

**SUBJECT: FELLOW AWARD**

**PURPOSE:**

The NCMA Board of Directors established the category of NCMA Fellow in July 1966. The Fellow designation is reserved for individuals who have made significant contributions to the field of contracting and to the NCMA and is the third highest award given by the Association. The first three Fellows (Stuart Davidson, Bert DuMars, and Sy Gottlieb) were approved by the Executive Council on January 9, 1967. Although the specific criteria have evolved over time, the broad categories of service required for selection as an NCMA Fellow have remained the same.

**Fellows Charge:**

- X Continuous support in a leadership role for NCMA and the contract management profession;
- X Participation as a member of the Council of Fellows and as an active member of your local chapter;
- X Contributors to efforts to enhance and expand the professional acceptance of NCMA membership and certification;
- X Mentors for the development of new NCMA leaders.

**Council of Fellows**

All new Fellows become a member of the Council of Fellows. All Fellows are encouraged to participate as members of the Council. While the specific activities of the Council may change over time, the overall charter and mission of the Council of Fellows is expected to remain essentially as follows:

**Charter and Mission of the Council of Fellows**

- X Channel resources for use by NCMA's President and President-Elect toward the fulfillment of the Association's goals and objectives;
- X Offer opportunities to participate in and guide the Association's future direction;
- X Foster a forum for roundtable discussions of issues affecting the contract management profession.

**SCOPE**

Applies to all NCMA members.

## **AWARD**

Fellow Certificate  
Recognition in the *Contract Management* magazine  
Fellow NCMA membership pin

## **PRESENTATION**

This Award will be presented by the NCMA President at the Leadership Summit, Mid-Year Summit, or at the Council of Fellows meeting at another appropriate conference attended by the new Fellow.

## **NOMINATION**

Members may submit their applications to their Chapter Fellow Chairperson. Applications must be signed by a Fellows Chairperson or Chapter President. If the application is for either of those two positions, then the application must be signed by the other position. The Chapter Fellow Chairperson will submit verified applications as noted below.

Nominations may be made at anytime.

Nominations must be addressed:      National Contract Management Association  
21740 BeaumeadeCircle  
Suite 125  
Ashburn, VA 20147

ATTENTION: FELLOW AWARD  
OR  
fellows@ncmahq.org

Nominations must be submitted in duplicate if hard copy or, if submitted electronically, the applicant must provide all such documentation (to include copies of papers, certificates, diplomas or transcripts) electronically or on computer disc or CD-ROM. **ELECTRONIC SUBMISSION IS PREFERRED.**

## **EVALUATION PROCESS**

The list of nominations received will be compiled by the National Office. All award nominations will be posted electronically for review by the Awards and Honors Committee. The Awards and Honors Committee may appoint a subcommittee of Fellows to review the nominations, apply the criteria, recommend selections, and notify the Awards and Honors Committee of their recommendations. If a majority of the sub-committee members concur on recommendation of an individual, the Awards and Honors Committee will normally accept the

recommendation and notify the National Office of the selection. Any disagreements regarding recommendations will be resolved by the Awards and Honors Committee.

### **EVALUATION CRITERIA**

The criteria in the application consist of 13 categories with 28.5 maximum points obtainable. A minimum of 16.0 points is required to be eligible for the Fellow Award.

### **FUNDING**

This award is funded by the NCMA operating budget.

### **FORMATS**

The following application format and instructions shall be used for all applications. If the item says "List", the information must be included as part of this application document. If the item says "Documentation", it should be included as an attachment. Many items have both "List" and "Documentation" as requirements.

Effective December 15, 2011

## NCMA FELLOW AWARD APPLICATION

NAME:  
CHAPTER:  
ADDRESS:

DAYTIME PHONE NUMBER:  
E-MAIL ADDRESS:

TO: Awards and Honors Committee

In accordance with the requirements of the NCMA Award Policies and Guidelines, Fellow Award, the following qualifications for election as a Fellow are hereby submitted:

1. **ACADEMIC and PROFESSIONAL TRAINING**

List institution, degree, and date:

- a) Bachelor ' s degree, Master ' s degree, J.D., or Ph.D. (1.0 pts. each) \_\_\_\_\_
- b) CPCM certification (1.5 pts.) \_\_\_\_\_
- c) CACM/CFCM/CCCM certification (1.0 pts.) \_\_\_\_\_
- d) Other professional certificates co-sponsored by the NCMA national organization and an academic institution (e.g., NCMA/AFIT Professional Designation in Contract Management) (Includes SAS) (0.5 pts.) \_\_\_\_\_
- e) Other professional certification requiring an examination in a contracting or acquisition related area (e.g., C.P.A., C.P.M., CPL, CCE/A, PMP or State bar licensure) (1.0 pts) \_\_\_\_\_
- f) NCMA CMLDP graduate (0.5 pts.) \_\_\_\_\_

Subtotal (Maximum 5.0 pts) \_\_\_\_\_

(Documentation required: copy of diploma or transcript showing degree(s) granted. For certifications, provide copy of certification or other documentation verifying achievement.)

2. **WORK EXPERIENCE IN A CONTRACTING/ACQUISITION POSITION**

Describe positions, responsibilities, and dates.

- a) More than 5 years (0.5 pts) \_\_\_\_\_
- b) More than 10 years (1.0 pts.) \_\_\_\_\_
- c) More than 20 years (1.5 pts.) \_\_\_\_\_

Note: Points are not cumulative

Subtotal (Maximum 1.5 pts) \_\_\_\_\_

(Documentation required: narrative describing work experience.)

3. MANAGEMENT POSITION IN THE FIELD OF CONTRACT/ACQUISITION  
MANAGEMENT

Describe positions, responsibilities, and dates.

- a) Manager (2.5 pts.) \_\_\_\_\_
- b) Team Leader reporting to manager (1.0 pts) \_\_\_\_\_

Subtotal (Maximum 2.5 pts.) \_\_\_\_\_

(Documentation required: narrative describing positions, responsibilities, and dates.)

4. NCMA CHAPTER-LEVEL SERVICE

List position, chapter, and dates.

- a) President (3.0 pts.) \_\_\_\_\_
- b) Other Elected Officers (Vice President, Secretary or Treasurer) (1.5 pts.) \_\_\_\_\_
- c) Chair of Major Appointed Committee (e.g., Programs, Membership, Communications/Newsletter, or Education) (1.0 pts.) \_\_\_\_\_
- d) Other Chairs (0.5 pts.) \_\_\_\_\_

Note: Points are awarded for each full-year term **but only after completion of the year**; points are additive for each full year of added service in each position; a, b, c, and d are additive.

Subtotal (Maximum 5.0 pts.) \_\_\_\_\_

(Documentation required: Documentation may consist of chapter roster, copy of certificate of election/appointment, or similar)

5. NCMA MEMBERSHIP

List dates of membership

- a) 1 to 5 years (1.0 pts.) \_\_\_\_\_
- b) More than 5 years (1.5 pts.) \_\_\_\_\_
- c) More than 10 years (2.0) \_\_\_\_\_

Subtotal (Maximum 2.0 pts) \_\_\_\_\_

(Documentation required: Copy of membership card or new member certificate.)

6. CHAPTER ATTENDANCE

Provide total of meetings \_\_\_\_\_ and number attended \_\_\_\_\_

More than 50 percent of regularly scheduled meetings within the last year (1.0 pts.) \_\_\_\_\_

Subtotal (Maximum 1.0 pts.) \_\_\_\_\_

7. NCMA SERVICE, NATIONAL LEVEL

List offices and dates.

- a) National Officer (1.0 pts.) \_\_\_\_\_
- b) Board of Advisors (1.0 pts.) \_\_\_\_\_
- c) National Board of Directors member (1.0 pts.) \_\_\_\_\_
- d) National Board Committee member (appointment and participation on a national level committee) (0.5 pts) \_\_\_\_\_
- e) One Program Year as a member of
  - (1) Served as a Student Chapter Mentor (.5 pts per Program Year)
  - (2) Mentor for the NCMA Leadership Development Program (.5 pts. per Program Year)  
(Letter of designation from the chapter or the LDP shall be provided by candidate to validate service.)
- f) National Functional Director, or National Communities of Interest Chair (0.5 pts.)  
\_\_\_\_\_ (legacy)
- g) Regional Leadership Team (0.5 pts.) \_\_\_\_\_ (legacy)

Note: Points are awarded for each full-year term **but only after completion of the year**; points are additive for each full year of added service in each position; a, b, and c are additive.

Subtotal (Maximum 2.5 pts.) \_\_\_\_\_

(Documentation required: Officer certificate or letter of appointment/election. If member of Regional Leadership Team, provide leadership team roster or similar documentation)

8. SUPPORT OF CONTRACTING OR ACQUISITION PROFESSIONAL PUBLICATIONS

- Article or paper on contract management or related subject published in Contract Management or other recognized periodical professional publication.
- Contracting or acquisition related subject published in the NCMA Journal or other recognized professional journal.
- Author of published NES text material or TIPS
- Author of published contracting or acquisition related texts

- List publication, title of paper, and date.
- a) First time published in each category listed above (1.0 pts.) \_\_\_\_\_
- b) Second time or more published in each category listed above (0.5 pts.) \_\_\_\_\_

Subtotal (Maximum 2.5 pts.) \_\_\_\_\_

(Documentation required: Provide copy of article/publication.)

9. ACTIVE SUPPORT OF CHAPTER EDUCATIONAL EVENT IN SPECIFIC WORK ASSIGNMENTS OR AS A CHAPTER PROGRAM SPEAKER (INCLUDES NES)  
List educational event subject, personal duties, and dates.

- a) First time (0.5 pts.) \_\_\_\_\_
- b) Second time (0.5 pts.) \_\_\_\_\_

Subtotal (Maximum 1.0 pts.) \_\_\_\_\_

(Documentation required: educational event attendance certificate showing speaker; flyer or other supporting information showing specific participation.)

10. ACTIVE PARTICIPATION IN NCMA SPONSORED (E.G., HIGHER THAN CHAPTER LEVEL) CONFERENCES AS A PROGRAM SPEAKER, CONFERENCE CHAIR, ASSISTANT CHAIR, OR CHAIR OF RECOGNIZED COMMITTEE. (This section does not include chapter support of an NES or other local conferences)  
List conference, subject/position, and date.

- a) First time (1.0 pts.) \_\_\_\_\_
- b) Second time (.5 pts.) \_\_\_\_\_

Subtotal (Maximum 2.0 pts.) \_\_\_\_\_

(Documentation required: committee roster, conference proceedings or similar supporting information showing specific participation.)

11. PROGRAM SPEAKER/CONFERENCE OR MAJOR COMMITTEE CHAIR IN CONFERENCES, WORKSHOPS, OR PROGRAMS SPONSORED BY SIMILAR PROFESSIONAL ASSOCIATIONS (e.g., Institute of Supply Management (ISM), National Grants Management Assn. (NGMA), National Institute of Governmental Purchasing (NIGP), Project Management Institute (PMI), Society of Cost Estimating and Analysis (SCEA), Society of Logistics Engineers (SOLE), American Bar Assn. (ABA))  
List Conference, association, subject, and date.

- a) First time (1.0 pts.) \_\_\_\_\_
- b) Second time (0.5 pts.) \_\_\_\_\_

Subtotal (Maximum 1.5 pts.) \_\_\_\_\_

(Documentation required: committee roster, conference proceedings, or similar supporting information showing specific participation.)

12. TEACHING IN THE FIELD OF CONTRACT/ACQUISITION MANAGEMENT

List university, describe course, and provide date.

- a) One or more full semesters or academic quarters at an accredited university or academic institution (1.0 pts.) \_\_\_\_\_
- b) One or more full semesters or academic quarters as a teaching assistant or graduate assistant at an accredited university or academic institution (0.5 pts.) \_\_\_\_\_
- c) One or more continuing education courses at an accredited university or academic institution (0.5 pts) \_\_\_\_\_

Subtotal (Maximum 1.0 pts.) \_\_\_\_\_

(Documentation required: narrative supported by class schedule or similar supporting documentation.)

13. NATIONAL AWARDS AND RECOGNITIONS

These consist of awards and recognitions given by NCMA through the Awards and Honors program.. The items also include national honors and recognitions in contracting and acquisition achieved at a national level in federal government or at a corporate level in private industry. They also include armed forces awards and decorations (*e.g.*, medals) earned as a result of a contracting or acquisition function.

Items considered may not include items already covered in a previous category.

For each item (0.5 pts.) \_\_\_\_\_

Subtotal (Maximum 1.0 pts.) \_\_\_\_\_

(Documentation required: Provide copy of award/citation or similar supporting information.)

TOTAL (MAXIMUM 28.5 PTS.) \_\_\_\_\_

(Minimum points required for eligibility: 16.0)

---



INCLUDE FOLLOWING CERTIFICATION

I hereby verify that the above information is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Verification by chapter:

The \_\_\_\_\_ Chapter hereby verifies the accuracy and completeness of this application and recommends approval.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position\* : \_\_\_\_\_ Date: \_\_\_\_\_

\* Chapter Fellow Chair, Chapter President, or if the candidate is the Chapter President the Chapter Fellow Chair. Indicate the individual or agency, such as supervisor, president, or commander whom the NCMA nation office can notify of this award:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SAMPLE FELLOWS BIOGRAPHY (short biography mentioning the following items)

- Your current position in contract management, including name of business;
- How long you have been a member, including the year you joined;
- Chapter level service;
- National level service;
- List paper(s) on contract management or related subject published in recognized periodical publication.
- Mention chapter workshop involvement;
- List active participation in national or regional conferences;
- Include classes taught in the field of contract management, including the university and course subject;
- Speaking engagements for similar professional associations;
- Special awards and achievements not covered above; (see application #13)
- List academic institutions, degrees and professional contract management certifications.

## SAMPLE BRIEF BIOGRAPHY FOR PRESENTATION TO THE BOARD OF DIRECTORS

HENRY SWALLOW

CHAPTER NAME

Henry Swallow is currently the Director of Procurement, W.W.A. Corporation, Dallas, Texas.

Swallow has been a member of NCMA since 1981. He served as president, secretary, and membership chair of his chapter. Nationally, he has participated as a moderator for a NCMA National Education conference. In addition, Swallow has written an article entitled, Cost Accounting Standards, which was published in Contract Management magazine. He has shown active support of his chapter workshops as a program speaker on Procurement Management. He has also been a guest speaker at meetings of similar professional organizations. He is an NCMA Mentor. Swallow holds a B.S. from Colbete College and an M.B.A. from George Washington University. He is also a CPCM.