

For: RMA, FAS, and FSA Employees, Except Non-Federal County Office Employees

53rd Annual William A. Jump Memorial Award

Approved by: Deputy Administrator, Management



1 Overview

A
Background

USDA has been invited to submit nominations for the 53rd Annual William A. Jump Memorial Award. This award is presented in recognition of outstanding service in administration and notable contributions to the efficiency and quality of the public service. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of USDA, recognized throughout the Federal Government and nationally, for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

Note: The agency candidate must be a civilian career employee of the Federal Government who has not reached his or her 37th birthday as of December 31, 2001.

B
Purpose

This notice informs Federal employees that nominations are being accepted for the 53rd Annual William A. Jump Memorial Award.

Note: Each agency is authorized to submit 1 nomination. If more than 1 nomination is received, a panel, including a union representative, will be formed to determine the candidate to be referred.

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<p>Disposal Date</p> <p>September 1, 2002</p>	<p>Distribution</p> <p>All RMA, FAS, and FSA Employees, except Non-Federal County Office Employees; State Offices relay to County Offices</p>
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1 Overview (Continued)

C

Recognition

This award will be presented at USDA's Annual Honor Awards Ceremony in June.

D

Labor Management Obligations

Where exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes. Where contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

2 Eligibility and Procedures

A

Eligibility

The nominee **must be a civilian career employee of the Federal Government** who has not reached his or her 37th birthday as of December 31, 2001. The employee's work performance over a considerable period of time (not less than 5 years) in either a line or staff position, must demonstrate the following:

- unusual competence and interest in any area of public administration
 - leadership shown in the direction or development of programs
 - creativity and resourcefulness
 - integrity
 - dedication to duty.
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2 Eligibility and Procedures (Continued)

B

**Nominating
Criteria**

The original nomination and 8 copies must be submitted through the appropriate Deputy Administrator to HRD, Performance Management, Benefits and Awards Branch (PMBAB). Only 1 set of supporting exhibits and publications is required. Information should be typewritten, single-spaced, with new subject paragraphs double-spaced and numbered to correspond with the following table.

Graph No.	Description of Information
1	Name, title, grade, phone number, and salary of nominee.
2	Bureau and Department or agency.
3	Date of birth.
4	Home address.
5	Educational background and awards or commendations received during nominee's Federal Government employment.
6	Brief chronological outline of past employment, indicating grade, scope, duties, and responsibilities.
7	Brief description of nominee's present duties and responsibilities, including the scope of work and the size and nature of staff directly supervised.
8	Brief statement with 2 or 3 examples of specific accomplishments and contributions, together with comments that illustrate each of the eligibility criteria.

C

**Nomination
Deadline**

Nominations must be received in HRD, PMBAB no later than **April 5, 2002**.

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2 Eligibility and Procedures (Continued)

**D
Contacts for
Additional
Information**

Use the following chart for contact points if additional information is needed.

Location	Contact
National Office RMA Regional Offices	HRD, PMBAB: <ul style="list-style-type: none"> • Stephen Crisp at 202-418-8975 • Kim Jones at 202-418-8979 • TTY at 202-418-9116.
APFO KCAO KCCO KCFO KC-ITSDO KC-ITSTO St. Louis State Offices	KCAO, Personnel Division, Employee Relations Branch: <ul style="list-style-type: none"> • 816-926-6643 • TDD at 816-926-6148.
