

**Call for Nominations for the**

**2004 AMS Administrator's**

**Manager and Non-Supervisory**

**Civil Rights Awards**

The Office of the Administrator, Agricultural Marketing Service, will give its Manager and Non-Supervisory Civil Rights Awards this year to recognize managers and employees who have contributed to the advancement of the Agency's EEO goals. Any AMS employee may submit a nomination for the Civil Rights Awards.

The awards will be presented before December 31, 2004, at a time and forum to be announced.

Do you know someone who might qualify? Then consider nominating that person for the **2004 AMS Administrator's Manager or Non-Supervisory Civil Rights Awards**. Let's show our appreciation to the fine AMS Managers and Non-Supervisory employees by recognizing their efforts to encourage and support EEO and diversity goals for employees within AMS.

The deadline for nominations is **November 15, 2004**. Please use the form provided. For more information, please call Ronald Branch, Deputy Director, Civil Rights Program, AMS, at (202) 720-4639. Thank you for your support!

## **PURPOSE**

To recognize non-supervisory employees and managers who have contributed to the advancement of the Agency's EEO goals. The overall EEO/CR Awards Program is administered by the Director of the Civil Rights Program for the Agricultural Marketing Service (AMS).

## **EEO GOALS**

- AMS will administer all phases of its employment and delivery of services in a nondiscriminatory manner.
- AMS is committed to diversifying its workforce.
- AMS will ensure equal opportunity throughout the agency.
- AMS will respect the civil rights of all employees, applicants, clients and customers.
- AMS will accommodate the needs of persons with disabilities.
- AMS will create a work environment that is free from discrimination and harassment.

## **POLICY**

The policy of the Agency is to:

- Establish and administer an awards program that supports and enhances Agency goals.
- Recognize non-supervisory employees and managers/supervisors who have demonstrated leadership or made a significant achievement in the furtherance of EEO/CR goals or performed noteworthy achievements in lowering EEO/CR complaint activity.

## **CATEGORY and ELIGIBILITY**

All AMS employees are eligible and the awards are presented annually in the following three categories:

1. Managers and supervisors - Individuals who are responsible for establishing performance standards and assigning a performance rating.
2. Employees - Individuals who are non-supervisory employees.
3. Groups - May include supervisory and non-supervisory employees.

## SELECTION CRITERIA

The awards recognize the contributions to AMS' EEO/CR goals through effective leadership, imagination, or innovation in extending equal opportunity within the Agency.

- Individuals or groups meeting the criteria for the respective categories may be nominated.

**a) Managers and Supervisors** – Positive EEO/CR results are achieved through effective management or supervision. Examples are as follows:

1. Implementation of suggestions that improve the work environment and/or enhance progress toward workforce diversity;
2. Special assistance in EEO/CR training activities;
3. Participation in work-related volunteer activities pertaining to EEO/CR;
4. Extra efforts to recruit under-represented groups; or,
5. Participation on EEO/CR committees and task groups that results in significant contributions.

**b) Employees** – The outstanding accomplishments should have advanced EEO/CR within the Agency. Examples are as follows:

1. Implementation of suggestions that improve the work environment and/or enhance progress toward workforce diversity;
2. Special assistance in EEO/CR training activities.

3. Participation in work-related volunteer activities pertaining to EEO/CR; or,
4. Extra efforts to recruit under-represented groups.

**c) Groups** - The outstanding accomplishments in support of EEO/CR goals should have included but not be limited to the following:

1. Perform activities that significantly enhance equal employment opportunity;
2. Achieve noteworthy EEO/CR accomplishments in their community or professional organizations;
3. Contribute to increasing the diversity of the workforce within their respective AMS Program;
4. Exceed milestones for improving participation of historically underserved populations in AMS Programs, service delivery or contracting activities.

## **NOMINATION RESPONSIBILITIES AND SELECTION PROCEDURES**

- **Employees** – are responsible for identifying and nominating employees with specific achievements that would qualify the nominees for an EEO/CR Award and for forwarding nominations, with any supporting data, through appropriate supervisory channels.
- **Deputy Administrators** – are responsible for ensuring that all employees are informed of the EEO/CR Awards Program, encouraging employee involvement and participation, and forwarding to the Director, Civil Rights Program, the nominations and supporting data.
- **Civil Rights Director** – is responsible for administering the EEO/CR Awards Program and establishing a panel to review the EEO/CR award nominations for eligibility and to make recommendations to the Administrator, as necessary.

# 2004 AMS Administrator's Manager/Non-Supervisory Civil Rights Award Nominations

1. In the space provided, state the special and noteworthy efforts made by the nominee to advance the Agency's EEO/CR goals. Do not attach more than one additional sheet.
2. Fill out the information on the form provided.
3. Completed nominations must be received by November 15, 2004. Please send nominations to: Ronald Branch, AMS Civil Rights Program, Room 3074-S, (the mailing address is: Agricultural Marketing Service, Room 3074-S, Stop 0206, 1400 Independence Ave., S.W., Washington, DC 20250-0206), or fax it to 202-690-0476.
4. Presentation of the awards will be made before December 31, 2004, at a time and forum to be announced.

## *Administrator's Equal Employment Opportunity/ Civil Rights Awards Nomination Form*

AWARD CATEGORY (please mark "X" in appropriate box)  Supervisory/Managerial       Non-Supervisory/Non-Managerial       Group

***Please include the following information for each individual nomination. Display the exact name to be shown on the award.***

NAME OF NOMINEE	TITLE
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PROGRAM LOCATION (include address)	<input type="checkbox"/> Headquarters	<input type="checkbox"/> Field
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TELEPHONE (include area code)	FAX	E-MAIL
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**JUSTIFICATION (State the selection criteria for Category I, II or III. Document the facts relevant to the selection.) DO NOT ATTACH MORE THAN ONE ADDITIONAL SHEET.**

NOMINATOR'S NAME	NOMINATOR'S TITLE
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PROGRAM/BRANCH/LOCATION
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SIGNATURE OF NOMINATOR	DATE
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TELEPHONE (include area code)	FAX	E-MAIL
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NAME OF SUPERVISOR	SIGNATURE OF SUPERVISOR
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