



ROGER W. JONES AWARD FOR EXECUTIVE LEADERSHIP

2024 Nomination Package Checklist

To be considered for the award, a complete nomination package must be submitted including the components below in addition to the [nomination form linked here](#).

NOMINEE

- [Completed Nomination Form \(linked here\)](#)
- A brief summary of nomination - one to two sentences describing key accomplishments and/ or highlights from the nomination package
- A brief biographical sketch including employment and significant awards (not to exceed two pages)
- A narrative description of the nominee's superior leadership that resulted in outstanding organizational achievement, making clear the achievement's nature and significance and the career executives specific role (not to exceed three pages)
- A narrative description of the nominee's strong commitment to effective continuity of government, through successful development of managers and executives, including the nominee's specific actions and success in institutionalizing the development of career executives and individual managers and executives (not to exceed three pages)
- A signed cover letter from the head of the agency, or other appropriate administration appointee, recommending the nominee for the award.
- A professional, high resolution headshot of the nominee.

NOMINATOR

- A brief biographical sketch including employment and significant awards (not to exceed two pages)
- A professional, high resolution headshot of the nominator.

WHERE TO SUBMIT YOUR NOMINATION

Nominations are due July 1, 2024 and may be submitted via email at rogerjonesaward@american.edu. The 2024 winners will be announced in the Summer of 2024 with the awards presented in Winter of 2025.