



U.S. Department of Agriculture Secretary's Honor Awards Instructions

Please read the following instructions thoroughly for completing the Honor Awards Nomination Form.

Purpose of the Secretary's Honor Awards

The purpose of the Secretary's Honor Awards is to recognize exceptional leadership, contributions, or public service by individuals or groups who support the overall mission/goals of USDA.

General Information

- Nominations must include an original and two copies.
- Once approved, an electronic copy of the justification will be required. Submit it to your Agency Coordinator.
- Supplemental attachments will not be acceptable.
- Provide the phonetic spelling for any employee name, city, terminology, etc., subject to mispronunciation.
- Show employee's or group's name(s) exactly as it should appear on the award plaque or certificate (Do not provide nicknames).
- Congressional District numbers must be completed or indicated as "AT LARGE" if applicable. A listing of Congressional District numbers are found at: http://www.house.gov/house/MemberWWW_by_State.shtml
- Maximum of (2) group leaders, if applicable.

Format

- Use font size and type no smaller than Times New Roman, Arial or Courier, 12 point on pages 5, 6, 7 & 8. When listing group members font size may be reduced to 7 or 8 point.
- All nominations must be single-spaced, with double-spacing between paragraphs. The justification is limited to the space provided.

Nomination Requirements

- Each nomination must be completed in its entirety.
- Do NOT use acronyms or abbreviations in your justifications.
- Clearly justify the accomplishment which significantly contributes to the Department's mission and/or goals.
- Prepare a synopsis of no more than 150 words describing the contribution/achievement being recognized.

Citation Requirements

- No more than 30 words in length suitable for reading during the ceremony.
- The following are examples of acceptable and unacceptable citations.

Acceptable: For leading research in nutrition, resulting in the definition of the molecular basis of zinc metabolism regulations by hormonal and dietary factors in health and disease.

Unacceptable: For outstanding service in the development of a performance accountability tracking system.

Photographic Requirements

Submitting Photographs for the Honor Awards Brochure

Each agency should provide a black and white photo with an image area of no less than 5" x 7". Digital or Traditional photography can be used. Image quality must be sharp and crisp, with no blurring of the subject matter.

Requirements for Digital photography

- A digital camera of no less than 3.0 megapixel must be used.
- The image area must be 5" x 7" and have a resolution of 300 pixels per inch.
- Digital image should be sent by email in JPEG format to your Agency Incentive Awards Coordinators. Black and White prints should be sent by FedEx to your Agency Incentive Awards Coordinator.

Requirements for Traditional photography

- A 5" x 7" PRINT should be provided.
- Glossy paper is preferable for the PRINT, because it scans best.
- Use of 35 mm cameras provide simplest and best results.

AND

- **Slides for Ceremony Presentation**

A PowerPoint slide showing the individual's/group's product or accomplishment for which recognition is being received.

Label all photographs and slides with the individual's/group's name, award category, agency, and duty station city and state.

Note: Internet images will not be accepted.

Submission of Nominations

- Each Under/Assistant Secretary may submit a maximum of four nominations. Each Staff Office may submit one nomination. Nominations must be submitted by and have the concurring signatures of the Under/Assistant Secretary or Staff Director.
- ALL nominations must be received by the due date indicated in the announcement memorandum.

ALL REQUESTED INFORMATION IS REQUIRED FOR THE NOMINATION TO BE CONSIDERED. INCOMPLETE NOMINATIONS MAY BE DISQUALIFIED. ALTERED FORMS WILL NOT BE ACCEPTED.

Checklist - Are the following complete?

- Completed nomination form
- 30 words or less citation
- Summary statement
- Authorized signatures
- Original and two copies
- Photo or PowerPoint Slide

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs)

U.S. DEPARTMENT OF AGRICULTURE

HONOR AWARDS NOMINATION FORM

PART A. GENERAL INFORMATION *(Completed for all nominations)*

NAME OF SUBMITTING AGENCY	RECOGNITION TYPE <i>(MARK ONLY ONE)</i> <input type="checkbox"/> Individual <input type="checkbox"/> Group (2 -35)
INDIVIDUAL NOMINEE OR GROUP NAME	PERIOD COVERED <i>(MONTH/YEAR ONLY)</i> From: _____ To: _____

AWARD CATEGORIES (Mark ONLY ONE) The contributions must have occurred or results realized within the last 3 years. Acts of heroism must have occurred within the last year. For explanations on the Award Categories, please go to: <http://www.ocfo.usda.gov/usdasp/usdasp.htm>

- Enhancing International Competitiveness of American Agriculture
- Enhancing the Competitiveness and Sustainability of Rural Farm Economies
- Supporting Increased Economic Opportunities and Improved Quality of Life in Rural America
- Enhancing Protection and Safety of the Nation's Agriculture and Food Supply
- Improving the Nation's Nutrition and Health
- Protecting and Enhancing the Nation's Natural Resource Base and Environment
- Supporting the President's Management Agenda and Civil Rights
- Strengthening Federal Environmental, Energy, and Transportation Management

This category recognizes USDA management initiatives that implement Executive Order (E.O.) 13423, which identifies outstanding environmental management systems and sustainable practices for energy efficiency and reductions in greenhouse gas emissions; renewable energy, including bio-energy; water conservation; acquisition of green products and services; waste prevention and recycling; reduced use of toxic and hazardous chemical and materials; high performance/sustainable design buildings; vehicle fleet management including use of alternative vehicles and fuels and reductions in petroleum consumption; and electronics stewardship. For additional information on E.O. 13423 refer to <http://www.whitehouse.gov/news/releases/2007/01/20070124-2.html>.

- Heroism and Emergency Response

This category recognizes USDA employees who perform acts of unusual selflessness of heroism in the line of duty. The category also recognizes those who demonstrate an outstanding level of accomplishment in responding to floods, fires, storms, earthquakes, disease outbreaks, or other conditions requiring emergency response.

SUGGESTED CITATION THAT WILL BE ENGRAVED ON PLAQUE (30 words or less)

PART B. COMPLETE FOR INDIVIDUAL SUBMISSIONS ONLY

1. NAME <i>(LAST, FIRST, MIDDLE)</i>	2. PHONETIC NAME SPELLING <i>(if applicable)</i>	
3. POSITION TITLE	4. SERIES/GRADE	5. DUTY STATION <i>(CITY & STATE ONLY)</i>
6. LEGAL RESIDENCE <i>(CITY & STATE ONLY)</i>	7. CONGRESSIONAL DISTRICT NO.	

PART C. COMPLETE FOR GROUP SUBMISSIONS ONLY

1. NAME OF GROUP (AS INDICATED IN PART A)

2. NAME OF GROUP LEADER(S) (Max. 2)
(LAST, FIRST, MIDDLE)

3. PHONETIC NAME SPELLING (if applicable)

4. POSITION TITLE/SERIES/GRADE

5. OFFICIAL DUTY STATION (CITY & STATE ONLY)

6. LEGAL RESIDENCE (CITY & STATE ONLY)

7. CONGRESSIONAL DISTRICT NO.

8. GROUP SIZE

PROVIDE THE FOLLOWING INFORMATION FOR EACH GROUP MEMBER

*AGENCY 9.	NAME (Last, First, Middle) (Alphabetical Order and E-Mail Address) 10.	POSITION TITLE 11.	SERIES/GRADE 12.	DUTY STATION (city & state) 13.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

* Provide ACRONYMS of agencies. (For agencies outside USDA provide the full name at the bottom of page or on a separate sheet.)

PART C. COMPLETE FOR GROUP SUBMISSIONS ONLY *(Continued)*

1. NAME OF GROUP (AS INDICATED IN PART A)

*AGENCY 9.	NAME (Last, First, Middle) (Alphabetical Order and E-Mail Address) 10.	POSITION TITLE 11.	SERIES/GRADE 12.	DUTY STATION (city & state) 13.
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				

* Provide ACRONYMS of agencies. (For agencies outside USDA provide the full name at the bottom of page or on a separate sheet.)

PART D. AWARDS AND RECOGNITION

During the last 3 years, if applicable to individual and/or group nominee(s) list all Secretary's Honor Awards.

EMPLOYEE NAME	HONOR AWARDS CATEGORY	YEAR AWARDED

PART E. JUSTIFICATION FOR NOMINATION

All nominations must clearly describe the significance of the contribution/accomplishment being recognized relative to the category selected, the impact on the Department successfully meeting its mission or strategic goals, the degree to and the results by which the contribution substantially exceeds normal job expectations, and any measurable or non-measurable benefits.

NOTE: Avoid the use of general or vague statements; emphasizing job responsibilities rather than accomplishments; in-house terminology and technical language; statistics without using a comparison; retirement testimonials, lengthy statements and excessive superlatives; and descriptions of outside personal activities.

PART E. JUSTIFICATION FOR NOMINATION *(Continued)*

[Empty box for justification text]

PART F. SUMMARY STATEMENT

Prepare a synopsis of no more than 150 words describing the achievements upon which the nomination is based. The synopsis should be concise, descriptive, and fully outline the outstanding achievements related to the award for which the individual/group is nominated.

PART G. CONTACT INFORMATION

NOMINATOR	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME #	EVENING #	FAX #
NAME OF INDIVIDUAL NOMINEE, OR GROUP LEADER(S)	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME #	EVENING #	FAX NO.
SURVIVOR INFORMATION (POSTHUMOUS AWARD)	NAME		E-MAIL ADDRESS
	ADDRESS		
	DAYTIME #	EVENING #	FAX NO.

PART H. APPROVAL PROCESS *(Review/Clearances)*

Submit nominations through Agency Heads and the appropriate Under/Assistant Secretary or Staff Director.

Agency Heads must ensure the validity of all nomination accomplishments. Screen nominations for equal employment opportunity violations and disciplinary actions. Once selected, Honor Award recipients will be screened at the Department.

For all nominations, complete items 1 thru 3 below.

1. SIGNATURE OF RECOMMENDING OFFICIAL	TITLE	DATE
2. SIGNATURE OF AGENCY HEAD	TITLE	DATE
3. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE

Group nominations with individuals other than the submitting agency should have concurring signatures from the participating employees' Under/Assistant Secretary or Staff Director.

1. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE
2. SIGNATURE OF UNDER/ASSISTANT SECRETARY	TITLE	DATE
		DATE (Received by DA/OHCM)