

CSREES EMPLOYEE OF THE YEAR AWARDS

Purpose:

This is an agency-wide award program that annually recognizes three individuals for their outstanding achievements and significant contributions in supporting the mission of CSREES and its client organizations through actions that clearly exceed normal job responsibilities.

Eligibility:

To be eligible, nominees must be permanent employees who have been employed by CSREES for at least **two** years at the time of nomination, **may not have won this award within the past 3 years**, and have performed at the Fully Successful level or above. Those who received this award within the last 3 years who have changed positions and now fall within a different category, are eligible for consideration. *The Human Resources Division will verify performance requirement.* SES employees are not eligible.

Only individual nominations will be accepted, group nominations will not be considered. Becoming employee of the year will not preclude an individual from receiving other CSREES awards or a performance bonus.

Category of Winners:

Nominations will be accepted in any of the following three categories:

Administrative Support	Positions in this category include clerical, secretarial, assistant or technician occupations that administratively support the work of the office, such as Secretary, Office Automation Clerk, Staff Assistant, Budget and Fiscal Technician, Computer Assistant, Program Assistant, etc.
Administrative and Technical	Positions in this category include occupations that provide a managerial, technical, advisory, or administrative function or service, such as Computer Specialist, Program Analyst, Public Affairs Specialist, Grants Specialist, Staff Accountant, Budget Analyst, etc.
Science and Education	Positions in this category include occupations that are in the professional scientific or educational specialty occupations, such as Program Director, National Program Leader, Program Specialist, Biologist, etc.

Selection Criteria:

Nominations **in all categories** must show evidence of achievements well beyond normal job performance which demonstrate at least one of the following criteria **in the respective category**. When preparing a nomination, please refer to the “Justification” instructions on the Nomination Form.

Administrative Support

- Improved efficiency and/or effectiveness of operations or processes.
- Excellent customer service delivery.
- Innovative use of technology.
- Outstanding support of administrative activities.
- Improved intra-unit or agency communications or relationships that facilitate the accomplishment of work within the unit or agency, such as training of others or promoting teamwork.

Administrative and Technical

- Improved efficiency, effectiveness, and/or economy of programs, operations, or processes.
- Excellent customer service delivery.
- Innovative use of technology.
- Outstanding liaison, coordination of activities, and/or communications with partners and clients.
- Outstanding support, leadership, and/or administration of a program, study, project, or other administrative activity that enables the agency to successfully pursue its mission and goals.
- Improved intra-unit or agency communications or relationships that facilitate the accomplishment of work within the unit or agency.

Science and Education

- Improved efficiency, effectiveness, and/or economy of programs, operations, or processes.
- Excellent customer service delivery.
- Outstanding liaison, coordination of activities, and/or communications with partners, clients, other government agencies, Congress, public organizations, or State counterparts.
- Outstanding support, leadership, and/or administration of a national/international program or other science/education project or activity.
- Significant contribution to the research, education, and/or extension mission of the agency.
- Improved intra-unit or agency communications or relationships that facilitate the accomplishment of work within the unit or agency.

Nomination Procedures:

1. Nominations may be made by any CSREES employee and **must be approved by the nominee's supervisor.**
2. Nominations must consist of a completed nomination form (attached) and a justification of no more than two pages. The justification must clearly and sufficiently address the selection criteria. The employee's role in the accomplishment or achievement and the impact of the accomplishment or achievement must be specified. Letters or e-mails of recommendation, work samples or other supporting documents, will **not** be accepted. Nominations will be evaluated on past year accomplishments, achievements, and/or impact within or outside the agency.
3. Nominations must be sent or e-mailed to the Human Resources Division at the address below **no later than July 11, 2005.** Although co-workers and peers may nominate, e-mailed nominations **must be sent directly from the nominee's supervisor.** This method will serve as an electronic signature approving the nomination. **Nominations not submitted by the employee's supervisor will not be considered.**

USDA/ARS/AFM/Human Resources Division
Attention: Mary Oxner
GWCC - 5601 Sunnyside Avenue, Room 3-1170F
Beltsville, MD 20705-5107
moxner@ars.usda.gov

Selection Procedures:

A selection panel will be appointed by the Administrator to evaluate the nominations. The panel will consist of CSREES employees, other REE employees, and/or representatives from partner groups. The panel will be looking specifically for a description of the contribution; what was the impact of the contribution (cost savings, increased program effectiveness or efficiency); what problem did the contribution address, if any; what was the impact of the contribution to the mission of the Agency; and what benefits were realized. The panel's recommendations will be forwarded to the Administrator for final selection. The winner(s) will be notified in writing of their selection.

Award Recognition:

One winner in each category will be selected annually. The employees selected will receive a plaque and a cash award equivalent to 5% of their annual salary, but no less than \$2000 and no greater than \$5500.

Selected employees will receive their plaque at the annual award ceremony in October.

Award Program Administration:

This annual award program will be administered by the Performance and Awards Staff, REE Services Branch, Human Resources Division, AFM. Please contact Mary Oxner on 301-504-1368 for any questions.

**CSREES ANNUAL EMPLOYEE EXCELLENCE AWARDS
Nomination Form**

Category (Check One):

Administrative Support _____

Administrative and Technical _____

Science and Education _____

Name, Location, Telephone Number, and E-mail Address of Nominee:

Position/Grade/Salary (Can be Obtained from Nominee's Supervisor):

Experience (If Obtainable, List Dates, Title, Grade, Organization):

Citation (25 Words or Less, Beginning with "For . . . "):

Name, Telephone Number, and E-mail Address of Nominator:

Justification: Submit separate sheets, limited to 2 pages, single-spaced. Selection criteria must be clearly and sufficiently addressed. Provide a paragraph of justification for each applicable criteria in the respective category. The evaluation panel will be looking specifically for a description of the contribution; any problem the contribution addressed; the specific role of the employee; and the impact/benefit of the contribution (cost savings, increased program effectiveness or efficiency) to the Unit/Agency. Letters or e-mails of recommendation, work samples or other supporting documents, will not be accepted.

Supervisory Approval: (E-mailed nominations must be sent directly from the nominee's supervisor. This method will serve as an electronic signature approving the nomination.)

Typed Name: _____ **Date:** _____

Signature: _____