

## **IAEM-USA Guideline for 2021 Uniformed Services Caucus Awards**

**The IAEM-USA Uniformed Services Caucus (USC), in cooperation with the IAEM Awards and Recognition Committee, offers these award categories:**

- 1. Uniformed Member of the Year Award.** Uniformed members may be Active Duty, Guard, or Reservists.
- 2. Civilian Emergency Manager of the Year Award.** Civilians may include civil service or service contractors.
- 3. Auxiliary Emergency Manager of the Year.**
  - Civil Air Patrol, auxiliary to the Air Force
  - Coast Guard Auxiliary, auxiliary to the Coast Guard
  - Merchant Marine, auxiliary to the Navy

### **Awards Eligibility**

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All eligible active-duty, reserve, auxiliary and guard members of the Uniformed Services and civilian employees can be nominated for the Uniformed Services awards. Self-nominations are not allowed. The nominee should be performing emergency management as his/her primary function.

The IAEM-USA Uniformed Services Caucus awards are based on contributions and achievements during the 18-month period from July 1, 2019, through December 31, 2020.

### **Number of Entries**

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There are no limits to the number of nominees for each award category that may be submitted from each Uniformed Service represented on the USC. The nomination criteria for each award is listed in the "Guidelines for Entry" section below. For the USC Uniformed Emergency Manager of the Year and the USC Civilian Emergency Manager of the Year, the nomination must be submitted by an O-6/GS-15 equivalent level or above. The nomination for the USC Auxiliary Emergency Manager of the Year may be submitted by any Commodore, Squadron Commander, Director of Auxiliary, or O-6/GS-15 or above.

### **Guidelines for Entries**

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The entry package must include two (2) components:

- Nominations for the USC Uniformed Emergency Manager of the Year and the USC Civilian Emergency Manager of the Year must include a letter of recommendation from an O-6/GS-15 equivalent level or above. The nomination letter must include contact information for both the person being nominated for the award, as well as the nominator.
- Nomination letters for the USC Auxiliary Emergency Manager of the Year may be submitted by any Commodore, Squadron Commander, Director of Auxiliary, or O-6/GS-15 or above. Each nomination letter will include a one-page description of the nominee's significant achievements and contributions within the following six (6) areas:
  - Accomplishment
  - Job Performance
  - Technical Competence
  - Leadership Ability
  - Initiative
  - Resourcefulness

Use bullet statements to show what the nominee accomplished, including specific results under the appropriate headings and same sequence as shown above for each of the six (6) areas. If nominations do not follow subject headings as described, the judges may refuse to score the entry.

Limit the description of accomplishments to one page (abbreviations can be submitted on a separate page). Entries with descriptions of accomplishments that exceed the one-page limit will not be considered in the award competition.

Use only Times New Roman font type, 10 or 12 point font size.

## **How Award Submissions Will Be Judged**

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**All award submissions must not have received an award in a previous year.**

In judging these IAEM-USA Uniformed Services Caucus award categories, the IAEM-USA Awards Committee appoints a panel composed of up to four (4) representatives appointed by the Uniformed Services Caucus and up to two (2) representatives from the IAEM-USA Awards and Recognition Committee at-large. They evaluate award entries on the following areas:

| <b>% Weight</b> | <b>Area Description</b> | <b>Area Explanation</b>  | <b>Detailed Criteria</b>  |
|-----------------|-------------------------|--|---|
| <b>40%</b>      | Accomplishments         | The content should clearly explain the emergency management-related accomplishments for the nominee in ways that make it clear why the nominee is award-worthy.<br><br>Accomplishments must show not only a benefit but a measurable impact. | <ul style="list-style-type: none"> <li>• Is written in plain English, is understandable, and free of jargon, acronyms, and buzz-words. (Acronyms may be used if spelled out on first occurrence.)</li> <li>• Adheres to limits on the length in the number of words where applicable.</li> <li>• Explains how the program meets the criteria related to the award category.</li> <li>• Assumes that reviewers are <b>not</b> familiar with the submitter’s branch of service, funding stream, workload, reporting structure, geographical area, or similar matters.</li> <li>• Uses good grammar and spelling.</li> </ul> |
| <b>20%</b>      | Job Performance         | Gives details about how the nominee has performed emergency management-related tasks in a superior capacity.   | <ul style="list-style-type: none"> <li>• Do not simply attach a performance review.</li> <li>• Include specific examples where possible.</li> </ul>   |
| <b>10%</b>      | Technical Competence    | Gives details that describe the nominee’s technical competence in performing emergency management-related functions and activities.  | <ul style="list-style-type: none"> <li>• Does the submission include sufficient details such as training and how the nominee executes emergency management-related tasks?</li> </ul>  |

|            |                    |   |  |
|------------|--------------------|---|--|
| <b>10%</b> | Leadership Ability | Gives details that describes the nominees ability to lead people.   | <ul style="list-style-type: none"> <li>• Provides sufficient information on who the nominee leads or supervises in emergency management related work, and citations of leadership qualifications, recognition, or awards.</li> </ul> |
| <b>10%</b> | Initiative         | Gives details that describe how the nominee has taken initiative in accomplishing emergency management-related tasks. | <ul style="list-style-type: none"> <li>• Specific examples of independent initiative will assist the judging panel in rating this area.</li> </ul>   |
| <b>10%</b> | Resourcefulness    | Gives details on how the nominee has been resourceful in accomplishing emergency management-related tasks.            | <ul style="list-style-type: none"> <li>• Cites specific examples of resourcefulness applied to the job, especially when resources are scarce, non-existent, or not available at the moment required.</li> </ul>                      |

**Some additional, overall points about IAEM Award judging:**

- Avoid conflict of interest. If a judge knows the submitter well or has a relationship with the submitter’s agency (e.g., works for them or is a contractor), then he/she will recuse him/herself from judging that award application. Please do not “politic” or contact members of the judging committee in advance of announcement of the winners.
- Awardees do not need to be present at the IAEM Annual Conference to win. While we very much encourage everyone to participate in the conference, the IAEM-USA Awards and Recognition Committee and the Uniformed Services Caucus are not informed about conference registration and do not consider it in their decision-making.

## Submission of Entries

Please submit the completed entry and supporting documents via the IAEM website no later than **Monday, May 31, 2021, 11:59 p.m. Eastern daylight time. Entries submitted after the deadline will not be accepted.**

### 2021 IAEM Awards Competition Schedule

- **Announcement of Call for Entries:** Friday, April 9, 2021.
- **Entry Deadline:** Monday, May 31, 2021, 5:00 p.m., U.S. Eastern Daylight Time.
- **Judging of Entries:** During June 2021.
- **Notification of Entrants:** During July 2021.