



YOU

What are the membership requirements for award nominators and nominees?



ICEAA

There are no membership requirements for nominators.

Nominees for individual awards must be current ICEAA members in good standing through the date of award presentation.

Nominated teams must consist of a minimum of 51% current ICEAA members in good standing through the date of award presentation.

YOU

How do I know if my nominee is an ICEAA member?



ICEAA

It's a good idea to verify your nominee is a current ICEAA member in good standing prior to submitting a nomination. If you are unsure about someone's status, simply email [iceaa@iceaaonline.org](mailto:iceaa@iceaaonline.org) and provide the individual's first and last names along with the name of their employer in your request.

If your nominee does not have a current membership, we strongly advise them to visit the ICEAA Portal (<https://members.iceaaonline.com/login.aspx>) and renew or register their membership as soon as possible to ensure award eligibility.

YOU

Does my nominee have to win a Chapter Award to qualify for the Association Awards?



ICEAA

No, your nominee does not have to win a Chapter Award first. Only a handful of Chapters even offer their own award programs, and their judges and processes for determining winners may differ from the Association Awards.

We recommend anyone who submits a nomination to their local Chapter Awards also submit one to the Association Awards, regardless of outcome.

YOU

May I nominate myself?



ICEAA

Absolutely! After all, who is more qualified to speak to your extraordinary efforts than **you**?!

Bear in mind, however, that the most compelling nominations often come from appreciative customers. You may want to see if one of your own customers is willing to nominate you rather than nominating yourself.

See "Tips to Improve Your Award Nominations" for more information.



### Involve your nominee in the writing process

While the idea of surprising someone with an award nomination may sound appealing, leaving your nominee out of the writing process is often detrimental to its success. Think of a nomination as a résumé—most people struggle to recount their **own** accomplishments while writing one. Now, imagine how hard it would be to write a résumé for a colleague without any of their input! Your nominee will have the details required to flesh out your nomination.

### Use available resources to build the outline

You may be thinking, “If my nominee is providing the ‘meat’ of the narrative, then which part do I play as the nominator?” You can start the process by producing the “bones” of the narrative. Good places to look for inspiration might be your nominee’s most recent résumé or performance review. If you do not have access to these documents, contact your nominee’s supervisor to see if they can give you copies (with any confidential information redacted, of course). They may even be interested in helping you write it.



### Demonstrate how your nominee satisfies all award criteria

There really is so much overlap between writing a résumé and writing a nomination. A good résumé is crafted using keywords from the job description, and a good nomination is crafted using keywords from the list of criteria for that award. Use the criteria as a checklist when writing and provide concrete examples of how your nominee meets each qualification listed.

### Be as specific as possible about your nominee’s impact

This tip is related to the first recommendation about asking your nominee to provide details. You should not simply say their analysis saved the program a lot of time and money—tell us approximately how many months and dollars. You should not merely mention how their work was praised by the program office—quote the actual kudos given in that email from the program manager. Like a résumé, quantifying and qualifying achievements will result in a more compelling nomination.



### Ask your customer to submit your nomination

The average O-6 or GS-15 is far too busy to write an award nomination for one of their contractors. If you have a good relationship with your customer, though, it may be worth asking whether they would be willing to supplement a mostly written nomination with a few testimonial statements regarding the importance of your nominee’s contributions to their mission. Judges tend to look more favorably upon a nomination submitted by a satisfied government customer than one submitted by another employee of the same contractor.

### Get started early on the writing process

Nominations typically are accepted from early November to mid-March. This four-month window may seem like plenty of time, but it is easy to get overwhelmed by the post-holiday workload and miss the deadline. Start thinking right now about who you would like to nominate for next year’s awards, and try to begin writing your nomination before November. The same people who are standouts in the cost community today almost certainly still will be standouts in March, and all you will have to do is update the nomination with any recent developments.



### Resubmit a nomination from a previous year

Sometimes we have more qualified nominees than we have awards to give, and the difference between winning and narrowly missing out on an award can all boil down to the level of competition that year. We encourage anyone whose nominee did not win last year to submit their nomination again this year, incorporating all the advice presented here and updating the narrative to reflect your nominee’s latest accomplishments. Additionally, it may be beneficial to read the winning narrative from the previous year and ask yourself, “Which points did they highlight that I could have emphasized better in my own nomination?”