

**2004 ANNUAL AWARD NOMINATION
HUMAN RESOURCE EXCELLENCE AWARD**

Nominee(s):

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

(Please mark appropriate nomination category with an "X")

Team Award:

Individual Award:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Demonstrates a commitment to ensuring all technical aspects of the civilian evaluation system is implemented in a timely and effective manner.

2. Ensures employees within the organization have training plans in place to enhance their job skills and marketability for promotion opportunities. Additionally, ensures employees are scheduled for and receive training outlined in their training plan.

3. Captures data and monitors trends in employee safety-related incidents, initiates appropriate improvement actions in a timely manner, resulting in a trend decline.

4. Displays a commitment to ensure new employees receive all orientation information required to successfully enter their work group.

5. Identifies and ensures employees with special needs have the appropriate supplies and/or equipment to successfully achieve high performance.

**2004 ANNUAL AWARD NOMINATION
EFFICIENCY AWARD**

Nominee(s):

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

(Please mark appropriate nomination category with an "X")

Team Award:

Individual Award:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Designs new products/services or improves existing processes to deliver products/services based on current and future customer requirements and priorities.

2. Collects data for and routinely monitors trends in process measures that are focused on customer requirements.

3. Proactively uses measurement trend data to evaluate process performance and identify opportunities for improvement.

4. Involves all key stakeholders in the improvement planning process to ensure alignment.

5. Links process improvement initiatives to organizational goals, objectives, and strategic plan.

**2004 ANNUAL AWARD NOMINATION
EXECUTIVE OF THE YEAR**

Nominee:

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Establishes and communicates organizational values, short- and long-term goals, and performance expectations throughout the organization.

2. Fosters an environment for empowerment, innovation, agility, and employee learning. Include how the nominee fosters an environment that encourages the general workforce to participate in planning organizational improvements.

3. Measures, tracks, and reviews organizational performance and capabilities to assess progress and success in achieving established organizational goals. Translates performance review findings into improvement priorities and opportunities.

4. Communicates performance review findings throughout the organization.

5. Seeks feedback on the leadership system to determine areas of improvement.

**2004 ANNUAL AWARD NOMINATION
SUPERVISOR OF THE YEAR**

Nominee:

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Communicates and reinforces organizational values, short- and long-term goals. Translates organizational goals into team and individual performance expectations specific for their areas of responsibility.

2. Fosters an environment for harmony, empowerment, innovation, agility, and employee learning. State how the nominee includes the work group(s) in planning organizational improvements and motivates employees to develop and utilize their full potential.

3. Measures, tracks, and reviews performance and capabilities of their areas of responsibility and individuals to assess progress and success in achieving established performance expectations (include customer and employee satisfaction). Communicates and translates performance review findings into improvement priorities and opportunities.

4. Demonstrates an effective employee performance management system that supports high performance and a customer and business focus. Employs a compensation and recognition system that reinforces these objectives, as well as a high level of performance.

5. Demonstrates agility in their leadership style, seeks feedback on their leadership skills to determine areas of improvement, and pursues developmental opportunities.

**2004 ANNUAL AWARD NOMINATION
OFFICE ADMINISTRATOR OF THE YEAR**

Nominee:

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Coordinates office activities by planning, organizing, and rearranging workload according to priorities and deadlines in an exceptional manner. Develops and implements new and improved office procedures.

2. Displays exceptional interpersonal relations, which produce harmony with counterparts both internal and external to the office/organization.

3. Displays leadership traits in assisting employees to learn new skills and/or procedures, and demonstrates sound judgment in doing what is right rather than limiting solution(s) to rigid rules, regulations etc.

4. Displays exceptional technical proficiency and continually seeks ways to improve and expand job skills.

5. Demonstrates agility in constantly changing environment and willingness to go above and beyond the requirement to accomplish the mission.

**2004 ANNUAL AWARD NOMINATION
EMPLOYEE OF THE YEAR**

Nominee:

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

(Please mark appropriate nomination category with an "X")

GS-01 to 05:

GS 06-10:

GS-11 & up:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Develops and successfully implements innovative/creative ideas in the organization to improve performance and/or customer satisfaction.

2. Demonstrates agility in a constantly changing environment and willingness to go above and beyond the requirement to accomplish the mission.

3. Displays exceptional interpersonal relations producing harmony within the office and with customers. Include leadership traits, how they assist coworkers to learn a new position or task, assist other employees with challenges, effective communication, and how they effectively foster teamwork.

4. Displays exceptional technical proficiency and continually seek ways to improve and expand job skills.

5. Exercises sound judgment in doing what is right rather than limiting solutions to rigid rules. Looks for ways to say, yes.

**2004 ANNUAL AWARD NOMINATION
EQUAL EMPLOYMENT OPPORTUNITY AWARD**

Nominee(s):

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

(Please mark appropriate nomination category with an "X")

Team Award:

Individual Award:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Actively participates in and encourages support of Army EEO/EO and special emphasis program areas that promote awareness.

2. Displays long term commitment to valuing diversity over and beyond assigned work responsibilities; extra effort to broaden range of input to processes; additional time spent working on diversity issues outside scope of employment. Contributes to the advancement of goals for EEO groups both within the organization and the local community.

3. Promotes positive work environment that is inclusive, bias free, and in which individuals are valued and treated with respect and dignity. Voices objections to inappropriate remarks of co-workers in a manner that fosters growth and tolerance. Enhances the images of the government as an equal employment employer.

4. Serves as a role model/mentor for fair and equal treatment of all employees and practices effective EEO principles.

5. Shows leadership in raising issues; consistently act to bring wide variety of individuals to decision-making process.

**2004 ANNUAL AWARD NOMINATION
FORT BRAGG LIFETIME ACHIEVEMENT AWARD**

Nominee:

Years of Federal Service:

Organization:

Supervisor/Chief:

Name of Nominating Official:

Phone Number:

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE. Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page.

1. Shown a continued commitment to public service and demonstrated several significant accomplishments within his/her particular government field that are: innovative and risk-taking; high impact; and exemplifies the values of public service.

2. Career in public service and significant accomplishments are characterized by his/her ability to: work effectively with others; mentor others; contribute to positive perceptions of government work through his/her accomplishments.