include the full name with civilian grade and series (or military rank/rate) as well as the nominee's complete command mailing address (with office code), voice/facsimile numbers (commercial and DSN), and e-mail address. For team nominations, include this information for each individual on the team.

e. Job Title. For team nominations, include this information for each individual on the team.

f. Description of Achievement. Clear, complete, and concise description of the nominee's (individual or team) accomplishments. The discussion is limited to no more than three typed pages (maximum of 750 words) and will set out, either quantitatively or qualitatively, the rationale and justification for the award nomination. Specifically address the evaluation criteria set out in paragraph 3b.

5. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

Gordon R. England

Distribution:

SNDL 21A (Fleet Commanders in Chief)  
22A (Fleet Commanders)  
23 (Force Commanders)  
24 (Type Commanders)  
26 (Special Commands, Groups and Units)  
41 (Military Sealift Commands)  
MARCORPS PCN 71000000000 and 71000000100

**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 request for waiver for teams exceeding 10): 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 three typed pages (maximum of 750 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 the mission over the next 3 years.

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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.