

NOMINATION FOR ADMINISTRATOR'S AWARD

NAME OF NOMINEE: Jane Doe

POSITION TITLE: Office Automation Clerk

OFFICE: Washington, D.C.

The above employee(s) is deserving of special recognition to acknowledge the creative efforts and outstanding contributions to the mission of the Agency.

Narrative: (Description explaining how the nominee meets the selection criteria for Administrator's Awards.)

Ms. Doe's performance has been exemplary throughout her career. In the past 2 years, she has excelled and consistently performed her duties well above the expected level for her position.

Ms. Doe constantly seeks to improve her job performance and to increase the efficiency and cost effectiveness of the Agency's programs and procedures. Her efforts and energies are not limited to her daily responsibilities. She is always eager to assist her coworkers. Additionally, she willingly volunteers to work on special projects.

During September 1994, Ms. Doe willingly responded to the Agency's request for employees to serve as facilitators in the Agency's new quality initiative, Excellence through Continuous Improvement. Ms. Doe applied for and was selected as one of eight facilitators out of 37 applicants. Ms. Doe excelled in this new responsibility and was selected to be one of two facilitators to advance to one of the two Roadmap Facilitators.

Ms. Doe's opinion on work-related matters is frequently sought out and highly respected by all supervisors nationwide, headquarters managers, and staff from other agencies, such as APHIS and NFC. Because of her extraordinary performance, she has received several letters of appreciation over the past 2 years.

Ms. Doe is an invaluable asset to GIPSA and USDA.

Date	Name and Title of Nominating Individual	Signature
2/16/96	Arthur Slade, Agrl Commodity Grader	