

For: FFAS Employees, except County Offices

**The 54<sup>th</sup> Annual Arthur S. Flemming Awards**

Approved by: Deputy Administrator, Management

**1 Overview**

**A**

**Background**

The purpose of honoring outstanding men and women in the Federal Government each year is to:

- recognize outstanding and meritorious performance
- encourage high standards of performance
- enhance appreciation of government and the opportunities and responsibilities that it presents
- attract and retain outstanding persons.

**B**

**Purpose**

This notice requests nominations for the 54<sup>th</sup> annual Arthur S. Flemming Awards.

**C**

**Categories**

Twelve awards will be made. Four awards to individuals in each of the following fields:

- scientific or technical, "Scientific"
- administrative or executive, "Administrative"
- information and technology, "Applied Science".

A nomination must be submitted in only 1 of these categories although duties may overlap 2 or more areas.

Disposal Date	Distribution
October 1, 2003	FAS, RMA, and FSA employees, except County Offices

## Notice PM-2351

### 1 Overview (Continued)

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#### **D**

##### **Eligibility**

Federal career employees of the Executive Branch as of December 31, 2002, of the U.S. Government or member of the uniformed services who has at least 3 but no more than 15 years of service as of December 31, 2002, are eligible for nomination in the Arthur S. Flemming Awards Program.

Nominees may be officers or employees in the department headquarters or field service throughout the world.

Awards will be made to employees who have made outstanding contributions to public service on either a sustained basis or an exceptional accomplishment during 2002. Individuals previously nominated but **not** selected for a Flemming Award may be renominated, subject to above eligibility criteria.

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#### **E**

##### **Labor Management Obligations**

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

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**Notice PM-2351**

**2 Award Guidelines**

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**A**

**Nomination  
Information**

Exhibit 1 provides detailed information on the nomination procedure, awards selection, and presentation.

All nominations must be submitted to HRD, PMBAB by February 28, 2003.  
Send nominations to the following address:

FSA, HRD, PMBAB  
1400 Independence Ave., SW  
STOP 0595  
Washington, DC 20250-0595

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**B**

**Contact**

If questions, contact the appropriate office according to this table.

<b>Location</b>	<b>Contact</b>
National Office State Office FAS RMA	HRD, PMBAB: <ul style="list-style-type: none"><li>• Stephen Crisp at 202-418-8975</li><li>• Kim Jones at 202-418-8979</li><li>• TDD 202-418-9116.</li></ul>
KCAO	KCAO, PD at 816-926-6643 or TDD 816-926-6148.

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**Award Guidelines**

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**General Information**

Twelve awards will be made. Four awards to individuals in each of the following fields:

- scientific or technical, "Scientific"
- administrative or executive, "Administrative"
- information and technology, "Applied Science".

A nomination may be submitted in only 1 category.

Nominees must 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 begun in prior years. Nominations for work undertaken entirely in, or completed in, prior years are not eligible.

Nominees also must 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 publication where appropriate scientific endeavors.

Nominees should also have an active participation in community activities (including professional activities where the purpose is **not** considered self-promoting) as a demonstration of a well-rounded lifestyle.

Administrative nominees must have demonstrated exceptional ability in administration (personnel, finance, labor, or law).

Scientific nominees must have demonstrated achievement that is pioneering, unique, and innovative with a break-through impact.

Applied Science nominees must have demonstrated innovative uses in technology to address an important agency objective, including adapting commercial off-the-shelf technology that meet the agency's needs.

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**Award Guidelines (Continued)**

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**Awards Selection and Presentation**

Winners of the award will be chosen by a panel of nationally prominent judges. Each award winner will receive an engraved medal. Awards will be presented at the Arthur S. Flemming Award Program in Washington, DC on June 5, 2003.

**Nomination Procedure**

Each nomination must be accompanied by a citation of accomplishments (approximately 150 words in length) summarizing the work performed by the nominee which is to be considered for the award. A citation must contain description of the nominee's work and achievements. Winner's citations will be used in press releases and in the commemorative brochure. Nominations that fail to include a citation will be considered incomplete.

- All nominations must be submitted with an original and 20 copies on 8 ½ x 11 paper.
- Two professional, portrait-style (head to shoulder only) 8 x 10 black-and-white photos should be included with each nominee's package.
- All information submitted in this nomination must be typewritten, single-spaced with double spacing between paragraphs.
- George Washington University must be specifically notified of facts which may **not** be released to the public news media.
- Special emphasis will be given by the Judges to the **professional achievement** of the nominee.

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**Award Guidelines (Continued)**

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**Nomination Procedure (Continued)**

The descriptions required below must be completed on separate sheets of paper on 1 side **only** and a heading of abbreviated titles at the beginning of each category.

Each nomination should include the following.

- **Federal Employment History:** A brief chronological review of the nominee's Federal employment indicating the number of years within each position and brief description of the nominee's present duties and responsibilities, including the scope of work.
  - **Professional Achievement:** A description of nominee's accomplishment(s). This description should include the nature and significance of the achievement and the nominee's role. Include a statement of application of the nominee's achievement (affecting the function or mission of 1 facility or installation, an agency, or Governmentwide).
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