



### ROGER W. JONES

## AWARD for EXECUTIVE EXCELLENCE

Recognizing federal career executives for excellence in organizational development and commitment to effective continuity in government.

## 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. The nomination form is available on the Roger Jones Homepage: https://www.american.edu/spa/dpap/roger-jones-award.cfm.

#### Nomineee

- 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)
- Asigned 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 Nomination Package

Nominations are due June 1, 2021 and may be submitted by here via email at rogerjonesaward@american.edu.

The 2020/21 winners will be announced in August 2021 with the awards presented in the Fall of 2021. More information about the Award Ceremony will be shared at a later time.







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### **Nomination Form**

Nominee Information

Below you will find the Roger Jones Award Nomination Application. Please be sure to fill in all required fields for the Nominee and Nominator. The section for Submitter Information is optional unless you are submitting the nomination on behalf of someone else.

After the form is complete, please save as PDF and email to **rogerjonesaward@american.edu** along with:

- 1. A letter of nomination from the head of the agency or top administrator
- 2. A resume, cv and/or a brief biographical summary of the nominee
- 3. A brief biographical sketch of the nominee and nominator
- 4. A narrative description of the nominee's superior leadership that resulted in outstanding organizational achievement
- 5. A professional, high resolution photo of the <u>nominee and nominator</u>

First Name			Last Name	
Agency			Position	
Street Address				Address Line 2
Address 3		City		State
Zip Code	Phone		Email	

If you have any questions about the application please email **rogerjonesaward@american.edu.** 

More Info: key.american.edu





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### **Nomination Form**

Nominator Information			
First Name		Last Name	
Agency		Position	
Street Address		Address Lii	ne 2
City	State	Zip Code	
Phone	Email		
Submitter Information			
First Name		Last Name	
Agency		Position	
Phone	Email		

If you have any questions about the application please email rogerjonesaward@american.edu.

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