

SUBJECT: OUTSTANDING FELLOW AWARD

PURPOSE:

The purpose of this award is to; recognize outstanding NCMA Fellows, stimulate continuous contributions to NCMA and the contract management profession by Fellows, and recognize accomplishments at the Chapter and Regional levels.

SCOPE

Applies to all NCMA Fellows who are current members of NCMA.

AWARD

Plaque
Recognition in the *Contract Management* magazine

PRESENTATION

This Award will be presented by the National President at the Leadership Summit, Mid-Year summit, or at the Council of Fellows meeting at another appropriate conference.

NOMINATION

Nominations will be made by Chapter Presidents.

Nominations must be addressed: National Contract Management Association
8260 Greensboro Drive – Suite 200
McLean, VA 22102
ATTENTION: OUTSTANDING FELLOW AWARD
OR
fellows@ncmahq.org

Nominations must be submitted in duplicate if hard copy or, if submitted electronically, the applicant must provide all such documentation (to include copies of papers, certificates, diplomas or transcripts) electronically or on computer disc or CD-ROM.

EVALUATION PROCESS

The list of nominations received will be compiled by the National Office. All award nominations and supporting documentation will be posted electronically on the intranet for review by the Awards and Honors Committee. The Awards and Honors Committee shall review the nominations, apply the criteria, select the Outstanding Fellow, and notify the National Office. Upon notification of a decision, the National Office will notify the National Board of Directors.

EVALUATION CRITERIA

Outstanding Fellow recognition will be determined on the actions of a Fellow who:

- X Has made significant contributions in service to NCMA at the Chapter and/or National level since becoming a Fellow;
- X Mentors others and sets an example of outstanding NCMA leadership;
- X Has made continuing contributions to the contract management profession in their career achievements.

FUNDING

This award is funded by the NCMA operating budget.

FORMATS

The following format or facsimile should be used for nominations:

Preferably on letterhead, a nomination signed by a Chapter President with the following: identification of the nominee, date the individual became a Fellow, a recommendation supporting the nomination with emphasis on the award evaluation criteria stated above, and documentation supporting the nomination.

SAMPLE LETTER**National Contract Management Association**

Awards and Honors Committee
National Contract Management Association
8260 Greensboro Drive – Suite 200
McLean, VA 22102

ATTENTION: NCMA OUTSTANDING FELLOW AWARD

I am pleased to nominate [name of nominee] of [name] Chapter for the Outstanding Fellow Award. This individual became a Fellow on _____. [title and name of nominee] is deserving of this Award for the following reason(s): [provide details on the specific achievements of the proposed award recipient].

Sincerely,

[Name]
[Chapter President]

Attachment: Supporting Documentation