

## IAEM-USA Guideline for 2020 Emergency Manager of the Year Award

**Awarded to an individual in recognition of outstanding contributions to the overall field of emergency management.**

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**Who:** An emergency management practitioner at any level (federal, state, tribal, local, academic, military, and private) as an employee, contractor, academic instructor or researcher, or volunteer.

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### **Eligibility Requirements:**

- A practitioner of emergency management who is currently working in that position or has retired no earlier than the year 2018.\*
- Nominee must work and deliver services within the United States, including the 50 state, the District of Columbia, and the territories of American Samoa, Commonwealth of Northern Mariana Island, Guam, Puerto Rico, the U.S. Virgin Islands.\*\*
- A member of IAEM-USA in good standing (as verified by IAEM as of June 1, 2020)
- Nominees should reflect the IAEM core principals of RESPECT, COMMITMENT, and PROFESSIONALISM as described in IAEM's Code of Ethics.
- Activities or programs must have been implemented and used during the period of **January 1 to December 31, 2019** (calendar year).

\*Local and active duty military emergency managers may also apply for the Clayton R. Christopher Local Emergency Manager and the Uniformed Services Emergency Manager of the Year awards respectively. If selected for either of these awards, another entry will be considered for the Emergency Manager of the Year award. Separate entries are required for each award.

\*\*Nominees who work part time outside the United States will be considered if the majority of the time the nominee delivers services is within the U.S.

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### **Content of a Winning Award Entry:**

1. A nomination letter giving an overview of qualifications.  
*Generally, the introductory letter will be from a co-worker or supervisor. It should be a general overview of the qualifications and accomplishments. It should be no longer than two pages, in standard business letter format using 12-point font with 1-inch margins.*  
**Please Note: Self-nominations are not accepted.**
2. Complete an official Emergency Manager of the Year entry form.
  - a. Nominator's contact information and basic submission information.
  - b. Narrative of accomplishments/projects that have benefited the community.  
*These narratives should be short overviews stating what problems were corrected, areas that were improved.*
  - c. Narrative of innovative programs developed by the candidate.  
*Outline any program accomplishments that were the result of innovative thinking, examples where the candidate didn't just follow the leader, and examples where the candidate displayed leadership and initiative. If a candidate received an award for an innovative practice, that does not disqualify the candidate from eligibility for consideration for this award.*

- d. Listing of experience, certifications, awards, training and education.  
*Related work and emergency management experience,  
Related certifications or license,  
Related awards, honors or outstanding career accomplishment,  
Training/education highlights. (An earned college-level degree is not required.)  
May attach one-page statement, 12-point font, labeled "Section IV – Experience,  
certifications, awards, training, and education."*
- e. Listing of areas of community involvement.  
*Outline any non-work related community involvement that the candidate has  
had.  
May attach one-page statement/list, 12-point font, labeled "Section V –  
Community Involvement"*
3. Letters of recommendation from community leaders, professional colleagues, and/or service recipients.  
*Letters should highlight the positive impact that the candidate has had on the emergency  
management profession and the community or practice area served.  
Limit: up to 5 of these letters.  
Attach one-page letters on letterhead from the author, signed by the author*
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### **How Award Entries Are Judged**

Emergency Manager of the Year Award entries will be judged through an unbiased selection process by judges appointed by the IAEM-USA Awards and Recognition Committee.

The judges will review entries to determine how closely the above-referenced criteria are explained in a thoughtful yet concise manner, and how the nomination complies with the format and content requirements explained above. Incomplete entry forms will not be considered.

Only written documentation will be reviewed. (No video, photos, websites, or other media will be accepted.)

Judges provide a recommendation for selection to the IAEM-USA Awards and Recognition Committee; whose decisions are final.

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**Please submit the completed award entry form and supporting documents via email to Rebecca Campbell at [RCampbell@IAEM.com](mailto:RCampbell@IAEM.com) no later than Tuesday, June 30, 2020, 5:00 p.m. Eastern daylight time. Entries submitted after the deadline will not be accepted.**

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### **2020 IAEM Awards Competition Schedule**

- **Announcement of Call for Entries:** Friday, May 15, 2020.
  - **Entry Deadline:** Tuesday, June 30, 2020, 5:00 p.m., U.S. Eastern Daylight Time.
  - **Judging of Entries:** during July 2020.
  - **Notification of Entrants:** during August 2020.
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