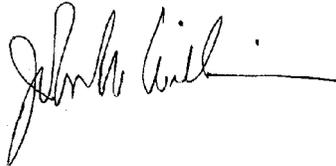


For: RMA, FAS, and FSA Employees

54th Annual William A. Jump Memorial Award

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA has been invited to submit nominations for the 54th 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 should be a civilian career employee of the Federal Government who has not reached his or her 37th birthday as of December 31, 2002.

B Purpose

This notice informs Federal employees of the award announcement and requests award nominations.

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.

C Recognition

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

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| <p>Disposal Date</p> <p>December 1, 2003</p> | <p>Distribution</p> <p>All RMA, FAS, and FSA Employees; State Offices relay to County Offices</p> |
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1 Overview (Continued)

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, 2002. Work performance of the employee over a considerable period of time (not less than 5 years) in either a line or staff position, must demonstrate:

- 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.

| Paragraph Number | Description of Information |
|-------------------------|---|
| 1 | Name, title, grade, telephone number, e-mail address, 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 which illustrate each of the eligibility criteria. |
| 9 | Proposed brief citation concerning the nominee's accomplishments to be used on the winner's certificate (maximum of 25 words). |

Nominations must be received in HRD, PMBAB no later than **April 11, 2003**.

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2 Eligibility and Procedures (Continued)

C Contacts for Additional Information

Use the following table 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. |
| 1 of the following: 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. |