
The Attorney General's Awards

Award Devices and Descriptions

April 2000



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ATTORNEY GENERAL'S AWARD FOR EXCEPTIONAL SERVICE



Description

This is the highest award granted by the Attorney General within the Department of Justice, and normally only one is awarded each year.

Nominees for the Exceptional Service Award who are not selected will be automatically considered for the Distinguished Service Award. Monetary recognition normally accompanies this award in the amount of \$6,000.



Criteria

Achievements or contributions must show at least one of the following:

The performance of a special service in the public interest which is over and above normal requirements and of an outstanding and distinctive character in terms of improved operations, public understanding of the Department's mission, or accomplishments of one of the major goals of the Department.

Exceptionally outstanding contribution to the Department of Justice and/or exceptionally outstanding leadership in the administration of major programs which resulted in highly successful accomplishments to meet unique or emergency situations.

Extraordinary courage and voluntary risk of life in performing an act resulting in direct benefits to the Department or the Nation.

ATTORNEY GENERAL'S AWARD FOR DISTINGUISHED SERVICE



Description

This is the second highest Department of Justice award granted by the Attorney General.

Normally eight to fifteen Distinguished Service Awards have been awarded annually. Monetary recognition normally accompanies this award in the amount of \$3,500.

Criteria

Superior performance of normal duties will not, in itself, justify this award. To be eligible for consideration, the employee's achievement or service must show at least one of the following:

The accomplishment of assigned duties in such an outstanding manner as to be clearly noteworthy among all those who have performed similar duties, or performance of assigned tasks in such an exemplary manner as to set a record of achievement that will inspire others to improve the quality and/or quantity of their work.

The exercise of unusual courage or competence in an emergency while on official duty.

The rendering of professional service of a unique or distinctive character worthy of significant recognition.

Distinguished conduct in the performance of duties over a period of years in a position of responsibility that involves exercise of authority and judgement in matters of marked significance.

MARY C. LAWTON LIFETIME SERVICE AWARD



Description

The Mary C. Lawton Lifetime Service Award is designed to recognize employees who have served *at least 20 years* in the Department and who have demonstrated high standards of excellence and dedication throughout their careers.

The award will be given only in exceptional circumstances to those individuals of special merit and not be awarded to express general appreciation for tenure alone. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

To be eligible for consideration, the employee must have significantly contributed to the success of the Department, its goals and mission, by a record of outstanding actions and accomplishments.

JOHN MARSHALL AWARD



Description

The John Marshall Award, named for the fourth Chief Justice of the United States, is designed to recognize outstanding professional achievement by attorneys of the Department of Justice.

There are usually two awards granted annually in each of the three categories for litigation, and one award for each of the other six areas. Monetary recognition normally accompanies these awards in the amount of \$2,500. The nine John Marshall

Award categories are: Trial of Litigation; Participation in Litigation; Support of Litigation; Handling of Appeals; Providing Legal Advice; Preparation or Handling of Legislation; Asset Forfeiture; Alternative Dispute Resolution; and Interagency Cooperation in Support of Litigation.

Criteria

All attorneys employed by the Department of Justice are eligible for the award in the first eight categories. An individual may be nominated for only one category of the John Marshall Award. A nominee must have demonstrated outstanding legal accomplishment in one of these areas. The ninth area, Interagency Cooperation in Support of Litigation, recognizes an attorney or group of attorneys from client agencies which have rendered exceptionally helpful assistance to the Department in high-visibility litigation. This award category will demonstrate the benefits which inure to the public when the existing allocation of litigation responsibility operates without friction between the Department and the client agency, and will recognize the agency's attorney(s) for the role they play in such cooperative endeavors.

ATTORNEY GENERAL'S AWARD FOR EXCEPTIONAL HEROISM



Description

The Attorney General's Award for Exceptional Heroism is designed to recognize an extraordinary act of courage or voluntary risk of life during the performance of duty.

Normally, only one award will be granted each year and it is not anticipated that a recipient will be selected for this award each year. Monetary recognition normally accompanies this award in the amount of \$5,000.



Criteria

All Department of Justice employees are eligible for nomination. A nominee must have demonstrated extraordinary courage in the course of carrying out the duties of his or her position and have displayed valor in a highly dangerous, life-threatening situation involving efforts to save another person's life or the protection of property.

WILLIAM FRENCH SMITH AWARD FOR OUTSTANDING CONTRIBUTION TO COOPERATIVE LAW ENFORCEMENT

Description

The William French Smith Award was established to pay tribute to the memory and achievements of former Attorney General William French Smith for his establishment of Law Enforcement Coordinating Committees (LECC) and his outstanding efforts in promoting law enforcement cooperation and coordination throughout the Nation.

It is designed to recognize State and local law enforcement officials who, through their participation in an LECC, have made significant contributions to co-operative law

enforcement endeavors and objectives. There will normally only be one William French Smith Award granted annually. This is an honorary award with no monetary recognition.

“Law enforcement official” refers to any State or local police officer, police department official, district attorney, public safety officer, probation officer, or individual in a similar occupation (whether elective or appointive).

Criteria

All State or local law enforcement officials who have served as representatives to an LECC are eligible for nomination. Nomination of a group of such officials may also be made. A nominee must have made extraordinary contributions or achievements in establishing or improving operational or program effectiveness, efficiency, or productivity of an LECC. The justification must describe the benefits which have been derived by the nominee’s contribution to cooperative law enforcement through an LECC, the law enforcement community in general, or the public.



ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN MANAGEMENT



Description

The Attorney General's Award for Excellence in Management is designed to recognize outstanding administrative or managerial achievements which have significantly improved the operations or productivity of the Department or have reduced costs.

Generally, only one award will be granted each year under this category. Monetary recognition normally accompanies this award in the amount of \$2,500.

Criteria

All supervisory or managerial employees at the GS/GM-13 or higher grade levels are eligible for nomination. A nominee must have made extraordinary contributions or achievements in the improvement of operational or program effectiveness, efficiency or productivity; have reduced or eliminated costs through innovative or special managerial or administrative efforts and initiatives; or have benefited the Department through the reduction or elimination of fraud, waste, mismanagement or abuse.

ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN INFORMATION TECHNOLOGY



Description

The Attorney General's Award for Excellence in Information Technology is designed to recognize outstanding achievements in applying information technology to improve the operations or productivity of the Department, reduce or avoid costs, or solve problems.

Generally, only one award will be granted each year under this category. Monetary recognition normally accompanies this award in the amount of \$2,500.

Criteria

All Department of Justice employees are eligible for nomination. Since information technology projects are usually the result of group efforts rather than a single individual, the nomination of teams is encouraged. A nominee or team must have made extraordinary contributions or achievements in the improvement of productivity, efficiency, or operational or program effectiveness; reduced or avoided costs; or creatively solved organizational or mission-related problems through the innovative use of information technology.

ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN LAW ENFORCEMENT



Description

The Attorney General's Award for Excellence in Law Enforcement is designed to recognize outstanding professional achievement by a law enforcement officer of the Department of Justice.

Normally there will be one to two awards granted annually. Monetary recognition normally accompanies this award in the amount of \$2,500.

The term "law enforcement officer" refers to an employee whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States.

Criteria

All law enforcement officers employed by the Department of Justice are eligible. A nominee must have demonstrated unusual courage or outstanding accomplishments in the field of law enforcement.

ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN FURTHERING THE INTERESTS OF U.S. NATIONAL SECURITY



Description

The Attorney General's Award for Excellence in Furthering the Interests of U.S. National Security is designed to recognize a special act or service by a Department employee who has greatly contributed to protecting U.S. national security.

Generally, one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

A nominee or group of nominees must have demonstrated unusual courage or outstanding accomplishments in the field of national security. Nominees for this award are to have greatly contributed to furthering the interests of national security by generally protecting citizens and infrastructure and/or contributing to successful high profile investigations and/or prosecutions in the areas of foreign counter intelligence, terrorism, or espionage. Because of the nature of this work, which is often classified, officials who have supported the Department's national security mission are sometimes not adequately recognized for their acts and performance. Recipients of this award will exemplify such actions and deserving efforts.

For the purpose of this award, the term "national security" means those activities related to intelligence, defense and foreign affairs including terrorism, espionage, and threats or attacks against U.S. persons, interests and critical infrastructure. For nominations of non-Departmental officials employed by the U.S. Government, the nominating component head must receive written concurrence from the nominee's employing agency for these nominations. Such endorsement must be attached to the nomination in order to be considered for this award.

ATTORNEY GENERAL'S AWARD FOR EQUAL EMPLOYMENT OPPORTUNITY

Description

The Attorney General's Award for Equal Employment Opportunity is designed to recognize the most significant contribution or contributions to the Equal Employment Opportunity Program.

Normally, only one award will be granted annually. Monetary recognition normally accompanies this award in the amount of \$1,500.



Criteria

This award is not restricted to EEO Program officials. A nomination may be for any manager, employee or group of employees who have made significant contributions to the Department's EEO Program. These contributions could be in the areas of leadership, training, recruitment, conciliation, or any other activity that enhances employment opportunities for women, persons with disabilities, and minorities including African Americans, Hispanic Americans, Native Americans and Asian Americans within any organizational component of the Department.

ATTORNEY GENERAL'S AWARD FOR WORKLIFE INNOVATION AND CAREER ENHANCEMENT



Description

The Attorney General's Award for Worklife Innovation and Career Enhancement is designed to recognize the most significant contribution or contributions by an individual to the creative use of worklife and career enhancement initiatives to recruit, motivate, develop, and retain quality staff. This may include the implementation of flexible work and dependent care programs, mentoring, career counseling, or other efforts to support employees in reaching optimum job and performance potential.

One award will be granted annually if a significant contribution is identified. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

A nomination may be for any manager or employee who has made significant contributions in worklife innovation and career enhancement in support of other DOJ employees. These contributions could be in the area of leadership, training, program development, program implementation or any other activity that supports employees, of all grade levels, in reaching optimum job and performance potential. The nomination should describe the nature of the program(s), the scope and objectives, the level of employee participation, and any efforts undertaken to monitor and evaluate program results.

ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN LEGAL SUPPORT

Description

The Attorney General's Award for Excellence in Legal Support is designed to recognize outstanding achievements in the field of legal support to attorneys.

Two awards will be granted each year; one in the area of Paralegal support, and the second for Legal Secretary support. Monetary recognition normally accompanies these awards in the amount of \$1,500 per award.



Criteria

All Paralegal Specialists and Legal Secretaries at the GS-12 and below grade levels are eligible for nomination. A nominee must have demonstrated outstanding performance in the field of legal support over a sustained period of time or have displayed extraordinary achievements that overcame unusual difficulties or unique situations of high importance to the mission of the employee's organization.

ATTORNEY GENERAL'S AWARD FOR EXCELLENCE IN ADMINISTRATIVE SUPPORT



Description

The Attorney General's Award for Excellence in Administrative Support is designed to recognize outstanding administrative or managerial achievements.

Two awards will be granted each year; one in the area of Administrative support (e.g., personnel, information systems, budget, etc.), and the second for general, non-legal Secretarial support. Monetary recognition normally accompanies these awards in the amount of \$1,500 per award.

Criteria

All administrative and secretarial personnel at the GS-12 and below grade levels are eligible for nomination. A nominee must have demonstrated outstanding performance in the field of administrative support over a sustained period of time or have displayed extraordinary achievements that overcame unusual difficulties or unique situations of high importance to the mission of the employee's organization.

ATTORNEY GENERAL'S AWARD FOR OUTSTANDING SERVICE IN A FREEDOM OF INFORMATION ACT ADMINISTRATION



Description

The Attorney General's Award for Outstanding Service in Freedom of Information Act (FOIA) Administration is designated to recognize exceptional dedication to the implementation of the Freedom of Information Act. A nominee's actions through participation in the processes of FOIA administration should foster a spirit of openness in government and dedicated service to FOIA requesters.

Generally, only one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

This award is not restricted to FOIA officials. A nomination may be made for any supervisor, non-supervisory employee, or group of employees who have made significant contributions to any of the Department's processes of FOIA administration. These contributions could be in the areas of leadership, training, program implementation, administrative support, or any other activity that enhances the Department's response to the FOIA-requester community.

ATTORNEY GENERAL'S AWARD FOR FRAUD PREVENTION



Description

The Attorney General's Award for Fraud Prevention is designed to recognize those who have been involved with the prevention, investigation, and prosecution of fraud and other white-collar crimes.

Generally, one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

A nominee or group of nominees must have demonstrated excellence in the administration of fraud enforcement programs. Efforts may include the successful apprehension of suspects, civil or criminal prosecutions, or other legal remedies to prevent fraudulent activity. Nominees may also be recognized for programs and activities which deter and prevent future acts of fraud through the identification of how criminals operate fraudulent schemes—including the targeted victims, the weaknesses targeted, and the efforts which can be taken to prevent fraudulent schemes. An individual may also be nominated for exceptional efforts to report systematic weaknesses in programs which may lead to fraud and for educating the public about fraud prevention practices.

ATTORNEY GENERAL'S AWARD FOR OUTSTANDING CONTRIBUTIONS TO COMMUNITY PARTNERSHIPS FOR PUBLIC SAFETY



Description

The Attorney General's Award for Outstanding Contributions to Community Partnerships for Public Safety recognizes outstanding achievement in the development and/or support of community partnerships designed to address public safety within a community. The award recognizes extraordinary contributions to building collaborations that draw upon the skills and resources of a range of stakeholders within a community—including state and local community leaders, law enforcement personnel, service providers, as well as local residents and representatives of the business community—in addressing public safety, crime prevention and control, community justice, and other community-building and revitalization issues.

Generally, only one or two awards will be granted each year. Nominees should consist of those who have significantly contributed to the development of the partnership, including Departmental employees such as field office staff and leadership; law enforcement officials;

community leaders; service providers; local residents; and/or representatives of the business community. Monetary recognition normally accompanies this award in the amount of \$1,500 for federal employee recipients. The award is honorary in nature, with no monetary recognition for Presidential appointees and non-federal employee recipients.

Criteria

Nominees must demonstrate a sustained commitment to the community collaborative process and to addressing crime through innovative, effective, and/or efficient crime control and prevention problem-solving, community building, and/or community justice strategies. Nominations must highlight significant contributions to bringing diverse community representatives together, and fostering sustained participation, mutual understanding, and cooperation within the partnership. Nominees must have provided leadership in promoting the collaborative process, and used their skill and energy to support the community partnership in its work to develop new, more effective uses of criminal justice and related resources to address community problems, working in close alliance with community representatives, as well as with state and local officials.

ATTORNEY GENERAL'S AWARD FOR OUTSTANDING CONTRIBUTIONS TO STATE AND LOCAL PUBLIC SAFETY

Description

The Attorney General's Award for Outstanding Contributions to State and Local Public Safety recognizes a range of outstanding individual or collective contributions by Department employees involved in the research, development, and/or implementation of state and local criminal justice, juvenile justice, law enforcement, crime prevention, or other public safety initiatives. The award recognizes extraordinary contributions by staff that significantly support or help to create innovative approaches to these programs. Contributions that may be recognized include programmatic, research, technical assistance, data collection and statistical analysis, evaluation, best practice assessment, information dissemination, intra- and inter-agency collaborations, or other related work.

Generally, one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.



Criteria

A nominee or group of nominees must have made an outstanding contribution in one or more of the work areas supporting or otherwise significantly advancing one or several related state or local criminal or juvenile justice law enforcement, crime prevention, or other public safety programs. Work recognized must significantly advance or contribute to innovative or improved approaches in such areas as research on factors contributing to juvenile or adult crime, effective approaches to the rehabilitation of juvenile delinquents or adult offenders, emerging strategies in law enforcement or crime prevention, the investigation of state and local crimes, or other related contributions; pilot program development or implementation; state and local criminal or juvenile justice problem-solving; strategic planning; identifying and/or coordinating federal, state, and local funding; technical assistance; data collection methods and analytic tools for improving state/local decision-making; project evaluation, including the assessment and dissemination of best practices; or related areas. Persons nominated for interagency work must have demonstrated sustained commitment to the interagency collaboration, provided leadership in promoting the collaborative process, and/or used their skill and energy to support the partnership in its work to develop innovative or more effective approaches to criminal justice or related public safety programs.

ATTORNEY GENERAL'S AWARD FOR OUTSTANDING CONTRIBUTIONS BY A NEW EMPLOYEE



Description

The Attorney General's Award for Outstanding Contributions by a New Employee is designed to recognize exceptional performance and notable accomplishments towards the Department's mission by an employee with fewer than five years of service with the Department.

Generally, only one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.

Criteria

All supervisory and non-supervisory employees with fewer than five years of service with the Department are eligible for nomination. A nominee must have demonstrated outstanding support of organizational programs or operations through extraordinary performance or achievements. While nominations may be initiated by the employee's immediate supervisor, they must contain the personal endorsement of the employee's organization head, and only one employee may be nominated by any Department component.

CUBBY DORSEY AWARD FOR OUTSTANDING SERVICE BY A FEDERAL WAGE GRADE SYSTEM EMPLOYEE

Description

The Cubby Dorsey Award for Outstanding Service by a Federal Wage Grade System Employee is designed to recognize extraordinary performance and contributions by wage grade system employees, including laborers, mechanics, and skilled craft workers.

Generally, only one award will be granted each year. Monetary recognition normally accompanies this award in the amount of \$1,500.



Criteria

All employees in the Federal Wage Grade System category, including supervisors and leaders, are eligible for nomination. A nominee must have demonstrated outstanding support of organizational programs or operations through extraordinary performance or achievements.

ATTORNEY GENERAL'S MERITORIOUS PUBLIC SERVICE AWARD

Description

The Attorney General's Award for Meritorious Public Service is the top public service award granted by the Department and is designed to recognize the most significant contributions of citizens and organizations who have assisted the Department in the accomplishment of its missions and objectives.

There will normally be only one Meritorious Public Service Award granted annually. This is an honorary award with no monetary recognition.



Criteria

To be eligible for the Meritorious Public Service Award, the nominee must have been the recipient of a Public Service Award Certificate from one of the components during the period of time between the preceding year's Attorney General's Awards Program and the current year's Program.

EDMUND JENNINGS RANDOLPH AWARD



Description

The Edmund J. Randolph Award, named for the first Attorney General, recognizes outstanding contributions to the accomplishment of the Department's mission.

The award is granted at the discretion of the Attorney General.

Criteria

Recipients of the Edmund Jennings Randolph Award are generally Department officials at the Assistant Attorney General or equivalent level. The award may be presented to individuals outside the Department in recognition of unique contributions to the Department and its mission.

ATTORNEY GENERAL'S MEDALLION



Description

The Attorney General's Medallion is used to recognize employees and other individuals for outstanding contributions to the accomplishment of the Department's mission.

The award is granted at the discretion of the Attorney General.

Criteria

The Medallion is generally used to recognize employees or individuals outside the Department who have made significant contributions to the accomplishment of the Department's mission.

ATTORNEY GENERAL'S SPECIAL COMMENDATION AWARD

Description

The Attorney General's Special Commendation Award is used to recognize employees and other individuals for outstanding contributions to the accomplishment of the Department's mission.

The award is granted at the discretion of the Attorney General.



Criteria

The Special Commendation Award is generally used to recognize employees or individuals outside the Department who have made significant contributions to the accomplishment of the Department's mission.

