

For: RMA Employees

2011 RMA Administrator's Civil Rights Leadership Award (CRLA)

Approved by: Administrator



1 Overview

A Background

The CRLA is an annual award that is bestowed on a supervisor and non-supervisory employee at any organizational level. Award recipients have made valuable contributions and commitments in support of USDA and RMA Civil Rights objectives.

B Purpose

This notice:

- announces the 2011 RMA CRLA
- details the procedures for submitting the Nomination and Evaluation criteria for CRLA.

C Contact

For questions about this notice, contact Jacqueline Micheli, Director, RMA Civil Rights and Community Outreach Staff (CRCOS), by either of the following:

- email to Jacqueline.Micheli@rma.usda.gov
- telephone at 202-690-6068.

Disposal Date	Distribution
January 1, 2012	All RMA Employees

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2 CRLA Program Provisions

A Eligibility

All RMA employees are eligible for CRLA.

B Deadline for Submitting Nominations

Nomination packages should be submitted to the Director, CRCOS, Jacqueline Micheli no later than COB **Thursday, September 15, 2011**.

3 Responsibilities

A CRCOS

CRCOS shall be responsible for:

- collecting all nominations
- ensuring that nominees have no pending administrative actions
- preparing and distributing nomination applications to Reviewing Committee Members
- attending the Reviewing Committee meeting to provide technical advice and document the reviewing/recommendation process
- coordinating the tasks and activities for keepsakes.

B Reviewing Committee Responsibilities

The Administrator shall appoint a Reviewing Committee that may include one member from each of the following:

- Administrator's Staff
- Civil Rights and Community Outreach Staff
- Deputy Administrator for Insurance Services
- Deputy Administrator Compliance
- Deputy Administrator for Program Management and Development
- Union President.

The Reviewing Committee shall:

- review and rate nomination applications
- submit recommendations to the Administrator for CRLA.

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3 Responsibilities (Continued)

C Administrator Responsibilities

The Administrator shall determine the recipients for the CRLA.

4 Civil Rights Leadership Award

A Criteria for Award

- An employee does not need to meet all the criteria to be nominated.
- Any employee may recommend another employee for a CRLA.
- Each narrative should describe in detail why the contribution/accomplishment is significant and deserving of formal recognition. Detailed narratives assist the Reviewing Committee when reviewing and rating all nominations

Outstanding accomplishment of objectives beyond normal expectations in activities are as follows.

- Involvement or participation in professional organizations, task groups, or committees, and programs directly affecting the recruitment, training, and advancement of women, minorities, and persons with disabilities in USDA and/or RMA.
- Active and sustained involvement to increase and diversify the workforce at RMA, including specific efforts at recruitment of women, minorities, and persons with disabilities.

Note: The following are required for supervisor nomination.

- Active involvement in expanding, promoting, or enforcing civil rights.
- Personal involvement in social issues impacting women, minorities, and persons with disabilities.
- Establishment of a positive work environment that ensures fair and equitable treatment of all employees and applicants.
- Planning or supporting special interest programs and activities, which would enrich cultural understanding of diverse groups by attending and encouraging participation of employees.

Note: This demonstrates intolerance of inappropriate comments or presentations in the workplace.

- Demonstrates a marked improvement/increase in RMA programs, services, and benefits provided to women and/or minorities.

4 Civil Rights Leadership Award (Continued)

B Documenting CRLA

CRLA documentation should justify reasons why an individual's contributions to the USDA and/or RMA CRCOS program is outstanding, clearly exceeds job requirements, and deserves honorary recognition by the Administrator. Documentation must convince the Administrator's Review Committee that the nominee has accomplished more than the job required or that the results of those accomplishments, while within the job's responsibilities, are highly significant and clearly warrant recognition. The following questions may stimulate ideas for developing a nomination.

- What was accomplished that deserves recognition?
- Was it unique, a new approach, exceptionally creative?
- If so, why?
- What was the effect of the accomplishment?
- Was it local, regional, national, or international in scope?
- Was it a model for others?
- Did the accomplishment result in increased program effectiveness?
- Did it reduce costs?
- Did it result in more effective operation or better public service?
- Describe the results.
- What distinguished the nominee's profession of career? What special qualities or capabilities make the individual outstanding?
- What specific performance far exceeded job requirements?
- Was the work completed with less than usual supervision, help, or resources?
- What obstacles were overcome?
- What new techniques or procedures were developed?

The justification should avoid the following.

- Emphasizing job responsibility rather than accomplishment
- Retirement testimonials.
- In-house terminology and technical language.
- Quoting statistics and making progress statements without comparing them to earlier periods or circumstances.
- General or vague statements about what was accomplished, without referring to how it was achieved or by whom.
- Lengthy statements and excessive superlatives.
- Description of outside personal activities.

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4 Civil Rights Leadership Award (Continued)

C Submitting CRLA Documentation

Nomination package must include the following in order to be submitted to the Reviewing Committee and should be sent in a Microsoft Document:

1. Name
2. Position Title
3. Telephone Number (including Area Code)
4. Fax Number (including Area Code)
5. Organization and Deputy Administrator (or Director for Office of the Administrator nominees)
6. Nominator's Name and Telephone Number
7. Nominator's Office Location Address
8. Justification for Nomination.

All nominations must clearly describe the significance of the contribution/accomplishment in the Civil Rights area of the agency, the program, etc. Nominations must clearly describe the impact on the Agency and or the Department successfully meeting its mission or strategic goals, the degree to and the results by which the contribution substantially exceed normal job expectations, and any measureable or non-measurable benefits.