

New Orleans Federal Executive Board

PUBLIC SERVICE RECOGNITION WEEK



DISTINGUISHED SERVICE AWARD NOMINATION PACKAGE - 2013
Recognizing the Outstanding Service of Public Employees

P.O. Box 53206
New Orleans, LA 70153-3206
Tel: (504) 426-0106
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Public Service Recognition Week

We are planning now for the year 2013 Public Service Recognition Week (PSRW) - May 5-11, 2013. Public Service Recognition Week, celebrated the first Monday through Sunday in May since 1985, is a time set aside each year to honor the men and women who serve America as federal, state and local government employees. Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us. Public employees in approximately 1,500 cities in the U. S. and around the world take part in the annual celebration. Award programs, festivals, government "in-the-mall", open houses, parades, community clean-up days, and fund-raising events to benefit charity are just some of the ways that public employees around the country reach out to their communities. Many of the reasons for the negative stigmas attached to government employees is the fact that the public has very little knowledge about how government services benefit their every day lives. Reaching out to communities across the nation is not only a way to build bridges between government and citizens but it also gives public servants an opportunity to educate their neighbors. More than ever, we know that, if the American public is to understand who we are and what we do, public employees need to tell their stories.

2013 Distinguished Service Awards nominations are now being accepted. To be considered for competition, nominations MUST be received in the Federal Executive Board (FEB) office no later than close of business Wednesday, April 10, 2013.

- **The Distinguished Service Awards program was established in an effort to recognize outstanding Federal employees for their efforts, leadership and/or initiative. This program encourages innovation and excellence in government, reinforces pride in Federal service, and helps call public attention to the broad range of services provided by Federal employees.**

Nomination packages should be sent via email to Kathy.Barre@usda.gov; Fax to 303-205-3005 or mailed to the address shown below:

**NEW ORLEANS FEDERAL EXECUTIVE BOARD
ATTN: PSRW SERVICE AWARD NOMINATIONS
P.O. Box 53206
New Orleans, LA 70153-3206**

Dates to Mark on your Calendar

- ✓ **Deadline for nominations: Wednesday, April 10, 2013**
- ✓ **Luncheon and Awards Program: Wednesday, May 8, 2013**, to be held at the NASA, Michoud Assembly Facility, 13800 Old Gentilly Road, New Orleans, LA 70129, (East side of the Cafeteria in Bldg. 351) from 11:30 a.m. (11 a.m. check-in), until approximately 1:30 p.m.

Please forward a photograph of each employee nominated with the nomination form for publication in the brochure, which will serve as the Awards Luncheon Program.

Historically, agencies and/or supervisors of the nominees have paid for luncheon tickets for their Nominees. Final selections of the winner for each category will be announced at the luncheon; however, all nominees will be recognized for their achievements, so please ensure your nominee(s) is (are) present.

Comptroller General Decision (File: B0236040, dated October 9, 1990) concluded that the fee charged in connection with the attendance of nominees, award recipients, and supervisors or managers at a local Federal Executive Board awards ceremony falls within the scope of the Incentive Awards Act. Accordingly, the cost of the luncheon and related expenses may be paid by the agency that nominated the employee(s).

2013 DISTINGUISHED SERVICE AWARD CRITERIA & GUIDELINES

A. ELIGIBILITY

- ❖ Individuals and groups may be nominated for only one category. Multiple nominations for the same individual or team will not be considered.
- ❖ Former nominees may again be nominated; however, such nominations must be brought up to date.
- ❖ NOTE: Last year's winners may not be nominated again this year.
- ❖ Total career contributions will be considered, however, accomplishments for actions taken must be within 2 calendar years immediately preceding the nomination date.
- ❖ Nominations must be prepared using the criteria appropriate for each category. Restate each criterion followed by the candidate's qualifications related to that criterion.
- ❖ Agency is responsible for any travel expenses (such as private vehicle mileage and/or parking) incurred.
- ❖ Federal Government contractors are not eligible to compete in the awards program.
- ❖ Nominee must be a Federal employee (military, civilian, or postal service).
- ❖ Nominee's employment need not have been in a single agency.
- ❖ Nominees must be part-time or full-time permanent civilian or postal employees of the Federal government, or active military personnel, or a reservist, or with the National Guard in the uniformed service.

B. PREPARATION OF NOMINATION FORM

(NOTE: Packages that do not meet specifications will not be considered.)

1. Nominations should be submitted to Awards Review Committee using the criteria listed under each category.
2. Nominations must be accompanied by an official form specifying the award category (page 15).
3. Nominations must be endorsed by the agency/installation head or person acting in that capacity.
4. An original and three (3) copies of the nomination form are required for each nominee.
5. Nomination write-ups should be:
 - ✓ Typewritten. Handwritten nominations will not be considered
 - ✓ 12-point Times New Roman font, narrative or bullet-format may be used.
 - ✓ Not exceed four doubled spaced typewritten 8 1/2" by 11" pages, not including the category or summary pages.
6. The Awards Review Committee can consider only the information shown on the pages of the nomination form. Do not attach copies of performance standards, evaluations, licenses, award certificates, commendation letters, etc.
7. Please submit a digital (highest resolution possible) photograph of each Nominee along with the nomination to Kathy.Barre@usda.gov as follows:
 - ✓ "Head and Shoulder" shot in a plain light background.
 - ✓ Saved as a jpeg file with full name of Nominee shown first (firstname.lastname.jpeg)
 - ✓ For Group Excellence category, submit group photo. (If group/team is too large, use photo of "lead" person or agency's emblem logo.) *If a photo is not provided due to the nature of work the individual performs; agency's emblem logo may be used (please submit it with nomination).*
8. The nomination must be received on or before the deadline: **Wednesday, April 10, 2013**

C. PREPARATION OF NOMINATION SUMMARY

Each nomination MUST include a summary of the individual's accomplishments on a separate page. This Summary, along with the photograph, will be used for publication in the awards booklet provided to each banquet attendee. This is your opportunity to summarize what this person has accomplished (above and beyond what they are compensated to do). *Summary should not exceed 150 words (This page/information does not count toward your nomination's four page limit).*

D. JUDGING OF NOMINATIONS

The Awards Review Committee will consider the overall accomplishments of the individual. The factors used in screening the nominations and selecting the winners are listed with each category description. While each factor is important, the nominee need not be exemplary in all. However, the factors must be addressed in order. The agency point of contact will be notified of the results of the judging.

All nominations will be rated on a point scale. Five (5) points is the highest number of points per criteria in each category. Using the above rating scale, the Distinguished Awards Committee will meet to screen and narrow all the nominations down to two finalists in each category. The finalist nominees (two per category) will then be forwarded to a panel of independent judges who will use the same rating scale to select the award recipient. Point scores must total to the exact amount to declare a tie in any category.

E. DEADLINE FOR SUBMISSION OF NOMINATIONS:

Must be received at the FEB office no later than **Wednesday, April 10, 2013**; there will be no extension beyond this date. Please send each nomination packet **via email to Kathy.Barre@usda.gov** or to the address shown below or Fax to 303-205-3005.

**NEW ORLEANS FEDERAL EXECUTIVE BOARD
ATTN: PSRW SERVICE AWARD NOMINATIONS
P.O. Box 53206
New Orleans, LA 70153-3206**

F. THE AWARDS CEREMONY:

All nominees will be recognized in the awards program booklet given at the Luncheon and Awards Program. Award winners will have their photo or agency emblem (logo) and accomplishments featured in the awards program booklet. Please ensure your nominee(s) is (are) present.

G. MISCELLANEOUS INFORMATION:

While the FEB is making photo arrangements, agencies/commands are encouraged to send their photographers to capture the moment for their employees at the awards ceremony.

Family members of the nominees are also invited and encouraged to attend the awards ceremony. Family members of nominees are responsible for their luncheon tickets and for any travel expenses (such as private vehicle mileage and/or parking) incurred.

H. DISTINGUISHED SERVICE AWARDS CATEGORIES & CRITERIA:

The *Distinguished Service Awards* Program is recognized as one of the most important and coveted forms of non-monetary recognition available to Federal employees. The program is also the most effective means of publicizing to the general public, as well as to the Federal family, the high caliber of devoted employees in the Federal service. Outstanding employees may be nominated for consideration in one of the following 20 categories. ***NOTE: The written nomination must follow the criteria in the order shown.***

Category 1 - OUTSTANDING PROFESSIONAL EMPLOYEE

Award will be presented to a Federal civilian or postal employee, who serves in a non-supervisory professional, medical, engineering, research, biological or other equivalent position. These are two-grade interval professional or scientific positions with specific educational/degree requirements (e.g. Accountant, Engineer). Nominees should demonstrate reliability, dependability, independence, and a dedication to the goals and objectives of the organization.

CRITERIA:

- 1. Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
- 2. Impact on Operations:** Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.
- 3. Awards/Outside Achievements:** Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.

Category 2 - OUTSTANDING ADMINISTRATIVE EMPLOYEE

Award will be presented to a Federal civilian or postal employee who serves in non-supervisory administrative or equivalent positions. These are typically two-grade interval positions in a variety of occupations involving administrative work. These positions generally include the words "analyst," "specialist," "examiner," or something similar in the title.

CRITERIA:

- 1. Job Accomplishments:** Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.
- 2. Impact on Operations:** Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.
- 3. Awards/Outside Achievements:** Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.

Category 3 - OUTSTANDING TECHNICAL SUPPORT EMPLOYEE:

Award will be presented to a federal civilian or postal employee who serves in non-supervisory technical support, or equivalent positions. These are typically one-grade interval positions that provide direct support, as opposed to clerical or administrative support, to higher-level professional or administrative employees. Generally, these positions include the words "technician," "aid," or "assistant" in the title.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 4 - OUTSTANDING ADMINISTRATIVE SUPPORT EMPLOYEE

Award will be presented to a Federal civilian or postal employee who serves in non-supervisory administrative support, or equivalent, positions. These are typically one-grade interval positions with the words "secretary" or "clerk" in the title.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 5 - OUTSTANDING TRADES/CRAFT EMPLOYEE

Award will be presented to a Federal civilian or postal employee who serves in a skilled trade or craft position or in a semi-skilled or unskilled manual, technical and laboring occupation. These positions are generally covered under the Federal Wage Grade System, or equivalent.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 6 - OUTSTANDING FEDERAL SUPERVISOR (LEVEL I)

Award will be presented to a Federal civilian or postal employee who serves in grades GS-4 - GS-9, or equivalent, with a minimum of two years in a position with responsibility for direct supervision over at least three subordinates. Primary responsibilities involve the accomplishment of work through the direction of other people.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 7 - OUTSTANDING FEDERAL SUPERVISOR (LEVEL II)

Award will be presented to a Federal civilian or postal employee who serves in grades GS-10 to GS-15, or equivalent, with a minimum of two years in a position with responsibility for direct supervision over at least three subordinates. Primary responsibilities involve the accomplishment of work through the direction of other people.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 8 - OUTSTANDING FEDERAL MANAGER

Award will be presented to a Federal civilian or postal employee typically in grades GS-13 to GS-15, or equivalent, with a minimum of two years in a position involving program management responsibility - but not as the head of an agency field office. Primary responsibilities involve the authority to direct the work of an organizational unit rather than direct supervision over subordinate positions.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 9 - OUTSTANDING FEDERAL EXECUTIVE/AGENCY HEAD

Award will be presented to a Federal civilian or postal employee with at least two years in a position covered by the Senior Executive Service or equivalent, or as the head of an agency field office.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

CATEGORY 10 - OUTSTANDING MILITARY ENLISTED PERSONNEL

Award will be presented to military enlisted personnel in pay grade E-1 to E-3 who have served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 11- OUTSTANDING MILITARY NON-COMMISSIONED OFFICER

Award will be presented to a military non-commissioned officer in pay grade E-4 to E-6 who has served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 12- OUTSTANDING MILITARY SENIOR NON-COMMISSIONED OFFICER

Award will be presented to a military senior non-commissioned officer in pay grade E-7 to E-9 who has served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization; include the superior performance in achieving the goals and objective of the organization in terms of effectiveness, efficiency, quality and/or customer satisfaction**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 13 - OUTSTANDING MILITARY OFFICER (JR. GRADE)

Award will be presented to a military officer in pay grade 0-1 to 0-3 or W-1 to W-3 who has served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 14 - OUTSTANDING MILITARY OFFICER (FIELD GRADE)

Award will be presented to a military officer in pay grade 0-4 to 0-6 or W-4 to W-5 who has served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 15 - OUTSTANDING MILITARY FLAG OFFICER

Award will be presented to a military officer in pay grade 0-7 to 0-10 who has served on active duty or as a reservist or with the National Guard in a branch of the military service for the past two years.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.**
- 2. Impact on Operations:* Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.**
- 3. Management of Resources:* Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.**
- 4. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 16 - OUTSTANDING LAW ENFORCEMENT EMPLOYEE

Award will be presented to a Federal civilian, postal, or active duty military, reservist, or National Guard nominee in a supervisory or non-supervisory position engaged in performing law enforcement, security, investigative, or related work, who has performed their duties in a highly efficient and skillful manner. The nomination may be based on overall performance or on the accomplishment of a single act or work on a single case. Nomination must show in sufficient detail the nominee's contributions to the Federal government or to the public, and the effect of those contributions on the community in general.

CRITERIA:

- 1. Job Accomplishments:* Describe specific accomplishments and the manner and extent to which accomplishments are clearly beyond normal job expectations.**
- 2. Impact on Operations/Community:* Describe the impact that the nominee's performance has had on the organization, on customers served, and the community-at-large.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities include: work with nonprofit groups or other volunteer activities.**

Category 17 - OUTSTANDING COMMUNITY SERVICE /VOLUNTEER

Award will be presented to a federal civilian, postal, or active duty military, reservist, or National Guard nominee, who has enhanced the image of Federal employees and given conspicuous service to the community or general public through non job related activities. Nominees should devote significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis with significant service to the community outside the realm of their official duties NOTE: If the nomination is based on an act of heroism, the nominee(s) will have performed a valuable service to the community or to an individual that could have placed the employee in a hazardous or perilous situation.

CRITERIA:

- 1. Employee Involvement:* Participation should exemplify the best traditions of public service through their humanity or charitable acts. Describe the nominee's specific role/participation as well as impact of the candidate's activities in terms of addressing community problems.**
- 2. Sustained Involvement:* Activities should be ongoing charitable and/or community service activities. Describe the type of activity and amount of time or other resources involved.**
- 3. Human Interest Factors:* Provide information on any factors that may influence the involvement in a particular organization and how involvement began.**

Category 18 - OUTSTANDING CUSTOMER SERVICE EFFORT: INDIVIDUAL OR TEAM

Award will be presented to a federal civilian, postal, or active duty military, reservist, or National Guard nominee(s), who have demonstrated a strong commitment to improving customer service, customer satisfaction and improved relations. The individual or team should have a record of outstanding achievement and results as well as treating all customers courteously and with respect. An award will be presented to an individual or team of employees who have made an outstanding contribution to achieving a special project, accomplishment for their agency's mission, achieving a significant cost reduction, or providing exceptional service to a customer or the public. This award is not for recognizing groups of employees who perform volunteer services away from the office.

CRITERIA:

- 1. Accomplishments:* Identify accomplishments that have demonstrated improvements in customer service. Nominee should demonstrate a willingness to find creative solutions and alternatives to meet customers' needs, encourage feedback, and use all feedback as a vehicle for improvement.**
- 2. Impact on Operations:* Describe the impact the nominee's performance has had on the organization locally, the headquarters level, other government agencies, and/or customers served.**
- 3. Outside Achievements:* Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.**

Category 19 - OUTSTANDING DIVERSITY CONTRIBUTION

Award will be presented to a Federal civilian, postal, or active duty military, reservist, or National Guard nominee, who has made a significant contribution to the furtherance of diversity and affirmative action within the federal government. Nominees are not restricted to employees with EEO job responsibilities but rather to all those who further these objectives regardless of their primary duties. Nominees should demonstrate a firm commitment to the goals and objectives of diversity and equal employment opportunity and have a record of outstanding achievements in the program.

CRITERIA:

- 1. Contributions:* Describe specific contributions made by the nominee that have resulted in the promotion, understanding or acceptance of diversity in the agency, community, etc.**
- 2. Specific Achievements:* Describe the impact the nominee in the areas of recruitment, promotion or hiring and the impact these had on the organization's goals and objectives.**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

Category 20 - OUTSTANDING LEADER, MENTOR and COACH

Award will be presented to a Federal civilian, postal, or active duty military, reservist, or National Guard nominee, who teaches, leads, mentors, or coaches others. Nominee provides expert counsel as he/she develops other individuals for unique challenges, long-term development paths, project skill sets, or individual goals. Describe how he/she cultivates those "skills" throughout your organization and/or community. Nominee may be any grade or rank. Nominees may be full, part-time or re-employed annuitants. This award is not for recognizing groups of employees who perform volunteer services away from the office.

CRITERIA:

- 1. Contributions:* Accomplishments (personal or on the job) that have contributed to the success of the individual or the organizational mission.**
- 2. Specific Achievements:* Describe specific achievements of the nominee (where there is a direct link to his/her mentoring, teaching, leading or coaching of others) that has resulted in (some significant outcome, such as) promotion for an individual/others impacted by the nominees leading, mentoring and coaching. OR – Describe how the nominee created the environment, or created the opportunity within the agency or community, where there was an acceptance and understanding of those who are challenged with disabilities (or challenged in some other way).**
- 3. Awards/Outside Achievements:* Describe a summary of candidate's community activities; include work with nonprofit groups or other volunteer activities.**

**New Orleans Federal Executive Board
2013 Distinguished Service Awards Nomination Form**

CATEGORY:

(Category the nominee is being considered for must be included)

NOMINEE INFORMATION

Name:

Title:

Pay Grade or Military Rank:

Agency/Organization:

Address:

Phone:

E-Mail:

NOMINATED BY

Name:

Title/Grade:

Organization:

Address:

Phone:

E-Mail:

AGENCY HEAD ENDORSEMENT

Name:

Title/Grade:

Agency:

Address:

AGENCY POINT OF CONTACT

Name:

Title/Grade:

Organization:

Phone:

E-Mail:

Complete and submit this form along with each nomination. Submit the written nomination addressing the specific criteria for the category involved to the address shown below or nominations may be emailed to Kathy.Barre@usda.gov or faxed to **303-205-3005**. (Please reproduce this form as needed for each nomination submitted.)

Nominations MUST be received in the FEB office by close of business, **Wednesday, April 10, 2013.**

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Tips for Award Writing - Make Your Nominee a Winner

Target Audience:

- General Public
- Local Media
- Federal Community

General:

- Use the active voice whenever possible
- Choose vocabulary that realistically describes the accomplishments of the nominee. Do not exaggerate or minimize the importance of various duties.
- Avoid an excessive use of superlatives when describing an employee's work performance or personal attributes. Use examples, which highlight the performance and attribute you are emphasizing.
- When using acronyms, fully spell out an acronym the first time it is used followed by the acronym in parenthesis.
- Avoid using excessive agency jargon or technical terms. Remember that the judges are from the private sector and may not be familiar with government jargon/terms.
- Avoid restating or extracting wording from an employee's position description.

Specificity:

- Use specific examples of superior performance as often as possible.
- If relevant, incorporate several pertinent details about the critical events, circumstances, problems, and /or pressures encountered while performing a task or project.
- When describing the value of contributions, be sure to include the impact the accomplishments have on the agency.

Criteria:

Describe how the nominee may have demonstrated the following:

- Developed and/or implemented an original, unique and/or creative approach to communication, service delivery; and/or
- Exerted special effort (e.g. experienced difficulty or personal inconvenience), surmounted problems or obstacles in the process of making a communication or service delivery idea successful; and/or
- Rendered extraordinary service to assist the public in times of adverse conditions (e.g. natural disasters, Homeland Security, etc.); and/or
- Rendered extraordinary service while accomplishing important communications, service delivery objectives in a reduced timeframe.

Include any available data or other tangible evidence showing how an improvement resulted from the nominee's actions (e.g., improved productivity, reduced customer waiting time, reduced processing time, reduced cost, greater efficiency or effectiveness, etc.)