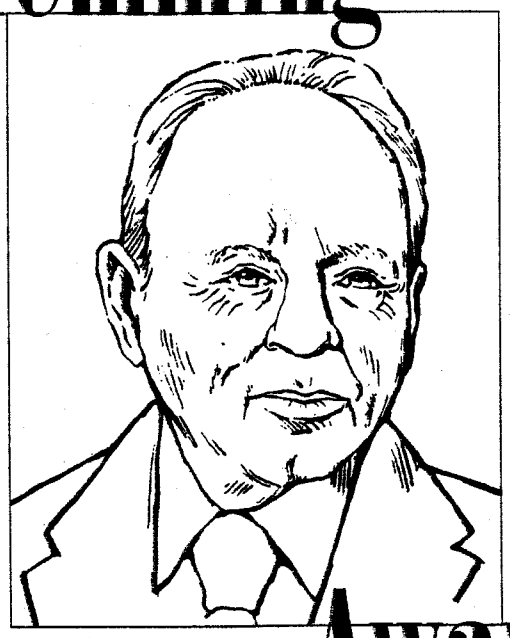
Arthur S. Flemming



Award

2002 AWARDS NOMINATION FORM

sponsored by

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

Attachment 1-4

FIFTY-FOURTH ANNUAL ARTHUR S. FLEMMING AWARDS PROGRAM

Presented By

THE GEORGE WASHINGTON UNIVERSITY

To Honor

OUTSTANDING MEN AND WOMEN

In The

FEDERAL GOVERNMENT

The George Washington University announces the Fifty-Fourth Annual Arthur S. Flemming Awards Program honoring outstanding men and women in the Federal Government in 2002.

Purpose of The Arthur S. Flemming Awards Program

The purpose of honoring outstanding men and women in the Federal Government each year is fourfold:

(1) to recognize those who have performed outstanding and meritorious work for the Federal Government;
(2) to encourage high standards of performance in the Federal Government;
(3) to enhance appreciation of our form of government and the opportunities and responsibilities that it presents; and
(4) to attract and retain outstanding persons to the Federal service.

Eligibility of Nominees

- Any career Federal employee of the Executive Branch as of December 31, 2002 of the United States Government or member of the uniformed services who has at least three but no more than fifteen years service as of December 31, 2002 is eligible for nomination for the Arthur S. Flemming Award.
- Similar employees of the Library of Congress, General Accounting Office, Office of the Capitol Architect, Government Printing Office, Administrative Office of the U.S. Courts, Smithsonian Institution, and Botanical Gardens are also eligible.
- A nominee may be an officer or employee in the department headquarters or field service throughout the world.
- Awards will be made to individual government employees who have made outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment achieved or completed during 2002. Individuals previously nominated but not selected for a Flemming Award may be renominated, subject to the eligibility criteria stated above.

General Information

Twelve separate awards will be made. Four awards will be made to individuals in the scientific or technical fields ("Scientific"), four to individuals in administrative or executive fields ("Administrative"), and four to individuals in information and technology fields ("Applied Science"). A nomination must be submitted in only one category (i.e., Scientific, Administrative, or Applied Science), even though duties may overlap two or more areas. Nominees should have demonstrated exceptional ability and superior performance during the year for which nomination is made, either in work undertaken during that year or in successful completion during that year of a task commenced in the prior year(s). Nominations for work undertaken entirely in, or completed in, prior years are not eligible. Nominees also should have demonstrated either a single, outstanding achievement, or a continuously superior level of performance over a period of time, as well as recognition through awards and publications (where appropriate, e.g. scientific endeavors). Nominees should also have an active participation in community activities (including professional activities where the purpose is not considered self-promoting) as a demonstration of a well-rounded lifestyle. Administrative nominees should have demonstrated exceptional ability in administration (i.e. personnel, finance, labor, or law). Scientific nominees should have demonstrated achievement that is considered to be pioneering, unique, and innovative with a break-though impact. Applied Science nominees should have demonstrated innovative uses in technology to address an important agency objective, including adapting commercial off-the-shelf technology to meet the agency's needs.

Award Selection and Presentation

Winners of the award will be chosen by a panel of distinguished, nationally prominent judges. Each award winner will receive a suitably engraved medal. Awards will be presented at the Arthur S. Flemming Awards Program in Washington, D.C. on June 5, 2003.

More Information

For more information or to request additional packets, please contact:

The Arthur S. Flemming Awards Program
The George Washington University
805 21st Street, N.W., Suite 601
Washington, DC 20052
phone (202) 994-6295 • facsimile (202) 994-6792
e-mail: flemming@www.gwu.edu
web: www.gwu.edu/~flemming

Preparation of Nominations

Each nomination must be accompanied by a citation of accomplishments (approximately 150 words in length) summarizing the work performed by the nominee which is to be considered for the Award. A citation must contain specific description of the nominee's work and achievements. Winners' citations will be used in press releases and in the commemorative brochure. Nominations that fail to include a citation will be considered incomplete..

- All nominations must be submitted with 20 copies on 8 1/2" x 11" paper.
- Two professional, portrait-style (head and shoulders only) 3" x 10" black-and-white photos should be included with each nominee's package.

Attachment 2-4

- The nomination must include the first (cover) page of the "Arthur S. Flemming Awards Nomination Form", completed in detail requested and bearing the *original signature* of the agency/department head or acting head who is approving the nomination. If it is not possible to use the actual first page, a substitute must be drafted in exactly the same way and contain all of the information requested, including an original signature (electronic signature is not acceptable).
- All information submitted in this nomination should be typewritten single-spaced with double spacing between paragraphs.
- The descriptions requested below should be completed on separate sheets of paper on one side only and should carry as a heading the abbreviated titles appearing at the beginning of each category.
- The George Washington University must be specifically notified of any facts which may not be released to the public news media.
- Special emphasis will be given by the Judges to the PROFESSIONAL ACHIEVEMENT of the Nominee.

Each nomination should include the following:

(1) **Federal Employment History:** A brief chronological review of the nominee's Federal employment indicating the number of years in each position and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work.

(2) **Professional Achievement:** A description of the nominee's *specific* accomplishment(s). This description should make clear the nature and significance of the achievement and the nominee's specific role. Include a statement of the extent of application of the nominee's achievement (i.e. affecting the function or mission of one facility or installation, an entire agency, or government wide).

Examples for Scientific, Administrative, and Applied Science categories might include, but are not limited to, the following:
- where appropriate, work that has realized significant cost-savings/avoidance;
- broad, lasting beneficial impact on the community at large, both national and international;
- if the nominee is a team member, irrefutable evidence of the nominee's leadership of and inspiration to fellow members of the team to achieve its goal(s). Nomination of individuals who are effectively doing the job for which they are paid will not be rated as highly (e.g. a program director may be appointed to the position based on past performance but in this capacity work only as a coordinator—exceptional leadership skills to achieve results must be demonstrated);
- wide recognition by community and peers.

Additional example for Scientific nominees:
- demonstrated achievement that is considered to be fundamental to the advancement of their field such that it is generally recognized as pioneering, unique, and innovative.

Additional examples for Administrative nominees:
- expert knowledge of resources and management principles and techniques, laws and regulations applicable to the administrative programs;
- demonstrated professional expertise and leadership in development of short and long range policy planning, strategic planning, and quality management.
- demonstrated outstanding leadership with group leaders and teams;
- expert ability to establish and maintain effective professional relationships with management and staff, coworkers, and personnel of other organizations in crosscutting policy areas;
- demonstrated evidence of successful problem-solving, conflict resolution, and performance-based recognition management decision-making;
- recognition within policy/programmatic area for effective leadership.

Additional examples for Applied Science nominees:
- demonstration of innovative uses of known scientific knowledge to develop technology that addresses an important agency objective, including application of commercial, off-the shelf technology in an innovative and new manner to meet the agency's needs.

(3) **Awards and Publications:** A list of any government or professional awards received and a list of any professional publications germane to the nominee's career objectives.

(4) **Community Involvement:** The nominee's significant community service whether within or outside of their professional field. Activities which have had an important impact on the community will be considered in the judgement process.

Arthur Sherwood Flemming, Ph.D.

Born: June 12, 1905

Died: September 7, 1996

Years	President	Description
1939-48	Roosevelt Truman	Member: U.S. Civil Service Commission
1942-45	Roosevelt; Truman	Member: War Manpower Commission; Chairman of the Labor Management Manpower Policy Committee
1947-49	Truman	Member: 1st Hoover Commission on Organization of the Executive Branch of Government
1948-53		President: Ohio-Wesleyan University
1950-64	Eisenhower; Kennedy; Johnson	Member: International Civil Service Advisory Board
1953-61	Eisenhower	President Eisenhower's Advisory Committee on Government Organization
1953-55	Eisenhower	Member: 2nd Hoover Commission
1953-57	Eisenhower	Director: Office of Defense Mobilization; also a member of the National Security Council and, by invitation of the President, participated in meetings of the Cabinet
1957-58		President: Ohio-Wesleyan University
1958-61	Eisenhower	Secretary: Department of Health, Education and Welfare
1961-68	Kennedy; Johnson	Member: National Advisory Committee on the Peace Corps
1961-68		President: University of Oregon
1964-69		President: Oregon Council of Churches
1965-68	Johnson	Member: President's Committee on Labor-Management Policy
1968-71		President: Macalester College
1968-69		President: National Council on Social Welfare
1969-70		President: American Council on Education
1973-78	Nixon; Ford; Carter	Commissioner: U.S. Commission on Aging
1974-82	Nixon; Ford; Carter; Reagan	Chairman: U.S. Commission on Civil Rights
1994	Clinton	Awarded Presidential Medal of Freedom
1996		Chairman: Citizen's Commission on Civil Rights
1996		Co-chair: S.O.S.(Save Our Security) Coalition
1996	Clinton	Member: Commission on Aging

Submission of Nominations

Nominations must be submitted by and have the signature approval of the agency head or acting head of the agency. **Nominations will not be considered without this approval.** Each agency or department may submit no more than two nominations per category.

Nominations must be received by The George Washington University NO LATER THAN 5:00 PM, MONDAY, MARCH 3, 2003. They should be submitted to:

The Arthur S. Flemming Awards Program
The George Washington University
805 21st Street, N.W., Suite 601
Washington, DC 20052

Checklist
- ❑ Completed Nomination Form
- ❑ Authorized Signature
- ❑ 150 Word Citation of Accomplishments
- ❑ Attachments
- ❑ Federal Employment History
- ❑ Professional Achievement
- ❑ Awards and Publications
- ❑ Community Involvement
- ❑ Two 8 x 10 Black-and-White Photographs

Attachment 3-4

Arthur S. Flemming Awards Nomination Form

PLEASE SUBMIT 20 COPIES ON 8 1/2" X 11" PAPER

Award to be considered for:
- ❑ Scientific Category
- ❑ Administrative Category
- ❑ Applied Science Category

PLEASE TYPE ALL INFORMATION

Full Name of Nominee _____

Date of Birth _____ Total Years of Federal Service _____

Present Home Address _____

Telephone: Home _____ Work _____

Employment Agency/Department _____

Agency/Department Mailing Address _____

Title of Current Position _____

Education (Institution, Degrees, Dates) _____

_____

_____

_____

The nomination must include a citation of approximately 150 words in length, describing the nominee's accomplishment(s). If the nominee is selected for the Award, this citation will be used by the George Washington University for immediate publication and will also be incorporated in the commemorative brochure that will be distributed at the Awards presentation and as promotional material. Failure to provide a citation will lead to disqualification of a nomination.

THE NOMINATION MUST BE SUBMITTED BY AND HAVE THE APPROVAL OF THE AGENCY/DEPARTMENT HEAD OR ACTING HEAD OR ACTING HEAD OF THE AGENCY/DEPARTMENT, WHOSE PERSONAL SIGNATURE IS REQUESTED BELOW.

I attest to all facts contained on this Nomination Form and give permission for the facts to be used for publication.

_____ Date

_____ Signature (Head/Acting Head of Agency/Department)

_____ Please Type Name

_____ Title

_____ Agency or Department Name

Nomination Deadline March 3, 2003

Return to:
Arthur S. Flemming Awards Program
The George Washington University
805 21st Street, N.W., Suite 601
Washington, DC 20052

This Form May Be Duplicated

Attachment 4-4

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