Please use this form to complete your nomination. Nominators should complete Sections I - V and submit the nomination by the deadline, **August 17, 2018**. *(These materials may be reproduced and distributed freely.)*

**PURPOSE AND OVERVIEW**

* The AGA Guam Chapter will present a certificate of award to a government professional who exemplifies and promotes excellence in government, outstanding leadership, high ethical standards and innovative management procedures.
* The award recognizes the cumulative achievements of a government professional that has, throughout his/her public career served as a role model for others and has consistently exhibited the highest personal and professional standards.
* The nominee must be employed by the federal, local or state government in Guam at the time the work being recognized was performed. Nominations are open to federal, local or state government employees, and elected or appointed officials in Guam.
* The Professor John M. Phillips Excellence in Government Accountability Award will be presented at the 2018 Guam Professional Development Conference in August 2018.

**I. Nominee Information**

1. Formal name with designations (i.e. CGFM, CPA, etc.) as it might appear on an award:
2. Title:
3. Current Employer:
4. Full address:
5. Phone number and email:

**II. Criteria and Evaluation.** The Awards Committee will use the following criteria to evaluate and rank nominees. Therefore, for each key factor listed below, describe in specific terms, the work or contribution that justifies the nomination. It is very important to write a description under each key factor 1 through 4 listed below.

1. Contributions to improved government services and operations (worth 25 points).
2. Individual’s demonstration of leadership in government programs and the financial management profession (worth 25 points).
3. Individual Integrity (worth 25 points).
4. Results (savings, increased productivity, expanding services, improvements) from applying innovative management techniques (worth 25 points).

**III. Biographical Sketch of Nominee**. List the nominee’s education and any other pertinent background information that will assist in evaluating the nominee’s achievements.

**IV. Citation.** For use as the formal award citation, describe the highlights of the accomplishments, particularly impact and results.

**V. Nominator Information.**

1. Full address of nominator (AGA will send you a copy of our letter to the nominee).
2. Phone number and email address (in case we have questions about this package).
3. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Your AGA chapter leadership position, if applicable:

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**HOW TO PREPARE AND SUBMIT YOUR ENTRY**

Please use this form to complete your nomination. Nominators should complete Sections I - V and submit the original nomination by the deadline. (You do not have to send copies of the package.)

The Word version of this form is available online at <http://aga.guam.net>.

Please take care to ensure your nomination is a complete document and includes all the information requested. Do not submit several nominations bound by one cover letter that contains contact information – EACH nomination should be a stand-alone document.

Electronic submissions should be ONE file, i.e. please do not send the description of accomplishments separate from the nominee’s bio. Include all information in one e-file.

* Nominations may be submitted electronically, by mail, or in person.
* Include a high-resolution .JPG photo file of the nominee. Please send a separate JPG file when you send the nomination form. (Please DO NOT cut and paste on the nomination form.)
* File your submission by the deadline indicated below.
* Electronic nominations do not require a signature.

**DEADLINE**

The original nomination package must be received by 5:00 pm, Chamorro Standard Time on **Friday, August 17, 2018**.

Late nominations will be encouraged to resubmit the following year – they will not be returned.

All applicants will be notified of the Awards Committee’s decision.

**SUBMIT YOUR ENTRY TO**

All nominations should be submitted to the attention of Vincent Duenas, Programs Director.

Electronically: agaguamchapter@gmail.com

Mail: P.O. Box 1124, Hagåtña, Guam 96932

Phone: (671) 475-0390 ext. 2026

***Thank you for helping us pay tribute to the best and brightest!***