



Richard J. Kerr Government Award

2026 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 the nominee's work over the past three to five years.

The selection committee must be able to evaluate the individual contributions of the nominee, not the achievements of an office, team, or program. Please refer to the **Selection Criteria** when completing the nomination form.

- **Question One:** Provide background on the nominee's office or project and their role. This helps establish context for subsequent questions.
- **Questions Two and Three (most important):** Please be specific in describing the nominee's individual contributions to their organization's mission, the goals of the intelligence and national security communities, and to the national security of the United States.

Optional: You may include one supplemental document (e.g., an endorsement from a mentor or former supervisor), limited to a single page.

SELECTION CRITERIA

Nominees will be reviewed by the INSA Achievement Awards Committee using the following criteria. Nominations do not need to address every criterion.

Leadership: Demonstrates initiative and the ability to guide others by setting direction, making sound decisions, and fostering accountability. Builds trust, motivates colleagues, and provides purpose and encouragement to achieve organizational and mission goals.

Values: A commitment to fostering innovation, collaboration, resourcefulness, and resilience among peers and junior colleagues.

Hands-On Mentorship: Provides expertise and constructive feedback through formal or informal mentoring. Shows a genuine commitment to colleagues' growth, leadership development, and overall success.

Team-Building: Creates cohesive teams by promoting collaboration, communication, and mutual respect.

Innovation & Problem Solving: Applies creativity and technical expertise to develop new approaches, solutions, or processes that address complex challenges and deliver measurable mission impact.

Inspiration & Personal Attributes: Exemplifies professionalism, integrity, and dedication. Serves as a positive role model whose actions inspire others to excel and contribute fully to the mission.



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Please submit completed nominations to achievement@INSAonline.org by COB on **Friday, 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)