

Peer to Peer Award Nomination Form

1. Employee Name (Nominee) XXXXXX XXXXXX	2. Division/Branch Mission Support Division/Administrative Support Branch
3. Award Category: (Select Only One Per Nomination Form) <input type="checkbox"/> Houdini	4. Superior Performance, Recognition, and Impact: <i>(Describe and provide examples of superior performance, types of recognition, and what impact this person has made on the Branch, Division, and/or Mission)</i> XXXXXX XXXXXX is a workhorse in the logistics section. As the supply clerk, he manages the supply room, Cell phone and mobile devices contract, the FED-EX contract and the XEROX contract for the entire Region. He also does the supply and equipment spend plan annually. His performance is constantly praised by his peers for reliability and excellence in service. XXXXXX was recognized by Joe Hooton, GS-15, with a 4hour Time Off Award for his creativity and empathetic support to Region personnel. Mr. Hooton praised XXXXXX for his knowledge and keen awareness of the needs of the employees, which led to the purchase of device chargers containing 2 USB ports. This small attention to detail led to the staff's ability to charge multiple devices concurrently and reduced the need to stock additional charging devices in the supply room, resulting in direct cost savings and indirect savings in labor and space utilization.

5. Leadership and Efforts toward Self Development *(Include examples of Leadership & how the Nominee is working to improve themselves, i.e. college courses, Leadership Programs, rotations, etc.)*

XXXXXX consistently seeks opportunities to improve his job knowledge and improve logistics efficiencies. His behind the scenes work has proven pivotal to the Region's success. When Region 6 was tasked as the first Region to transition from Blackberries to iPhones, XXXXXX accepted this task without wavering. This tasker fell square on his shoulders. XXXXXX single handedly notified personnel received and issued over 250 devices in 45 days. He also led the charge to order more robust device holders to ensure the protection of the new iPhones, potentially saving the Region thousands of dollars replacing damaged devices. This Lion's effort met FEMA HQ's test requirements and transitioned Region 6 to a more reliable and secure communication platform.

XXXXXX also stepped up to assist the inventory management team to complete a tumultuous annual inventory for 2016. During this time, the Region was working 5 disasters simultaneously. Accounting for accountable property was a nightmare due to over 70% of Region 6 personnel being deployed. XXXXXX's contribution greatly contributed to the team meeting higher headquarter requirements and resulted in a 98% inventory accountability rate for over ten thousand accountable items.

6. Other (What other activities does the Nominee participate in, either within the Agency and/or the community, i.e. working groups, volunteering)

XXXXXX spearheads the “Adopt an Angel” project annually. His compassionate effort leads to a better end of life experience for elderly people in a local retirement home.

Please submit your nomination to Timothy.Lewis@fema.dhs.gov

7. Nominated by (Optional):

Date: Robert Austin

8. Reviewed by EA:

Date:

9. Eligibility Verification:

Date: