

# FRANK B. ROWLETT AWARDS PROGRAM



## Introduction

The annual Frank B. Rowlett Awards Program is a top priority for the Information Assurance Directorate (IAD) of the National Security Agency (NSA). The IAD is the focal point for information assurance (IA) within the United States Government and understands the importance of acknowledging those individuals and organizations that have excelled in the practice of IA during the past calendar year. Through this awards program, the IAD hopes to encourage the development of new and exciting IA programs and awareness products.

The Frank B. Rowlett Awards Program provides non-monetary awards to government organizations and individuals who have excelled in the field of IA. On the following pages you will find the criteria for each award category and a modified submission form. Please take this opportunity to recognize your "top IA practitioners."

## Important Dates

- Award Nominations Due: **6 May 2011** to IAD Leadership Support Team, 9800 Savage Road, Suite 6468, Ft. George G. Meade, MD 20755, Attention: Rowlett Nominations.
- Award Presentations: Held on Thursday, 17 November 2011 at NSA Headquarters at Fort George Meade, MD.

## Nomination and Selection Process

- A call for nominations is announced at the beginning of each year for accomplishments made during the previous calendar year (the award period). A letter is sent to customers registered with the IAD Customer Advocates division. The letters are sent to federal agency heads detailing the program criteria and requesting nominations.
- Completed nomination packets must be received by the IAD Leadership Support Staff by 6 May 2011.
- There is no limit on the number of submissions allowed.
- All nomination packets must include a completed copy of the submission form, a nomination narrative, and the included Information Release Form.
- All nominations must be endorsed by either the NSA/CSS Representative's (NCR) or the Senior Executive Account Manager (SEAM) team member assigned to your agency (see signature block on page 3 of the nomination form). If you do not have an NCR or a SEAM, please call the Leadership Support Team at 410-854-1650 and they will work with you on this issue.
- Unclassified narratives are preferred, however, submissions may be classified up to and including SECRET. Indicate releasability instructions, as appropriate.  
**Responsibility for prepublication review and/or classification review of any documents or manuscripts rests with the submitting organization or author and approval documentation should be included in the nomination packet** (see signature block on page 3 of the nomination form). If you are including a classified submission, you must also provide an unclassified version that can be used for the following purposes in the case that you are a finalist:
  - Awards Brochure
  - Awards Video
  - Press Release
  - Internal Announcements made to the NSA workforce

Please see the included Information Release Form for more information (page 5).

- Guidance on the content and length of the narrative is included in the specific criteria for each award. The narrative must address the award selection criteria.
- Items submitted for nomination become the property of the IAD and may be reproduced and distributed as deemed appropriate. The submitting organization or author retains all internal distribution and publication rights.
- The Awards Board evaluates the nominations and selects the winners. Decisions of the Awards Board, whose deliberations are independent and private, are final.
- The winners are formally honored and the awards are presented at the next annual Frank B. Rowlett Awards Ceremony to be held on Thursday, 17 November 2011.

- All those who submitted nominations will be notified of the board's decisions in advance of the Awards Ceremony. Finalists are notified by phone. All those who applied are notified of their status by email and mail. **\*\*Please remember to include an email and mailing address in your application.\*\***
- There is much that needs to be done from the time that the Finalists are chosen and the Awards ceremony is held. Please be aware that if you are chosen you will be contacted very shortly after the Awards Board meets. You will need to be reachable during the 3 weeks following the board meeting, which happens in the beginning of August.
- **If the nominee will no longer be with the nominating agency come November, then it is the responsibility of the nominee to provide updated contact information.**
- *Participating organizations are encouraged to establish internal procedures for these nominations, to include suitable recognition for those nominated but not selected as award winners.*

## Nomination Delivery

In the past the nominations were only accepted via mail or fax. We have implemented a new email address and request that you fill out the forms electronically and then email them to the Leadership Support Staff. This is to ensure timely receipt of your nomination. Since it is vital that the signature page be completed and returned, we ask that you either scan it in and email it with your nomination package, or that you fax or mail the entire package to the following address:

IAD Leadership Support Team  
9800 Savage Road, Suite 6468  
Ft. George G. Meade, MD 20755  
Attention: Rowlett Nominations  
Fax: 410-854-1674  
Ph: 410-854-1650

**Email: I03L\_All@nsa.gov**

**FOR CLASSIFIED NOMINATIONS ONLY:** You must fax the nomination package via a classified fax, such as a STU-III, to 410-854-1675.

## Awards Board

Members of the Awards Board are selected from within the IAD leadership ranks.

## Awards Program Manager

For further information concerning the Frank B. Rowlett Awards Program, including eligibility and nomination procedures, please send inquiries to the Awards Program Manager, Leadership Support Team, 9800 Savage Road, Suite 6468, Ft. George G. Meade, MD 20755, or call (410) 854-1650, or email I03L\_All@nsa.gov.

# Awards Criteria

## Individual Achievement Award

The Frank B. Rowlett Awards Program presents a first place non-monetary Individual Achievement Awards in recognition of outstanding **individual** accomplishments during the award period. Along with the winner, two runners up will also be recognized. The criteria considered include, but are not limited to, the following:

- Evidence of individual ability to identify and solve significant IA problems, threats, or vulnerabilities
- Demonstration of outstanding leadership and knowledge in the application of IA
- Innovative and creative use of resources (personnel, fiscal, or facilities) to successfully accomplish IA-related goals and missions
- Significant contribution to the improvement of his/her element's information systems security posture

The nomination narrative should be no longer than two pages, single-spaced, and should describe the specific accomplishments of the nominee that occurred during calendar year 2010.

## Organizational Achievement Award

The Frank B. Rowlett Awards Program presents a first place non-monetary Organizational Achievement Award in recognition of outstanding **organizational** accomplishments during the award period. Along with the winner, two runners up will also be recognized. The criteria considered include, but are not limited to, the following:

- Evidence of an organization's ability to identify and solve significant IA problems, threats, or vulnerabilities
- Mission accomplishments and successes at the organizational or national level resulting from the application of IA
- Significant contribution to the elements or nation's IA posture

The nomination narrative should be no longer than two pages, single-spaced, and should describe the specific accomplishments of the nominated organization that occurred during calendar year 2010.

# FRANK B. ROWLETT AWARDS INFORMATION RELEASE FORM

I hereby grant permission to the National Security Agency, on behalf of the United States Government, to take, use, re-use, and publish in whole or in part, separately or in conjunction with other material, written statements that I have provided for the use of the Rowlett Award Nomination Process. I understand that all information provided to the National Security Agency should be of an unclassified nature, however, in the case that a classified packet is required, I understand that I will provide an unclassified version as well. I understand that I will have no right of final approval and no claim against the National Security Agency arising out of any alteration or modification of any written statements.

I understand that these written statements may be used for any mission purpose of the National Security Agency, without any liability on the part of the National Security Agency, the United States Government, or any of its departments, agencies, officers, employees, or agents.

I hereby waive and release any and all claims that I may now or in the future have against the National Security Agency for use or publication of my name or likeness or the use, duplication or display of the written statements and shall neither sue nor bring any proceeding against the National Security Agency for any claims based upon or relating to such use, publication or display.

I have read and understood this agreement. This agreement expresses the complete understanding of the parties.

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

Name (Please Print): \_\_\_\_\_

Government Agency: \_\_\_\_\_

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