

For: FFAS Employees

2005 Roger W. Jones Award for Executive Leadership

Approved by: Deputy Administrator, Management



1 Overview

A Background

USDA has been invited by the American University, School of Public Affairs, to submit nominations for the 2005 Roger W. Jones Award for Executive Leadership. This award is presented annually to 2 Federal career executives who have demonstrated superior leadership.

B Purpose

This notice informs Federal employees of the award announcement and requests award nominations. All nominations must be submitted to HRD, Performance Management, Benefits and Awards Branch (PMBAB) by COB **Thursday, December 23, 2004**. Each nomination must be submitted by and have the written approval of the Under Secretary, FFAS.

C Equal Employment Opportunity and Civil Rights

To ensure that nominees meet the high standard exemplified by the award, the nominations will be reviewed for evidence of outstanding executive leadership, particularly accomplishment in Equal Employment Opportunity and Civil Rights. The selection committee hopes to receive nominations of women and minorities, consistent with the increasing representation of these groups in leadership positions.

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.

<p>Disposal Date</p> <p>February 1, 2005</p>	<p>Distribution</p> <p>All FAS, FSA, and RMA employees; State Offices relay to County Offices</p>
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Notice PM-2447

2 Awards Criteria and Procedures

A Selection Criteria

The recipient of this award will be selected from Federal career executives who have “made the difference” by demonstrating:

- superior leadership that resulted in outstanding organizational achievements
- a strong commitment to bringing about effective continuity of Government by helping to develop the careers of people who will serve as managers and executives in the future Federal service.

B Nomination Procedures

Ensure that the nomination includes the following:

- a brief biographical sketch, including employment and significant awards (no more than 2 pages)
- a narrative description of the nominee’s superior leadership that resulted in outstanding organizational achievement, making clear the achievements’ nature and significance and the career executive’s specific role
- a narrative description of the nominee’s strong commitment to effective continuity of Government, through successful development of managers and executives, including the nominee’s specific actions and success in institutionalizing the development of career executives and individual managers and executives
- a signed cover letter from the Under Secretary, FFAS, recommending the nominee for the award.

C Contact

If there are questions about this notice, contact HRD, PMBAB at 1 of the following:

- 202-418-8975
- 202-418-9019
- TTY at 202-418-9116.