

FACILITY REPRESENTATIVE OF THE YEAR AWARD PROGRAM

OBJECTIVE

The Facility Representative Award Program is a special award designed to recognize superior or exemplary service by a Facility Representative over a period of one 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*.

FACILITY REPRESENTATIVE OF THE YEAR AWARD

The Facility Representative of the Year Award is determined by a panel representing the Chief Health, Safety and Security Officer and managers from the National Nuclear Security Administration (NNSA), the Office of Environmental Management (EM), the Office of Science (SC), and the Office of Nuclear Energy (NE). The Facility Representative Program Manager in the Office of Nuclear Safety Policy and Assistance within the Office of Health, Safety and Security will serve as the executive agent for the panel. This award is based on excellent achievements or contributions made during the calendar year that clearly exceed the normal expectations of Facility Representative personnel; therefore, an employee's retirement, transfer, or long period of service do not constitute sufficient basis for this award.

1. Eligibility

All qualified Department of Energy and National Nuclear Security Administration Facility Representatives are eligible to receive the Facility Representative of the Year Award.

2. Criteria/Basis for Award

The nominee has made unique or notable contributions that clearly distinguish job performance and achievements as a Facility Representative from those of other competent employees. For example:

- a. Outstanding activities in direction, leadership, or skill in developing or implementing an element of a Facility Representative Program.
- b. Outstanding activities in leadership of or participation in reviews of contractor operations (i.e., surveillances, assessments, readiness reviews, for-cause reviews, etc.).
- c. Outstanding knowledge of engineering or physical science theories which is marked by exceptional success in performing Facility Representative duties.
- d. Outstanding knowledge of laws and regulations, and their implementation, relating to occupational safety and health, environmental compliance, nuclear safety, and industry standards applicable to conduct of operations/maintenance which are applied to and improve the facility's operation.
- e. Unique and/or notably creative service which is marked by exceptional success in meeting responsibilities as a Facility Representative.

- f. Keen ability to identify performance indicators and examine records and activities to determine weaknesses in work processes which is marked by exceptional success in the Facility Representative performing his/her duties.
- g. Exceptional skill in preparing analytical, persuasive, and concise technical reports and documents.
- h. Exceptional skill in oral presentations to present technical briefings, deal persuasively with other engineers or physical scientists and administrators, and negotiate with contractors and appropriate regulatory agencies or plans, criteria, and implementing strategies.
- i. Exceptional performance in situational analysis, innovation, and creative problem resolution.

3. Submission of Nominations

- a. Field Element Facility Representative management should submit a nomination directly to the Headquarters Facility Representative Program Manager, who will coordinate the panel review and the selection of the award winner.
- b. One nominee may be submitted from each Operations, Field, Site, or Area office supporting a single Headquarters Program Office. Operations, Field, Site, or Area offices supporting more than one Headquarters Program Office may submit one nominee from each Program.
- c. Nominations should be prepared under a heading: Nomination for the Facility Representative of the Year Award. The following information should be included:
 - (1) Nominee's name, assigned facilities, date of qualification, brief description of duties, and organizational location.
 - (2) Justification for nomination, including date(s) of the achievement or contribution and how the employee's critical elements in his/her performance plan have been exceeded or the achievement or contribution is in addition to the requirements in his/her performance plan (justifications should not exceed two pages);
- d. Nominating organizations should be prepared to provide photographs of nominees in electronic format, suitable for at least 5X7 printing, within a few weeks after submitting nominations.

4. Description and Presentation of Award

- a. The Facility Representative of the Year Award consists of a citation or scroll signed by the approving officials, a plaque with the recipient's name, and a monetary award funded by the recipient's field element. The final award amount should be determined in accordance with the Department's Monetary Awards Scale, which is accessible on the DOE Human Capital Website at:
<http://humancapital.doe.gov/>.

- b. The Facility Representative of the Year Award will be presented at the Facility Representatives Annual Workshop or other appropriate forum as determined by the Headquarters Facility Representative Program Manager.