

United States Department of Agriculture
Research, Education, and Economics

ARS □ ERS □ NASS □ NIFA

Bulletin

Title: ARS Employee Recognition Program **ARS-ALL**

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This bulletin provides the procedures and parameters for the ARS Employee Recognition Programs for fiscal years (FY) 2015 -2016

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1. Purpose

This bulletin provides the standard operating procedures for the Agricultural Research Service (ARS), award programs also referred to as special act awards, and the ARS StARS peer-to-peer recognition program.

2. Background

The ARS awards programs reward and recognize employees for their performance, contributions, and achievements in support of the ARS mission and goals. The ARS Employee Recognition Programs (AERP) include nine different awards:

- Science Hall of Fame (HOF)
- Scientist of the Year (SOTY)
- Technology Transfer Award (TT)
- Outreach, Diversity, and Equal Opportunity Award (ODEO)
- Office Professional of the Year Award (OPY)
- Research Leadership and Center Directorship Award (RLCD)
- Location and Administrative Staff Award (LAS)
- Scientific Support Award (SS)
- Administrative and Program Management Awards (APM)

The winners of these programs will formally be recognized at the Agency's annual award ceremony in September of each year by receiving a plaque and a monetary award (excluding the HOF winners).

The ARS programs allow for the Agency to reinvigorate its awards portfolio and create a recognition program that is more meaningful and all-inclusive. In that regard, all positions within ARS are eligible for at least one of the categorical awards. Furthermore, the program enables the Agency to recognize their employees within the same year of their nominations.

The goal of the ARS' awards program is to foster mission accomplishment by recognizing excellence. ARS employees provide invaluable contributions to the mission of the Agency. Supervisors and managers are encouraged to consider the full range of the ARS incentive awards program, which includes honorary awards, time-off awards, extra effort awards, spot awards, and non-monetary awards to recognize employees' who do not meet the Agency's award criteria.

3. References

This bulletin must be applied in conjunction with:

- Title 5, United States Code (U.S.C), Chapter 45 – Incentive Awards;
- 5 U.S.C. 2301 – Merit System Principles
- Title 5, Code of Federal Regulations (CFR), Part 451 – Awards;
- 5 CFR Part 430 – Performance Management
- Departmental Regulation (DR) 4040-451-1

4. Policy

It is the Department of Agriculture’s (USDA) policy to establish an Employee Awards and Recognition Program, herein “Program” to recognize organizational, individual, and group performance that exceeds performance and/or public service expectations, especially that which contributes to the core values, mission, and goals of the Department. Actual awards and recognition will be commensurate with the purpose and intent of the award granted, provide for special acknowledgement of the accomplishments, and given as close to the time of achievements as possible. The Program will be administered in accordance with the principles set forth in 5 U.S.C. 2301 – Merit System Principles and the provisions of the DR 4040-451-1.

5. Responsibilities

- a. The ARS Administrator is responsible for:
 1. Ensuring the establishment of a fair and inclusive employee recognition program; and
 2. Serving as the deciding official for all Agency-level recognition.
- b. The Human Resources Division (HRD), Performance and Awards Staff (PAS), is responsible for:
 1. Issuing Agency-level policy and procedures to maintain an effective awards and recognition program within the organization;
 2. Administering the Program in accordance with Federal and Departmental regulations;
 3. Informing employees of recognition policies and procedures;

4. Conducting annual reviews to ensure appropriate use of the Program; and
 5. Managing the Agency's awards budget;
- c. The Area Directors, Headquarters Staff Office Director, and the Deputy Administrator for Administrative and Financial Management (AFM) are responsible for:
1. Establishing an awards program in their own jurisdiction that's parallel and aligns with the overarching ARS recognition program (Areas Only);
 2. Overseeing internal awards program and selection process by ensuring fairness, equity and compliance of Agency policies and procedures;
 3. Reviewing nominations to ensure that recognition is merited, appropriately justified, linked to and commensurate with the contribution and/or accomplishment; and
 4. Selecting and submitting nominations to HRD for timely recognition.
- d. Managers and Supervisors are responsible for:
1. Adhering to internal procedures set by your Area Office, Headquarters Staff Office Director, or Deputy Administrator.

6. Awards and Recognition Criteria

a. General Guidelines

1. Selection Procedures. All awards must be approved within delegated levels of authority.

Agency Level – All nominations will be reviewed by a diverse awards committee and recommendations will be provided to the ARS Administrator for final approval. The Administrator is allowed to use sole discretion in selecting the winners of the Agency Level Program.

Area or Staff Office Level – The Area Director, Staff Office Director, and Deputy Administrator for AFM have the sole discretion on which nominations to select; and will submit one nomination for each award program and category (where applicable) for consideration at the Agency Level.

NOTE: Submitted nominations must remain in nominee status until the Agency review and decision process is completed. Areas should refrain from announcing or holding Area award ceremonies until a final decision has been made by the Administrator. Agency winners will be recognized and compensated by Headquarters. Areas will receive notification from Headquarters of the Agency winners. Upon receipt of the notification, Areas should proceed with recognizing

and compensating the Area winners.

2. Submissions. Area Directors, Staff Office Directors, and the Deputy Administrator for AFM must submit no more than one nomination per program or category (where applicable) from their organization to HRD, PAS no later than close of business (COB), the last **Friday of February**, annually.
3. Eligibility. All ARS employees are eligible as deemed appropriate by the specific awards program criteria. All nominees must have sustained performance at the Fully Successful level or above and be free of any employee relations, civil rights, or Equal Employment Opportunity violations (After nominations are received, HRD will confirm that no violations, or claim(s) against nominees, exist or are pending).
4. Selection Criteria. All nominations must address the associated selection criteria for the respective award program. (See additional nomination criteria and guidelines attached to the call for nominations, for each award program).
5. Awards Justifications. All awards and recognition require written justifications no more than three pages in length (excluding nomination form) to support the accomplishments being recognized and must be completed on the appropriate award nomination form (See Appendix B).
6. Confidentiality of Award Nominations. Documentation supporting recommendations for recognition is confidential information and is available only to those involved in the award decision process and to other officials on a need-to-know basis. As a rule, recommendations are not to be discussed with nominees or with anyone not involved in the decision process until the award has been approved within the appropriate chain of command.

b. Awards Programs and Criteria

1. Science Hall of Fame Program

Nominations may be submitted for former ARS scientists who retired or left ARS within the past 10 years. Current employees must be retirement eligible. A nomination may not be submitted more than twice in three consecutive years. ARS scientists that have also served in program leadership and executive positions may be nominated based upon their personal science contributions and scientific stature. Scientists who are deceased may be nominated and recognized posthumously. Group nominations will not be accepted.

Nominations must address the five criterions below:

- Outstanding Science – original science discovery and contribution reflecting high levels of creativity and innovation.

- Impact on Agriculture – by developing a solution to a significant agricultural problem through research; application of science for beneficial outcome.
- Impact on Research – science accomplishments and stature that continue to lead or influence the direction of the agricultural research community and/or influence the development of science-based agriculture policy.
- Recognition to ARS – achievements that have brought major recognition and credibility to ARS and/or USDA.
- National and/or International Recognition – by his/her peers in the scientific community, including external award recognition.

Additionally, nominations may address the following:

- Continued Professional Service – post retirement professional activities including serving as a role model or mentor for other scientists.

Any ARS employee may submit a nomination for a scientist. Nominations must fully support the accomplishments, achievements, and impact of the scientist. Letters of reference will not be accepted.

2. Scientist of the Year Award Program

Nominations may be submitted for Category 1, Research Scientists; and Category 4, Service Scientist, for both Senior and Early Career Scientist of the Year categories. Nominations may be submitted for early career scientists who began their permanent scientific career with ARS within the last five years and have completed their highest degree within the last 10 years. Nominations may be submitted for senior scientists who have been in a permanent scientist position with ARS for more than five years. Cutoff of eligibility will be the last day in February of the year nominated. Group nominations will not be accepted. Employee must have been employed by ARS at the time of nomination.

Nominations should address the applicable category criteria:

Senior Scientists:

- Sustained research productivity.
- Impact on science and technology.
- Recognized scientific leadership where personal technology expertise is used to guide, lead, or influence the research efforts of other scientists.

- Development of other scientists – cooperating, counseling, or extending a helping hand, particularly to younger scientists as contrasted to only furthering one’s own career.

Early Career Scientists:

The individual selected as the ARS winner will be referred to as the Herbert L. Rothbart Outstanding Early Career Scientist of the Year.

- Impact of at least one contribution of major impact, or one with potential for major impact on science and technology.
- Internal and/or external research collaborations and work with others.
- Partnerships with industry, stakeholders and/or customers.
- Commitment to community service, as demonstrated through scientific leadership, education, or community outreach.

Each selection criteria must be addressed. Nominations must fully support the accomplishments, achievements, and impact of the scientist. If the scientist shared in an accomplishment, the scientist’s role should be clearly specified.

The nomination of the Herbert L. Rothbart Outstanding Early Career Scientist of the Year is forwarded as the ARS nomination for the Presidential Early Career Awards for Scientists and Engineers (PECASE) competition. Nominees must be employed by ARS at the time of selection/confirmation from the Office of Science and Technology policy, in order to be designated as the PECASE winner.

3. Technology Transfer Award Program

Nominations may be submitted for any ARS employee or group who has played a significant role in transferring ARS technology to the public. Group nominations may include persons from other Federal and non-Federal agencies, but must include an ARS scientist. Members of nominated groups must include only persons who have significantly contributed to the technology being recognized. Employee(s) must have been employed by ARS at the time of nomination.

The technology or product developed by an individual or group, must be commercially available, or must have been adopted and widely used by farmers, consumers, or other ARS customers.

Demonstrated impact of the transferred technology is the most important aspect of the nomination, and must be clearly stated in the justification. Examples include number of users or producers using the technology, actual dollars saved or earned, problem or solution resulting from adoption or use of this technology

(should already have occurred), impact on a particular industry, etc. Public and environmental benefits must be clearly identified.

Nominations must demonstrate all of the following criteria:

- The individual or group has demonstrated uncommon creativity, initiative, and/or perseverance in transferring the technology, i.e., the nominee's involvement in the technology transfer process was active rather than passive. Demonstrate how active the nominee was in gaining adoption and transfer of the technology.
- The method or process used was particularly effective for the specific technology and clientele involved, e.g., Cooperative Research and Development Agreements (CRADAs), other types of cooperative agreements, patents and licensing, novel information dissemination techniques, releasing public varieties (must show how the researcher gained industry/commercial adoption of the variety) demonstration sites, field days, etc.
- Significant positive impact (commercial, environmental, food safety, etc.) of the technology transferred must have occurred within the past three years.
- The technology must have been adopted by customers or users outside of ARS. Plant varieties may also be nominated (strongly encouraged), but significant public impact of the variety should have occurred within the past three years.

Statements that technology transfer will occur, or that a technology may, could, should, or will potentially have an impact in the future, are insufficient documentation of successful technology transfer. Certain formal technology transfer tools such as CRADAs, other research agreements, patents, and licenses are often important to the technology transfer process; however, they do not in and of themselves demonstrate successful technology transfer, unless they result in a new product being sold or the public use of a new technology.

4. Outreach, Diversity, and Equal Opportunity Award

Nominations may be submitted for any ARS individual or group in the category of Supervisory and Non-Supervisory who has proactively excelled in promoting and/or supporting and achieving outreach, workforce diversity, and equal employment opportunity objectives and goals, and/or a commitment or awareness to workforce diversity (the primary outcome/ impact must be within the past year; however the supporting factors could be within three to five years). Group nominations should include only those members who played a significant role in the accomplishment of the group and may include persons from other ARS units,

Federal agencies, and non-Federal persons. Employee(s) must have been employed by ARS at the time of nomination.

Nominations must demonstrate all of the following criteria:

- An outstanding achievement, accomplishment, or contribution that enhanced outreach, workforce diversity, and equal employment opportunity. The significance of the achievement, as well as the results, impact and/or outcome (i.e., savings, new policy, improvements, proactive resolution/avoidance of complaints, etc.).
- Identify the scope and breadth of achievement, and who was impacted by the achievement, i.e., ARS, the Department, or other organizations or persons.
- Clearly define how the achievement was an outcome of outstanding leadership, skill, ability, or creativity.

5. Office Professional of the Year

Nominations may be submitted for any ARS employee in a secretarial, clerical or office support position to include the following series: 0303, 0312, 0318, 0322, or 0326. Employee must have been employed by ARS at the time of nomination. Group nominations will not be accepted.

Nominations must (a) demonstrate achievements well beyond normal job performance during the past year, and (b) indicate how work performed has substantially improved the operation of an organizational unit. The following are examples of possible achievements:

- **Organizational Achievement:** Employee takes the initiative to successfully reorganize office procedures, improve filing or other systems, master or promote use of new office equipment, etc. Achievement should include any activity that results in improved productivity within the work unit.
- **Skill Advancement:** Employee takes the initiative to substantially improve or acquire skills beyond job qualifications, either through individual educational pursuits or taking the lead in the enhancement of office-wide business practices or procedures. Achievement should include any personal activity that the results of which are taught or shared with the work unit.
- **Person-to-Person Relationships:** Employee sets an example for others by establishing exceptional inter- and intra-unit working relationships that assist a unit in accomplishing its mission, by training co-workers and

others, and by promoting teamwork.

Achievements or accomplishments may be demonstrated in other ways.

6. Research Leadership and Center Directorship Award

Nominations may be submitted for any ARS employee who serves in a position of Center Director or Research Leader. Employee must have been employed by ARS at the time of nomination. Group nominations will not be accepted.

Nominees must demonstrate (and nominations must document) at least two of the following criteria:

- Exhibited innovative and proactive leadership of research unit resulting in improved research productivity, impact, and recognition for individual, team and unit accomplishments.
- Created a shared vision and influenced and motivated others to translate that vision into action.
- Developed coalitions internally and with customers and stakeholders to achieve common goal.
- Managed human, financial, and information resources effectively and efficiently.

Nominations must address the appropriate selection criteria and fully support the accomplishments, achievements, and impact of the location support staff member. Clearly provide examples and information on the achievements of the individual, and the outcome/impact.

7. Location and Administrative Staff Award

Nominations may be submitted for any ARS location employee in a non-scientific position to include *general schedule* or *wage grade*. Employee must have been employed by ARS at the time of nomination. Group nominations will not be accepted.

Nominations must address at least one of the following categories (Administrative or Support Services, Communication, etc.) and two or more of the criteria shown within the category. Nominations must demonstrate achievements reflecting the chosen criteria, and indicate how the work performed within the criteria has substantially improved the operation of the organization:

- Administrative or Support Services:

- Excellent customer service delivery
- Outstanding support of administrative activities
- Seamlessly assisted others no matter how difficult the task, which fostered an excellent work environment for all
- Innovation, Cost Savings, and Adaptation:
 - Instrumental in developing and implementing innovative systems, procedures, and/or techniques that reduced costs, eliminated redundancy, and/or contributed significantly to quality service to customers
 - Conceived innovative approaches to business services, procedures or processes that provided a positive impact to the Unit/Area/Agency
- Communication:
 - Established cooperative approaches for resources sharing
 - Effective at outreach to and/or acclimating national and international customers
 - Outstanding liaison activity coordination, and/or communication with partners and clients.

8. Scientific Support Award

Nominations may be submitted for Support Scientists (Category 3) and Technicians (Category 7) who are in permanent service positions with ARS. Employees must have been employed by ARS at the time of nomination. Group nominations will not be accepted.

Nominations must meet at least two or more of the following criteria:

- Outstanding implementation, management, and/or data summarization of field/laboratory activities that significantly contribute to a research project.
- Cooperated, counseled, mentored, trained, or extended a helping hand to other support scientists, technicians and/or scientists.
- Improved efficiency, effectiveness, and/or economy of programs, operations, or processes.
- Improved or significantly contributed to improving intra-unit or Agency communications or relationships that facilitate the accomplishment of work within the unit or Agency.

- Significantly contributed to the research goal(s) or objective(s) of the project and/or research team.

Nominations must fully support the accomplishments, achievements, and impact of the support scientist/technician. Clearly provide examples and information on the achievements of the individual, and if possible, the outcome/impact.

9. Administrative and Program Management Awards

Nominations may be submitted for any ARS Headquarters, AFM, or Area Office employee. An employee may be supervisory or non-supervisory. Individual and group nominations will be accepted. Group nominations should include only those members who played a significant role in the accomplishment of the group and may include persons from other ARS units, Federal agencies, and non-Federal persons. Senior Executive Service (SES) supervisors or managers may be recognized as a group member, but may not receive monetary recognition. Employee(s) must have been employed by ARS at the time of nomination.

Recognizing the diversity of the various administrative and program management support functions and the importance of Headquarters, AFM, and Area Offices in support of scientific agricultural research; awards can be given in the following categories:

- Category 1 - Leadership and Management
- Category 2 - Customer Service and Technical Expertise
- Category 3 - Communication
- Category 4 - Innovation, Cost Savings, and Adaptation

Area Offices may submit **one** nomination for Agency award consideration for each category.

Category 1 – Leadership and Management

This category focuses on recognizing individuals who, through performance of their job responsibilities or under challenging or exceptional circumstances, display exceptional leadership.

Nominations must demonstrate achievement well beyond normal job performance and address two or more of the below criteria (Excellent Communication, Stellar Character, etc.). Bullet points after each criterion are meant to show examples and further develop the criteria:

- Excellent Communication
 - Employed communication to empower colleagues or employees;
 - Provided employees or colleagues with vision, created a shared

- understanding of vision;
 - Created and shared an understanding of how colleagues or employees fit in the overall mission of ARS, and/or
 - Relayed context and imparted meaning and significance to the job, project, or mission at hand.
- Stellar Character
 - Is approachable and open to input and new ideas;
 - Inspired colleagues or staff through positive outlook, work ethic, and leading by example; and/or
 - Displayed identifiable positive personal vision or work ethic.
- Results Driven
 - Gained and cultivated appropriate partners to meet the task, project, or mission;
 - Leveraged others' ideas while being inclusive and giving credit;
 - Creatively pursued novel solution, serves as a problem-solver even under challenging situations, and/or
 - Focused and passionate about the task, project, or mission.
- People Centric
 - Mentor peers or employees;
 - Helped others develop either formally or informally;
 - Encouraged and inspired excellence in others, and/or
 - Encouraged and strived for a diverse group, team, or organization.

Category 2 – Customer Service and Technical Expertise

This category focuses on recognizing individuals who, through performance of their job responsibilities, deliver exceptional customer service to internal/external customers and/or have made an outstanding impact on the mission of our organization through their technical expertise.

Nominations must demonstrate achievement well beyond normal job performance and address one of the below criteria. Bulleted points below each criterion are meant to show examples and further develop the criteria:

- Customer Service

- Demonstrated outstanding customer service, flexibility, and personal attention to develop and maintain relationships with customers;
 - Solved customer service problems/concerns quickly and innovatively;
 - Outstanding liaison, coordination of activities, and/or communications with partners and clients; and/or
 - Engaged a sense of personal and professional pride to provide excellent customer service by being courteous and helpful, keeping it simple, closing the loop, being transparent, and being efficient.
- Technical Expertise
 - Improved the quality of an ARS product or service;
 - Developed new ways of doing business that benefit internal/external customers and stakeholder;
 - Improved efficiency, effectiveness, and/or economy of programs, operations, or processes;
 - Outstanding support, leadership, and/or administration of a program, study, project, or other administrative activity that enabled ARS to successfully pursue its mission and goals; and/or
 - Improved intra-unit or agency relationships that facilitated the accomplishment of work within the unit or Agency.

Category 3 – Communication

This category recognizes individuals who effectively utilize communication strategies to further ARS organizational goals through improved communication, resource sharing, training/outreach, and/or innovation.

Nominations must demonstrate achievement well beyond normal job performance and address two or more of the below criteria (Improved Communication, Resource Sharing, etc.). Bulleted points after each criterion are meant to show examples and further develop the criteria:

- Improved Communication
 - Completed a superior overhaul of written, verbal, or electronic communication practices;
 - Clearly written directives were well received and relevant to the target audience within or outside USDA;
 - Evidence of improved, complete, and accurate responses that resulted in reduced operating costs;
 - Message layout and design reconstruction illuminated, enhanced, and promoted mission goals; and/or
 - Proof of proficient reporting, broadcast through networking and

telecommunications.

- Resource Sharing
 - Used effective, strategic communication tools to identify and combine groups requiring similar essential resources among libraries;
 - Streamlined operational procedures;
 - Launched exceptional inter- and intra-location communication methods to promote teamwork, enhance productivity and gain positive results; and/or
 - Reduced or improved resources and activities for sharing information.

- Training/Outreach
 - Evidence of effective modernization of publications, community guides, magazines, or newsletters, adapted to national and international customers;
 - Superior use of plain language and clear organization of content;
 - Significantly improved accessibility;
 - Made information more readily available to customers within or outside ARS, including Stakeholders; and/or
 - Promoted and improved programs and activities through communication activities.

- Innovation
 - Accomplished use of social media and state of the art technologies (e.g., graphics, websites, electronic-Blogs, mobile Apps, and/or online newsletters);
 - Evidence of significant contributions and impact results demonstrated through increased program effectiveness; and/or
 - Developed new and innovative communication mechanisms or activities.

Category 4 – Innovation, Cost Savings, and Adaptation

This category recognizes individuals who have improved efficiency, productivity and cost effectiveness; while maintaining or improving quality, increasing services to customers, eliminating waste, and complying with required procedures and standards.

Nominations must demonstrate achievement well beyond normal job performance and address two or more of the below bullet points listed under either *New Innovations* or *Innovations to existing programs*:

- New Innovations, Cost-Savings, or Adaptations
 - Identified and/or implemented an innovation which increased service availability to our customers to address a previously unmet need;
 - Took a proactive or innovative approach to resolving financial or other challenges;
 - Developed new innovations that increased “quality” in the subject matter of expertise that benefits the organization; and/or
 - Created new, innovative, cost-effective methods for performing day-to-day operations for a more efficient way of doing business (e.g. a reduction in time/manpower used to produce a work product).

- Innovations, Cost Savings, or Adaptation of an existing procedure, service, program or initiative
 - Identified and improved the efficiency, effectiveness, and/or economy of a practice, policy, process, service or program by developing and implementing an innovation or adaptation that increased the quality of a work product (such as, but not limited to, a reduction in processing time or an increase in accuracy rates); and/or
 - Initiated or managed a project or program that reduced costs or allowed for re-direction of resources

10. StARS Peer to Peer Awards Program

StARS is an informal peer recognition program designed to give employees a way to recognize anyone in ARS for exemplifying the best in USDA; a nomination shows appreciation for something done above and beyond regular business.

Nominations can be submitted via the ARS intranet at:

<https://axon.ars.usda.gov/Engage/Stars%20Program/Pages/Home.aspx>.

Nominations must adhere to Terms of Use and will be monitored before being published.

C. Recognition, Ceremony, and Funding

One winner will be selected for each of the award programs and/or categories as applicable.

If a group is selected for an award, the award amount will be determined by the Administrator. Non-Federal persons are not eligible for cash awards, but may participate in the recognition event and receive an award plaque. The award programs winners will be formally recognized at the ARS Annual Recognition Program in September.

Approved by:

CHAVONDA JACOBS-YOUNG
Administrator
Agricultural Research Service

DATE

APPENDIX A FUNDING TABLE & AWARDS PROGRAM CALENDAR

NOTE: All cash awards are subject to adjustment depending on the selected employee(s) cumulative cash awards for the respective fiscal year. For example: If an employee receives a performance award of \$2,000 he/she will only be eligible to receive a maximum cash award of \$3,500 as his/her monetary recognition for the award program if selected.

AWARDS PROGRAM	AGENCY/AREA MONETARY RECOGNITION	CEREMONY / LOCATION	FUNDING
ARS Science Hall of Fame	No	Yes – Washington, DC	Travel – Area Office Ceremony – HQ’s
ARS Scientist of the Year	Yes Distinguished Senior Research Scientist \$5,000 and \$40,000 Research Support. Herbert L. Rothbart \$4,000 and \$25,000 Research Support. Area Senior Research Scientist \$4,000 and \$20,000 Research Support. Area Early Career Research Scientist \$3,000 and \$15,000 Research Support.	Yes – Beltsville, MD	Travel – Area Office Ceremony – HQ’s All Cash Awards – HQ’s *Headquarters funds the research support for the Distinguished Senior Research Scientist and Herbert L. Rothbart winners. *Area Office funds the research support for the Area Senior and Early Career Scientist.
ARS Technology Transfer Award	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – OTT Area Level Cash Award – Area
ARS Outreach, Diversity, and Equal Opportunity Award	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – ODEO Area Level Cash Award – Area

ARS Office Professional of the Year	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – HQ’s Area Level Cash Award – Area
Research Leadership / Center Directorship Award	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – HQ’s Area Level Cash Award – Area
Location and Administrative Staff Awards	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – HQ’s Area Level Cash Award – Area
Support Scientist and Technicians Award	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – HQ’s Area Level Cash Award – Area
Administrative and Program Management Award	Yes - \$4,000 (Agency) Yes - \$2,000 (Area)	Yes – Beltsville, MD	Travel – Area Office Agency Cash Award – HQ’s Area Level Cash Award – Area

**ARS Awards Program Calendar Year
(Annually)**

Nominations Due to Headquarters

(Performance@ars.usda.gov)

February

(COB, last Friday of the month)

Awards Panel Review

March

Agency Selections

May

Award Notifications Sent

May

ARS-ALL Winner Announcement

May

Awards Recognition Week

ARS Annual Recognition Program (AARP)

September

ARS Hall of Fame Inductee & SOTY Forum

September

ARS Science Hall of Fame Ceremony

September

APPENDIX B

Award Program Name: _____

ARS Employee Recognition

Nomination Form

NOMINEE INFORMATION

NAME:

TITLE:

ADDRESS:

RETIREMENT DATE (if applicable):

PERSONAL & BUSINESS TELEPHONE:

FAX:

EMAIL:

DATES OF TRANSFER (OTT award): (Beginning MM/YY to End MM/YY)

CATEGORY (if applicable):

NOMINEE:

Individual

Group

NOMINEE HISTORY

PREVIOUS AWARDS: (Award title and date)

EXPERIENCE:

Dates:

Title, grade, locations, organization

CITATION: (25 words or less, beginning with "For")

CURRENT PROFESSIONAL ACTIVITIES:

Justification: (The justification **must specifically address each of the selection criteria**, and should fully support scientific accomplishments and impact. Limit to no more than three pages (not to include nomination form) with no less than 11 point font, standard spacing and at least 1 inch margins).

NOMINATORS INFORMATION

NOMINATOR'S NAME:

NOMINATOR'S TITLE:

NOMINATOR'S ADDRESS: (Include Area/Branch/Location)

NOMINATOR'S TELEPHONE:

FAX:

EMAIL:

NOMINATOR'S SIGNATURE:

NAME OF AREA DIRECTOR:

SIGNATURE: