Instructions for Submitting Nomination
DoD David O. Cooke Excellence in Public Administration Award

Submit a nomination package following the format outlined below, beginning each of the major sections (I, II, III) on a new page using 12 pitch font.

Nomination of
(name)
for the
DoD David O. Cooke Excellence in Public Administration Award

I. Biographical Data

A. General Information
- Name
- Title and Grade
- Organization and Location
- Telephone and Fax Numbers
- E-mail Address
- Service Computation Date
- Length of Time with DoD

B. Education
- Year, Degree, School, Major Field

C. Significant Employment: List in reverse chronological order beginning with present position, dates of positions and a one sentence summary of responsibilities.

D. Significant Prior Awards: Include a statement stating that contribution(s) cited in nomination justification was recognized through a performance award, special act award, or an honorary award.

E. Non-Managerial validation statement that the position has been reviewed and is classified as non-managerial.

II. Basis for Nomination

Describe in narrative format (no more than one page per attribute) specific completed accomplishments and contributions illustrating the following personal attributes regarding nominee's work performance. Contributions cited must be in the current position. Write each attribute as it relates to the improvement of a process/policy/program that promotes the efficiency and quality to the operation of public administration within the organization.

A. Unusual competence
B. Initiative
C. Resourcefulness
D. Leadership
E. Creativity

III. Citation

Prepare a double spaced proposed citation containing approximately 250 words and highlighting the significance of the nominee's achievements.