1. For a Nomination to be considered:
   - A completed Nomination Form must be completed and submitted to the Employees Association (EA)
     i. The forms are Attached Electronically on this email.
     ii. Request forms by email: Timothy.Lewis@fema.dhs.gov
   - Forms(click on hyperlink):
     i. For Individual Award
     ii. For a Team Award
     iii. For the Mentor Award
   - **Must be submitted no later than September 8, 2017!**

2. **Nomination Factors** –
   Each nomination for awards A through D should address the following factors:

   - **Superior Performance** - Describe accomplishments or sustained quality of performance, which is clearly beyond normal job expectations. Describe the manner and extent to which normal job expectations are exceeded. Provide examples of unusual amounts of work completed, exceptional quality, and demonstration of extraordinary resourcefulness, imagination or ingenuity where relevant.

   - **Recognition** - Describe all forms of recognition given to the nominee. Include any special awards such as “You ROCK!” awards, sustained superior performance, election to an office, honorary membership, etc. It is not necessary that examples of recognition be limited only to the past year. Please specify, therefore, the timing of any items described in this section.

   - **Impact** - Describe how the nominee has made an impact, whether it is on an individual level, program, agency, or national level, to include but not limited to other government agencies, or the community at large. Provide specific examples on how, and to what extent performance has a direct impact on nominee’s own job assignment or on other activities in your Branch/Division.

   - **Leadership and Efforts toward Self-Development** – Describe how the nominee exhibits leadership: demonstrates ethical behavior, energizes and engages staff, etc. Include examples, as applicable, of how the nominee has improved organization performance, workplace relations, customer service, adding value to the Agency Mission, goals, and/or services.

   Describe self-development activities the nominee has pursued on his/her own initiative or own time and while employed full-time in the Federal Government. For example, participation in a Leadership Program, a Rotation in another Division, online courses or higher learning pursuits.
Subjective Information – Describe other reasons why the nominee should win the award. Perhaps it is because he/she is willing to drop their work to help you complete a project or perhaps this person’s behavior/attitude improves the workplace. Maybe you don’t know what their job is but this person has made an impression on you based on their behavior, actions, and/or words. How does this person make your job easier or more enjoyable? Include outside activities too, for example active in their church, volunteer agencies, volunteer to help with events such as Keep Denton Beautiful. How does this person make their community better?

3. Award Categories –
This information will assist with selecting the award that best fits the nominee. NOTE: An individual may receive multiple nominations in a variety of categories but is only eligible to win one award. The award categories are as follows:

A. Leading by Example -
   - For the person who goes above and beyond to make the workplace enjoyable by creating a healthy work environment; demonstrating fair, equitable treatment, accountability, and advocacy for staff.
   - Demonstrates leadership in various circumstances such as in the workplace, cross regional, in the community, and works with all staff to accomplish tasks.

B. Guiding Light –
   - For the person who works with individuals and teams to complete the mission. For those who provide forecasting, statistics, guidance, and cheerlead the positive work of staff.

C. Houdini Award -
   - For the person whom does all of the “magic” that make this Agency and its programs work seamlessly. Who can be counted on to work day or night, under pressure, tirelessly, sometimes with both hands tied behind their back to see that our customers and The Beast, aka HQ, is appropriately informed.

D. Grace Under Pressure -
   - For the person who exemplifies professionalism, courtesy, and customer service to FEMA Staff, general public and external partners. Generally considered the face and “voice” of FEMA during peacetime, these professionals keep R6 moving in a positive direction. At the same time, assure individuals are paid and are able to travel when necessary.

E. Unsung Hero –
   - For the person who “keeps the home fires burning” so those who must be deployed to the field will come home to an up to date, comfortable, and satisfying workplace. This person may be the first person here, the last person to leave, pursues projects/activities to better the work environment for staff, save the taxpayers money, and/or makes life for staff better.
   - This person does NOT deploy but rather remains in the Regional Office.

F. Team or Working Group Awards –
This award recognizes a team or work group for a significant contribution to the Agency Mission and public service using the shared skills and experience of team members. Team characteristics demonstrate Shared Values, Mutual Trust, Common Vision, Complementary Skills, Innovation and Creativity toward meeting Team objectives. Teams or Working Groups are cross-functional & self-driven.

Nomination Instructions – Include information on how the team or work group achieved one or more of the following:

- Operates under a Common Vision/Unified Action Plan
- Development of new and innovative ideas, which resulted in improved overall job effectiveness and performance.
- Performance aided in accomplishment of Agency Mission, goals or services.
- Promotion of creativity and risk-taking resulting in a wide range of accomplishments.
- Commitment to partnership, collaboration, team effectiveness and team building. Enhancement of public service image or a special act or service in the public interest other than responsibility to own organization.
- Establishment and practice empowerment

G. Mentor Award – Has someone in Region 6 helped you excel, succeed or fit in? We are proud to provide you with a way to honor them and recognize their contributions to your success. This award is for any staff member who serves as a Mentor to another staff member. Mentoring relationships may be formal (i.e. mentors for the FEMA Future Leader Program) or informal (i.e. mentors who work with staff to teach them about various programs). Please nominate your mentor by explaining how they inspired you to:

  - Organize a positive work environment;
  - Develop your talents;
  - Serve as an advocate and guide in administrative, organizational and professional matters;
  - Be a successful role model;
  - Be a "Friend" – to show concern, compassion for your co-workers, and/or fellow employees
  - Helps a new employee acclimate to the Denton area, introducing to other staff across the Region.

4. Submission of Nomination:
   Please email the complete package to Timothy.Lewis@fema.dhs.gov

5. Awards Ceremony:
   - Recognition of nominees will be made on before the Awards Ceremony, October 4, 2017.
   - Overall category winners will be announced at the Peer to Peer Awards on October 4, 2017.
   - The awards will be presented by the EA and the Regional Administrator.
   - Winners and nominees will be featured in On the Loop and FEMA Weekly, if possible.