

Department of Defense
Packaging Excellence Award and Packaging Achievement Award

Eligibility Requirements and Nomination Criteria

2016 Department of Defense Packaging Excellence Award and Packaging Achievement Award

1. Requirements for Awards:

- a. Department of Defense Packaging Excellence Award: The nominee (individual or team) should be a General Schedule (GM/GS employee(s) or a Military Service Officer(s)) and typically is a packaging specialist, technologist, engineer, chemist, logistics manager, instructor, or holds a similar position within the packaging community or a directly related field.
- b. Department of Defense Packaging Achievement Award: The nominee (individual or group) should be a Wage Schedule (WG, WL, or WS) employee(s) or enlisted member(s) and typically works in the execution of packaging (hands-on) or closely related field. This may include supervisors and team leaders if supported by the achievement nomination.

2. Nomination Criteria:

- a. The event for which a person, group, or team is nominated for the 2016 awards must have occurred from **October 1, 2015** to **September 30, 2016**.
- b. Nomination should be based on, but not limited to, at least one of the following:
 - An initiated/recommended policy, procedure, or operational change that resulted in a documented reduction in man-hours, costs, or simplified and/or reduced administrative duties
 - Suggestion awards, accepted engineering change proposals, performance based logistics improvements, validated cost reductions, or cost avoidance actions
 - Official performance awards such as Exceptional/Outstanding Performance Appraisals, Sustained Superior Performance Awards, or Special Act Awards (Award background statement required)
 - Significant system/operational improvements or enhancements
 - Significantly increased and/or consistently accomplished outstanding production and job performance
 - Novel or unique packaging designs, redesigns, or process improvements resulting in more efficient and cost-effective packaging

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Procedures for Submitting Nomination(s)

1. Any individual in the packaging field/community may nominate an individual or team as long as all the requirements outlined in this memorandum are met. Defense Packaging Policy Group (DPPG) members, as award judges, are ineligible for awards under this program.
2. Nominators must submit nomination packages through their respective Service or Agency DPPG member listed below by mail, fax, or as a Microsoft Word attachment to an email no later than December 15, 2016. Addressees are:

ARMY

Army Materiel Command Logistics Support
Activity, Packaging Storage and
Containerization Center
ATTN: AMXLS-PK (Ms. Rebecca Cimino)
11 Hap Arnold Boulevard
Tobyhanna, PA 18466-5097

FAX: 570-615-7175 (DSN 795)
Voice: 570-615-6038 (DSN 795)
Email: rebecca.e.cimino.civ@mail.mil

AIR FORCE

Headquarters, U.S. Air Force
ATTN: HAF/A4LR (Lt Col Phil Noltemeyer)
1030 Air Force Pentagon
Washington, DC 20330-1030

Voice: 571-256-4764 (DSN 260)
Email: phillip.noltemeyer@us.af.mil

DEFENSE LOGISTICS AGENCY

Headquarters, Defense Logistics Agency
ATTN: J334, Suite 4340 (Ms. Jennifer Smith)
8725 John J. Kingman Road
Fort Belvoir, VA 22060-6221

FAX: 703-767-3515 (DSN 427)
Voice: 703-767-6951 (DSN 427)
Email: jennifer.smith2@dla.mil

NAVY

NAVSUP Weapon Systems Support
ATTN: Code N24 (Mr. Richard Arter)
700 Robbins Ave
Philadelphia, PA 19111-5098

FAX: 215-697-4965 (DSN 442)
Voice: 215 697-2183 (DSN 442)
Email: rick.arter@navy.mil

MARINE CORPS

Headquarters, U. S. Marine Corps
ATTN: LPD-1 (Mr. Lakye Franklin)
3000 Marine Corps Pentagon, Rm 2E227
Washington, DC 20350-3000

FAX: 703-695-8160 (DSN 225)
Voice: 571-256-2763 (DSN 225)
Email: lakye.franklin@usmc.mil

**DEFENSE CONTRACT MANAGEMENT
AGENCY**

Defense Contract Management Agency
ATTN: DCMA-TDL (Mr. Joe Cargile)
3901 A Avenue
Bldg. 10500
Fort Lee, VA 23801-1809

FAX: 804-734-0112 (DSN 687)
Voice: 804-734-2623 (DSN 687)
Email: joseph.cargile@dcma.mil

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Format for Candidate(s) Nominations *(applies to both award types)*

Submit a cover letter, memorandum, or message with the subject line: “Nomination for the Department of Defense Packaging Excellence Award for 2016” or “Nomination for the Department of Defense Packaging Achievement Award for 2016” (whichever award is applicable). Please enclose or attach pertinent details concerning this individual or team in the format provided below. If a section in one of the listed “Parts” or “Enclosures/Attachments” does not apply, please disregard that section.

PART I — NOMINEE

- Name (individual nominee/team nominee with the name of the team leader)
- Team nominations should also list team member names
- Position Title (nominee’s or team leader’s)
- Mailing address for individual nominee, or team leader for the team nominee
- Team nominations should include all sub-team members’ organizational names and addresses, if different than team leader’s address

PART II — JUSTIFICATION

- Summary of contribution (limit to one or two paragraphs)
- Expanded justification of the contribution (limit to two pages)
- Suggestions adopted/engineering change proposals/performance based logistics improvements/cost reductions

PART III — OTHER SUPPORTING INFORMATION (OPTIONAL): Limit to one page. This information will be used to break ties — suggestions provided below.

- Summary of packaging employment history/team history
- Professional development
- Performance awards/recognition received in last two years
- Other relevant information

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PART IV — INFORMATION ON NOMINATING ORGANIZATION:

- Name and title of individual submitting the nomination
- Address and phone number for nominating official
- Name of endorsing official with his/her title
- Organizational point of contact with e-mail and phone number — Person to be contacted by the evaluation committee, if additional information or clarification is required, or if nominee is selected the person that would coordinate attendance at awards ceremony
- Name, title, and address of Senior Commander who should be notified if nominee is selected to receive the award (e.g., post or base commander; Director, Defense Distribution Centers)

ENCLOSURE/ATTACHMENT — DRAFT CITATION TO ACCOMPANY AWARD

(One page or less — double spaced)