

EXCELLENCE IN INFORMATION AWARDS PROGRAM

PURPOSE

To recognize outstanding contributions to the creation and/or distribution of information products and technologies that support agricultural research and education.

ELIGIBILITY

- Nominations may be made of any ARS employee who meets the following eligibility requirements. Individual and group nominations will be accepted. Group nominations should include only those members who played a significant role in the accomplishment of the group and may include persons from other ARS units, other Federal agencies, and non-Federal persons.
1. Must hold one of the following positions or a similar position:

| | |
|------------------------|----------------------------------|
| IT Specialist | Public Affairs Specialist |
| Information Specialist | Publications Specialist |
| Librarian | Systems Analyst |
| Print Media Editor | Technical Information Specialist |
| Print Media Writer | Visual Information Specialist |
| Printing Specialist | |
 2. Must have sustained performance at the Fully Successful level or above. *Human Resources Division will confirm.*

SELECTION CRITERIA

Nominations must show evidence of a contribution in one or more of the following areas:

- Improved customer service in delivery of information
- Cooperative approaches for resource sharing among libraries
- Effective training and/or outreach to national and international customers
- Innovative use of information media and technology
- Dissemination of information through telecommunications, networking, etc.

For each of the applicable contributions above, nominations must fully demonstrate the following:

- a) Effective program leadership, creativity, or scholarship/research
- b) Sphere of influence and professional contributions that extend beyond ARS
- c) How accomplishments directly further the mission of NAL and/or ARS

NOMINATION AND SELECTION PROCEDURES

Any ARS employee may submit a nomination of an eligible employee. The nomination format is attached. Nominations should clearly demonstrate how the nominee meets the criteria.

The Administrator will appoint a diverse selection committee comprised of ARS and non-ARS subject-matter experts who will evaluate the nominations and make a recommendation to the Administrator, who will make the final selection.

NATURE OF AWARDS

The individual selected as the winner will receive a \$4,000 cash award. If a group is selected, the award amount will be determined by the Administrator. Non-Federal persons are not eligible for cash awards, but may participate in the recognition event and receive an award plaque. These awards will be presented at the ARS Annual Recognition Program in February.

ATTACHMENT

**ARS EXCELLENCE IN INFORMATION
NOMINATION FORMAT**

NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS:

POSITION/GRADE:

EXPERIENCE: (Dates, title, grade, organization, if obtainable)

CITATION: (25 words or less, beginning with "For . . . ")

NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF NOMINATOR:

JUSTIFICATION: (The justification must specifically address the selection criteria. It is important to fully describe the accomplishment, the role of the nominee(s), as well as the impact of the accomplishment. Separate sheets may be attached, limit of 2 pages.)