

For: FFAS Employees

**2007 William A. Jump Memorial Award**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

The William A. Jump Memorial Foundation Award is presented in recognition of outstanding service in public administration. 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.

The recognition provided by the William A. Jump Memorial Award is intended to serve as an encouragement to young people to promote interest, growth, development, and high level performance in public administration.

A golden key and a certificate will be presented to the winner at the 60<sup>th</sup> Secretary Annual Honor Awards Ceremony, which will take place on October 11, 2007, in Washington, DC.

**B Purpose**

This notice informs all Federal employees of the opportunity to submit nominations for the 2007 William A. Jump Memorial Award. All nominations must be submitted by **COB Tuesday, July 31, 2007.**

**C Equal Opportunity/Workforce Diversity Policy**

In keeping with the Secretary's initiative to promote equal opportunity in employment and programs, agencies are encouraged to consider nominations from all segments of the workforce. All nominees are eligible for the same level of recognition.

It is USDA's policy and practice to prohibit discrimination against any employee on the basis of race, color, religion, sex, age, disability, marital status, political affiliation, national origin, or sexual orientation.

<b>Disposal Date</b>  September 1, 2007	<b>Distribution</b>  All FAS, FSA, and RMA employees; State Offices relay to County Offices
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2 **Criteria**

**A Nominations Allocation**

The Under Secretary's office has requested the following number of nominations be forwarded for consideration:

- **FAS - 1 primary nomination**
- **FSA - 1 primary nomination**
- **RMA - 1 primary nomination.**

**B 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, 2006.** Work performance of the employee over a considerable period of time (no less than 5 years) in either a line or staff position, must demonstrate:

- outstanding competence and interest in any area of public administration
- leadership shown in the direction or development of programs
- creativity and resourcefulness
- close adherence to the basic principles of enlightened public service
- integrity
- dedication to duty.

For the purpose of the 2007 William A. Jump Memorial Award, the term "work" refers to both line or staff activity and the term "public administration" covers all aspects of executive-administration direction, supervision, and development of Federal activities.

The William A. Jump Memorial Foundation recommends that agencies consider employees from throughout the country, and that nominees for the 2007 William A. Jump Award be given recognition in agency publications for their achievements and services. USDA believes such action would help to stimulate active interest in fostering a more effective public service.

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**3 Nomination**

**A Completing Nomination**

Each agency shall submit 6 copies of the nomination. Only 1 employee may be nominated by each agency. Exhibit materials, such as copies of publications may be attached, but all of the following basic information requested should be included in the nomination letter. Only 1 complete set of exhibits and publications need to be submitted. Information should be typewritten, single-spaced, with new subject paragraphs double-spaced numbered to correspond with the following.

<b>Paragraph No.</b>	<b>Description of Information</b>
1	Name, title, grade, phone numbers, e-mail address, and salary of nominee.
2	USDA and Agency.
3	Date of birth. See subparagraph 2 B.
4	Home address.
5	Educational background and awards or commendations received.
6	Nominee's present position, grade, and responsibilities.
7	Chronological outline of past employment and responsibilities.
8	Specific accomplishments and contributions with comments which illustrate each of the eligibility criteria.
9	Proposed brief citation about the nominee's accomplishments to be used on the winner's certificate (maximum of 25 words).

The recommendation shall be signed by the nominee and the division head or designee. To be eligible for the 2007 William A. Jump Award, all nominations must be received no later than **COB Tuesday, July 31, 2007.**

**B Submitting Nominations**

Mail nominations packets to Stephanie Brown, HRD, Employee Program Branch (EPB), using either of the following addresses.

<b>US Mail</b>	<b>FedEx</b>
STEPHANIE BROWN USDA/FSA/HRD/EPB STOP 0595 1400 INDEPENDENCE AVENUE, SW WASHINGTON, DC 20250-0595	STEPHANIE BROWN USDA/FSA/HRD/EPB 1280 MARYLAND AVE SW RM 487 WASHINGTON, DC 20024

**Nominations must be received by HRD by COB July 31, 2007.**

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### 4 Reviewing Committee

#### A Committee

HRD will establish committees within each agency (RMA, FAS, and FSA) to review the nominations.

#### B Committee Members

Committee members shall:

- review all nominations from their agency based on the criteria set forth in this notice
- select nomination to be forwarded for the Under Secretary's endorsement for the 2007 William A. Jump Memorial Award.

### 5 Contact Information

#### A Contact

If there are questions or additional information is needed, contact Stephanie Brown by either of the following:

- e-mail to [stephaniesybil.brown@wdc.usda.gov](mailto:stephaniesybil.brown@wdc.usda.gov)
- telephone at 202-401-0694.