

Locally Employed Staff (LES)/Foreign Service National (FSN) of the Year Award

The Locally Employed Staff (LES)/Foreign Service National (FSN) of the Year Award is designed to recognize special contributions made by the Department's LES/FSN's in achieving the U.S. Department of Energy's (DOE) and United States Government's (USG) foreign policy goals and objectives. The LES/FSN of the Year Award is the Department's most prestigious award for non-Federal locally employed staff serving the Department overseas, and recognizes their outstanding achievements for the period of 1 October through 30 September each year. This special award program has been established in accordance with the requirements of Department of Energy (DOE) Order 331.1C, *Employee Performance Management and Recognition Program*.

ELIGIBILITY

Any LES/FSN employee who meets the following criteria is eligible for the award:

- a. Currently in a U.S. Department of Energy LES/FSN position overseas.
- b. Supported the Department of Energy for at least one year.
- c. Received a good or better rating of record for the previous evaluation period.
- d. Has not received this award within the past three years.

SELECTION CRITERIA

- a. Demonstrated initiative and skills in devising new or improving equipment, work methods and procedures, inventions that result in considerable savings in personnel, time, space, materials, funding, or improved safety and health of the workforce.
- b. Significant contributions which enhance the understanding of USG foreign policy interests throughout the host country.
- c. Effective liaison with host country officials and other diplomatic contacts, which facilitates the work of the Department's mission and goals.
- d. Special effectiveness in bridging national differences, which enhances the introduction of DOE staff members into professional, cultural, or personal relationships with host country nationals and contributes to effective USG presentation in the host country.

- e. Personal and professional courage in the face of demanding, threatening or hardship situations, which significantly contributes to the Department's goals abroad.
- f. Consistently demonstrates initiative, integrity, dependability, sound judgment and cooperation.

NOMINATION PROCEDURES

The Overseas Presence Advisory Board (OPAB) Executive Secretariat will solicit nominations for the LES/FSN of the Year Award in August of each year, with nominations due by 30 September. All nominations will be directly submitted to the OPAB Executive Secretariat for consideration.

LES/FSN's may be nominated by any HQ's or local staff member, their supervisor or office director. All nominations will be forwarded to the respective office director for validation and submission. A total of two nominees may be submitted by each overseas office director.

- a. Nominations will be prepared in Microsoft Word and must contain the follow information:
 - (1) Nominee's full name, official position title, grade, and total years of service.
 - (2) Brief biographical sketch (employment history, etc.).
 - (3) Brief description of duties.
 - (4) Justification for the award. The justification must clearly and sufficiently address the selection criteria. The employee's role in the accomplishment or achievement and the **impact** must be specified.
 - (5) Length, paper, spacing, and fonts. No more than two pages typewritten, 12 point Bookman Old Style font, margins of at least ¼ inch on right, top, left and bottom, and printable on standard weight, 8 ½" by 11" white paper.
 - (6) A concise certificate citation, not to exceed 50 words, to be used should the nominee be selected.

SELECTION PROCEDURES

Nominations received will be referred to the OPAB. A selection panel will be appointed by the OPAB Chairman and will consist of representatives from the board. The panel will look specifically for a description of the contribution, what was the impact of the contribution, e.g., costs savings, increased program effectiveness or efficiency, etc.), what problem did the contribution address, if any; what was the impact of the contribution to the Department's mission and goals; and what benefits were realized. The panel's recommendations will be

forward to the OPAB chairman for final selection. The winner will be notified in writing of their selection.

AWARDS

The LES/FSN of the year will receive a cash award of \$2500 and a plaque.

RECOGNITION

Each October, the OPAB Chairman will announce the selection of the LES/FSN of the Year Award. The LES/FSN of the Year will be honored at an appropriate ceremony as soon after the announcement as practical.

- a. The NNSA Office of International Operations will procure funding for the award, plaque, travel, lodging and/or per diem, as appropriate, for the LES/FSN of the Year Award.
- b. Each LES/FSN of the Year Award recipient will have their name inscribed on a perpetual plaque displayed at the DOE Headquarters.

RESPONSIBILITIES

- a. The NNSA Office of International Operations, in its role as the Secretariat of the OPAB, will administer the program.
- b. Overseas Office Directors will actively promote the LES/FSN of the Year Award.