



# Joan A. Dempsey Mentorship Award

## INSA Achievement Awards

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### 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 and to the health of the workforce and the organization as a whole.

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. A clear personal interest in coaching peers and junior colleagues 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 that develop the skills, capabilities, and leadership potential of peers and junior colleagues.

**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 the value of diversity, innovation, collaboration, resourcefulness and resilience.

**Team-building:** Experience leading, developing, and/or participating effectively in a team.

**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.



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Please submit completed nominations to [achievement@INSAonline.org](mailto:achievement@INSAonline.org) by COB on **Friday, October 25.**

### CLASSIFIED NOMINATIONS

Email [achievement@INSAonline.org](mailto:achievement@INSAonline.org) for instructions. However, please do not submit a nomination unless the individual, if selected, can appear at a public awards event open to the press, be identified by name in event materials, and have his/her accomplishments described in an unclassified manner.

Nominee	Nominating Official
Full Name	Full Name
Name of Agency & Office/Company/University	Name of Agency & Office/Company/University
Military or GS Rank (if applicable) or Equivalent	Military or GS Rank (if applicable) or Equivalent
Title	Title
Estimated Years of Professional Experience <b>Dempsey Award nominees should be at the E-8/O-6/ GS-15 level or below, or the equivalent.</b>	Relationship to Nominee (supervisor, mentee, etc.)
Postal Address	Postal Address
Commercial Phone Number	Commercial Phone Number
Unclassified Email Address	Unclassified Email Address
<p style="text-align: center;"><b>How did you hear about the INSA achievement Awards?</b></p> <p> <input type="checkbox"/> INSA newsletter/website              <input type="checkbox"/> Press release              <input type="checkbox"/> From my agency  <input type="checkbox"/> From another organization: _____  <input type="checkbox"/> Other (please describe): _____         </p>	



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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. 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 engagement in formal and/or informal mentoring initiatives, 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 during the past 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, contributions to formal training/education of colleagues, contributions to workforce morale or welfare, or community engagement. (250 words maximum)