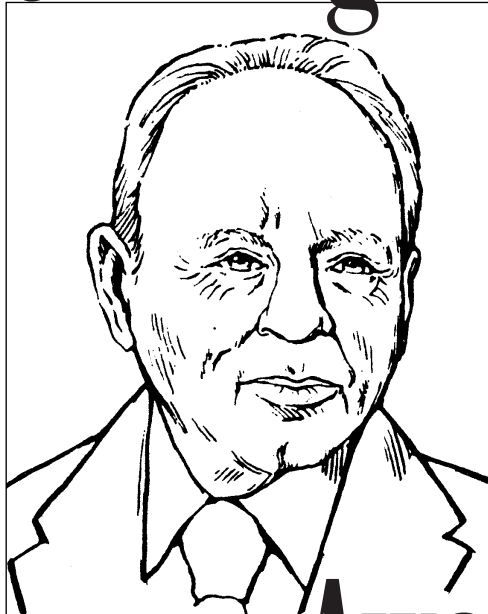
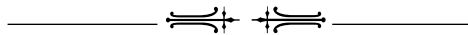


Arthur S. Flemming



Award

for Exceptional Federal Service



2009 AWARDS NOMINATION FORM

sponsored by the

ARTHUR S. FLEMMING AWARDS COMMISSION

in partnership with

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

SIXTIETH ANNUAL ARTHUR S. FLEMMING AWARDS PROGRAM

Presented By

THE ARTHUR S. FLEMMING AWARDS COMMISSION

In partnership with

THE GEORGE WASHINGTON UNIVERSITY

To Honor

OUTSTANDING MEN AND WOMEN

In The

FEDERAL GOVERNMENT

The George Washington University announces the Sixty-First Annual Arthur S. Flemming Awards Program honoring outstanding men and women in the federal government in 2009.

Purpose of the Arthur S. Flemming Awards Program

The purpose of the Arthur S. Flemming Award in honoring outstanding career civil service men and women in the federal government each year is fourfold:

- (1) to recognize outstanding and meritorious achievement in working for the federal government;
- (2) to encourage the highest standards of performance in the federal service;
- (3) to enhance appreciation of our form of government and the opportunities and responsibilities that it presents; and
- (4) to attract outstanding individuals to a career in federal service.

Eligibility of Nominees

- Any career civilian employee of the executive branch of the U.S. government or member of the uniformed services who has at least three, but no more than fifteen (15), years of service as of December 31, 2009, is eligible for nomination for the Arthur S. Flemming Award.
- Similar employees of the Library of Congress, Government Accountability Office, Office of the Capitol Architect, Administrative Office of the U.S. Courts, Government Printing Office, Botanical Gardens, and Smithsonian Institution, are also eligible.
- A nominee may be an officer or employee in the agency headquarters or field service throughout the world.
- Awards will be made to individual government employees who have made outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment achieved or completed during 2009. Individuals previously nominated but not selected for a Flemming Award may be renominated, subject to the eligibility criteria stated above.
- See Preparation of Nominations, Note 3.

General Information

Up to 12 separate awards will be made with a maximum of four in each of three distinct categories:

- Applied Science, Engineering and Mathematics
- Basic Science
- Managerial or Legal Achievement

A nomination must be submitted in only one category, even though duties may overlap in two or more areas. Nominees should have demonstrated exceptional ability and superior performance during the year for which nomination is made, either in work undertaken during that year or in successful completion during that year of a task commenced in the prior year(s). Nominations for work undertaken entirely in, or completed in, prior years are not eligi-

ble. Nominees also should have demonstrated either a single, outstanding achievement, or a continuously superior level of performance over a period of time, as well as recognition through awards and publications.

Recognition of superior performance for the single achievement or continuous achievement must be documented by agency performance appraisals or comparable uniformed services assessments, and where available, by receipt of agency recognition as well as recognition through awards and publications where appropriate.

Nominees should also have participated actively in community activities; these may include professional activities, provided the purpose is not self-promoting.

Definition of Categories

Applied Science, Engineering and Mathematics: Creative application of basic science or mathematical understanding to solve a major problem or problems important to a government agency's objectives. Such applications may lead to a new technology or device that has broad application. Applied scientists, applied mathematicians, computer scientists, and engineers are expected to be nominees in this category. It is expected that the nominee is the individual personally responsible for the application.

Basic Science: Forefront work in the nominee's field of scholarship/research in the basic sciences that is considered to be fundamental to the advancement of that field. This work is usually of a pioneering nature that leads to unique and innovative understanding, with whole new directions within a field or whole new fields of scholarship/research being created. It is expected that the nominee is the individual personally responsible for the breakthrough.

Managerial or Legal Achievement: Exceptional achievement in the leadership and management of significant federal programs or projects of all kinds or in the direction or development of innovative administrative aspects of management, such as human capital management, financial management, procurement, budget and policy analysis, strategic planning, information technology management, physical asset management and successful program implementation through working with other levels of government.

or

Outstanding success in the research, trial preparation and prosecution of major legal cases, civil or criminal, the outcome of which have had significant impact on the future conduct of the government's legal activities, allowed the government to recoup significant monies, or have led to the introduction of major legislation with far-reaching consequence on the national level.

Note:

It is expected that nominees in all three categories will have had success in program management and/or project management.

Award Selection and Presentation

A panel of distinguished, nationally prominent judges will choose winners of the award. Each award winner will receive a suitably engraved medal. Awards will be presented at the Arthur S. Flemming Awards Program in Washington, D.C., on Wednesday, June 16, 2010.

Preparation of Nominations

Each nomination must be accompanied by a citation of accomplishments (at least 125 words and no more than 175 words in length) giving a synopsis of the work performed by the nominee which is to be considered for the award. A citation **must** contain specific description of the nominee's work and achievements. These citations must be drafted suitably for oral reading during the awards ceremony, and will be used in press releases and the commemorative brochure. **Nominations that fail to include a citation will be considered incomplete and may be subject to disqualification.**

- All hard copy nominations must be submitted on 8 1/2" x 11" paper.
- The nomination **must** include as the first (cover) page the "Arthur S. Flemming Awards Nomination Form," completed in detail requested and bearing the *original signature* of the agency/department head or acting head who is approving the nomination. If it is not possible to use the nomination form provided, a substitute **must** be drafted in **exactly** the same way and contain all of the information requested, including an original signature.
- All information submitted in a nomination must be typewritten, single-spaced, with double-spacing between paragraphs. If the nomination is produced on a word processor, these specifications also apply.
- The descriptions requested below should be completed on separate sheets of paper on one side only and should carry as a heading the titles appearing at the beginning of each category.
- The George Washington University must be specifically notified of any facts which may not be released to the public news media.

The judges will give special emphasis to the PROFESSIONAL ACHIEVEMENT of the nominee. Each nomination should include the following:

- (1) **Federal Employment History:** A brief chronological review of the nominee's federal employment (military and/or civilian) indicating the number of years in each position, and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work.
- (2) **Professional Accomplishment:** A description of the nominee's *specific* accomplishment(s). This description should make clear the nature and significance of the achievement and the nominee's specific role. Include a statement of the extent of application of the nominee's achievement, i.e., installation, an entire agency, or government-wide. Please limit to four (4) pages.
- (3) **Awards and Publications:** A list of any government or professional awards received and a list of any professional publications germane to the nominee's career objectives. (Copies of publications should not be submitted.)
- (4) **Community Involvement:** Nominees who have been involved in worthwhile and meaningful community activities will be accorded appropriate consideration in the evaluation of their nominations. It is the intent that credit be given for participation in activities that are of benefit to the community at large

but activities that are related to the nominees' respective areas of professional endeavor, such as mentoring or teaching, will be considered equally worthy. However, a nominee's community activities that may be considered self-promoting will be discounted.

Examples for all three categories might include, but are not limited to, the following:

- Achievements that can be shown to have exceeded expectations;
- Significant cost savings/avoidance; and/or
- Substantial improvements in the quality of service to the public or in project/program effectiveness or efficiency.

Note:

1. If the nominee is a team member, irrefutable evidence must be shown of the nominee's leadership of and inspiration to fellow members of the team to achieve its goal(s).

2. Nomination of an individual who is effectively performing the functions and responsibilities required of the position held will not be rated as highly, absent demonstration of exceptional skills to achieve results.

3. Periods of employment in the civilian and military services will be combined to determine eligibility to meet the 15 year criterion for maximum federal employment, where the work performed in one has been related to the work in the other. Rare exceptions may be considered where there is no connection whatsoever between the work performed in each period or there is a significant lapse in time between the two.

Submission of Nominations

Throughout the history of this Award, the endorsement of nominations by the agency heads has been of paramount importance, as evidence of interest on the part of senior management in the performance of subordinate employees.

No more than two nominations per category will be accepted from any one agency.

Nominations must be submitted in hard copy. A nomination **must** bear the signature approval of the agency head or acting agency head. Nominations that are not approved in this manner may be liable to disqualification.

Nominations must be received by The George Washington University NO LATER THAN 5:00 PM, TUESDAY, JANUARY 29, 2010. They should be submitted to:

The Arthur S. Flemming Awards Program
Attn: Anna Zimbrick
The George Washington University
805 21st Street, N.W., Suite 601
Washington, DC 20052

More Information

For more information or to request additional packets, please contact Ms. Anna Zimbrick at the address above or:

phone (202) 994-6295 • facsimile (202) 994-6792
e-mail: flemming@gwu.edu
web: www.gwu.edu/~flemming

Checklist	<input type="checkbox"/> Professional Accomplishment
<input type="checkbox"/> Completed Nomination Form	<input type="checkbox"/> Awards and Publications
<input type="checkbox"/> Authorized Signature	<input type="checkbox"/> Community Involvement
<input type="checkbox"/> 125-175 Word Citation of Accomplishments	<input type="checkbox"/> Additional Attachments (e.g., Notification of facts <i>not</i> to be released to news media)
<input type="checkbox"/> Federal Employment History	

2009 Arthur S. Flemming Awards Nomination Form

PLEASE SUBMIT 1 COPY ON 8½" X 11" PAPER

- Award to be considered for: Applied Science, Engineering and Mathematics
 Basic Science
 Managerial or Legal Achievement

PLEASE TYPE ALL INFORMATION

Full Name of Nominee _____

E-mail Address _____

Date of Birth _____ Total Years of Federal Service* _____
(military and/or civilian)

Present Home Address _____

Telephone: Home _____ Work _____

Employing Agency/Department _____

Agency/Department Mailing Address _____

Title of Current Position _____

Education (Institution, Degrees, Dates) _____

The nomination *must* include a citation between 125 and 175 words in length giving a brief description of the nominee's accomplishment(s). If the nominee is selected for the award, this citation will be used by the George Washington University for immediate publication and will also be incorporated in the commemorative brochure that will be distributed at the awards presentation and as promotional material. A nomination that fails to include a citation will be considered incomplete.

THE NOMINATION MUST BE SUBMITTED BY, AND HAVE THE APPROVAL OF, THE AGENCY/DEPARTMENT HEAD OR ACTING HEAD OF THE AGENCY/DEPARTMENT, WHOSE PERSONAL SIGNATURE IS REQUESTED BELOW.

I attest to all facts contained on this nomination form and give permission for the facts to be used for publication.

Date Signature (Head/Acting Head of Agency/Department)

Nomination Deadline January 29, 2010

Return to:
Arthur S. Flemming Awards Program
Attn: Anna Zimbrick
The George Washington University
805 21st Street, N.W., Suite 601
Washington, DC 20052

Please Type Name

Title

Agency or Department Name

*Please distinguish between military and civilian

This Form May Be Duplicated