**NOMINATION INSTRUCTIONS**

***Thomas Dillon Security Professional of the Year***

**Nominations**

The HQDA, ODCS, G-2 “Thomas Dillon Security Professional of the Year” Award showcases an Army civilian employee or military personnel who best exemplifies the characteristics of loyalty, integrity, and devotion to duty as a security professional.

A call for nominations will begin on 1 December with a nomination deadline of 1 March 2014.

**Nomination Procedures**

Nomination forms must be entirely completed with a valid official mailing address and telephone number for the nominator.

Commanders, Senior Intelligence Officers and Directors of Security of ACOMs/ASCCs/DRUs may forward a nomination packet to HQDA, ODCS, G-2 (DAMI-CDS). Subordinate commands should forward nominations through their higher headquarters to HQDA, ODCS, G-2 (DAMI-CDS).

Posthumous nominations are not eligible.

Personnel assigned or attached to HQDA, ODCS, G-2 are ineligible for this award.

**Nomination Criteria**

Nominations will be rated against the following criteria:

* ***Measurable and Significant Benefits*** – Modification of processes/procedures that result in substantial cost/time savings; partnership with other agencies/organizations to improve overall security program(s); save time/money; customer satisfaction, etc.
* ***Innovation and Creativity*** – A high degree of innovation or creativity; the use of new partnerships; creative use of technology; completely new way of interacting with customers or other agencies to streamline security processes and/or procedures, etc.
* ***Transferability*** – The degree to which the innovation may be successfully replicated by other Army security offices and organizations.
* ***Customer Involvement*** – Contribution to an increased customer understanding of Army security policy and requirements.
* ***Leadership*** – Implementation factors such as leadership, risk management, stakeholder alignment; initiatives that are truly innovative and unique. Sufficient time must have passed since implementation of the initiative to allow substantive evaluation of the success of the effort.
* ***Enthusiasm*** – Exhibits enthusiasm in promoting security principles and uses to address and/or overcome obstacles; serves as a role model to other security professionals within the community.
* ***Commitment*** – Demonstrates a strong commitment to Army security program excellence, e.g., mentors other security professionals; implements/monitors an aggressive customer feedback system to determine security program shortfalls/ success; or uses extraordinary, unique, and effective methods to market the Command security program.

*\*\*This award is not meant as “end-of-career” recognition. Although the recipients may have demonstrated leadership throughout his or her career, this award is designed primarily to recognize those who have done an extraordinary job of leader and/or developing innovative ideas to further HQDA, ODCS, G-2 Security programs and program requirements.*

**Nomination Tips**

* Keep It Short! Nominations should be no more than 1 page in length (12 pitch font). Submission of supporting documentations, to include letters of support, is authorized.
* “Sell the Nominee!” Nominators should provide the selection committee with the most useful information about your nominee. The committee members are looking for evidence of special achievement that goes beyond just doing a good job. Highlighting the nominee’s accomplishments in terms of customer service; effectiveness of new process/procedure; preparing the next generation of Army security professionals and leaders, etc. is helpful. Letters of support either from customers, colleagues or partners also assist the Selection committee in their assessment.
* ***Every attempt should be made to keep the nomination and supporting documentation unclassified*.**

**Where to Send Nomination Papers**

Mail, fax or email signed and dated nomination forms and supporting documentation to:

Office of the Deputy Chief of Staff (ODCS), G-2

Counterintelligence, Human Intelligence, Disclosure and Security

1000 Army Pentagon (2D350) (DAMI-CDS/ SETA Program)

Washington, DC 20310-1000

NIPRNET: usarmy.pentagon.hqda-dcs-g-2.mbx.seta@mail.mil

Unsecure Fax: 703-695-3142

Nominators will receive electronic acknowledgement of receipt of their submission.

**When Are Decisions Announced?**

Selection committee decisions are announced during the month of April 2014. All nominators will be informed by letter of the results. Date and time for the award presentation are coordinated with the recipient and the recipient’s organization/Command.

**Need Assistance?**

If you require assistance completing your nomination form, contact Ms. Julia Swan, Phone: 703-695-3111, DSN 225-3111. You may download nominations forms on the G-2, SETA Website at http://www.dami.army.pentagon.mil/site/SETA/Community.aspx.