



Personnel

COMMANDER'S INNOVATION SHOWCASE

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OPR: TCCS-CM

Approved By: TCCC (Gen William M. Fraser III, USAF)

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This Instruction provides the policies and procedures to recognize United States Transportation Command (USTRANSCOM), Transportation Component Command, and subordinate command's high-performing, collaborative teams (two or more individuals working on the same project) that utilize innovation and other command culture virtues to work together, solve problems, and challenge ineffective practices that ultimately provide a direct benefit to the customer and/or warfighter. Information, internal or external to USTRANSCOM, is subject to the Paperwork Reduction Act of 1995. Refer to USTRANSCOMI 33-39, *Information Collections and Reporting*, for guidance. Refer recommended changes and questions about this instruction to the office of primary responsibility using Air Force Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this instruction are maintained in accordance with USTRANSCOM Instruction 33-32, *USTRANSCOM Records Management Program*.

1. Roles and Responsibilities

1.1. Change Management (TCCS-CM) will:

1.1.1. Publish and task a Call for Submissions in Task Management Tool and SharePoint on a quarterly basis.

1.1.2. Collect nominations and prepare packages for submission to the USTRANSCOM Commander (TCCC), Deputy Commander (TCDC), Chief of Staff (TCCS), and the Senior Enlisted Leader (TCCC-SEL)(referred to as the Leadership Team).

1.1.3. Schedule an office call between TCCC and the winning team.

1.1.4. Schedule a photograph with Public Affairs and write a brief synopsis for a possible public article, social media post, and SharePoint announcement.

1.1.5. Work with the Commander's Action Group to schedule public recognition of the winning team to the next Commander's Call.

1.1.6. Maintain the official record copy of nomination packages.

1.2. The Leadership Team will:

1.2.1. Evaluate the nomination packages and select a winning team.

1.2.2. TCCC will recognize the winning team in an office call and at the next Commander's Call. The team's government lead will receive a trophy to display for the entire team. The same trophy will be passed from one winning team to the next winning team.

1.3. The nominating party will:

1.3.1. Submit a package following requirements in Section 2.0.-2.4.

2. Nomination Requirements.

2.1. Teams may consist of military, civilian, and contractors. The nomination must include all team members' full name and duty information (Military/Civilian-Name, Rank, and Supervisor; Contractor-Name, Company, Contracting Officer Representative (COR), and Government Lead).

2.1.2. If a contracted employee is part of the nominated team, the team government lead must notify the COR and submit a letter (Attachment 1) from the COR and Acquisition Directorate (TCAQ) contracting officer certifying contractor eligibility (confirms the scope of work completed by contractor employees nominated adheres to guidance in Department of Defense Manual 1400.25, *Department of Defense Civilian Personnel Manual*) as part of the nomination package.

2.2. Nominations will be submitted by uploading Attachment 2 in public workspace in TMT.

2.3. Nominations must be submitted in paragraph form (2-5 paragraphs) and must speak to some or all of the following characteristics:

2.3.1. Suggestions or actions that exemplify cross-command (directorate/division/branch), cross-component, service or Combatant Command collaboration

2.3.2. Suggestions or actions that are innovative in practice and challenge ineffective/outdated practices

2.3.3. Suggestions or actions that show a commitment to command cultural virtues and priorities

2.3.4. Suggestions or actions that demonstrate a focus on the customer and warfighter

2.4. Nominated teams not chosen for recognition may carry forward their nomination package (or edit and resubmit) to the next quarter's Innovation Showcase.

WILLIAM M. FRASER III
General, USAF
Commander

ATTACHMENT 1**Nomination for Commander's Innovation Showcase Award**

MEMORANDUM FOR: TCCS-CM

DATE:

FROM: Contract Officer Representative (COR)

SUBJECT: Nomination for Commander's Innovation Showcase Award, MMM/YYYY

I have reviewed the team nomination for the contractors listed below against the current Performance Work Statement (PWS) and have confirmed the scope of work completed by contractor employees nominated adheres to guidance in Department of Defense Manual 1400.25, *Department of Defense Civilian Personnel Manual*.

I approve the submission.

Name	Contract/PWS	Company

XXXXXXX

Title/Position

United States Transportation Command

cc: Government Lead/
Submission POC

ATTACHMENT 2

TEAM NAME	
Team Information	<p>POC Submitting Nomination: Name & Number</p> <p>Team Members: Provide team members' full name and duty information.</p> <ul style="list-style-type: none"> • Military/Civilian-Name, Rank, and Supervisor • Contractor-Name, Contracting Officer (COR) • Identify Government Lead
NOMINATION	
<p><i>Nominations must be submitted in paragraph form (2-5 paragraphs) and must speak to some or all of the following characteristics:</i></p> <p>Suggestions or actions that exemplify cross-command (directorate/division/branch), cross-component, service or Combatant Command collaboration</p> <p>Suggestions or actions that are innovative in practice and challenge ineffective/outdated practices</p> <p>Suggestions or actions that show a commitment to <u>command cultural virtues</u> and priorities</p> <p>Suggestions or actions that demonstrate a focus on the customer and warfighter</p>	
Contracting Officer	Name & Number
Contracting Officer Review/Approval	If a contracted employee is part of the nominated team, the team government lead must notify the COR and submit a letter from the COR attached to this nomination