



DEPARTMENT OF VETERANS AFFAIRS
Assistant Secretary for Human Resources and Administration
Washington DC 20420

FEB 11 2013

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, OTHER
KEY OFFICIALS, AND FIELD FACILITY DIRECTORS**

**SUBJECT: Federal Asian Pacific American Council Outstanding Civilian
Individual Awards for 2013**

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for its Outstanding Civilian Individual Awards for 2013 from Federal agencies nationwide and the District of Columbia government. Award nominations are being accepted until Thursday, February 28, 2013. The Award winners will be announced at the FAPAC 28th National Leadership Training Conference, which will be held on May 6-10, 2013, at the Hilton Hotel & Executive Meeting Center, Long Beach, CA.

These awards are divided into three categories: (1) Outstanding Individual Leadership, (2) Excellence in Individual Achievement, and (3) Diversity Excellence. The purpose of the Awards is to acknowledge individuals who have made noteworthy contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of Diversity/Equal Employment Opportunity in the Federal and District of Columbia government workforce and AAPI communities.

Please find attached the award criteria and nomination instructions. All VA employees are encouraged to nominate any individual who may fit the criteria for these awards.

Nominations must be submitted in portable document format (pdf) to fapac@fapac.org. Questions regarding the awards selection process can be directed to Ms. Liqun Wong, FAPAC Awards Committee Chair, at (202) 307-7176 or by e-mail at: liqun.wong@yahoo.com.

For additional information about these awards, please contact Mr. Andy Gonzalez, AAPI Program Manager, Office of Diversity and Inclusion, at (202) 299-4320, via e-mail at Andy.Gonzalez@va.gov, or visit the FAPAC Web site at: <http://www.fapac.org/2013civilians>.

A handwritten signature in black ink, reading "Rafael Torres", is positioned above the typed name.

Rafael A. Torres
Acting

Attachment



FAPAC Civilian Awards for 2013 Announcement

Building Leadership: Embracing Cultural Values and Inclusion

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for the FAPAC Outstanding Civilian Individual Awards from Federal agencies and the District of Columbia government. The base period of performance shall be the period October 1, 2011 to September 30, 2012.

The awards will be given out at the 28th National Leadership Training Conference & Exhibits to be held from May 6 - 10, 2013 at Hilton Hotel & Executive Meeting Center, Long Beach, CA. The purpose of this award is to recognize individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of equal opportunity in the Federal and District of Columbia Government work force and the AAPI communities.

The Award Categories are:

- 1) **Outstanding Individual Leadership:** Individual who has shown bold leadership and innovative ways in promoting Equal Employment Opportunity (EEO), Affirmative Action and Diversity.
- 2) **Excellence in Individual Achievement:** Individual who has shown the greatest contribution toward the AAPI representation at all levels as compared to the total AAPI population as a whole.
- 3) **Diversity Excellence:** Individual who has shown a remarkable contribution towards diversity against all odds.

Please send nominations package in pdf format to fapac@fapac.org.

The selection criteria set forth in the nomination form will be used by panel of judges in evaluating the nomination.

Nomination package from a submitting Agency official must:

1. Ensure that complete information be provided for Nominee and the Nominating Official (see submission form attached).
2. Ensure that his/her Nominating Official follow the selection criteria guidelines that best fit the Nominee for consideration as described below.

3. Ensure that the Letter of Nomination by the Nominating Official does not exceed two (2) pages (single-spaced, 12 font size) that highlights and specifies the achievements related to Nominee for award consideration. The Nominee's curriculum vitae (CV) or resume may be attached to supplement the Nominating Official's submission.
4. Ensure that all documents and nominations be submitted by the Nominating Official **NO LATER THAN February 28, 2013.**

The Nominating Official must ensure that each agency is limited to one civilian nominee in each category and one nominee in each grade cluster: Grade 1-10, Grade 11-15, and SES.

A panel of judges will make the selection and notify individuals and nominating offices. Each awardee will receive a formal invitation to attend the award ceremony and one complimentary dinner ticket. Additional tickets may be purchased. FAPAC does not cover travel expenses of the awardees.

Questions in regards to the awards can be directed to fapac@fapac.org.

Enclosures



FAPAC Civilian Award for 2013

Nomination Form

Nominee Information:

Name of Nominee	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	

Nominating Official:

Name of Nominating Official	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	
Signature of Nominating Official	

Evaluation of Factors Supporting the Nomination:

Assist the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the workforce	
Promote recognition of AAPI's competencies, overall awareness of the impact of AAPIs' cultures, contributions, work ethics, and behavior related to the government employment	

<p>Promote, initiate, lead and encourage employees to participate in program activities that will benefit the career training, career development and advancement of AAPIs in the workforce Promote a better understanding among AAPIs and non-AAPIs in the workplace and resolve problems of equity for the AAPIs including EEO. Establish and maintain channels of communication and goodwill between AAPIs and other members of the workforce</p>	
<p>Organize program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government</p>	
<p>Achieve personal goals in displaying exceptional leadership qualities that will inspire others to follow</p>	
<p>Advocate for civil rights, diversity and equal opportunity within their particular department or agency</p>	