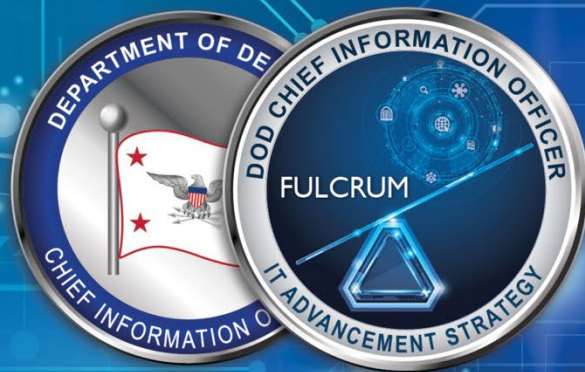




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Department of Defense
OFFICE OF PREPUBLICATION AND SECURITY REVIEW



DoD CIO ANNUAL AWARDS



2025 INSTRUCTIONS

2025 DoD CIO Awards Instructions

Instructions for Completing Awards Nomination Fields

The DoD CIO Annual Awards Program is open to all eligible DoD Personnel. This year, eligibility expands to include DoD Federal and Strategic Partners who support the DoD IT ecosystem. We encourage our partners to nominate their deserving individuals and teams (see Awards Guidance document). For 2025, we've streamlined the nomination process with a new, publicly accessible form to optimize the nomination process internal and external to DoD. To ensure accuracy and completeness, all nominations (individual and team) must be reviewed and approved by the respective Component/Service/Agency (C/S/A) Headquarters before submission. Each C/S/A should designate a primary and secondary point of contact for submitting nominations to minimize potential issues. For detailed information and access to the nomination form, please see the Awards Guidance document.

1. To submit a nomination, please navigate to the following URL on the public facing DoD CIO website: <https://dodcio.defense.gov/awards/> and then click the “Start now” button.



NOTE: More information on the DoD CIO Awards Program can be found on the DoD CIO Awards Program internal SharePoint site: <https://dod365.sharepoint-mil.us/sites/DODCIO-Awards>.

2. This form does not have an autosave feature. Therefore, you must either finish and submit

2025 DoD CIO Awards Instructions

your nomination in a single session, or manually save your work. We recommend copying and pasting your responses into a separate document, such as a Word document, so you can save your progress and return to it later.

3. Please note that all fields marked with an asterisk are mandatory based on chosen nomination type.

Pre-Nomination Acknowledgement

The following are helpful guidelines for submitting a nomination.

- *Ensure all nominee(s) and nominating official information input is accurate.*
- *Spell out all acronyms.*
- *Be clear and concise in your text and avoid excessive superlatives.*
- *Use relevant, quantifiable information to support the actions.*
- *Contact the nominating official if you need to change the nomination after the nominating official saves the nomination.*
- *Contact your component level reviewer if a change needs to be made after the nomination due date has elapsed.*
- *Nominations will not be accepted after the nomination period has ended.*

4. **Qualification:** If selected as a winner the submitted information will be released to the public via the DoD Media Agency (DMA).
Qualification: If you were selected as winner or honorable mention within the last 3 years you are not be eligible for FY25.
5. **CIO/CFO Qualification:** The CIO and CFO must validate the nomination. Upon submission, send the CIO and the CFO Endorsement memos to the following email: osd.pentagon.dod-cio.mbx.awards-supplemental-docs@mail.mil
6. **Individual/Team Nominee:** Fill out and address all applicable and required nomination fields.
7. **Nomination Justification:** Provide an unclassified narrative containing specific and factual data about the activity accomplished, the benefits of the activity, and how the individual or team's efforts advanced the DoD and their Component missions and/or operations (250 words or less).
 - a. **Recommended Award Citation:** Provide a proposed brief citation for the nominee's accomplishments and impact for the award certificate. Citation requirements must be no more than 150 words and must be in third person tense. See below for citation format requirements: The citation must adhere to the following format:
 - b. **Example:**

First Sentence: In recognition of [Individual or Team Name]'s outstanding contributions

2025 DoD CIO Awards Instructions

to:

Last Sentence: [Individual or Team Name]'s leadership, dedicated service, and exceptional accomplishments reflect great credit upon [him/her/them] self, the Department of the [Army], and the Department of Defense.

8. **Major Functional Areas:** You will be prompted to address major functional areas and related subcategories. You must select **at least ONE** major functional area. Describe in detail how the accomplishments delivered results against this major functional area and associated subcategories.

The 2025 Major Functional areas are: **Cybersecurity, C3, Information Enterprise and Other** (please see the DoD CIO Annual Awards Program Guidance document for additional details).

9. **CIO Award Evaluation Criteria:** Nominations must thoroughly address all six mandatory evaluation criteria with accurate and precise detail. These criteria areas are essential for evaluation and will be used by the Awards Selection Panel for scoring and ranking. Therefore, nominators must provide comprehensive descriptions of the nominee's efforts within each criterion and relate those efforts to the major functional areas. For more information on the evaluation criteria, please see the 2025 DoD CIO Awards Program Guidance document. The mandatory criteria are:
 1. *Scope*
 2. *Creativity and Innovation*
 3. *Management Efficiency and Effectiveness*
 4. *Technical Merits*
 5. *Operational Impacts*
 6. *Financial and Management Audits (audits with tech ROI)*
10. **Nomination Approvals:** The nomination forms must be endorsed by the Component Chief Information Officer or Senior IT Official. Any Financial and Management Audits to include cost savings or avoidances should be verified and endorsed by the Component Chief Financial Officer (Comptroller) or budget office before submission. If either of these endorsements are not received the nominee will not be eligible to win an award. **Please email your CIO Submission Memo and CFO Endorsement Memo to osd.pentagon.dod-cio.mbx.awards-supplemental-docs@mail.mil to finalize your application.**
11. **Command responsibility:** The Component/Service/Agency/Combatant Command and DAFAS will issue their internal guidance to seek and solicit internal nominations with their internal deadlines. It is the responsibility of the nominator and their leadership to coordinate with their leadership to ensure proper vetting, prioritize submission, and obtain approval prior to submitting the nomination via the DoD CIO Awards Portal.
12. **Public Release:** DoD CIO will release information including awardees' names, rank, military service, and award citation in publicizing the award on its website and social media

2025 DoD CIO Awards Instructions

channels. Additionally, the DoD CIO will provide the information to DMA for use in an article that will be posted to Defense.gov.

13. **Photo Submission:** All individual nominees must provide a digital professional headshot in jpg format, 300 dpi or higher. The photo must have a solid background or with flags representing America and or service.

All teams must provide a digital group photo in jpg format 300 dpi or higher, with a solid background. Do not provide multiple photos per team.

Submit photos to the DoD CIO Awards Program mailbox at: osd.pentagon.dod-cio.mbx.awards-supplemental-docs@mail.mil

14. **Submission:** Once you click the SUBMIT button your nomination will be received but not processed. The submission will not be finalized until the Awards team receives all requested supplemental documents.