

For: FFAS Employees

2008 Government Employee Insurance Company (GEICO) Public Service Awards

Approved by: Deputy Administrator, Management



1 Overview

A Background

GEICO was founded in 1936 to serve the insurance needs of Federal employees. GEICO now serves the general public but, has maintained its relationship with Federal employees, recognizing the special qualities of these individuals.

In 1980, the GEICO Philanthropic Foundation established the GEICO Public Service Awards. It is GEICO'S belief that the contributions of hardworking, talented Federal employees deserve special acclaim. The GEICO Philanthropic Foundation annually sponsors and grants the awards.

B Purpose

USDA invites employees to submit nominations for the 2008 GEICO Public Service Awards. This award honors 4 active and 1 retired Federal employee for their achievements and contributions in the areas of substance abuse prevention and treatment, fire prevention and safety, physical rehabilitation, and traffic safety and accident prevention. The awardees will receive a commemorative plaque, a check for \$2500, and an all expense paid trip to Washington D.C., including their spouse or a guest.

Disposal Date	Distribution
March 1, 2009	All FAS, FSA, and RMA employees; State offices relay to County Offices

2 GEICO Public Service Award

A Eligibility

Eligibility will be based on the following:

- all career civil service Federal employees
- retired civilian Federal employees on a Federal retiree annuity
- the work done to merit consideration must have been accomplished since retirement from the Federal service.

B Categories

One award will be made in each category for outstanding achievements. The GEICO Philanthropic Foundation will also recognize 1 retired Federal employee who has made outstanding achievements in 1 of the 4 following fields of endeavor in addition to the 4 active Federal employees who are honored.

- **Substance Abuse Prevention and Treatment Award**

The Federal employee nominated for this category should be making (or have made) significant contributions to the prevention of substance or alcohol abuse and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

- **Fire Prevention and Safety Award**

The Federal employee nominated for this category should be making (or have made) significant contributions in the prevention of fires and its hazards and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

- **Physical Rehabilitation Award**

The Federal employee nominated for this category should be making (or have made) significant contributions to the rehabilitation of persons affected by physical limitations as a result of accident or birth and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

- **Traffic Safety and Accident Prevention Award**

The federal employee nominated for this category should be making (or have made) significant contributions to vehicular and pedestrian safety and/or in the education and enlightenment of the public in this area. The work may be all or part of their occupation, or as a result of volunteer efforts.

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C Nomination Process

Nominees will be judged principally on the impact of their work related, or non-work related, contributions and the extent to which they have served as an inspiration to others and brought credit to the Federal service. Submit the following supportive material electronically in **Microsoft Word** format for each employee entered for consideration:

- name, title, grade, organization, work address including zip code, phone number, email address, and a brief biographical sketch to include education, employment history and family
- description of the specific achievement or service which would qualify the employee for the award
- name, phone number, and e-mail address, of the individual to contact for further information.

Nominations shall be submitted by secure (**protect personally identifiable information**) e-mail to **stephaniesbil.brown@wdc.usda.gov** with the subject line "GEICO Public Service Award".

To verify that the nomination was received, send return receipt to be notified as follows:

- on the e-mail tool bar, CLICK "Options"
- under Voting and Tracking, select either of the following:
 - "Request a delivery receipt for this message"
 - "Request a read receipt for this message".

Note: All nominations must be received by **COB** on January 22, 2009.

D Additional Information

Additional information may be found at <http://www.geico.com/federal/serviceAwards.htm>.

All nominations **must** be submitted according to subparagraph 2 C and not directly to GEICO. Each nomination must have the written approval of the appropriate Under/Assistant Secretary or Staff Director and HRD will acquire that approval.

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2 GEICO Public Service Award (Continued)

E Contacts

Contact either of the following with questions about this notice:

- Stephanie Sybil Brown, Employee Recognition:
 - by e-mail at **stephaniesybil.brown@wdc.usda.gov**
 - by telephone at 202-401-0694

- Angela Jackson, Human Resource Assistant:
 - by e-mail at **angela.jackson@wdc.usda.gov**
 - by telephone at 202-401-0682.