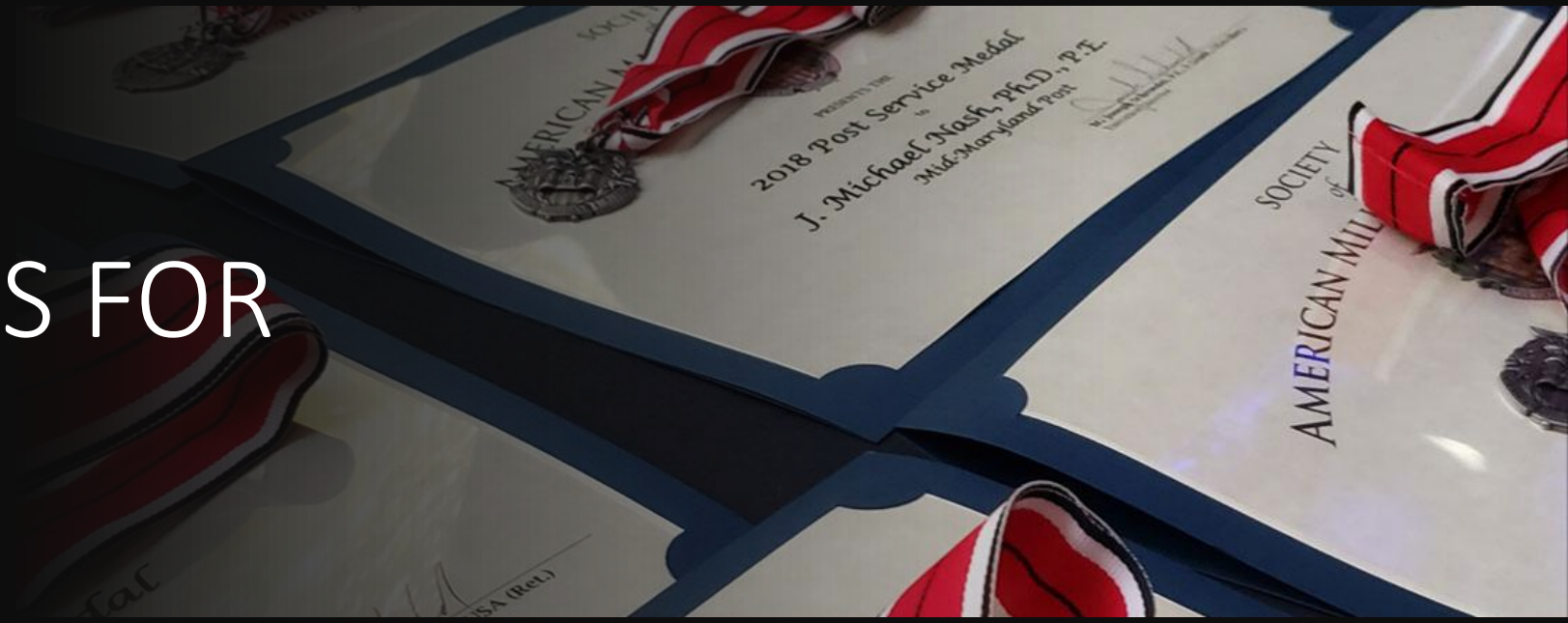
BEST PRACTICES FOR SAME AWARD NOMINATIONS



Society of SAME American Military Engineers

Overview

- What are National SAME awards all about?
- What are the specific awards?
- When are the Award Submission Deadlines and what is the Yearly Timeline
- Why Submit? What is the Value of Winning an Award?
- How to Submit:

  - The Basics
  - SAME Top Tips

About SAME National Awards

SAME annually presents medals and awards to individuals and organizations in recognition of achievement and in support of the A/E/C profession, national security objectives, and the SAME Strategic Plan.

Specific Awards

Company Awards Presented at the Joint Engineers Training Conference (JETC)

- **J.W. Morris Corporate Member Award** (Large Business)
- **Robert B. Flowers Small Business Award** (Small Business)
- **Seymour S. Greenfield Sustaining Member Award** (Medium Business)

Post Awards

- Industry Government Engagement Award – Post
- STEM Excellence Award – Post (small, medium, large)

Awards Presented at the Small Business Conference (SBC)

- Small Business Award (Company Award)
- Large Business Award (Company Award)
- Industry Small Business Advocate Award (Individual Award)
- Post Small Business Liaison Officer Award (Individual Award)

Specific Awards

Awards presented at the Joint Engineers Training Conference (JETC)

Individual Awards

- Bliss Medal
- Gerald C. Brown Mentoring Award
- Gibson Veteran Transition Medal
- Goethals Medal
- Industry Government Engagement Award
- Leader Development Award
- Member Recruitment Champion Award
- Paul R. Smith Enlisted Medal
- Post Service Medal
- STEM Champion Award
- Student Leadership Medal
- Urbahn Medal
- Walter O. Bachus Gold Medal
- Young Professional Leadership in Engineering Excellence Award
- Young Professional Medal

Submission Deadlines

- Submission deadlines are based on the date of National Event where the awards are presented and other internal factors.

- Submission deadlines are announced and posted on the Awards and Recognition main page of the SAME website, usually 60 days before submissions are due.

Benefits of Submitting

GROW YOUR EXPOSURE - GROW YOUR BUSINESS
HIGHLIGHT THE WORK OF INCREDIBLE PEOPLE

Testimonial from a Small Business Award Recipient:

"I tell everyone I meet that our company's involvement in SAME at the Post, Regional and National level has played, and continues to play, a VERY BIG part in the success of our company. Just a couple of examples:

1. We met the bonding company that said "yes" when EVERYONE else was telling us "no" at an SAME SBC
2. We have met many of the teaming partners at various SAME events with which we have pursued dozens of federal prime contracts
3. Having neither served in the military nor worked in the government sector, we learned "the language" and expectations of our customers through SAME
4. We have found (and continue to find) many informal mentors and champions among the friends we have made at SAME

At the beginning of 2010, there were two families depending on a paycheck coming from Burgos Group. Now, there are over a hundred families across the country who can say the same – and that number continues to grow! This is in great part because of the opportunities that are created at SAME events throughout the year, and this award is the embodiment of the opportunities SAME provides to all those who fully engage."

Mario Burgos, President & CEO, Burgos Group

How to Submit

THE BASICS

Individual Awards:

- Individuals must be nominated for the award and cannot self- nominate.
- Written support from Posts are welcome as part of the nomination package.
- Nominations will not be processed unless the nomination package is complete.
- It is the nominator's responsibility to ensure that the nomination package is successfully completed and submitted.
- An individual cannot win the same award more than once.

Company Awards:

- A company must self-nominate for the award.
- Written support from Posts are welcome as part of the nomination package.
- Nominations will not be processed unless the nomination package is complete.
- It is the nominator's responsibility to ensure that the nomination package is successfully completed and submitted.
- A Company cannot win the Large Business Award if they have won in the last 5 years
- A Company cannot win the Small Business Award if they have won in the last 3 years.

How to Submit

SAME utilizes an online nomination program for Individual, Post and Company awards. Award submissions must include:

- A 1000 word or less nomination narrative detailing how the nominee meets each of the stated criteria – **MOST IMPORTANT**
    - Each award has unique nomination criteria.
    - Make sure you address the criteria specific to the award you are submitting for.
- A 250 or less word citation
- Up to three supporting endorsement letters (if required)
- A Company logo in .jpg format, at a resolution of 300 dpi
- A Nominee photo for individual award submissions

➢ Each of these elements must be uploaded to the awards site to be considered a completed submission.

How to Submit

"The Basics" are the minimum requirements. In order to be considered for awards, you need to meet the award criteria.

But to WIN an award, you need to EXCEED the criteria, and you STAND OUT from all the other nominees.

How to Submit

Final Thoughts…

- Submit your Awards Package on time. Online system does not allow for extensions!
- Use an easily readable font in any of the submitted documents
- Proofread your final submission
- Confirmation receipt will be sent from SAME upon completed submission

How to Submit: Top Tips

TOP TIPS

Content Matters

- Spend your time where it matters… on the words. Beautiful graphics are great, but they do not increase your score.

Focus on the narrative

- The narrative is the most highly weighted element of your award package, so focus on it.

Format your award package according to the listed criteria:

- Make it easy for reviewers to evaluate your submission according to the criteria. Make sure your content is clearly and concisely tied back to the listed evaluation criteria. We even recommend structuring your submission and according to the numbered criteria to make it clear to yourself and the reviewer what is pertinent.

How to Submit: Top Tips

TOP TIPS

THE MOST IMPORTANT TIP

Be Specific - Use data, numbers, facts

- Make sure you both meet the criteria and support your criteria with data and facts that will makes your nomination stand out. To win, you must meet the minimum qualifications AND be the MOST QUALIFIED based on all the other submissions.

  For example, when addressing the evaluation criteria that asks you to explain your "participation in one or more small business conference", **don't make a vague, general statement** such as, "we routinely attend events".

  Be specific: "10 people from four of our offices attended JETC this year. " Or "our firm attended 20 SAME events this year at five different posts". When it comes to evaluating, a nominee who meets the criteria with 20 events attended with score higher than a nominee with one event.

Questions?

Thank you for your interest in the SAME National Awards.
Best of luck on your submissions!

If you have any questions, contact Jason Brown at JBrown@*same.org*.