

MAXIM Award Nomination Package Format

Date:

From: Flotilla Commander

To: Division Commander

Subj: MAXIM AWARD NOMINATION

A. The following background information is provided as per instruction in Maxim Award Nomination Procedures

1. Name: James R. Jones, EMPLID 1234567
2. Unit: XXX-XX-XX
3. Region: Atlantic East ___ Atlantic West ___ Pacific ___

B. In a separate document, provide a narrative addressing each of the following attributes:

1. Does the nominee present an impeccable appearance with proper and sharp uniform wear? A full length and a head shot photograph of the candidate in proper uniform should be attached to the submission package.
2. What types of courses are taught by the Nominee in both PE and MT? How many topics can they teach? Describe their level of competence on various education offerings opposed to single focus.
3. Describe their ability to adapt to local needs by adding or adjusting to prepackaged content provided.
4. Describe their use of training aids and development of new or innovative ones.
5. How do the training aids used help understanding of concepts by students?
6. Describe their command of the classroom environment to facilitate learning and avoid distractions.
7. Describe how they engage students and hold their attention even during boring parts of instruction.
8. Describe how they inspire students to learn more and to take additional training.
9. Describe their development of new or innovative ways of teaching.
10. Describe their ability to serve as a role model or act as a mentor to less experienced Instructors.

C. Narrate an answer the following - Why should they win the award? Provide separate documents with recommendations, attestations, course evaluations from students, comments from students, and any additional supporting documents that places the nominee in the best possible light for consideration.

D. All nomination packages should be in MS Word format and attached photos should be in .JPG format. One photo should be in Tropical Blue uniform with combination cap or garrison cap, and one photo should be head and shoulders without cover (similar to Auxiliary ID photo).

F. All packages must be submitted electronically using e-mail and must meet specified deadlines.