



Richard J. Kerr Government Award

INSA Charlie Allen Achievement Awards

Instructions and Overview – Please Read Carefully!

The **Richard J. Kerr Government Award** recognizes the accomplishments of early- and mid-career government civilians in the intelligence, defense, and homeland security communities.

ELIGIBILITY

Nominees must be civilians at the level of GS-13 or below, or the 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 his/her organization’s mission, as well as to the goals of the intelligence and national security communities and to the national security of the United States.

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.

Leadership: Performance that exemplifies the ability to work across organizational boundaries, understands national security and intelligence priorities, and meets the wide-ranging requirements of mission objectives.

Influence: Ability to influence others to accomplish the mission by providing purpose, direction and motivation.

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.

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.

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

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



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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
GS Rank (if applicable) or Equivalent Kerr Award nominees must be civilians at the GS-13 level or below.	Military or GS Rank (<i>if applicable</i>) or Equivalent
Title	Title
Estimated Years of Professional Experience	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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1. BACKGROUND

Please briefly describe the relevant office and/or project which the nominee supports and describe the nominee's role. If you choose to discuss the office's or project's collective accomplishments, please do so here. This information will be considered primarily as context for the subsequent questions. (250 words maximum)



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2. ACCOMPLISHMENTS

Please describe the nominee's personal contributions, accomplishments, and impact on a project, the organization's mission, and U.S. national security. Please focus the nomination on activities that the nominee has undertaken during the past three to five years. This answer will be weighted most heavily in the evaluation process. (400 words maximum)



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3. BROADER CONTRIBUTIONS TO THE MISSION

Please describe any additional information that reflects on the nominee's character and contributions to the organization, its values, and its overall mission. Examples might include the nominee's support to additional stakeholders, mentoring of colleagues, or contributions to workforce morale or welfare. (250 words maximum)