

Oklahoma FY2002 Civil Rights Awards

PURPOSE:

To recognize special achievement of NRCS employees in performance of EEO/CR duties exceeding their job requirements.

1. To demonstrate the value which management places upon all employees who actively and effectively contribute to Civil Rights.
2. To give recognition to those who excel in providing equal opportunity to others seeking employment or to others already with Federal Service.
3. To effectively give stimulus to the Civil Rights program by publicizing the superior accomplishments of the award recipients and the impact and positive effect these accomplishments have upon others seeking equal opportunity.

NOMINATION PROCEDURE:

1. Any NRCS employee or group (full-time, temporary full-time) in Oklahoma is eligible for this award, except members of the State Civil Rights Advisory Committee.
2. The nomination should be neatly typed describing the basis for the nomination. The nomination write-up must clearly document how the employee or group exceeds the EEO/CR element on their performance appraisal. The nomination should include your name, phone number, and phone number of the nominee, along with others that could verify or support your nomination.
3. The nominations are to be mailed to Joe Freeland, Chairman of the Civil Rights Advisory Committee by October 31, 2002, in an envelope marked "**TO BE OPENED BY ADDRESSEE ONLY**".
4. The Committee will review nominations and the selected individual(s) will be submitted to the State Conservationist for his consideration.
5. The State Conservationist or his designee will present the award.

ELECTION CRITERIA:

Criteria are based on quality of results, both on and off the job, as compared to accomplishments of others. The nomination write-up must clearly document how the employee or group exceeds the EEO/CR element on their performance appraisal. The selection committee will be the Oklahoma State Civil Rights Advisory Committee.

The selection criteria will be based on the following:

1. Motivating fellow employees through direct encouragement and assistance to develop their full potential and utilize their skills to maximum extent.
2. Demonstrating sensitive treatment of fellow employees, as well as the public.
3. Providing leadership and creative development in EEO/Civil Rights activities.
4. Unique efforts in recruiting qualified minorities and women.
5. Effectiveness of activities with educational institutions.
6. Providing leadership and encouragement in EEO/Civil Rights activities.
7. Providing effective counseling and guidance in EEO/Civil Rights activities.
8. Providing leadership in development and/or implementation of EEO/Civil Rights plans or activities.
9. Maintaining respect for all customers during NRCS program delivery.
10. Working with the community to advance EEO/Civil Rights.

Any other pertinent information not covered above should also be included.

TYPE OF AWARD:

- Certificate of Merit
- Monetary Award