



2022 InfraGard Awards Nominations Nomination Instructions

The nomination window for the 2022 InfraGard Awards opens on Monday April 4, 2022. Feel free to review the nomination guidelines below in preparation for the 2022 awards cycle. This is an opportunity to acknowledge those who have selflessly volunteered their time and committed efforts at the local level to make InfraGard possible and to help ensure the success stories of all IMAs.

For each award, the Awards Committee will select a winner from each region, resulting in potentially six regional recipients for any given award except for the Linda Franklin National Achievement Memorial Award, this award is not given at the regional level.

The regional recipients of each award will be considered finalists for the national award and the Committee will then select the national recipient from those finalists. There is no need to designate a nomination as being submitted for a regional award or a national award. All nominations will be initially eligible for a national award.

2022 InfraGard Awards Nominations Guidelines

Opening and closing dates for taking nominations will be provided via an announcement by the Award Committee Chairperson. Below are the awards nominations guidelines:

1. This Awards cycle covers activities and accomplishments achieved during the 2021 calendar year only.
2. Only active members of InfraGard may nominate an individual for an award.
3. Each IMA may present only one nomination for each award.
4. Except for the FBI Private Sector Coordinator and DHS PSA awards, nominees for individual awards must be an active FBI InfraGard member in good standing.
5. Members of the INMA leadership team (Board Members and Officers) are not eligible for any award while serving and until one year after leaving their position.
6. Members of the Awards Committee are not eligible for any award while serving. Additionally, a past Awards Committee Chair is not eligible for the Linda Franklin Award until one year after leaving the position.
7. Individuals may not be nominated for a specific award if they have been the recipient of that same award, on the national level, in the past three (3) years. Previous regional recipients, not selected as a national recipient, may be nominated.
8. To ensure validity of each nomination, the Awards Committee will contact the appropriate chapter President and FBI Private Sector Coordinator for approval.
9. Self-nominations are not permitted.
10. You will have the ability to save a partially completed nomination and receive an email from InfraGard Awards Program (DoNotReply@infragardnational.org) that will permit you to return and complete it for submission.
11. Upon submission of a nomination, you will receive a confirmation email from InfraGard Awards Program (DoNotReply@infragardnational.org). You will also receive a PDF copy of your nomination within 72 hours from Awards Chair (AwardsChair@infragardnational.org).

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Award Nominating Process

We are pleased to announce we are using Award Force to manage our Award Nominations and Judging. To make a nomination you will have to be a registered user for the Award Force platform. Please click here <https://infragardnational.awardsplatform.com/> to register as an award nominator. Figure 1 is what the registration page looks like.

The screenshot shows the registration page layout. On the left is a teal box titled 'Start here' with three numbered steps: 1. Register an account, 2. Start your entry (save it in-progress), and 3. Submit your entry to be judged. Below the steps is the text 'Best of luck!' and contact information: 'For any questions, please contact awardschair@infragardnational.org'. The main content area is split into two columns. The left column is titled 'Register' and contains form fields for 'First name', 'Last name', 'Email', 'Password' (with a note 'Must be at least 12 characters'), and 'Confirm password'. Below these fields is a checkbox for 'Your use of this site is governed by the INMA Tech Acceptable Use Policy.' followed by a detailed legal disclaimer. The right column is titled 'Log in' and contains fields for 'Email or mobile' and 'Password', a 'Remember me' checkbox, a purple 'Log in' button, and a 'Forgot password' link.

Figure 1- Awards Registration Page

Once you register the system will send you an email to confirm your email address. You won't be able to enter award nominations until your email address is confirmed.



Award Nomination Page

As members of the Awards Committee, we are honored to play a key role in recognizing some of the many outstanding individuals who are dedicated to fulfilling the vision and mission of the InfraGard program. We sincerely thank each member for your commitment to InfraGard and for your participation in its Awards Program.

Figure 2 shows the top-level award nomination entry page.

Figure 2- Top-Level Award Nomination Entry Page

The category pull down contains all the possible awards that will be given. Note that the requirements for each award differ. On the page “Award Candidate” is the name of the person you are nominating for the award. Also, their email address and phone number should be entered on this form. It is mandatory that the candidates IMA and Region (pull down selection) be entered as well. Figure 3 is an example of a nomination for the “Meeting the Challenge” award. The award category is selected by pulling down the category menu and clicking on the award name you want. The rest of the entry page is self-explanatory.

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When you have filled in all the particulars for the award candidate – select “**Save+next**” at the bottom of the page and you will be brought to page shown in Figure 4 Award Criteria and Justification Entry.

The screenshot shows the 'My entries' page for the InfraGard National Awards. The page title is 'My entries → Start entry'. Below the title, it states 'All questions must be answered, unless marked optional.' There are two tabs: 'Start here' (active) and 'Meeting the Challenge Entrant Justification'. The form contains several fields: 'Category' (dropdown menu with 'Meeting the Challenge' selected), 'Award Candidate' (text input with 'Lola DeShazo' and a help icon), 'Award Candidate Phone Number (optional)' (text input with '+1 201-555-0123'), 'Award Candidate email' (text input with 'lola@nuke.today'), and 'Award Candidate's IMA and Region' (dropdown menu with 'New Hampshire - Northeast' selected). To the right of the form, there is explanatory text: 'This award recognizes the individual who has overcome considerable challenges, personal or within the InfraGard program, in accomplishing goals that benefit InfraGard and their local community.' and 'Distribution of Awards: • Regional Winner (one from each region) • National Winner (selected from the Regional Winners)'. At the bottom of the form are two buttons: 'Save + next' (highlighted in purple) and 'Cancel'.

Figure 3 - Starting an Entry



Start here Meeting the Challenge Entrant Justification

Meeting the Challenge

Nominations must describe how the nominee has faced specific challenges or obstacles that they have successfully overcome in the pursuit of meeting the goals and objectives of InfraGard. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises or other efforts) to support each of the criteria that is selected.

Criteria - 1 (optional)	1. Overcame a specific personal or professional challenge, or a challenge within the InfraGard program, in pursuit of advancing the goals of the InfraGard program. Describe the challenge(s).
Criteria - 2 (optional)	2. Maintained a positive "can do" attitude and spirit in the face of the above challenge(s).
Criteria - 3 (optional)	3. Made exemplary contributions that encompass professionalism and dedication in their efforts to overcome the above challenge(s), while directly benefiting the InfraGard program through engaging and motivational excellence.
Criteria - 4 (optional)	4. Demonstrated the ability to successfully complete an action plan that overcomes challenges.
Criteria - 5 (optional)	5. Has shown a spirit of dedication to the InfraGard Mission through personal substantive accomplishments.

Save + next Save + close Preview Submit entry

Figure 4 - Award Criteria and Justification Entry

Award criteria and Justification Entry is perhaps the most important form. Here you provide the details on why your award candidate deserves the award. The criteria are used as the judging baseline and your entries should tell the judges why your candidate meets or exceeds the criteria. The criterion for each award is provided later in this manual in Appendix 1 – Award Description and Criterion. Once you are happy with your entry hit submit. Figure 5 shows the screen after you hit submit. You will still be logged into the Awards platform so if you have more award nominees – you may enter them.

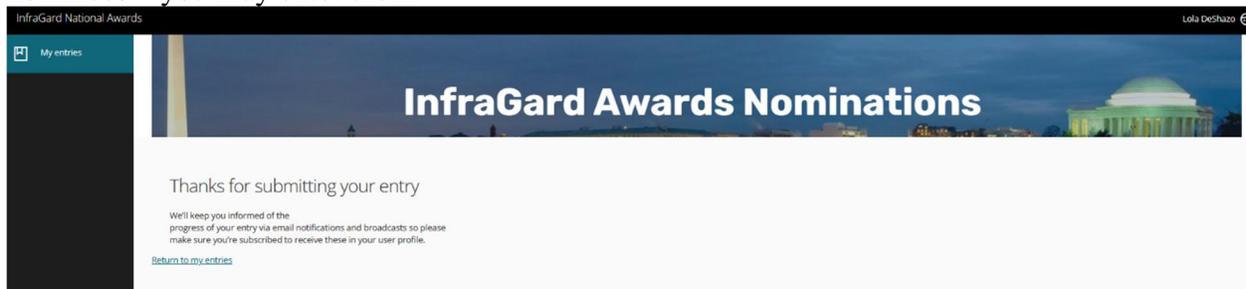


Figure 5- Post submit screen

Appendix 1 – Award Description and Criterion

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Linda Franklin National Achievement Memorial Award

Nominations must describe how the nominee's dedication, efforts and tireless support of the InfraGard program have significantly contributed to the advancement of the program. To do this, indicate how the nominee has met each of the below criteria. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises, or other efforts) to support each of the criteria that is selected.

1. A minimum of seven years of distinguished service to InfraGard, either as a general member, serving at the local board level AND having served at the national level in some capacity (Regional Representative, National Board Member or Officer, Managing Director, National Committee, etc.). Chronicle the nominee's history with InfraGard.
2. Repeatedly displayed exemplary leadership within InfraGard both locally and nationally, providing inspiration to others in the InfraGard program.
3. Demonstrated, over an extended period of time, a contribution which has included either research, industry achievement, professional leadership and service to the InfraGard community.
4. Earned recognition by other industry, training, education, employer groups and their professional peers.
5. Made a sustained and significant positive impact, both locally and nationally, through development of lasting programs or initiatives with a proven track record in advancing the goals and ideals of InfraGard and that have provided measurable benefit to the InfraGard membership.
6. Has shown a spirit of dedication to the InfraGard Mission through personal substantive accomplishments, consistently surpassing others in support of InfraGard and their local community.

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IMA Leadership

Nominations must describe how the nominee has inspired members of the IMA's leadership team, attracted others to the leadership team and made significant contributions to the growth and success of the IMA. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises, or other efforts) to support each of the criteria that are selected.

1. Demonstrated dedication and tireless service that provided inspiration to other members of the IMA leadership team and/or attracted others to the leadership team.
2. Demonstrated enthusiasm, spirit and effort that inspired IMA membership to have a positive impact in advancing the mission and goals of the InfraGard program.
3. Demonstrated creativity in developing methods to attract speakers, generate funding, and move the IMA forward.
4. Lead initiatives that resulted in growth and/or participation of the IMA's membership.
5. Lead efforts, and/or directly contributed, to development of awareness/training exercises or workshops for chapter membership and community groups, to better prepare for natural disasters or terrorist attacks.
6. Spearheaded efforts to establish partnerships with local/state/federal government agencies that enhanced the community's security posture, emergency preparedness and resiliency.
7. Spearheaded efforts to establish partnerships with local schools/universities, professional groups and security-minded organizations that enhanced the community's security posture, emergency preparedness and resiliency.

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Sector Chief of the Year

Nominations must describe how the nominee, through their dedication, has provided outstanding and exemplary support to the IMA. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, speaking engagements, private sector outreach or other efforts) to support each of the criteria that is selected.

1. Contributed objectively measurable critical infrastructure protection, security, operational awareness and preparedness advancements within their sector, interdependent sectors and communities within the IMA's community and/or region.
2. Maintained an active dialogue among Sector Chiefs, IMA Board/Officers, IMA members, and the FBI Coordinator to exchange information, build trust, and produce reliant infrastructure entities in their community.
3. Identified/updated issues impacting a particular sector and / or its cross-sector interdependencies, bringing them to the attention of appropriate sector stakeholders and FBI Coordinators.
4. Shared relevant, timely and actionable sector and cross-sector specific information locally, regionally and nationally via presentations, reports and other appropriate communications.
5. Initiated information and training sessions, exercises and continuing education for sector and impacted cross-sector members.
6. Contributed to development or enhancement of law enforcement and emergency response capabilities to continuously improve the safety, security and quality of life of their community.

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Meeting the Challenge

Nominations must describe how the nominee has faced specific challenges or obstacles that they have successfully overcome in the pursuit of meeting the goals and objectives of InfraGard. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises, or other efforts) to support each of the criteria that is selected.

1. Overcame a specific personal or professional challenge, or a challenge within the InfraGard program, in pursuit of advancing the goals of the InfraGard program. Describe the challenge(s).
2. Maintained a positive "can do" attitude and spirit in the face of the above challenge(s).
3. Made exemplary contributions that encompass professionalism and dedication in their efforts to overcome the above challenge(s), while directly benefiting the InfraGard program through engaging and motivational excellence.
4. Demonstrated the ability to successfully complete an action plan that overcomes challenges.
5. Has shown a spirit of dedication to the InfraGard Mission through personal substantive accomplishments.

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Dan Alfin/FBI Coordinator of the Year

Nominations must describe how the nominee has excelled as an FBI InfraGard Coordinator. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises, or other efforts) to support each of the criteria that is selected. The Dan Alfin FBI PSC Award is the title of the National Award. The Regional Award is the FBI PSC of the Year Award. The Dan Alfin award is chosen from the regional winners.

Provided chapter membership with information/education on threats to the nation's critical infrastructures, particularly on those most relevant to the local/regional community.
Maintained effective communications with chapter membership to receive threat intelligence.

1. Maintained a high standard of professional conduct during interactions with chapter leadership, members, sponsors, and the local community.
2. Assisted chapter leadership with efforts to increase membership.
3. Worked closely with chapter leadership in its efforts to establish/maintain an active Sector Chief program consisting of numerous Sector Chiefs who, in turn, provide regular sector-specific communications and meetings.
4. Collaborated with local/state/federal government agencies to assist chapter leadership with establishing awareness, training and exercises that benefit chapter membership and the local community on matters of security and emergency preparedness.
5. Assisted chapter leadership with developing relationships with private sector executives.
6. Facilitated establishment of partnerships between chapter leadership and the leadership of local schools and colleges.
7. Facilitated establishment of partnerships between chapter leadership and the leadership of other local/regional/national professional organizations (ASIS, IAPP, ISACA, ISSA, etc.).
8. Assisted chapter leadership with identifying/securing speakers for the chapter's meetings and events.
9. Actively participated in meetings of the chapter leadership, as well as in chapter events,

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and responded to leadership requests for assistance and/or guidance in a timely manner.

10. Helped advancement of InfraGard's mission in the future through their actions and through development of programs/initiatives with the potential to have a long-lasting impact on the local IMA and community.

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DHS Protective Security Advisor of the Year

Nominations must describe how the nominee, through their dedication, has provided outstanding and exemplary support to the IMA. To do this, indicate, in the below list of criteria, those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, speaking engagements, private sector outreach or other efforts) to support each of the criteria that is selected.

1. Created opportunities to strengthen resilience of the community/region by increasing awareness among InfraGard members, regional homeland security officials and critical infrastructure partners of single points of failure, areas of vulnerability, and cascading impacts by conducting training, information sharing, assessment activities, and opportunities for interaction.
2. Kept InfraGard colleagues informed about critical infrastructure issues, threats, and vulnerabilities, as well as ways to mitigate those threats.
3. Assisted the IMA in identifying, and/or provided, speakers and panelists to participate in various IMA meetings and events.
4. Collaborated with other agencies to establish awareness, training and exercises that benefit both the IMA and the community.
5. Developed relationships with private sector entities and encouraged participation within InfraGard.
6. Involved in various other community outreach projects and established relationships with other organizations to collaborate on and promote security, emergency preparedness and resiliency.

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IMA Community Outreach

Nominations must describe how the IMA has successfully involved members of their community in activities that provide education about critical infrastructure protection, emergency preparedness and resiliency. To do this, indicate, in the below list of criteria, those you feel the IMA has met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises or other efforts) to support each of the criteria that are selected.

1. The IMA established ongoing initiatives and programs designed to provide education and awareness within their community.
2. The IMA created partnerships with community groups that enhanced the community's security posture, emergency preparedness and resiliency.
3. The IMA developed training exercises or workshops for community groups, to better prepare for natural disasters or terrorist attacks.
4. The IMA created partnerships with local schools and universities that enhanced the community's security posture, emergency preparedness and resiliency.
5. The IMA created partnerships with other security-minded and/or professional groups that enhanced the community's security posture, emergency preparedness and resiliency.

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Public/Private Partnership Award

Nominations must describe how the IMA, or member, and collaborative partner have successfully involved members of their community in activities that provide education about critical infrastructure protection, emergency preparedness and resiliency. To do this, indicate, in the below list of criteria, those you feel the nominees have met. The nomination must include specifics (e.g., tasks, initiatives, conferences, seminars, exercises or other efforts) to support each of the criteria that are selected.

1. Developed a lasting relationship that provides measurable benefit to the InfraGard membership.
2. Developed initiatives together that have benefited the IMA membership and furthered the goals of InfraGard.
3. Made a significant impact through education, awareness, training or exercises in the partnership that have enhanced the security, readiness and resiliency within the IMA's local community and/or region.
4. Advanced a collaborative environment within the IMA that fosters partnerships with outside private entities that can further the mission and goals of InfraGard.
5. Spearheaded or substantially contributed to ongoing sharing and collaboration among InfraGard members and partners.



Cross-Sector Council Leadership Award

Nominations must describe how the nominee, through their dedication, has provided outstanding and exemplary support to the National Cross-Sector Council Program. To do this, please refer to the following list of criteria and indicate those you feel the nominee has met. The nomination must include specifics (e.g., tasks, initiatives, speaking engagements, private sector outreach or other efforts) to support the selected criteria.

1. Contributed or enhanced the timely, accurate and effective dissemination and exchange of cross-sector specific information among InfraGard members to protect, secure and ensure the operational resilience of the nation's critical infrastructure(s) by providing comprehensive expertise to communities throughout the United States.
2. Maintained an active dialogue among Cross-Sector Council members, the general InfraGard membership, INMA Board or staff, and/or DHS PSAs/CSAs to exchange information, build trust, and produce reliant infrastructure entities at a national level.
3. Identified/updated issues at a national level impacting cross-sector interdependencies, bringing them to the attention of appropriate sector stakeholders and InfraGard members.
4. Shared relevant, timely and actionable sector and cross-sector specific information locally, regionally and/or nationally, as appropriate for the topic and information, via presentations, training sessions, exercises, white papers, reports, publications or other appropriate communications.
5. Contributed to the development or enhancement of a Cross-Sector Council.
6. Exhibited leadership that positively impacted their Cross-Sector Council's recruiting, advancement, and programming direction.