



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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MAR 18 2011

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
COMMANDER, UNITED STATES TRANSPORTATION  
COMMAND (ATTN: ACQUISITION EXECUTIVE)  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT)  
DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(ACQUISITION AND LOGISTICS MANAGEMENT)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING)  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense AbilityOne Commitment-in-Action Certificate of  
Appreciation – Call for Nominations

My office and the Committee for Purchase From People Who Are Blind or Severely Disabled, the Federal agency which administers the AbilityOne Program, have an established recognition program for individuals in the contracting workforce who demonstrate commitment in action to increasing business with AbilityOne. This call for nominations is to recognize such individuals at the DoD Procurement Conference and Training Symposium to be held in Orlando, Florida, May 9-12, 2011. Attached are the criteria and instructions for the nomination submissions.

I encourage each of you to nominate deserving employees in your respective organizations. Please submit nominations to Ms. Susan Pollack by April 14, 2011, at [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil). Should you have any questions please contact Ms. Pollack at 703-697-8336.

Shay D. Assad  
Director, Defense Procurement  
and Acquisition Policy

Attachment:  
As stated

## **Call for Nominations: DoD AbilityOne Commitment-in-Action Certificate of Appreciation**

Submissions due no later than April 14, 2011

For the past two years, the Department of Defense and the Committee for Purchase From People Who Are Blind or Severely Disabled (“Committee”), the Federal Agency which administers the AbilityOne Program, have formally recognized more than 100 DoD contracting officials who have demonstrated commitment in action to increasing business with AbilityOne, which provides quality products and services for the war fighter and defense mission. These individuals have collectively awarded contracts valued at more than \$500M to AbilityOne nonprofit agencies across the nation, resulting in employment of thousands of individuals with disabilities to include our service-disabled veterans.

DPAP and the Committee are calling for nominations to recognize individuals at the DoD Procurement Conference and Training Symposium to be held in Orlando, Florida, May 9-12, 2011. If the certificate recipient will not be in attendance at the conference, arrangements will be made to have a representative from the respective organization accept the certificate on behalf of the recipient. The organization is then responsible for presenting the certificate to the individual recipient at another forum.

### **Purpose**

To recognize individuals in the DoD contracting workforce who have demonstrated commitment in action to increasing business with the AbilityOne Program.

### **Eligibility**

1. All DoD military and civilian contracting personnel who have made significant contributions to increasing business with the AbilityOne Program.
2. The Commitment-in-Action Certificate of Appreciation will be presented for contributions made or completed within the preceding 12 months (April 1, 2010 through April 13, 2011).

### **Criteria for Selection**

Individuals nominated for this award should have made significant contributions in one of the following areas:

1. Working with the Committee for Purchase From People Who Are Blind or Severely Disabled to add a good or service to the AbilityOne Procurement List
2. Awarding a new prime contract with an AbilityOne nonprofit agency
3. Developing an organizational or innovative strategy to increase business with the AbilityOne Program
4. Establishing an education and training program to increase awareness of AbilityOne
5. Demonstration of extraordinary initiative and commitment to increase contract opportunities with AbilityOne, thereby creating jobs for people with disabilities
6. Integrating AbilityOne into implementing policy of the USD(AT&L) Better Buying Initiatives

## Nomination Content

Each nomination should include:

1. Name, in the way it should be printed on the certificate, of the individual nominated
2. Name of the organization (office title, activity, duty location)
3. Description of the contribution, accomplishment, or initiative and how the product or service supports the war fighter or defense mission
4. Quantifiable information such as:
  - contract or solicitation number (if applicable)
  - contract award amount
  - number of people (full-time equivalents or FTEs) with disabilities employed by award of the respective contract
  - name of the AbilityOne nonprofit agency receiving the award
  - identification of the good or service being procured
  - Procurement List recommendation (if applicable)
  - Strategic initiative(s) such as increasing awareness training, acquisition strategies, subcontracting opportunities, or strategic partnerships
5. Point of contact for nomination package: include a phone number, email address, and mailing address
6. Nominations should not exceed 1.5 pages, 12-pt font, Times New Roman, Letter-sized pages with portrait orientation

## Nomination Submissions

1. Each Military Department and other Defense Agency may submit two nominations through the senior procurement executive or component acquisition executive. The Committee may submit two nominations directly to the point of contact below.
2. The nomination deadline is April 14, 2011, and should be submitted electronically to Ms. Susan Pollack, OUSD(AT&L)/DPAP, 703-697-8336, or [susan.pollack@osd.mil](mailto:susan.pollack@osd.mil). (One nomination per email to facilitate administrative accounting of nominations.) Submissions may be submitted by facsimile to 703-614-1254. Please call or send an email to Ms. Pollack to confirm receipt of a fax submission.
3. Email nomination submissions should use the following subject line: "Nomination for DoD AbilityOne Recognition – Identify Your Dept/ODA here – i.e., Air Force or MDA"
4. Email attachment should use the following file name: "Nomination for DoD AbilityOne Recognition – Identify Your Dept/ODA here – i.e., Air Force or MDA"

## Selection Procedures

All nominations, upon arrival, will be reviewed for compliance with the Eligibility Requirements and Nomination Procedures described above.

1. All compliant nominations will be assessed by a review panel composed of representatives from DPAP and the Committee. The review panel may consider other pertinent information regarding the particular nomination.
2. The number of certificates for the individuals to be recognized will be recommended by the review panel to the Director, DPAP, and the Executive Director of the Committee in the course of making the final selections.
3. DPAP will notify the individuals to be recognized during the week of May 2, 2011. All individuals to be recognized will be announced during the DoD Procurement Conference. The number of certificates to be presented during the conference will be determined prior to the conference.