



# ATCA

Air Traffic Control Association

**ATCA Medallion Awards**  
**Nominations are due by July 15<sup>th</sup>**  
For more information, visit: [www.atca.org](http://www.atca.org)

Enter Nominee Name (s) below (if nomination is for a group/business award, list names of principal participants in the group/business as well as their mailing addresses and email addresses. Attach a separate piece of paper if needed):

Nominee's Last Name: \_\_\_\_\_ Nominee's First Name: \_\_\_\_\_

Name of Award: \_\_\_\_\_

Nominee's Position/Title: \_\_\_\_\_

Nominee's Organization: \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

Nominee's Phone No: \_\_\_\_\_ Nominee's Fax No: \_\_\_\_\_

Nominee's Email Address: \_\_\_\_\_

Point of Contact for this Nomination (if nominee selected for award): \_\_\_\_\_

Point of Contact's Title: \_\_\_\_\_

Point of Contact's Mailing Address: \_\_\_\_\_

Point of Contact's Phone No: \_\_\_\_\_ Point of Contact's Fax No: \_\_\_\_\_

Point of Contact's Email Address: \_\_\_\_\_

Nomination Summary (attach specific justification citing examples and other detailed support information on separate pieces of paper with 1.5" left margin):

\_\_\_\_\_

\_\_\_\_\_

Nominee's Participation in Other Activities/Organizations:

\_\_\_\_\_

\_\_\_\_\_

Nomination submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

### Award Nomination Process

Nominations for all awards shall be submitted to the Awards Committee prior to July 15<sup>th</sup> of each year. Nominations should include, but are not limited to the following:

1. Nominee's name, organization, mailing address, phone number, email address, name of the award person is being nominated for, point of contact if nominee is selected for an award (include mailing address, email address and phone number), and other pertinent data. For group/business awards, list names of the principal participants in the group/business.
2. A short (one paragraph) summary indicating why the individual or group/business is deserving of the award.
3. Specific justification for the award citing examples and detailed support for information. The justification should be limited to no more than two pages.
4. Any significant and appropriate extra-curricular activities or organizations in which the nominee has participated.
5. Name of the person submitting the nomination and the nomination date.
6. Nominations should be formatted as follows:
  - Paper size – 8.5" X 11".
  - Left margin – 1.5" to allow for binding. Right, top, and bottom margins – 1".
  - Font – 11 point Tahoma.
7. Please use the ATCA Award Nomination form to submit your recommendations. Complete the form and mail or fax it (with appropriate attachments) to the ATCA Awards Committee, c/o ATCA, 1101 King Street, Suite 300 Alexandria, Virginia 22314-2944; Fax (703)299-2437.