

For: FSA Employees

2018 FSA Administrator’s Awards for Service to Agriculture (AASA)

Approved by: Acting Administrator

1 Overview

A Background

FSA plays a crucial role in supporting rural prosperity, improving the environment, eliminating hunger internationally, and contributing to U.S. national security by helping to ensure a safe and abundant food supply. Our mission is to serve our Nation’s farmers and ranchers professionally, efficiently, equitably, and in a manner that is customer, taxpayer, and employee friendly. Our vision is to keep America’s agriculture growing by implementing agricultural policy, administering credit and loan programs, managing conservation, commodity, disaster, and farm marketing programs through a national network of offices.

Earlier this year, the traditional USDA Honor Awards Program, also known as the Abraham Lincoln Honor Awards, was restructured into a 3-tier USDA awards program. The new structure recognizes substantial and noteworthy accomplishments at the Agency (Tier 1) and the Under Secretary (Tier 2) program levels. The USDA Honor Awards Program (Tier 3) recognizes the most significant accomplishments aligned with each of the Department’s strategic goals. The FSA AASA is Tier 1 of the 3-tier USDA awards program.

The AASA Program evaluation criteria historically has consisted of various individual and team categories. This year, in conjunction with the 3-tier USDA awards program, the AASA criteria has been modified to incorporate FSA strategic goals and objectives, FSA Recognition Categories, and USDA strategic goals and objectives. The AASA will continue to recognize individuals and teams who excel in supporting our vision and mission, and the AASA winners whose extra ordinary accomplishments also support a USDA Strategic Goal may be eligible for consideration at the Tier 2 and/or 3 levels.

Disposal Date December 1, 2018	Distribution All FSA employees; State Offices relay to County Offices
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Notice PM-3007

1 Overview (Continued)

B Purpose

This notice provides:

- new criteria for AASA's
- guidance on preparing nominations
- the nomination review process
- that nominations are due no later than COB July 12, 2018
- the FSA AASA (Tier 1) ceremony will be held in September 2018
- information on the Under Secretary (Tier 2) selection criteria and award processes
- guidance on the President's Volunteer Service and the Customer Service Awards.

C Contacts

State and County Office employees may contact their State Office administrative officer.

National Office employees may contact their Deputy Administrator or office director.

For additional general information about AASA, contact HRD by either of the following:

- e-mail to RA.FSA_AASANominations@wdc.usda.gov
- telephone at 202-401-0688 or 202-401-0145.

2 New 3-Tier Structure for USDA Honor Awards Program

A Tier 1 (Agency)

The AASA (Tier 1) recognizes significant accomplishments in support of FSA's strategic goals, objectives, and FSA's Recognition Categories as provided in **Exhibit 1**, as well as USDA's strategic goals and objectives as provided in **Exhibit 2**. All USDA/FSA employees (including STC and COC members and contractors) are eligible for the AASA. Team nominations are limited to 25 team members, including 2 team leaders (exceptions to the limit will be considered on a case-by-case basis). The FSA Administrator selects the AASA winners and hosts an award ceremony in September 2018. AASA Tier 1 winners whose accomplishments are aligned to a USDA strategic goal may be referred to the FPAC Award Review Committee (ARC) for Tier 2 consideration.

2 New 3-Tier Structure for USDA Honor Awards Program (Continued)

B Tier 2 (Under Secretary, FPAC)

Tier 2, the Under Secretary and Assistant Secretary awards level, will focus on accomplishments in support of USDA's strategic goals and objectives. Specific selection criterion is provided in **Exhibit 3**. Tier 2 team nominations are limited to 20 team members, including 2 team leaders. Eligible Tier 1 winners from FSA, RMA, and NRCS will be reviewed and evaluated by the ARC, who makes recommendations to the FPAC Under Secretary for Tier 2 consideration. The FPAC Under Secretary will select 3-7 winners from among the eligible Tier 1 agency (FSA, NRCS, and RMA) winners for recognition and host a ceremony to recognize the Tier 2 winners. The FPAC Under Secretary may recommend Tier 2 winners for consideration at Tier 3.

C Tier 3 (Secretary – USDA Honor Awards)

Tier 3, the Secretary awards level, will recognize the most significant accomplishments in support of USDA's strategic goals and objectives. The Secretary will select 1 winner from all of USDA for each of USDA's 7 strategic goals for the Tier 3 Award.

3 Guidelines for AASA

A New Criteria for AASA (Tier 1) Nominations

The Administrator defined specific criteria and parameters for Tier 1 awards and makes award selections that recognize substantial accomplishments and contributions that demonstrate innovation and initiative, well beyond the normal expectations of the employee's position.

Nominations for AASA should clearly demonstrate alignment with FSA's strategic goals and objectives, FSA Recognition Categories, and USDA strategic goals and objectives.

FSA Strategic Goals

1. Provide a financial safety net for America's farmers and ranchers to sustain economically viable agricultural production.
2. Increase stewardship of America's natural resources while enhancing the environment.
3. Ensure that commodities are procured and distributed effectively and efficiently to increase food security.
4. Accomplish our mission by effectively managing people and service capabilities.

3 Guidelines for AASA (Continued)

A New Criteria for AASA (Tier 1) (Continued)

FSA Recognition Categories

1. Heroism and Emergency Response Award
2. Non-Supervisor of the Year Award
3. Supervisor of the Year Award
4. FSA Lifetime Achievement Award
5. FSA Newcomer or Novice Employee of the Year Award
6. Community Service Award.

USDA's Strategic Goals – USDA provides the best possible service to our customers – the farmers, ranchers, foresters, and producers of American agriculture.

Note: To be eligible for consideration at Tier 2, your accomplishments must clearly demonstrate how they supported at least 1 of the following seven USDA strategic goals.

1. Ensure USDA programs are delivered efficiently, effectively, with integrity, and with a focus on customer service.
2. Maximize the ability of American agricultural producers to prosper by feeding and clothing the world.
3. Promote American agricultural products and exports.
4. Facilitate rural prosperity and economic development.
5. Strengthen the stewardship of private lands through technology and research.
6. Ensure productive and sustainable use of our National forest system lands.
7. Provide all Americans access to a safe, nutritious, and secure food supply.

3 Guidelines for AASA (Continued)

B AASA Tier 1 Recognition

AASA Tier 1 recognizes significant accomplishments in support of FSA's strategic goals, objectives, and FSA's Recognition Categories, as provided in Exhibit 1, as well as USDA's strategic goals and objectives as provided in Exhibit 2. Winners of the 2018 AASA Tier 1 Award will receive non-monetary recognition. Individual winners and 1 representative per team is allowed to travel to Washington, DC, to attend the Tier 1 national ceremony and accept the award on behalf of the team.

C AASA Tier 1 Award Timeline

The 2018 AASA Tier 1 award covers accomplishments completed during the period June 30, 2017, through May 31, 2018.

D Submitting AASA Tier 1 Nominations

All employees are encouraged to nominate co-workers, supervisors, or teams who have made significant contributions that helped FSA meet its strategic goals and objectives, fulfilled 1 of the FSA Recognition Categories, or helped USDA meet its strategic goals and objectives. A separate nomination shall be submitted for each FSA/USDA strategic goal, or recognition category accomplished. The justification must describe in detail how the extraordinary contribution/accomplishment(s) made a noteworthy impact in achieving the criterion. The nomination must be reviewed and concurred by the supervisor of the nominated employee. Nomination will be submitted using AD-2096 (**Exhibit 4**).

Note: AD-2096, Administrator's Awards for Service to Agriculture (Tier 1), can be accessed from the FSA Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

E AASA Tier 1 Approval Authority

Deputy Administrators, or the equivalent in Staff Offices, will serve as the approving officials for nominations submitted for their assigned employees. The approving official will review each nomination for completeness and ensure the justification and accomplishments are significant and warrant consideration. The approved nomination must be completed, signed, and submitted to the following HRD mailbox no later than the deadline for submitting nominations: **RA.FSA_AASANominations@wdc.usda.gov**.

Note: The nominated employee's first-line supervisor/manager signs the nomination form as the reviewing official. If the reviewing official disapproves the nomination, the reason for the disapproval is documented and the nomination is then sent to the approving official for action.

3 Guidelines for AASA (Continued)

F Nomination Review Process

HRD Screening Process

The nomination screening process ensures nominees are suitable for the AASA Tier 1 award. The AASA Program Coordinator will provide HRD, the Employee and Labor Relations Branch (ELRB), and Office of Civil Rights (OCR) a list of nominees being considered. Unfavorable findings will be presented to the Administrator for disposition.

AASA Tier 1 Reviewing Committee

The Reviewing Committee will consist of a representative from each Deputy Area/Staff Office Director or their designee. The committee will review all submitted nominations, rate the nominations against the AASA criteria, and make recommendations to the Administrator.

AASA Tier 1 Administrator's Responsibilities

The Administrator selects the 2018 AASA Tier 1 winners and identifies any for advancement to the FPAC ARC. The ARC will determine the nominations for Tier 2 Under Secretary consideration. Selection criteria for Tier 2, Under Secretary and Assistant Secretary Awards, are in **Exhibit 3**.

G President's Volunteer Service and Federal Customer Service Awards

The President's Volunteer Service Award, as well as the Federal Customer Service Awards, will be recognized at the Tier 1 ceremony.

1. President's Volunteer Service

The PVSA recognizes those individuals who have achieved a certain standard measured by the number of **hours served over a cumulative 12-month period or cumulative hours served over the course of a lifetime**. Applications must be submitted **FFAS.PVSANominations@wdc.usda.gov** by Thursday, July 12, 2018.

Reference **Exhibit 5** for further guidance and criterion.

2. Federal Customer Service Awards

Federal Customer Service Awards recognizes customer service excellence, professionalism, and outstanding achievement with a direct impact on customers. The AASA Tier 1 Reviewing Committee will identify nominations that align with FSA's and the USDA's customer service goals and will make recommendations for the Federal Customer Service Awards.

Award recipients will be recommended by the Tier 1 reviewing committee and approved by the Administrator.

FSA Strategic Goals, Objectives, and Recognition Categories

A FSA Strategic Goals

The following table lists FSA strategic goals and objectives.

FSA Strategic Goals	Objectives - Accomplishments clearly demonstrate the objective(s) met.
STRATEGIC GOAL 1: Provide a Financial Safety Net for America’s Farmers and Ranchers to Sustain Economically Viable Agricultural Production	Objective 1.1: Provide Access to Capital. Objective 1.2: Support Economic Viability.
STRATEGIC GOAL 2: Increase Stewardship of America’s Natural Resources while Enhancing the Environment	Objective 2.1: Provide Resource Stewardship Opportunities on Private Lands. Objective 2.2: Target Natural Resource Needs to Maximize Benefits.
STRATEGIC GOAL 3: Ensure Commodities are Procured and Distributed Effectively and Efficiently to Increase Food Security	Objective 3.1: Enhance Procurement Practices for Commodity Purchases and Deliveries. Objective 3.2: Protect the Interests of Commodity Owners. Objective 3.3: Improve the Quality and Security of Commodities Purchased for Food Assistance Programs.
STRATEGIC GOAL 4: Accomplish Our Mission by Effectively Managing People and Service Capabilities	Objective 4.1: Invest in the Workforce. Objective 4.2: Increase Operational Effectiveness. Objective 4.3: Provide Consistently Outstanding and Equitable Customer Service.

B FSA Recognition Categories

The following table lists FSA recognition categories.

Category	Description
Heroism and Emergency Response Award	This award recognizes individuals and/or teams who performed acts of unusual selflessness or heroism.
Non-Supervisor of the Year Award	This award recognizes individuals who hold a nonsupervisory position and have demonstrated and contributed to the improvement of the quality and service of FSA.
Supervisor of the Year Award	This award recognizes individuals who hold a supervisory position and have demonstrated and contributed to the improvement of the quality and service of FSA.
FSA Lifetime Achievement Award	This award recognizes individuals who have 30 years or more of service in FSA and have demonstrated and contributed to the improvement of the quality and service of FSA.
FSA Newcomer or Novice Employee of the Year Award	This award recognizes individuals who have 5 years or less of service in FSA and have demonstrated and contributed to the improvement of the quality and service of FSA.
Community Service Award	This award recognizes individuals and/or teams who make significant contributions that benefit their local community.
*New Category	

USDA Strategic Goals and Objectives

Strategic Goal	Objectives - Accomplishments clearly demonstrate the objective(s) met.
<p>STRATEGIC GOAL 1: Ensure USDA programs are Delivered Efficiently, Effectively, with Integrity, and a Focus on Customer Service</p>	<p>Objective 1.1: Modernize information technology infrastructure, facilities, and support services to improve the customer experience. Objective 1.2: Maintain a High Performing Workforce through Employee Engagement and Empowerment. Objective 1.3: Remove obstacles in USDA programs by reducing regulatory burden and streamlining processes. Objective 1.4: Improve stewardship of resources and utilize data-driven analyses to maximize the return on investment.</p>
<p>STRATEGIC GOAL 2: Maximize the Ability of American Agricultural Producers to Prosper by Feeding and Clothing the World</p>	<p>Objective 2.1: Provide an effective financial safety net for farmers and ranchers to sustain economically viable agricultural production and support rural jobs and economic growth. Objective 2.2: Increase agricultural opportunities and support economic growth by creating new markets and supporting a competitive agricultural system. Objective 2.3: Protect agricultural health by preventing and mitigating the spread of agricultural pests and diseases.</p>
<p>STRATEGIC GOAL 3: Promote American Agricultural Products and Exports</p>	<p>Objective 3.1: Expand International Marketing Opportunities. Objective 3.2: Prevent or resolve barriers to trade that hinder U.S. food and agricultural exports. Objective 3.3: Build demand in developing countries through trade capacity building.</p>
<p>STRATEGIC GOAL 4: Facilitate Rural Prosperity and Economic Development</p>	<p>Objective 4.1: Expand rural business opportunity and rural quality of life with access to capital; improved infrastructure, broadband access, and connectivity; and support for workforce availability.</p>
<p>STRATEGIC GOAL 5: Strengthen the Stewardship of Private Lands through Technology and Research</p>	<p>Objective 5.1: Enhance conservation planning with science-based tools and information. Objective 5.2: Promote productive working lands. Objective 5.3: Enhance productive agricultural landscapes.</p>
<p>STRATEGIC GOAL 6: Ensure Productive and Sustainable Use of Our National Forest System Lands</p>	<p>Objective 6.1: Contribute to the Economic Health of Rural Communities through Use and Access Opportunities. Objective 6.2: Ensure Lands and Watersheds are Sustainable, Healthy, and Productive. Objective 6.3: Mitigate Wildfire Risk.</p>
<p>STRATEGIC GOAL 7: Provide all Americans Access to a Safe, Nutritious, and Secure Food Supply</p>	<p>Objective 7.1: Prevent Foodborne Illness and Protect Public Health. Objective 7.1: Provide access to safe and nutritious food for low-income people while supporting a pathway to self-sufficiency. Objective 7.2: Support and encourage healthy dietary choices through data driven, flexible, and customer-focused approaches.</p>

Selection Criteria for Tier 2, Under Secretary and Assistant Secretary Awards

Tier 2 awards will focus on the highest levels of accomplishments in support of USDA strategic goals and objectives. Following are the selection criteria:

- **Mission:** The extent to which the contribution/accomplishment achieves the specified strategic goal, objectives, strategies and, as applicable, the related human capital management methodology.
- **Outcomes:**
 - The extent to which the contribution/accomplishment aligns with the outcomes articulated in the strategic goals.
 - It demonstrates benefits to internal and external stakeholders.
- **Policy Development and Evidence Building:** The degree to which the contribution/accomplishment:
 - streamlines regulations and/or eliminates unnecessary regulations
 - removes regulatory obstacles to productivity, economic growth, or agricultural trade
 - implements and/or improves internal assessment capabilities
 - develops and tracks evidence-based measures
 - increases analytics capabilities
 - strengthens data-supported decision-making and future policy development.
- **Imitative and Ingenuity:**
 - In what manner the contribution/accomplishment substantially exceeds normal job expectations.
 - The ingenuity and/or resourcefulness demonstrated.
 - The degree to which the contribution/accomplishment establishes a model for the successful execution of similar undertakings throughout the Department.
- **Customer Experience:** The degree to which the contribution/accomplishment improves the end-to-end customer experience, for example:
 - decreasing the regulatory burden and reporting requirements
 - streamlines access to USDA programs and people
 - speeding up process for faster service and/or program delivery
 - obtaining ongoing tactical feedback and using this information to continuously improve the customer experience.

AD-2096, Administrator’s Awards for Service to Agriculture (Tier 1)

This form is available electronically.

AD-2096 (06-25-18)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Date Prepared
ADMINISTRATOR’S AWARDS FOR SERVICE TO AGRICULTURE (Tier 1)		

This award recognizes significant accomplishments in support of FSA’s strategic goals and objectives, FSA Recognition Categories, or USDA’s strategic goals and objectives. All FSA employees (including State Committee Members (STC) and County Office Committee (COC) members) are eligible for AASA. Awardees can be individual employees and/or teams.

PART A – GENERAL INFORMATION (Complete for all nominations)	
2. Name of Organization and Deputy Administrator/Office Director/Work Unit	3. Recognition Type (Check only “one” box) <input type="checkbox"/> Individual <input type="checkbox"/> Group (2-25)
4. Individual Nominee or Group Name	5. Period Covered (Month/Year only)

6. AWARD CRITERIA (Check only “one” box)

The accomplishment/contribution must have occurred within the timeline captured in the applicable PM Notice. Select the FSA strategic goals and objectives, FSA Recognition Categories, or USDA strategic goals and objective described in nomination. A separate nomination must be submitted for each criterion.

A. FSA Strategic Goals and Objectives

- (1) Provide a Financial Safety Net for America’s Farmers and Ranchers to Sustain Economically Viable Agricultural Production
- (2) Increase Stewardship of America’s Natural Resources while Enhancing the Environment
- (3) Ensure Commodities are Procured and Distributed Effectively and Efficiently to Increase Food Security
- (4) Accomplish Our Mission by Effectively Managing People and Service Capabilities

B. FSA Recognition Categories

- (1) Heroism and Emergency Response Award
- (2) Non-Supervisor of the Year Award
- (3) Supervisor of the Year Award
- (4) FSA Lifetime Achievement Award
- (5) FSA Newcomer or Novice Employee of the Year Award
- (6) Community Service Award

C. USDA Strategic Goals FSA Recognition Categories

- (1) Ensure USDA programs are Delivered Efficiently, Effectively, with Integrity and a Focus on Customer Service
- (2) Maximize the Ability of American Agricultural Producers to Prosper by Feeding and Clothing the World
- (3) Promote American Agricultural Products and Exports
- (4) Facilitate Rural Prosperity and Economic Development
- (5) Strengthen the Stewardship of Private Lands through Technology and Research
- (6) Ensure Productive and Sustainable Use of our National Forest System Lands
- (7) Provide all Americans access to a safe, nutritious, and secure food supply

7. Brief Summary of Accomplishments will be used for Certificate Citation. (25 words or less)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

AD-2096, Administrator's Awards for Service to Agriculture (Tier 1) (Continued)

AD-2096 (06-25-18)

Page 3 of 5

PART C – JUSTIFICATION FOR NOMINATION

Describe the actions, accomplishments, or contributions of the employee or team that supports or meet FSA's strategic goals and objectives, FSA Recognition Categories, or USDA strategic goals and objective checked in Item 6. (The description/justification should be no longer than 2 pages in length, using a size no smaller than 11 pt.)

1. Individual/Team Name
2. Justification

AD-2096, Administrator's Awards for Service to Agriculture (Tier 1) (Continued)

AD-2096 (06-25-18)

Page 4 of 5

PART C – JUSTIFICATION FOR NOMINATION (Continued)

Describe the actions, accomplishments, or contributions of the employee or team that supports or meet FSA's strategic goals and objectives, FSA Recognition Categories, or USDA strategic goals and objective checked in Item 6. (The description/justification should be no longer than 2 pages in length, using a size no smaller than 11 pt.

1. Individual/Team Name
2. Justification

AD-2096, Administrator’s Awards for Service to Agriculture (Tier 1) (Continued)

AD-2096 (06-25-18)

Page 5 of 5

PART D – CONTACT INFORMATION

Nominator (Person recommending this nomination):

1. Name	2. Organization and Deputy Administrator/Staff Office Director
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3. Work Mailing Address (Include physical address if WDC)

4. E-Mail Address	5. Daytime Number (Area Code)
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PART E – APPROVAL (REVIEW/CLEARANCES)

For all nominations, complete Items 1A through 3C below:

1A. Signature of Nominating Official	1B. Title	1C. Date
2A. Signature of Reviewing Official (Nominees Supervisor)	2B. Title	2C. Date
3A. Signature of Approving Official (Nominees Deputy Administrator/Director)	3B. Title	3C. Date

PART F – DISAPPROVAL JUSTIFICATION

Provide a justification that explains the disapproval reason(s) of the nomination.

2018 President's Volunteer Service Award (PVSA) and Call to Service Award

- **Criteria and/or Award Levels**

The council has established a specific number of hours an individual or group must serve with a qualifying organization, and makes the distinction of “young adult” for anyone 25 years of age or younger:

- **bronze PVSA**, employees must have served the following number of hours with a qualifying organization over the 12-month period:
 - young adults, 100 to 174 hours
 - adults, 100 to 249 hours
 - groups, 200 to 499 hours
- **silver PVSA**, employees must have served the following number of hours with a qualifying organization over the 12-month period:
 - young adults, 175 to 249 hours
 - adults, 250 to 499 hours
 - groups, 500 to 999 hours
- **gold PVSA**, employees must have served the following number of hours with a qualifying organization over the 12-month period:
 - young adults, 250 hours or more
 - adults, 500 hours or more
 - groups, 1000 hours or more
- **Call to Service Award**, employees must have served 4,000 hours or more of service with a qualifying organization over the employee's lifetime.
- **Certification**

All applicants will be required to have the nominee's Deputy Administrator or staff office director certify on the PVSA and Call to Service Award application that the number of hours for which they are claiming credit were served.

2018 President's Volunteer Service Award (PVSA) and Call to Service Award (Continued)

- **Recognition**

Each award recipient will receive an official PVSA pin, a personalized Certificate of Achievement, and a congratulatory letter from the President of the United States. In recognition of their efforts, and to represent their colleagues on their respective award categories, the following individuals will be invited to accept their certificates at the FSA Administrator's awards ceremony:

- Call to Service Award, the top 5 awardees with the highest number of hours served
- Gold PVSA, the 2 awardees with the highest number of hours served
- Silver PVSA, the awardee with the highest number of hours served
- Bronze PVSA, the awardee with the highest number of hours served.

- **Nomination Preparation**

Each nomination will consist of the application (page 3) that must be typed, signed, and scanned. Group applications require a separate, certified application for each group member. Additional attachments may be submitted to identify nominee's volunteer record. Late application submissions will not be accepted.

Notes: The service activity shall be listed in chronological order. Therefore, the ending date of the applicant's last service activity will be recorded as the applicant "Award Period Ending Date." The "Award Period Ending Date" will be displayed on the Certificate of Achievement.

The application (page 3) can be accessed from the FSA Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>. Click "Find Current Forms Using Our Form Number Search" and Enter "Notice PM-3007" in the "Form Number" box.

- **Submitting Nominations**

FSA employees shall submit all nominations to FFAS.PVSANominations@wdc.usda.gov, by Thursday, July 12, 2018.

2018 President's Volunteer Service Award (PVSA) and Call to Service Award (Continued)



President's Volunteer Service Award Application Form

Employee Name: _____
 (exactly as it should appear on the certificate)

Agency: _____
 (e.g., ARS, AMS, FSA)

Duty Station: _____

Office Telephone Number: _____

Volunteer Record:

Please identify the qualifying organization, activity performed, dates (mm/dd/yy – mm/dd/yy), and number of hours. Please attach additional sheets, as necessary.

Qualifying Organization and Activity (e.g., Girl Scout Council of The Nation's Capital, Scout Leader)	Dates (in chronological order)	Hours	Title of Verifying Official*	Signature of Verifying Official
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
Total Hours:		_____		

Certification:

I hereby certify that the information contained in this application is accurate, that the hours listed have not been credited toward a previous PVSA and, based upon my service record, I am eligible for the following award:

- Call to Service Award** (4,000 hours or more of volunteer service over a lifetime.)
- Gold Presidential Volunteer Service Award** (500 hours or more of service to qualifying organization over the consecutive 12-month period.)
- Silver Presidential Volunteer Service Award** (A minimum of 250 hours and a maximum of 499 hours of service to a qualifying organization over the consecutive 12-month period.)
- Bronze Presidential Volunteer Service Award** (A minimum of 100 hours and a maximum of 249 hours of service to a qualifying organization over the consecutive 12-month period.)
- I am 25 years of age or younger.

 Applicant's Signature

 Date

* The Verifying Official must be in a leadership position in the respective volunteer organization.