

Criteria for GIPSA Employee Recognition of Civil Rights Accomplishments

GIPSA will provide recognition to employees, supervisors, managers, and units demonstrating superior accomplishment(s) in civil rights (EEO). Recognition for superior accomplishments in civil rights should be an integral part of GIPSA's incentive awards program. The process should be incorporated within and directed to complement the planned civil rights efforts of GIPSA.

GIPSA civil rights recognition could be granted on a periodic or ad hoc basis as follows:

1. Periodic. GIPSA civil rights recognition could be granted quarterly, semiannually, or annually. The identification of superior performance through annual performance evaluations or management review lends itself to the granting of periodic recognition.
2. Ad hoc. GIPSA civil rights awards could be granted on an ad hoc basis whenever these nominations are appropriate, based on superior accomplishments in fostering civil rights, e.g., the completion of an outstanding project or other assignment which advances civil rights. Consideration should be given to obtaining input into recognition from special emphasis groups, civil rights staff personnel, recruitment personnel, and/or the incentive awards administrator.

To confer distinctive recognition within GIPSA, honorary awards may be in the form of a distinctive wall/desk plaque, a special citation, or other appropriate symbol of honor. However, cash awards should not be precluded as a complementary recognition to those outstanding cases in which the entire contribution extends beyond civil rights to include other benefits to the Government.

Criteria for persons within programs, projects, or activities having GIPSA civil rights implications includes persons whose work is not specifically civil rights related, but who, through superior accomplishments in training, recruitment, or other activities advances civil rights in the Federal sector and spans the entire grade range of staff and operating personnel.

Examples of Achievements/Accomplishments within GIPSA:

1. The person who provides excellence in leadership and creative development of successful training programs for lower grade and under-utilized employees.
2. The person who achieves outstanding success in working with educational institutions to encourage qualified minorities, women, and persons with disabilities to apply for middle or higher level or shortage category jobs where few of these people are now employed.

3. The person who works with unusually high effectiveness with educational institutions on curricula development activities which help students better prepare themselves for Federal employment.
4. The person who provides outstanding managerial leadership and full participation in activities within or outside his/her organization which foster civil rights in the Government.

Criteria for GIPSA civil rights program leaders includes persons who have specific responsibilities for civil rights within the Federal government, such as civil rights officers and/or special emphasis program managers.

Examples of Achievements:

1. The person who provides superior counseling and guidance to employees which effectively encourages and assists them with planning and achieving occupational training, or educational/career goals related to the needs of the employee, GIPSA, and the Federal government.
2. The person who provides outstanding service through effective resolution of employee discrimination complaints by developing rapport with employees; offering helpful guidance in the discussion of their complaints; and building a reputation for prompt, effective action.
3. The person who provides leadership in the development and implementation of a civil rights action plan or activity which leads to significant changes or improvements in the Federal Civil Rights Program.
4. The person who establishes and maintains a high level of respect and the confidence of minority group's or women's organizations and thus advances GIPSA Civil Rights Programs.
5. The person who achieves outstanding success in working in support of economic opportunity or other community action programs directed to advance civil rights in Government.

Criteria for GIPSA achievers within non-Federal activities includes those employees whose excellence in fostering the Civil Rights Program through non-Federal activities merits recognition.

Examples of Recognition:

1. The person who provides outstanding leadership and actively supports community activities whose objectives are directed to useful and constructive solutions to community problems affecting civil rights.

2. The person who provides outstanding contributions to economic opportunity programs such as the neighborhood youth corps, adult experience programs, or other volunteer programs which contribute to civil right objectives.