

PREPARE A STRONG NOMINATION

The Roger W. Jones Award recognizes federal career executives who demonstrate exceptional leadership and commitment to developing future federal leaders. To help ensure your nominee receives full consideration, please follow these guidelines when preparing your nomination package:

Focus on Concrete Leadership Achievements

Strong nominations clearly articulate how the executive's leadership directly resulted in measurable organizational accomplishments. Consider including:

- Specific challenges the executive addressed and outcomes achieved
- Data points demonstrating improved organizational performance
- Innovative approaches implemented that enhanced mission delivery
- Examples showing integrity in decision-making and fierce resolve in execution

Highlight Commitment to Leadership Development

Exceptional candidates don't just excel personally—they actively build the next generation of federal leaders. Your nomination should detail how the executive:

- Established or enhanced formal mentoring or development programs
- Created learning opportunities and growth experiences for their team
- Implemented succession planning strategies
- Demonstrated personal investment in coaching and developing future executives

Provide Supporting Evidence

The strongest nominations include concrete examples and supporting evidence:

- Include brief testimonials from those the executive has developed
- Reference specific leadership initiatives the nominee championed
- Describe the lasting impact of the executive's development efforts
- Show how the nominee's work improves the continuing excellence of government service

Address Both Criteria Comprehensively

Successful nominations demonstrate excellence in both required areas:

- Superior leadership resulting in organizational achievements
- Strong commitment to developing future federal executives

Ensure your nomination provides substantial evidence for each criterion rather than focusing predominantly on one area.

Specifics

- Avoid acronyms or jargon.
- Read profiles of past RJA winners to use as models for writing the nomination.
- Avoid over-inflated numbers if the nominee does not have direct involvement in the stated accomplishments.