

DON IM/IT Excellence Awards Nomination Form

A. Award Category: Please select the category of the award(s) for which you are submitting a nomination. Each category/nomination requires a separate form. See the table below for the specific criteria.

DON IM/IT Excellence Team Award	Rising Star	Person of the Year	ISSM/ISSO	Privacy	FOIA

B. Nominee or Team Information: For an Individual award nomination, provide the nominee’s information. For a Team nomination, provide the team lead’s information. Attach a separate sheet for additional team members with their names, commands, grades/ranks, and e-mail addresses.

Name of Nominee or Team & Team Leader	
Position Title	
Project/Program Name Associated with Nomination	
Grade/Rank	
Email Address	
Phone Number	
Command Mailing Address	

C. POC/Person Submitting Nomination: Provide the name of a POC we will reach out to if we require additional information regarding the nomination, to inform whether the nominee is selected as a winner or not, and to coordinate winner’s attendance at the award ceremony.

Name	
Title	
Command	
Grade/Rank	
Email Address	
Phone Number	

D. Name and address for mailing award letter(s), if necessary: Name and mailing address for sending the award plaque and letter in case the award recipient(s) cannot attend the award ceremony.

Name	
Title	
Command	

Grade/Rank	
Email Address	
Mailing Address	

E. Award Justification: Attach a one-page award justification to this form (8.5x11 inch paper, 1 inch margins, single spaced, and 12 point Times New Roman font) that includes the following:

- Specifics of the DON program/project and the accomplishments of the nominee or team.
- Beneficial results to the DON, including quantitative results or measures of improvement.
- How the project, effort, person, or team meets the specific criteria for the award category (see the criteria table).

Note: Submissions that exceed the page limit and/or do not address specifics of the effort will not be considered.

F. Award Citation: Attach a summary of the award justification in 150 words or less. If the nominee is selected as a winner, this will be used for the award letter and any collateral materials.

G. Command Information Officer/Commanding Officer: Name, contact information, and signature of CIO/CO. If an electronic signature is not possible, an ink signature is acceptable, with this signed page scanned and included in the nomination package. Another option is for the CO or the Command IO to endorse the nomination in an email that forwards the package to the DON CIO mailbox.

Name	
Title	
Command	
Grade/Rank	
Email Address	
Mailing Address	
Phone Number	

Command Information Officer/Commanding Officer signature:

H. Award Submissions: Email the completed nomination form, award justification, and award citation to the DON CIO mailbox, doncio@navy.mil, by **26 October, 2018**.

**DON IM/IT Excellence Awards for FY 2018
Criteria Table**

Award Category	DON IM/IT Excellence Awards	DON IT Person of the Year & Rising Star of the Year Awards	Information System Security Manager (ISSM)/Information System Security Officer (ISSO) of the Year Award	Privacy Program Excellence Award	Freedom of Information Act (FOIA) Program Excellence Award
Number of Awards	2 – 4 Teams	1 Person of the Year; 1 Rising Star of the Year	1 Individual	1 Individual or Team	1 Individual or Team
Eligibility	Team that meets one or more of the criteria below (can include but not be led by contractors):	Individual who meets one or more of the criteria below (government civilian or military):	Individual government civilian or military that meets one or more of the criteria below:	Individual (gov't civilian or military) or team (can include contractors on team) that meets one or more of the criteria below:	Individual (gov't civilian or military) or team (can include contractors on team) that meets one or more of the criteria below:
Criteria	<ul style="list-style-type: none"> • People: Made significant contributions to the training of the military and civilian IT and Cybersecurity workforce • Capabilities: Demonstrated exceptional performance in modernization of key IT capabilities or working towards new technologies or Applied innovative concepts and/or challenged conventional thinking resulting in improved use of DON information or acceleration of an innovative concept. • Processes: Employed continuous improvement mindset, culture, or systems, delivering performance with affordability and speed or Contributed value to the organization by improving mission essential business processes. 	<ul style="list-style-type: none"> • Person of the Year: GS13/O4/W-1/E-7 and above • Rising Star of the Year: GS-12/O3/E-6 and below • Same criteria as DON IM/IT Excellence Awards 	<ul style="list-style-type: none"> • Actions resulted in significant improvements in cybersecurity program management, or enabled higher levels of cybersecurity, computer network defense, or identity management. • Responsible for ensuring timely implementation and completion of Risk Management Framework (RMF) authorization efforts. • Significant contributions to updating local cybersecurity policy and ensuring dissemination, exercises, and understanding by user community. • Identified a potential cybersecurity threat and through proactive actions, potentially stopped the infiltration of a DON network. • Efforts resulted in the highest marks ever granted (by an inspecting organization) to their organization as a result of a first pass Cybersecurity Inspection. 	<ul style="list-style-type: none"> • Exhibited Superior leadership skills or high performing team, demonstrating a commitment to privacy, advancing the effectiveness of the command privacy program. • Contributed value to the command and employees by implementing processes that safeguard PII. • Promoted privacy training and awareness to all levels of the command. • Significantly reduced the collection and use of the SSN and other sensitive PII in business processes. • Improved program effectiveness through management controls including compliance spot checks, PIA compliance, SORN reviews and records disposal. • Implemented technology safeguards to reduce loss, theft or compromise of PII including, DLP, DAR and network monitoring. 	<ul style="list-style-type: none"> • Exhibited superior leadership or high performance demonstrating a commitment to freedom of information. • Contributed value to the organization by increasing efficiency, improving processes, providing training, or implementing technology that advances the freedom of information (e.g., prompt responsiveness, backlog reduction, proactive posting). • Increased awareness of DON services in furtherance of the Freedom of Information Act through effective public outreach. • Improved program compliance with DON policies in furtherance of the Freedom of Information Act through management controls and spot checks.