

OFFICE PROFESSIONAL OF THE YEAR AWARDS PROGRAM

PURPOSE

To annually recognize the outstanding achievements and creative efforts of ARS office support professionals.

ELIGIBILITY

Nominations may be made of any ARS employee who meets the following eligibility requirements. Team nominations will not be accepted.

1. Must hold a secretarial, clerical, or office support position in one of the following series:
 - a) GS-0303 Miscellaneous Clerk and Assistant Series (those serving as primary or secondary assistant in an office)
 - b) GS-0312 Clerk-Stenographer and Reporter
 - c) GS-0318 Secretary
 - d) GS-0322 Clerk Typist
 - e) GS-0326 Office Automation Clerical and Assistance
2. Must have sustained performance at the Fully Successful level or above. *The Human Resources Division will confirm.*

Note: All nominations of ARS secretarial, clerical and office support employees, regardless of eligibility within their Area are eligible. Winners of Area programs may be forwarded for Agency level competition.

SELECTION CRITERIA

Nominations must (a) show evidence of achievements well beyond normal job performance during the past year, and (b) indicate how work performed has substantially improved the operation of an organizational unit. The following are examples of possible achievements. Achievements or accomplishments may be shown in other ways.

- *Organizational Achievement:* Employee takes the initiative to successfully reorganize office procedures, improve filing or other systems, master or promote use of new office equipment, etc. Achievement should include any activity that results in improved productivity within the work unit.

- *Skill Advancement* - Employee takes the initiative to substantially improve or acquire skills beyond job qualifications, either through individual educational pursuits or taking the lead in the enhancement of office-wide business practices or procedures. Achievement should include any personal activity the results of which are taught or shared with the work unit.
- *Person-to-Person Relationships* - Employee sets an example for others by establishing of exceptional inter- and intra-unit working relationships that assist a unit in accomplishing its mission, by training co-workers and others, and by promoting teamwork.

NOMINATION AND SELECTION PROCEDURES

Any ARS employee may submit a nomination of an eligible employee. Group nominations will not be accepted. The nomination format is attached. Nominations should clearly demonstrate how the nominee meets the criteria.

The Administrator will appoint a diverse selection committee composed of managers, customers, staff members, and the current winner of the Office Professional of the Year Program. The committee will evaluate nominations and make a recommendation to the Administrator who will make the final selection.

NATURE OF RECOGNITION

The winner will receive a cash award of \$4,000 and be recognized at the Annual ARS Recognition Program in February.

NAME OF NOMINEE: <i>(as wanted on the plaque)</i>		POSITION & GRADE:	
ADDRESS: <i>(Area/Branch/Location if applicable)</i>			
TELEPHONE: <i>(include area code)</i>	FAX:	EMAIL:	
EXPERIENCE:	Dates:	Title:	Grade: Organization: <i>(if obtainable)</i>
CITATION: <i>(25 words or less, beginning with "FOR")</i>			
JUSTIFICATION: <i>(The justification must specifically address each of the selection criteria. It is important to fully describe the accomplishment, the role of the nominee, as well as the impact of the accomplishment. Separate sheets may be attached. Limit of no more than TWO pages.)</i>			
NOMINATOR'S NAME:		NOMINATOR'S TITLE:	
NOMINATOR'S ADDRESS: <i>(include Area/Branch/Location)</i>			
NOMINATOR'S TELEPHONE: <i>(include area code)</i>	FAX:	E-MAIL:	
SIGNATURE OF NOMINATOR:		DATE:	