

## NCMA Fellows Application

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

Chapter: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

### I. NCMA Membership

	1.0 point	1–5 years
	1.5 points	5–9 years
	2.0 points	10+ years
	<b>Subtotal (2.0 maximum)</b>	

### II. Academic and Professional Training

Documentation Required: copy of degree or transcript showing degree(s) granted; copy of certification or other documentation verifying achievement.

	1.0 point	Bachelors Degree
	1.0 point	Masters Degree
	1.0 point	Juris Doctorate
	1.0 point	PhD
	1.5 points	CPCM
	1.0 point	CACM/CFCM/CCCM
	1.0 point	DAWIA, Level III
	1.0 point	FAC-C, Level III
	1.0 point	ICCM-D/ICCM-F, Level III
	1.0 point	Non-NCMA certifications/certificates ex: SAS, CPA, CPM, CPL, CCE/A, PMP
	0.5 point	NCMA CMLDP graduate
	<b>Subtotal (maximum 6.0 points)</b>	

### III. Work Experience in the Contract/Acquisition Profession

Documentation Required: professional résumé with description of position, responsibilities, and dates.

	0.5 point	5–9 years of experience
	1.0 point	10–29 years of experience
	1.5 points	20+ years of experience
	<b>Subtotal (maximum 1.5 points)</b>	

	2.5 points	Manager
	1.0 point	Team leader reporting to manager
	<b>Subtotal (maximum 2.5 points)</b>	<i>Note: points are not cumulative</i>

## IV. NCMA Service—Chapter Level

Documentation Required:

- Elected/Appointed Chapter Leaders: copy of chapter roster, copy of certificate of election/appointment letter, or similar documentation.
- Chapter Event Support: education event attendance certificate showing speaker, flyer, or other supporting information showing specific participating. Documentation must list event subject, duties, and dates.

	3.0 points*	President
	1.5 points*	Vice President, Secretary, Treasurer
	1.0 point*	Chair of major appointed committee (e.g. programs, membership, communications, or education)
	0.5 point*	Other chairs
	1.0 point	First time volunteer chapter event (speaker or major committee chair)
	0.5 point	Second time speaker at chapter event (speaker or major committee chair)
	<b>Subtotal (maximum 5.0 points)</b>	

\*points awarded after completion of full program year

## V. NCMA Service—National Level

Documentation Required:

- Elected/appointed leaders: list of offices and dates.
- National event support: committee roster, volunteer appointment letter, or similar supporting documentation.

	3.0 points	Board of Director
	1.0 point	Board of Advisors
	1.0 point	Chair, National Committee/Working Group
	0.5 point	Member, National Committee/Working Group
	0.5 point	Chapter Mentor
	0.5 point	CMLDP Mentor
	1.0 point	First time volunteer at national event: <ul style="list-style-type: none"> <li>• Event chair</li> <li>• Keynote</li> <li>• Panelist</li> <li>• Breakout speaker</li> <li>• Major committee chair</li> </ul>
	0.5 point	Second time volunteer at national event: <ul style="list-style-type: none"> <li>• Event chair</li> <li>• Keynote</li> <li>• Panelist</li> <li>• Breakout speaker</li> <li>• Major committee chair</li> </ul>
	<b>Subtotal (maximum 5.0 points)</b>	

\*points awarded after completion of full program year

## VI. Publications

Publication may include any of the following:

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

	1.5 points	First time published in each category listed above
	1.0 point	Second time or more published in each category listed above
	<b>Subtotal (maximum 2.5 points)</b>	

## VII. Volunteerism—Non-NCMA Event

Non-NCMA events refers to any event held by a contract management related association such as the Institute of Supply Management (ISM), National Grants Management Association (NGMA), National Institute of Governmental Purchasing (NIGP), Project Management Institute (PMI), Society of Cost Estimating and Analysis (SCEA), Society of Logistics Engineers (SOLE), etc.

Volunteerism at a non NCMA event may refer to a speaker or committee chair at any major conference, program, workshop, or committee.

Documentation Required: committee roster, volunteer appointment letter, or similar supporting information showing specific participation.

	1.0 point	First time volunteer non-NCMA event (speaker or major committee chair)
	0.5 point	Second time volunteer non-NCMA event (speaker or major committee chair)
	<b>Subtotal (maximum 1.5 points)</b>	

## VIII. Academic Service

Documentation Required: list of universities/schools, course descriptions, dates of course.

*Note: points will only be awarded for service at an accredited university or academic institution.*

	1.5 points	One or more full semesters or academic quarters
	1.0 point	One or more full semesters or academic quarters as a teaching assistant or graduate assistant
	0.5 point	One or more continuing education courses
	<b>Subtotal (maximum 2.0 points)</b>	

## IX. National Awards and Recognitions

These consist of awards and recognitions given by NCMA through the Awards and Honors program. The items also include 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.

Documentation Required: copy of award/citation or similar supporting documentation.

0.5 point	For each item
<b>Subtotal (maximum 1.0 point)</b>	

## TOTAL (maximum 29 points)

(Minimum points required for eligibility: 17.0)

Please include a brief biography (250 words maximum) for presentation to the Awards and Honors Working Group. Your biography may include 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;
- List academic institutions, degrees, and professional contract management certifications.

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### Sample of brief biography for presentation to the Awards and Honors Working Group

**Elizabeth Jennings, CPCM**  
**Frederick Chapter**

Elizabeth Jennings is currently the Director of Procurement, W.W.A. Corporation, Frederick, MD.

Jennings has been a member of NCMA since 1987. She served as president, secretary, and membership chair of her chapter. Nationally, she has participated as a moderator for a NCMA National Education conference. In addition, Jennings has written an article entitled, Cost Accounting Standards, which was published in Contract Management magazine. She has shown active support of her chapter workshops as a program speaker on Procurement Management. She has also been a guest speaker at meetings of similar professional organizations. She is an NCMA Mentor. Jennings holds a B.S. from Mount St. Mary's University and an M.B.A. from George Washington University. She is also a CPCM.

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I hereby verify that the information presented in this application 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 President or Chapter Fellow Chairperson if the candidate is the Chapter President.*

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