



RESEARCH  
AND ENGINEERING

## ASSISTANT SECRETARY OF DEFENSE

3040 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3040

JUN 25 2013

MEMORANDUM FOR ASSISTANT SECRETARY OF NAVY (RESEARCH,  
DEVELOPMENT AND ACQUISITION)  
ASSISTANT SECRETARY OF THE ARMY (ACQUISITION,  
TECHNOLOGY AND LOGISTICS)  
ASSISTANT SECRETARY OF THE AIR FORCE (ACQUISITION)  
COMMANDING GENERAL, U. S. ARMY MEDICAL RESEARCH  
AND MATERIAL COMMAND  
DIRECTOR OF RESEARCH AND DEVELOPMENT, U. S. ARMY  
CORPS OF ENGINEERS  
UNIFORMED SERVICES UNIVERSITY OF THE HEALTH  
SCIENCES

SUBJECT: Laboratory Scientist of the Quarter Award

An essential element of the Department of Defense science and technology base is our in-house laboratory workforce. Thousands of talented scientists pursue innovative research with outstanding results in a full range of disciplines that span basic research through direct technical support to deployed warfighters. In recognition of their efforts and accomplishments, I am establishing the subject award.

Much like the annual Packard Awards recognize acquisition excellence, the science and technology workforce deserves recognition for their exceptional work and important contributions to the myriad of Department of Defense missions they support. As a way to recognize them among their peers, we are establishing an award for scientists with less than 15 years of government experience. This competitively awarded honor will recognize extraordinary service to the Department of Defense science and technology community within DoD Laboratories. The selectees will be asked to share with senior leaders in the Department, their important and cutting edge science and technology efforts. Selection for these awards will also include mentoring to enhance their progression to senior leadership positions in the Department.

Dr. John Fischer, Director Laboratories Office will administer this program. The instructions and nomination format are provided in Enclosure (1). Additional questions or thoughts may be directed to Dr. John Fischer at [john.fischer@osd.mil](mailto:john.fischer@osd.mil) and (571) 372-6372.

A handwritten signature in blue ink, appearing to read "A. Shaffer", is written over a horizontal line.

Alan R. Shaffer  
Acting

Copy to:

Director, U. S. Army Research Development & Engineering Command

Deputy Assistant Secretary of the Navy (Research, Development, Test and Evaluation)

Deputy Assistant Secretary of the Army (Research & Technology)

Deputy Assistant Secretary of the Air Force for Science, Technology and Engineering

Commander, Air Force Research Laboratory

Chief of Naval Research

Director, U. S. Army Corps of Engineers Research & Development Center

Director of Research, Naval Research Laboratory

Director, Army Research Laboratory

## Instructions for the Laboratory Scientist of the Quarter Award

**Periodicity:** Four scientific excellence awards will be given each year. Nominations shall be delivered to the Assistant Secretary of Defense (Research & Engineering)/Research Directorate/Defense Laboratories Office no later than 1 October, 1 January, 1 April and 1 July of each year. Notification of selection will be provided to the Components by 1 November, 1 February, 1 May and 1 August. The Under Secretary of Defense for Acquisition, Technology and Logistics (USD (AT&L)) will present the awards during the months of December, March, June and September; specific dates will be governed by Under Secretary's calendar.

**Selection Process:** Each addressee may submit up to three nominations for this award per quarter. Selection will be made by a board of senior scientists chaired by the Director Defense Laboratories Office. Recommendations for selection will be forwarded to the Assistant Secretary of Defense (Research & Engineering) for approval.

**Format:** A sample format for the recommendation letters is provided below.

### Selection criteria:

- Practicing scientist assigned to a DoD laboratory (includes details that support a related mission).
- Engaged full-time in work on any project/program across the science and technology spectrum (includes acquisition and direct support to deployed forces).
- Nominated work and accomplishment must demonstrate a significant impact on Service and/or DoD mission. If work is in basic or applied science, the nomination narrative will describe how their research excellence led to a new discovery or expanded knowledge in a given field. For the excellence in applied technology or prototyping, nominations should describe how the work impacts current or future warfighting capability, i.e. assembly of components for improved capability or reduced cost.
- A recognized subject matter expert in his/her field of endeavor with the professional maturity to engage in a meaningful dialogue with the USD (AT&L).

**Delivery of Award:** The awardee will meet with the USD (AT&L), accompanied by the ASD (R&E) and the appropriate Service or Lab representatives, to showcase their work in science and technology. The meeting will include a briefing provided by the awardee that highlights their work. The awardee and appropriate Service or Lab representatives should also be prepared to discuss science and technology laboratory related topics of interest. The awardee will receive a letter and a plaque commemorating their achievements during the meeting.

**Costs:** Director Defense Laboratories Office will provide the plaques. Components will be responsible for labor and travel costs for the awardees.

## SAMPLE NOMINATION LETTER

Date

From: (Laboratory Director)

To: (ASD (R&E))

Through: (Service/component addressee i.e. ASN RDA, ASA ATL, USUHS etc.)

Subject: LABORATORY SCIENTIST OF THE QUARTER AWARD

(Dr./Mr./Ms./Mrs. John/Jane Doe) is nominated for subject award for (first quarter Fiscal Year 2014). (His/her) distinguished accomplishments with (project/program) are worthy of this honor because of the unique and important contributions to the (Service/DoD) mission(s).

(Dr./Mr./Ms./Mrs. John/Jane Doe) began (his/her) career by working on (project/program) and progressed to working on (other projects as applicable). Most recently, (his/her) work on (project/program) has been exceptional. Specific accomplishments include:

- Xxx
- Yyy
- Zzz

(Dr./Mr./Ms./Mrs. John/Jane Doe) is a recognized subject matter expert in (his/her) field and (his/her) work on (project/program) has significantly enhanced the mission of (Service/DoD). (Provide amplifying information that explains relevance of nominee's work to service/DoD mission.)

//signed//