



# THE 2008-2009 BUSINESS OPERATIONS AWARDS PROGRAM

## Description of Award Categories

### Table of Contents

<b><u>EXCELLENCE IN BUDGET AND FINANCIAL ACCOUNTABILITY</u></b> .....	02
<b><u>EXCELLENCE IN PROVIDING BUSINESS OPERATIONS SUPPORT AWARD</u></b> .....	04
<b><u>MULTICULTURAL ORGANIZATION AWARD</u></b> .....	06
<b><u>SAFETY AND OCCUPATIONAL HEALTH</u></b> .....	08
<b><u>SUSTAINABLE OPERATIONS AWARDS</u></b>	
<u>Reducing the Environmental Footprint</u> .....	11
<u>Closing the Circle</u> .....	14
<u>Federal Energy Management Program</u> .....	18



## EXCELLENCE IN BUDGET AND FINANCIAL ACCOUNTABILITY

This award was established to recognize individuals, which through their efforts have made outstanding contributions to the advancement of Financial Accountability goals and objectives for the Forest Service.

### Eligibility

All Forest Service Budget and Financial Management employees, and Program Managers/Forest Service employee.

### Award Categories and Types

1. Budget or Financial Manager/Supervisor.
2. Budget or Financial Specialist/Technician.
3. Program Manager/Forest Service Employee. (An employee who made outstanding contributions to financial accountability, however the individual cannot be working in a Budget/Financial Management job series.)

### Nomination Criteria

#### Part A: Evaluation Criteria

Nominations will be evaluated using the following criteria:

1. Demonstration of results in exceptional, proactive or innovative approaches to improving Financial Accountability.
2. Degree and significance of tangible benefits to the Forest Service.
3. Positive impacts on the organization.
4. Positive results of accomplishments on productivity.
5. Off-duty education/community activities.

#### Part B – Objectives from the Chief’s Strategic Plan (FY 2007-2012)

Using the following objective from the Chief’s Strategic Plan, FY 2004-2008, describe how the accomplishments of your nominee fulfill the objective.

- Meet Federal financial management standards and integrate budget and performance.

## **Initiator**

Each Regional Forester, Station Director, the Area Director, the Institute Director and Deputy Chief may nominate up to two (2) for each award category.

## **Nomination Procedures**

Nominations must:

1. Consist of a written narrative that clearly describes the actions or accomplishments of the nominee(s) that support the nomination criteria above. (Not to exceed 2 pages)
2. Contain adequate background and/or supporting information to establish the context and scope of the contribution.
3. A citation consisting of 25 words or less from information contained in the nomination criteria.

## **Award Coordinator Information**

Nominations must be sent via e-mail to the Award Coordinators Lenise Lago 202 205-1088 [llago@fs.fed.us](mailto:llago@fs.fed.us).



## EXCELLENCE IN PROVIDING BUSINESS OPERATIONS SUPPORT

This award was established to recognize individuals who through their efforts have achieved outstanding examples of program delivery in the Business Operations functions. Individual award recipients will receive a cash award and plaque funded by the Deputy Chief's Office. If a group is selected, the award amount will be divided among all members of the group.

### Eligibility

Any individual or group of employees within the Business Operations functions in the Forest Service.

### Nomination Criteria

#### Part A: Evaluation Criteria

The nomination should address how the efforts of the individual, or group, resulted in more efficient, timely, accurate, responsive, and/or innovative delivery of a Business Operations function. Examples include:

1. Streamlined processes.
2. Workforce reorganization.
3. Elimination of unnecessary procedures or documentation.
4. Instilling a strong customer service orientation.
5. Maintaining a high level of technical expertise.

#### Part B: Strategic Plan Objectives

Choose one or more of the following objectives from the Chief's Strategic Plan, FY 2004-2008, and describe how the accomplishments of your nominee fulfill that objective.

1. Meet Federal financial management standards and integrate budget and performance.

2. Develop and maintain the processes and systems to provide and analyze scientific and technical information to address agency priorities.

### **Nomination Procedures**

1. The nomination should consist of a written description of no more than four pages of narrative that clearly describes the accomplishments or achievements of the nominee(s) in the program delivery of a Business Operations function.
2. Adequate background or supporting information must be provided to establish the context and scope of the contribution.
3. Nominations must be submitted by Regional Foresters, Station, Area, and IITF Directors or Deputy Chiefs.

### **Award Coordinator Information**

Nominations must be sent via email to the Award Coordinator, Donna Carmical, 505 563-7103,



## MULTICULTURAL ORGANIZATION AWARD

The Chief's Multicultural Organization Award will recognize an individual, group or organizations which, through their efforts, have made outstanding contributions to the improvement of Human Capital and their impact on creating a fair and inclusive workplace.

### Eligibility

All Forest Service Employees

### Nomination Criteria

#### Part A: Evaluation Criteria

Nominations can include statistics showing an increase in members of underrepresented groups, women, or individuals with disabilities; expansion of agency initiative programs; special activities or events that educate others to a specific culture or heighten culture awareness. For example, identify the program/event; indicate how the event was promoted; the participation level; the benefit from the initiative; efforts designed to further develop or continue the initiative in the future.

Nominations must demonstrate that the project/initiative/activity has met or achieved any two or more of the following criteria:

1. Promote diversity within the FS in meeting the goal of improving employment and advancement opportunities for all employees. Project or activities are in alignment with Agency mission priorities as identified in Management Directive 715.
2. Outstanding achievements, initiatives that promote relationships (internal or external), stimulate an environment of productivity, improve morale, encourage cultural awareness and an appreciation of cultural diversities.
3. Recruitment and outreach activities that have been especially successful in attracting minorities, women, individuals with disabilities and actions to enhance employee retention.

#### Part B: Strategic Plan Objectives

Describe how the accomplishments of your nominee fulfill the following objective from the Chief's Strategic Plan:

- Improve human capital management by supporting and working cooperatively with partners who are aligned with mission priorities.

### **Nomination Procedures**

1. Each Deputy Chief, Regional Forester, Station, Area, and IITF Director may make one nomination in each category. The categories are:
  - a. Individual.
  - b. Organization: a unit, sub-unit, or group of employees.
2. In a concise 2-page statement, describe how the nominee's achievements meet the criteria.

### **Award Coordinator Information**

Nominations must be sent via e-mail to the Award Coordinator, Eural Turner, Civil Rights 202 205-2961, [eturner@fs.fed.us](mailto:eturner@fs.fed.us).



## SAFETY AND OCCUPATIONAL HEALTH

The Award for Excellence in Safety and Occupational Health was established to recognize outstanding contributions toward the advancement of Forest Service Safety and Occupational Health Program goals and objectives, to include the promotion of safe and healthful work environments, and work practices and procedures, by an individual or organizational unit at the field level.

### Eligibility

Forest Service employees or a group of employees representing all organizational units are eligible. There will be two separate awards, one for an individual employee and the second for a group of field employees.

### Nomination Criteria

#### Part A: Individual Evaluation Criteria

Individual nominations will be evaluated using the following criteria:

1. Demonstration of exceptional proactive or innovative approaches to hazard recognition and prevention and employee protection.
2. Degree and significance of measurable safety and occupational health benefits to the Forest Service.
3. Highly effective effort to improve awareness and understanding of safety goals and objectives.
4. Invention, development, or research activity that leads to measurable improvements in engineering or design, which leads to greater employee protection from hazards.
5. Development of a training programs, communication systems, or activities that improve understanding of employee protection responsibilities and opportunities.

#### Part B: Group Evaluation Criteria

Field Unit nominations will be evaluated using the individual nomination criteria above, in addition to the following criteria:

1. Combined effectiveness of all safety program disciplines.
2. Safety program management, direction, administration, and/or innovation initiatives.



3. Mishap experience improvement. (A record of mishap prevention spanning two or more years merits extra consideration.)

4. Leadership involvement and support of safety program activities.

5. Outstanding performance of safety duties involving:

a. Education and training.

b. Incorporation of employee protection principles and techniques.

c. Employee hazard reporting and management response.

d. Mishap investigations.

E. Inspections and audits.

### **Part C: Objectives:**

Choose one or more of the following and describe how the accomplishments of your nominee fulfill that objective.

Build commitment to a safety culture that encourages employees to speak up and “own” the safety of their co-workers by modeling safe behavior, openly talking about safety where peer pressure may not condone such assertiveness, vocally identifying unsafe behavior, and to personally do "little things" within the work environment to diminish hazards.

Embodied the agency’s move to improve the safety culture.

### **Nomination Procedures**

Nominations must contain the following:

1. Statement of achievement.

a. Written narrative with supporting data that clearly describes the actions or accomplishments of the nominee(s) that addresses each of the nomination criteria above for the award category to be considered. The written narrative must contain sufficient wording to substantiate or support the nomination.

b. Adequate background or supporting information to establish the context and scope of the contribution to the Forest Service.

Nominations must be submitted by Regional Foresters, Station, Area, IITF Directors, or Deputy Chiefs.

### **Award Coordinator Information**

Nominations must be sent to the Award Coordinator – Caroline Deaderick, WO, OSOH, 703-605-4475, [cdeaderick@fs.fed.us](mailto:cdeaderick@fs.fed.us)



## SUSTAINABLE OPERATIONS AWARD

### REDUCING THE ENVIRONMENTAL FOOTPRINT

This award recognizes Forest Service individuals, work units or groups that have demonstrated innovative and creative approaches to planning and successful implementation of projects or programs that enhance adaptation, mitigation, and bio-energy, opportunities and elevate sustainable business practices. The Reducing the Environmental Footprint Award is the Agency's way of recognizing individuals, units or groups that are effectively working on sustainable consumption/operations and/or the reduction of the agency's environmental footprint.

### Eligibility

Any individual, group or unit within the Forest Service or any group effort where the Forest Service is a major cooperator is eligible. Nominations involving multiple units or partnerships may be submitted.

### Nomination Criteria:

#### Part A – Evaluation Criteria

Nominees will be evaluated using the following criteria:

1. **Demonstrates results.** Describe how the nominee eliminated or reduced consumption, increased cost and/or energy savings, and the over all impacts of the achieved efficiencies in operations.
2. **Demonstrates excellent management and innovation.** Describe how the nominee used effective management, or innovative strategies, techniques or skills to reach a sound decision, with public support, in an expedited timeframe.
3. **Provides information that is transferable.** Describe whether the management techniques, innovative policies, strategies, techniques or skills have been subsequently used by other units or in other circumstances or what the potential is for transfer.
4. **Overcomes barriers or expedites timeframes.** Clearly describe the barriers that were overcome or the timeframes that were expedited, how they were identified and how they were addressed. Describe whether the barriers or timeframes were a result of law, regulation, policy, tradition, values or perception.
5. **Public and Agency Involvement.** If collaboration was used, did it contribute to overcoming barriers or expediting timeframes? If so please describe. In addition,

describe whether interested individuals or groups had any outstanding issues after the decision was made and if and how they were resolved.

## **Part B – Objectives from the Chief’s Strategic Plan (FY 2007-2012)**

Additionally, the nominee(s) accomplishments will be measured against one or more of the following objectives from the Chief’s Strategic Plan, FY 2007-2012.

1. Reduce the risk to communities and natural resources from wildfire
2. Suppress wildfires efficiently and effectively.
3. Build community capacity to suppress and reduce losses from wildfires.
4. Reduce the adverse impacts from invasive and native species, pests, and diseases.
5. Restore and maintain healthy watersheds and diverse habitats.
6. Help meet energy resource needs.
7. Promote market-based conservation and stewardship of ecosystem services.
8. Protect forests and grasslands from conversion to other uses.
9. Improve the quality and availability of outdoor recreation experiences.
10. Improve accountability through effective strategic and land management planning and efficient use of data and technology in resource management.
11. Promote conservation education to increase environmental literacy through partnerships with groups that benefit and educate urban populations.
12. Improve management of urban and community forests to provide a wide range of public benefits.
13. Increase the use of applications and tools developed by Forest Service Research and Development and the Technology Development Centers.

## **Nomination Procedures**

1. Nominations must be submitted by Regional Foresters, Station, Area, IITF Directors, or Deputy Chiefs.
2. The nominations should consist of a written description of no more than four pages of narrative that describe the accomplishments and actions taken by the nominee(s). Nominations should be submitted electronically. Still photographs may be included, but not videos or interactive computer media.
3. Reply to each of the above criteria as appropriate and the nominations should clearly demonstrate how the project or program implemented is enhancing and/or advancing the Agency’s sustainable operations interests.
4. Identify the individual, unit or units to be recognized. Include a single contact name and email address, phone and fax number.

## **Deadlines**

**November each year**

## **Award Recommendations**

Awards will be recommended in three categories:

1. Individual - \$5,000
2. Group - \$7,500
3. Unit - \$20,000
4. Cooperator – plaque and \$10,000 to go to the cooperating FS unit to be used to help enhance or accomplish similar project.

## **Award Recommendations**

Selections will be made by the Forest Service Climate Change Council.

## **Award Coordinator Information**

Nominations must be sent via email to the Award Coordinator, Jacqueline Emanuel, 202 205-0860, [jemanuel@fs.fed.us](mailto:jemanuel@fs.fed.us).



## **SUSTAINABLE OPERATIONS AWARD**

### ***CLOSING THE CIRCLE***

This award will recognize the significant achievements of individuals or groups in the Forest Service for contributions, establishment of practices, promotion of environmental stewardship, and their implementation in a facility or site. Consideration will also be given to achievements in the area of waste and environmental system management, sustainable buildings, and green purchasing. Nominations can be accepted for one, two or all 3 of the following award categories:

**Eligibility-** Any individual or group of Forest Service employee(s).

### **Award Categories**

#### **1. Recycling practices and waste prevention**

This award recognizes individuals or groups that carry out all kinds of practices related to the preclusion of harmful materials: Including recycling, education, and waste reduction programs aimed to execute practices in Forest Service buildings or community sites.

#### **Nomination Criteria**

##### **Part A- Evaluation Criteria**

1. Demonstrate results achieved in waste reduction and prevention. Describe how the nominee eliminated or reduced consumption, increased cost savings, and the over all impacts of the achieved efficiencies in operations.
2. Established educational, outreach and partnership programs addressed to promote and encourage FS employees and/or citizens to recycle, reduce, or eliminate waste material activities.
3. Design and implementation of practices conducted to minimize or eliminate the generation of non hazardous or hazardous wastes in FS facilities, sites or surrounding communities.
4. Demonstrate the procedure steps for recycling (collection, separation, and processing)
5. Innovation shown in achieving the results.

#### **2. Green Purchasing**

This award recognizes successful achievements in the creation and implementation of programs associated with the purchasing of bio-based products.

## Nomination Criteria

### Part A- Evaluation Criteria

1. Present the developed plans that explain the acquisition and purchasing of biobased equipment. Plans must demonstrate a high level of effectiveness, integration of green purchasing programs, and improved personnel education.
2. Established green purchasing plans or biobased products purchasing plans that include biobased products purchasing.
3. Outreach programs to support and promote environmental purchasing.

### 3. Environmental Fleet Vehicles

This award recognizes individuals or groups that have established methods and/or programs aimed in the reduction of fuels consumption and the encouragement in the use of alternative fuels in the fleet of vehicles in the Forest Service.

## Nomination Criteria

### Part A- Evaluation Criteria

1. Plans for car pooling, implementation of infrastructure associated with alternative fuels or any method design to the reduction of petroleum consumption.
2. Demonstrate results achieved in reduction of fuel consumption. Describe how the nominee eliminated or reduced consumption, increased cost savings, and the over all impacts of the achieved efficiencies in operations.
3. Acquiring of fleet of vehicles more fuels efficient, hybrid, or Neighborhood Electric Vehicle (NEV).
4. Demonstrate the effectiveness of the implementation plan according to the goals of the Energy Policy Act Title 1 ([http://www.epa.gov/oust/fedlaws/publ\\_109-058.pdf](http://www.epa.gov/oust/fedlaws/publ_109-058.pdf)) and Executive Order 13423 ([http://www.whitehouse.gov/omb/procurement/green/eo13423\\_instructions.pdf](http://www.whitehouse.gov/omb/procurement/green/eo13423_instructions.pdf))
5. Benefits to the Agency and society
6. Significance in reducing adverse impacts from climate change

## Part B: Objectives from the Chief's Strategic Plan (FY 2007-2012)

Additionally, the nominee(s) accomplishments will be measured against one or more of the following objectives from the Chief's Strategic Plan, FY 2007-2012.

1. Restore and maintain healthy watersheds and diverse habitats.
2. Help meet energy resource needs.
3. Promote market-based conservation and stewardship of ecosystem services.
4. Improve the quality and availability of outdoor recreation experiences.
5. Improve accountability through effective strategic and land management planning and efficient use of data and technology in resource management.
6. Promote conservation education to increase environmental literacy through partnerships with groups that benefit and educate urban populations.
7. Improve management of urban and community forests to provide a wide range of public benefits.

## Nomination Procedures

1. Nominations must be submitted by Regional Foresters, Station, Area, IITF Directors, or Deputy Chiefs.
2. The nominations should consist of a written description of no more than four pages of narrative that describe the accomplishments and actions taken by the nominee(s) to work through the legal and regulatory framework in a timely, creative and innovative manner. Nominations should be submitted electronically. Still photographs may be included, but not videos or interactive computer media.
3. Reply to each of the above criteria as appropriate and the nominations should clearly demonstrate how the project or program implemented is enhancing and/or advancing the Agency's sustainable operations interests.
4. Identify the individual, unit or units to be recognized. Include a single contact name and email address, phone and fax number.

## Deadlines

Deadline for White House nomination - **January each year**

Deadline for Forest Service *No Later* than **November each year**

## Award Recommendations

Awards will be recommended in three categories:

1. Individual - \$5,000



2. Group - \$7,500
3. Unit - \$20,000
4. Cooperator – plaque and \$10,000 to go to the cooperating unit to be used to help enhance or accomplish similar project.

### **Award Recommendations**

Selections will be made by the Forest Service Climate Change Council.

### **Award Coordinator Information**

Nominations must be sent via email to the Award Coordinator, Jacqueline Emanuel, 202 205-0860, [jemanuel@fs.fed.us](mailto:jemanuel@fs.fed.us).



## SUSTAINABLE OPERATIONS AWARD

### FEDERAL ENERGY MANAGEMENT PROGRAM

This award will recognize the leadership and outstanding achievements of a Forest Service team of individuals that established innovative practices aimed toward resource conservation, the implementation of sustainable buildings, renewable energy, and alternative fuels, according to the *Executive Order 13423*. Nominations can be accepted in one, two or three of the following award categories:

### Eligibility

A team(s) of no more than 15 individuals that demonstrated successful achievements in the implementation of innovating practices in the following areas: sustainable buildings, natural resources conservation alternative fuels in fleet vehicles, and renewable energy, according to the *Instructions for Implementing Executive Order 13423*(*see link below*).

### Award Categories

#### 1. Conservation of Resources

This award recognizes the impacting results for the implementation of practices or a project addressing the conservation of water, energy, and reduction in the consumption of combustible fossil fuels.

### Nomination Criteria

#### Part A- Evaluation Criteria

1. Demonstrate the project outcomes in terms of the resource savings in the following areas: conservation of energy, water, and the use of alternative fuels that minimize the petroleum consumption in a fleet of vehicles.
2. Establish a comparison with the results of the prior fiscal year, considering the complete amount of resources and the percentages of the changes.
3. Innovation shown in achieving the results.
4. Prove that the implementations are according to the **Section IV. Energy and Water Management** of the *Instructions for Implementing Executive Order 13423*([http://www.ofee.gov/eo/eo13423\\_instructions.pdf](http://www.ofee.gov/eo/eo13423_instructions.pdf))

## 2. Renewable and Reliable Energy

This award recognizes the most innovative program that incorporates (in one or more facilities) the energy efficiency, the use of renewable energy and promotes the use of alternative fuels reducing the emission of greenhouse gases.

### Nomination Criteria

#### Part A- Evaluation Criteria

1. Provide accurate information about the practices, quantities and percentages of the previous fiscal year that proves an increase in the purchasing and/or the use of renewable energy and the use of alternative fuels used by the vehicle fleet.
2. Demonstrate an improvement in energy efficiency and a 3% reduction of greenhouse gases in a fiscal year.
3. Present a comparison of the project's outcomes.
4. Explain the significance of the actions.
5. Prove that implementations are according to *the Section IV. Energy and Water Management of the Instructions for Implementing Executive Order 13423*([http://www.ofee.gov/eo/eo13423\\_instructions.pdf](http://www.ofee.gov/eo/eo13423_instructions.pdf))

## 3. Green and Sustainable Buildings

This award recognizes the incorporation of the Guiding Principles in Federal Leadership in high performance and Sustainable Building in a new or renovated building.

### Nomination Criteria

#### Part A- Evaluation Criteria

1. Comply with the goals and the established requirement of the Guiding Principles in Federal Leadership in high performance and Sustainable Building  
[http://www.energystar.gov/ia/business/Guiding\\_Principles.pdf](http://www.energystar.gov/ia/business/Guiding_Principles.pdf)
2. Demonstrate that the improvements or the new project building are focused in establishing environmental quality and the conservation of resources.
3. Explain the significance and level of the actions.

4. Prove that implementations are according to **Section X. Sustainable Design/High Performance Buildings** of the *Instructions for Implementing Executive Order 13423*([http://www.ofee.gov/eo/eo13423\\_instructions.pdf](http://www.ofee.gov/eo/eo13423_instructions.pdf))

## **Part B – Objectives from the Chief’s Strategic Plan (FY 2007-2012)**

Additionally, the nominee(s) accomplishments will be measured against one or more of the following objectives from the Chief’s Strategic Plan, FY 2007-2012.

1. Restore and maintain healthy watersheds and diverse habitats.
2. Help meet energy resource needs.
3. Promote market-based conservation and stewardship of ecosystem services.
4. Improve the quality and availability of outdoor recreation experiences.
5. Improve accountability through effective strategic and land management planning and efficient use of data and technology in resource management.
6. Promote conservation education to increase environmental literacy through partnerships with groups that benefit and educate urban populations.
7. Improve management of urban and community forests to provide a wide range of public benefits.

## **Nomination Procedures**

1. Nominations must be submitted by Regional Foresters, Station, Area, IITF Directors, or Deputy Chiefs.
2. The nominations should consist of a written description of no more than four pages of narrative that describe the accomplishments and actions taken by the nominee(s) to work through the legal and regulatory framework in a timely, creative and innovative manner. Nominations should be submitted electronically. Still photographs may be included, but not videos or interactive computer media.
3. Reply to each of the above criteria as appropriate and the nominations should clearly demonstrate how the project or program implemented is enhancing and/or advancing the Agency’s sustainable operations interests.
4. Identify the individual, unit or units to be recognized. Include a single contact name and email address, phone and fax number.

## **Deadlines**

Deadline for Department of Energy nominations- **May each year**

Deadline for Forest Service *No Later* than **November each year**

## **Award Recommendations**

Awards will be recommended in three categories:

1. Individual - \$5,000
2. Group - \$7,500
3. Unit - \$20,000
4. Cooperator – plaque and \$10,000 to go to the cooperating FS unit to be used to help enhance or accomplish similar project.

## **Award Recommendations**

Selections will be made by the Forest Service Climate Change Council.

## **Award Coordinator Information**

Nominations must be sent via email to the Award Coordinator, Jacqueline Emanuel, 202 205-0860, [jemanuel@fs.fed.us](mailto:jemanuel@fs.fed.us).