



Joan A. Dempsey Mentorship Award

INSA Charlie Allen Achievement Awards

Instructions and Overview – Please Read Carefully!

The **Joan A. Dempsey Mentorship Award** recognizes a member of the intelligence, defense, and homeland security communities for their efforts to counsel junior colleagues and develop the future workforce.

ELIGIBILITY

Nominees must be working in government, industry or academia at the E-8/O-6/GS-15 level or below, or equivalent.

COMPLETING THE FORM

Please focus the nomination on work that the nominee has undertaken over the past three to five years.

It is critical that the selection committee be able to assess the individual contributions of the candidate being nominated – not the achievements of an office or mentoring program. Be sure to reference the following selection criteria below when completing the nomination form.

- **Question One** asks for details about the nominee’s office or project and his/her role in it. This information should provide context for the subsequent questions, which ask for specifics regarding the nominee’s actions, accomplishments, and impacts.
- **Questions Two and Three – the most important parts of the nomination** –Please be as specific as possible in describing the nominee’s individual contributions to mentoring professional peers and colleagues; to promoting diversity, equity, and inclusion in the workplace; and to enhancing the health of the organization as a whole and the welfare of the workforce and its community. NOTE: If the nominee holds a position whose principal focus is training and education, his/her involvement in such activities will not be considered “mentoring.”

While not required, if you would like to provide supplemental information (e.g., an endorsement from a mentor or a former supervisor), please limit to a single one-page document.

Selection Criteria: All nominees will be reviewed by the INSA Achievement Awards Committee using the following criteria. Nominations do not need to address every criterion listed below.

Hands-On Mentorship: Experience sharing skills, expertise, and constructive feedback through ongoing formal and/or informal mentoring relationships with peers and junior colleagues in the workplace. A clear personal interest in coaching peers and junior colleagues in the defense, intelligence, and homeland security communities and taking an interest in their professional success. Developing peers’ and junior colleagues’ ability to lead and to function effectively as part of a team.

Leadership: Experience leading formal and/or informal mentorship structures in the workplace that develop the skills, capabilities, and leadership potential of peers and junior colleagues in the defense, intelligence, and homeland security communities.

Inspiration: Ability to motivate peers and junior colleagues to develop skills and exceed expectations through one’s example and by acting as a positive role model.

Values: A commitment to promoting diversity, equity, and inclusion in the workplace and to fostering innovation, collaboration, resourcefulness, and resilience among peers and junior colleagues.



Joan A. Dempsey Mentorship Award

INSA Charlie Allen Achievement Awards

Team-building: Experience leading and/or developing a team in the defense, intelligence, or homeland security community.

Personal Traits: Exhibiting intangible aspects of mentorship, including interpersonal communication skills, empathy, and the ability to gain the respect of one's peers, subordinates, and superiors alike.

Please submit completed nominations to achievement@INSAonline.org by COB on **Tuesday, October 31.**

Note: All nomination materials must be unclassified.

Nominee	Nominating Official
Full Name	Full Name
Name of Agency & Office/Company/University	Name of Agency & Office/Company/University
Military or GS Rank (<i>if applicable</i>) or Equivalent	Military or GS Rank (<i>if applicable</i>) or Equivalent
Title	Title
Estimated Years of Professional Experience <i>(Nominees should be at the E-8/O-6/ GS-15 level or below, or the equivalent)</i>	Relationship to Nominee (supervisor, mentee, etc.)
Postal Address	Postal Address
Commercial Phone Number	Commercial Phone Number
Unclassified Email Address	Unclassified Email Address

How did you hear about the Charlie Allen Achievement Awards?

INSA newsletter/website Press release From my agency

From another organization: _____

Other (please describe): _____



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INSA Charlie Allen Achievement Awards

1. BACKGROUND

Please briefly describe the relevant office and/or project which the nominee supports and describe the nominee's role. This information will be considered primarily as context for the subsequent questions. (250 words maximum)



Joan A. Dempsey Mentorship Award

INSA Charlie Allen Achievement Awards

2. ACCOMPLISHMENTS

Please describe the nominee's personal engagement in formal and/or informal mentoring initiatives among the colleagues in the defense, intelligence or homeland security communities, including instances in which the nominee played a leadership role. Explain the impact the nominee's mentoring had on his/her mentees, colleagues, and/or the organization as a whole. Please focus the nomination on mentoring activities that the nominee has undertaken in a professional setting during the past five years. Please highlight any efforts by the nominee to promote greater equity and inclusion in the workplace. (400 words maximum)



Joan A. Dempsey Mentorship Award

INSA Charlie Allen Achievement Awards

3. BROADER CONTRIBUTIONS TO THE MISSION

Please describe any additional information that reflects on the nominee's character and contributions to his/her organization, its values, and its overall mission. Examples might include the nominee's support to additional stakeholders, voluntary contributions to colleagues' training and education, contributions to workforce morale or welfare, or engagement with the broader intelligence, defense, or homeland security community. (250 words maximum)