

## Career Excellence Award 2024

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**The Career Excellence Award** recognizes an individual who is a leader that has influenced emergency management throughout the nation or made a national impact due to their significant contributions and achievements throughout their career to promote and improve the emergency management profession in the USA.

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### Eligibility

- A practitioner of emergency management who is currently working (or has retired no earlier than the previous calendar year) for local, state, tribal, military, federal government, or non-Governmental Organization (NGO) with national scope as an employee, contractor, academic instructor, researcher, or volunteer.
  - The nominee must work (or have worked during their career) within the United States. Nominees who work part time outside the United States will be considered if the majority of the time that the nominee delivered services is (or was) within the U.S.
  - If the nominee is currently working in the emergency management field, they must be a member of IAEM-USA in good standing as of the date nominated. If the nominee is retired, they must have been a member of IAEM-USA in good standing as of the last month of work.
  - The nominee must have lived and delivered services in the United States. If the nominee has retired, the nominee's current location of residence is not a consideration.
  - Self-nominations are **not** allowed for this award category.
  - The recipient does not need to be present at the IAEM Annual Conference to be selected although they are strongly encouraged to participate in the conference. The IAEM Awards Committee or judges are not informed about conference registration and do not consider it in decision-making.
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### Completing the Official Award Entry/Nomination

- **Method:** An entry **must** be submitted in English on the official IAEM awards portal available on the Membership Dashboard on the iaem.org website. Non-IAEM members who wish to submit an entry for this award must register as a Guest on the IAEM website to gain access to the awards portal. Non-members of IAEM must pay a \$75 entry fee. All entry details must be complete, or the entry will be disqualified. Please note some fields have word count limitations.
  - **Supporting Materials:** One (1) Letter of Nomination (maximum two pages) and two (2) Letters of Support (maximum one-page) are required. At least one of the supporting documents must verify job performance. Letters of Support may be from anyone who can validate the nominee's qualifications as required in the judging criteria. The Letter of Nomination and Letters of Support must be on official letterhead and signed by the author. Submitted documents should be concise.
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## Judging Criteria

Documentation of the following criteria must be submitted via the awards portal including or within the Letter of Recommendation and support documents.

Category	Documentation	Weight
<b>National Leadership</b>	Describe specific roles, and positions where the nominee served the public as well as the emergency management profession at the national level. This is measured by the nominee's service on nationally appointed committees, subcommittees of national organizations, Federal Government advisory panels, and Board(s) of Directors of organization(s) that serve the entire country, and similar <b>national-level</b> service roles.	30%
<b>Promotion of and Impact on the Emergency Management Profession</b>	Specify methods and activities by the nominee to promote the emergency management profession and the impact.	20%
<b>Accomplishments</b>	Describe accomplishments achieved by the nominee to articulate why the nominee is award worthy. Accomplishments must convey a benefit and a measurable impact.	20%
<b>Job Performance</b>	Illustrate how the nominee has performed emergency management-related tasks in a superior capacity. Verification must be included in at least one or more of the supporting documents.	20%
<b>Experience</b>	Define the nominee's work and emergency management experience, include certifications, licenses, awards, and honors obtained by the nominee.	10%

## Judging Process

The award entries will be judged based on the compliance of content requirements explained above.

All award entries will be evaluated through an unbiased selection process.

Only written documentation via entries and uploads on the awards portal will be reviewed. Incomplete entries will not be considered.

Judges are assigned by the Awards & Recognition Committee Chair or designee. Judges who have a conflict-of-interest as defined in the *IAEM Code of Conduct* will be recused from judging that entry.

Judges will provide a recommendation for selection of one recipient of this award to the IAEM-USA Awards and Recognition Committee whose decisions are final. Any questions can be referred to the Awards and Recognition Committee Chair.

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## Announcement of Award Results

Once the USA Awards and Recognition Committee confirms the award recipient, IAEM Headquarters

will notify the recipient, the nominator, and the recipient's IAEM Region President. Additionally, nominators of entries not selected will be notified.

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## **Questions**

If you have a question about this award or its criteria, please email: [awards@iaem.com](mailto:awards@iaem.com). Phone calls are not accepted. Email questions prior to the entry deadline. Late submissions will not be accepted.

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