

# Award Nominations Due by 30 Sep 2011



## CALL FOR ENTRIES!



Send us your PHMA Award Nominations! This is your opportunity to recognize superior service and achievement from within your departments and PHMA Chapters. All winners will be recognized during PDS XXIV, held in San Diego, California on 30 January–3 February 2012.

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## Basic Rules

- **Award recipients must be PHMA members in good standing** (CY dues paid) or in the case of Team awards at least 25% of the team must be PHMA members in good standing.
- Awards are for any federal (including NAF) employee or privatization/ contract employee, directly or indirectly, supporting the housing needs of military members of the Armed Services (includes, but is not limited to, housing referral, family housing, bachelor or transient housing).
- The 2011 Awards should reflect achievements (personal or team) during FY 2011.
- Award nominations can be made by any person, chapter or group.

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## Award Categories & Descriptions

### **Military Service Categories—One Award In Each Category For Each Uniformed Service:**

**Outstanding Senior Housing Manager**—Awarded to senior management staff (irrespective of organizational level) who have responsibility for directing, managing or overseeing major housing or housing support organizations. This generally includes housing directors, family housing managers, billeting/bachelor housing managers, transient lodging managers, department heads, asset managers, private sector upper management or others in major supervisory positions.

**Outstanding Mid-Level Housing Manager**—Awarded to middle management staff (irrespective of organizational level) who may themselves be team leaders, branch heads, community managers or assistant chiefs within their respective organizations that are engaged in directing, managing or overseeing housing or housing support functions. This may include, but is not limited to, referral, inspection, front desks, maintenance operations, leasing and all other categories of personnel supporting the housing of military members and/or their families.

**Outstanding Housing/Billeting Employee**—Awarded to any member of an organization below the supervisory or middle management level (irrespective of organizational level) which is engaged in directing or managing housing, housing support and oversight functions. This includes, but is not limited to, housing referral, inspectors, front desk clerks, maintenance personnel, contract personnel (Including A-76); operational personnel; management personnel; leasing specialists; and all other categories of personnel supporting the housing of Service members.

**Outstanding Housing Installation Team—Privatized Locations**—Awarded to an installation team (defined as having both federal and contractor/partner groups) who can demonstrate their collective achievement(s) of an outstanding living environment for military members and/or their families (whether in housing referral, family housing, bachelor housing, or transient housing). Both team leaders and team members will be recognized.

**Outstanding Housing Installation Team—Traditional Locations**—Awarded to an installation team (defined as having multiple federal groups and which may also include sub-contractors) who can demonstrate their collective achievement(s) of an outstanding living environment for military members (whether in family housing, bachelor housing, or transient housing). Both team leaders and team members will be recognized.

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## Award Categories & Descriptions (CONTINUED)

### PHMA Categories—Multiple Awards As Warranted:

**Outstanding Chapter Officer**—Awarded for leadership and service to a local PHMA chapter in good standing. (Submitted to the Regional Director.)

**Outstanding Local Chapter Member**—Awarded for special support to a local PHMA chapter in good standing. (Submitted to the Regional Director.)

**Outstanding Chapter or Region**—Awarded for excellence in service to PHMA, PHMA members and to the local communities served. (Submitted to the Regional Director or, if a region is nominated, to the Director of Awards.)

**Chapter or Region Achievement Award**—Presented to all chapters or regions who have consistently met or exceeded the standards for outstanding chapters. (Submitted to the Regional Director, or if a region is nominated to the Director of Awards.)

**Roger G. Seymour Superior Staff Award**—Bestowed in memory of Roger G. Seymour, a long time instructor and senior staff member of PHMA. Presented to a paid or volunteer staff member, part time or full time, for exceptional service. (Nominations submitted to the Executive Director.)

**The President's Excellence Award**—Presented to a member of the PHMA Board of Directors or a special advisor to the PHMA Board of Directors who have made significant contributions to PHMA in the preceding year. (Nominations submitted to the Executive Director.)

**The "Deke" Giles Award**—Bestowed in memory of Walter T. "Deke" Giles, a founder and charter member of PHMA. Awarded for distinguished and meritorious service in attaining PHMA goals. This award, approved by the executive council, may be given to members or organizations (both federal and non-federal) for outstanding support of PHMA and its goals and objectives. (Nominations are submitted to the Executive Director.)

**The Founder's Award**—PHMA's highest award bestowed to those special individuals who have made major contributions to both PHMA and to their individual military service and whose professional and personal lives exemplify the ideals of the Association and of their peers. (Nominations are submitted to the Executive Director via (1) the PHMA Regional Director and (2) Service Vice-Presidents.)

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## Nomination Process

**Military Service Awards**—Nominated by any individual or group and submitted thru the appropriate chain of command to the respective Service vice president who will convene an evaluation panel made up of personnel from all levels of their Services to rate the nominees. Through this process, each Service will select a winner for each category. Service Vice Presidents then notify the PHMA Director of Awards who will forward the winners to the PHMA Executive Director. All Service winners will be notified prior to PDS XXIV.

**PHMA Awards**— Nominated by any individual or group and submitted to the respective Regional Director, Director of Awards or to the PHMA Executive Director as noted in the award descriptions. Awards evaluations will be compiled by each region at the direction of the regional director. Each region will submit its nominees to the Director of Awards who will establish an evaluation committee to determine the winner in each category. The PHMA Director of Awards will forward the winners to the PHMA Executive Director. All winners will be notified prior to PDS XXIV.

## Award Criteria & Submission Formats

### **FORMAT: All submissions will:**

- Be transmitted by e-mail in narrative format using Microsoft Word.
- Succinctly demonstrate what the nominee(s) accomplished to justify an award during the award year.
- Include the name, full address and title of the nominating person/group.
- Include the name, full address, title and contact information of the nominee(s).
- Be limited to a maximum of 3 pages, using 10 point font (no script please).
- Contain a summary statement of achievement of no more than 100 words as an addendum to the nomination package.
- Include a photograph of nominee or team that is a minimum size of 500 KB and is in a .jpg, .png or .tif file format.

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## Award Criteria & Submission Formats (CONTINUED)

**EVALUATION:** Awards will be judged on information demonstrating the following achievements:

**Military Service—Outstanding Senior Manager, Mid-Level Manager and Housing Employee whose personal actions enhanced the living experience of military members:**

- accomplishments over and above normal duties for past rating period
- external and internal customer service
- involvement in command activities, functions, collateral duties
- involvement in community service
- special actions, achievements or effort that warrant recognition

**Military Service—Outstanding Installation Housing Team \*\* (Both for Privatized and Traditional Housing Organizations), whose collective team actions enhanced the living experience of military members through significant accomplishments in:**

- resident satisfaction/customer support
- operational efficiency (includes such items as maintenance, budget vs. actual, response/completion time, resident satisfaction, etc.)
- community support
- referral
- marketing
- partnering

**\*\* NOTE:** *The Military Services may, if desired, require additional details or information and may set their own standards to support their evaluation of the award, based on the above criteria.*

**PHMA Awards—Outstanding Chapter Officer or Member whose personal actions warrant special recognition and contributed to the success of chapter operations by:**

- making a specific contribution or contributions to the local PHMA chapter events or meetings
- promoting the ideals of PHMA
- contributing to local community efforts
- raising funds for local charities or scholarship funds
- recruiting new members for the Chapter and PHMA International

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## Award Criteria & Submission Formats (CONTINUED)

**PHMA Awards—Outstanding Chapter or Region** which warrants special recognition for contributions to PHMA and its goals and objectives by:

- contributing to significant local community events and outreach
- raising funds for the PHMA scholarship fund
- assisting PHMA at the annual Professional Development Seminar
- holding regular meetings and events for local members
- assisting in membership drives and contributing articles for *Defense Communities*

**PHMA Awards—Chapter or Regional Achievement** which is based on continuing excellence in all phases of Chapter operations and which can demonstrate ongoing efforts including:

- have been recognized as an outstanding chapter or region at least once on the past 5 years
- activities that have been provided for chapter members
- training opportunities offered members
- community projects on or off base
- participation in regional events/national events
- support of regional/international workshops or seminars

**PHMA Awards—Executive Director's Superior Staff Award** which is based on excellence in service as evidenced by:

- prompt, courteous and continued excellence in customer service
- contributing to a pleasant working environment with co-workers
- participation in local PHMA events
- promoting a positive work ethic
- maintenance of personal skills
- representing PHMA to other groups
- contributing to *Defense Communities*

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## Award Criteria & Submission Formats (CONTINUED)

**PHMA Awards—The President's Excellence Award** which is based on superior contributions by members of, or advisors to, the PHMA Board of Directors as evidenced by:

- participation in PHMA Board meetings
- meeting or exceeding annual goals if applicable
- promoting PHMA to external federal and non-federal groups
- recruiting PHMA members
- providing articles to *Defense Communities*

**PHMA Awards—The "Deke Giles Award** is based continued outstanding service to PHMA over a minimum of 5 years, as evidenced by:

- continually contributing over a multi year period to the success of PHMA International and/or Regions or Chapters
- promoting PHMA and its efforts to internal and external organizations
- taking specific actions that contribute to the success of PHMA endeavors such as organizing local, regional or national events; promoting membership growth; or promoting team building within PHMA; and raising funds for local or international scholarships
- exemplifying PHMA ideals in providing professional service to military members and/or their families

**PHMA Awards—The Founder's Award** combines the qualities found in the Deke Giles award for Service to PHMA, with the qualities found in the Military Service awards for service to military members and/or their families over a multiple years. This is a very individual award but at a minimum, certain accomplishments need be covered. Nominees should:

- have been a longstanding member of PHMA (minimum five years)
- have been a leader in the providing referral, family housing, bachelor housing, lodging, or transient housing for members of the Armed Forces (minimum five years)
- remain a role model for PHMA Members and housing personnel
- exemplify the best in customer service to military members
- have continually contributed, over a multi year period, to the success of PHMA International and/or Regions or Chapters

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## Contacts For Submitting Awards Nominations

### SERVICE AWARDS:

#### Air Force

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#### Army

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#### Coast Guard

##### Wes Westbrook

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#### Marine Corps

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#### Navy

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### PHMA AWARDS:

#### Western Regional Director

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#### Southeastern Regional Director

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#### Northeastern Regional Director

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##### John Garcia

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#### Pacific Regional Director

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