

# IAEM-USC Civilian Emergency Manager of the Year Award 2022

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The IAEM-USC Civilian Emergency Manager of the Year Award recognizes an individual serving in civil service or as a contractor supporting U.S. Armed Forces who has consistently demonstrated significant contributions to the field of emergency management while continuously self-developing as an emergency manager.

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## Eligibility

- Civilians may include civil service or service contractors supporting any branch of service.
  - Self-nominations are **not** allowed.
  - The nominee does **not** have to be a member of IAEM.
  - The nominee should be performing emergency management as their primary function.
  - The nominee will be judged on contributions and achievements during the 18-month period from July 1, 2020, through December 31, 2021.
  - The nomination must be submitted by an O-6/GS-15 equivalent level or above. One person may nominate multiple individuals.
  - The recipient does not need to attend 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 from an O-6/GS-15 equivalent level or above is required. The nomination letter must include contact information for both the person being nominated for the award, as well as the nominator. Do not append or attach additional letters of support to the Letter of Nomination; instead, integrate any supporting details from supervisors or others into the second page of the nomination form as an Enclosure to include additional significant achievements and contributions.
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## Judging Criteria

Documentation of the following criteria must be submitted via the awards portal and within the Letter of Nomination.

<b>Category</b>	<b>Documentation</b>	<b>Weight</b>
<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.	40%
<b>Job Performance</b>	Illustrate how the nominee has performed emergency management-related tasks in a superior capacity.	30%
<b>Technical Competence</b>	Explain the nominee’s technical competence in performing emergency management-related functions and activities.	10%
<b>Leadership Abilities</b>	Describe the nominees ability to lead people in emergency management work; include lists of citations of leadership qualifications, recognition, awards, etc.	10%
<b>Initiative</b>	Illustrate how the nominee has taken initiative in accomplishing emergency management-related tasks.	5%
<b>Resourcefulness</b>	Describe how the nominee has been resourceful in accomplishing emergency management-related tasks when resources are scarce, non-existent, or unavailable.	5%

## **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.

The judging panel for the IAEM-USC Auxiliary Emergency Manager of the Year Award is assigned jointly by the Awards and Recognition Committee Chair or delegee and the IAEM-USA Uniformed Services Caucus Chair or delegee. Judges who have a conflict-of-interest as defined in the *IAEM Code of Conduct* will be recused.

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.

## **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.

## **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.