

2016 SECNAV ANNUAL INNOVATION AWARDS NOMINATION FORM

Office Use (Leave Blank)

AWARD CATEGORY:

PART I: ADMINISTRATIVE INFORMATION

A) ACADEMIC PAPER TITLE:

B) EDUCATIONAL INSTITUTE: *include Official Mailing Address*

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

C) INDIVIDUAL NOMINEE:

Grade:

Full Name:

Title:

Phone Number:

Email Address:

D) ORIGINATING INSTRUCTOR (MAY BE ANY GRADE OR RANK):

Grade:

Full Name:

Phone Number:

Email Address:

Sign:

E) ENDORSER (OPTIONAL; MAY BE ANY GRADE OR RANK):

Grade:

Full Name:

Phone Number:

Email Address:

Sign:

PART II: INNOVATION MERIT AND OPERATIONAL IMPACT

(UNCLASSIFIED ONLY. If submitting a classified nomination form, see Instruction #5)

A) INNOVATION MERIT (NO MORE THAN 150 WORDS):

*Describe the results of the specific innovation initiative and how it affected local, service-wide, or Departmental operations. What action changed established procedures, especially by introducing new methods, ideas, or products to solve problems? Please identify any quality improvements, especially receiving praise or reward. **Please, refrain from using individual names.***

B) OPERATIONAL IMPACT (NO MORE THAN 150 WORDS):

*Describe how and to what extent the innovation initiative affected, changed or improved operations. What problem did it solve? What potential does it offer to improve the functioning and activities of the organization? Help us understand how the innovation improved efficiency, effectiveness, or overall mission readiness (Note: may not be quantifiable in financial terms). **Please, refrain from using individual names.***

PART III: ACADEMIC PAPER EXTRACT

A) ACADEMIC PAPER EXTRACT *(NO MORE THAN 200 WORDS):*

INSTRUCTIONS:

1. Nominations for awards may be sponsored or endorsed only by a current DoD civilian employee or Service member. *(In accordance with DoDI 1400.25-V451, November 4, 2013)*
2. The Originating Instructor should note:
 - This form must be submitted in its original format. (e.g. Word documents or forms that have been printed and scanned will not be accepted.)
 - Each answer must be completed (except Team List for individual nominations; and Endorser).
 - All entries should be written in sentence case (DO NOT USE UPPERCASE).
 - Submissions that exceed the word limit in Part II will not be accepted.
 - Spell out all acronyms in Part II, as Parts I and III will not be evaluated by the Awards Committee.
 - Applicable supplementary material may be submitted with the nomination, but is not required.
 - Nominations will be evaluated by the Awards Committee solely on Part II and applicable supplementary material.
3. The Originating Instructor may forward the form to an Endorser to meet local command desires, but it is not required.
4. The completed nomination form and any applicable supplementary material are emailed to TO: DON_Innovation@navy.mil with “Innovation Awards Submission” in the subject line. A quick link is provided below:
 - [Innovation Awards Submission](#)
5. Classified submissions are permissible. Submit the award nomination form(s) via NIPR, with Part I and Part III filled out. The comment "Sent via SIPR email" should be used in the "Innovation Merit" and "Operational Impact" fields (and "Brief Statement of Contributions...", if needed). The recommended Citation must be written at an unclassified level, per the awards manual. Once this has been submitted, you may contact DON_Innovation@navy.mil for the SIPR email address.
6. Questions may be submitted to DON_Innovation@navy.mil.
 - FAQs will be posted on the Innovation Awards portal and the DON Innovation website:
 - <http://www.secnav.navy.mil/innovation/pages/awards.aspx>
 - For reference, previous year submissions may be found at the 2015 Innovation Awards portal:
 - <https://portal.secnav.navy.mil/cop/nin/Awards/2015/>

Quality Control Checklist:

- Is the nomination form in its original format?
- Is there an entry in the “Academic Paper Title” field?
 - Individual names should NOT be part of the “Academic Paper Title”
- Is there an entry in the “Educational Institute” field?
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Zip Code
- Are the “Individual Nominee” fields complete?
 - Rank/Grade (e.g. SES/CAPT/GS-11/SSgt)
 - Full Name
 - Title (e.g. Dr/Ms/Mr)
 - Phone Number
 - Email Address
- Is the “Originating Instructor” field complete?
 - Is the originator a current DoD civilian employee or Service member?
 - Grade (e.g. SES/O-3/GS-11/E-6, Do not use titles such as Dr/Ms/Mr)
 - Full Name
 - Phone Number
 - Email Address
 - Is the form digitally signed?
- Is there an entry in the “Innovation Merit” field?
 - Is the entry in Sentence Case?
 - Is the entry less than 450 words?
 - Are all acronyms spelled out?
- Is there an entry in the “Operational Impact” field?
 - Is the entry in Sentence Case?
 - Is the entry less than 450 words?
 - Are all acronyms spelled out?
- Is there an entry in the “Academic Paper Extract” field?
 - Is the entry in Sentence Case? (NOT IN UPPERCASE)
 - Is the entry less than 200 words?
 - Are all acronyms spelled out?