

August 30, 1985

U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION Bureau of Apprenticeship and Training Washington, D.C. 20213 Symbols: TDT/MMW	<u>Distribution:</u> A-539 All Tech. Hdqtrs. A-543 RD	<u>SUBJECT:</u> <u>CODE:</u> 986.82 Incentive Honor Awards Program - <u>1986</u> <u>ACTION:</u> Due date: 9/27/85
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PURPOSE: To inform the staff of the deadline date for submission of Honor Awards nominations for 1986.

BACKGROUND: Now is the appropriate time to start thinking and selecting nominations for the DOL Honor Awards Ceremony scheduled for March 1986: The deadline for submitting nominations is October 1, 1985 - which is not too far away.

ACTION: You are encouraged to send in early submission of nominations as it is a time-consuming process.

A list describing the Department's major Honor Awards is attached for your information and review in considering eligible candidates from your staff.

The success of the program will depend upon your thoughtful consideration of those employees under your supervision whose contributions are deserving of award recognition.

Attachments.

SEP 09 1985

U.S. Department of Labor

Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213



6 AUG 1985

MEMORANDUM FOR: ETA SENIOR STAFF
FROM: *Janice M. Sawyer*
JANICE M. SAWYER
Administrator, Financial Control
and Management Systems
SUBJECT: DOL Honor Awards Program - 1986

The DOL Spotlight issued in August 1985 announced the Annual Awards Program for 1986. You are encouraged to support this program by submitting nominations for any ETA individual employee or group, whose performance meets the criteria.

Awards presented at the annual award ceremony include:

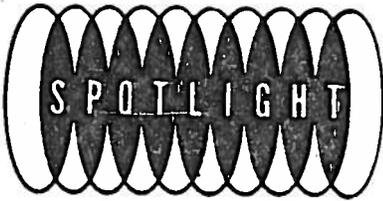
- Philip Arnow Award - requires at least 15 years of distinguished service with DOL, individual only.
- Distinguished Career Service Award - requires at least 10 years of distinguished service with DOL, individual only.
- Distinguished Achievement Award - requires that the achievement be national in scope, individual or group.
- Meritorious Achievement Award - requires that the achievement be local or regional in scope, individual or group.
- Secretary of Labor's Career Service Award - provides advanced training to enhance the employee's potential for DOL service, individual only.
- EEO Award - granted to employees for making unusual and significant contributions toward advancing equal employment opportunities in DOL, individual only.
- Veterans Employment Award - granted to employees for making unusual and significant contributions to improve/increase employment opportunities for DOL veterans, individual only.

- Valor Employment Award - granted for demonstrating unusual courage involving a high degree of personal risk in the face of danger, individual only.

The necessary forms for completing nominations are attached. Philip Arnow and Valor awards should be submitted on plain bond paper. An original and 16 copies are required. Your nominations should be forwarded to the ETA Personnel Office not later than October 1, 1984, attention of Geneva James, Room 5100-PHB, 376-6694. Nominations submitted after this date cannot be considered. Also, Ms. James can furnish a copy of the nominating criteria from the DL Supplement to FPM 451 if needed.

The Personnel Office will be submitting all nominations to the Department through the Office of the Assistant Secretary.

Attachments



on personnel programs - how they affect you OASAM/USDL

No. 474

August 1985

Nomination Time

The Department's 73rd anniversary will be observed in March 1986 with the annual presentation of awards to deserving employees.

The deadline for receipt of nominations for these awards is October 15, 1985. Nominations received after October 15, 1985 will not be considered for the 1986 awards ceremony.

Nominations for the Philip Arnow Award, Distinguished Career Service Award, the Distinguished and Meritorious Achievement Awards, the Secretary of Labor's Career Service Award, Equal Employment Opportunity Award, Veterans Employment Award, and the Valor Award should be forwarded through the Agency Incentive Awards Committee to the Executive Secretary, Secretary's Honor Awards Committee, Room C-5526, Frances Perkins Building, U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, prior to the deadline.

Criteria, who may nominate, and nominating procedures etc., for the above awards can be found in the Department of Labor Supplement (DLS) Appendix D to Federal Personnel Manual Chapter 451. Your personnel office has a copy of this Supplement.

The appropriate nomination forms can be obtained from your servicing personnel office. The original nomination and 15 copies should be filled out completely, with special attention to correct names of individuals or groups, Agency, city and state, citation and occupational category where appropriate. Nominations should explicitly show how the employee's or group's service and/or achievement meets the standards.

Honor awards are presented only at the awards ceremony. In view of this, please give the earliest possible attention to the nomination of deserving employees. Be sure your nominations are forwarded before the October 15, 1985, deadline.

Recommendation for Distinguished
Career Service Award

U.S. Department of Labor



1. Name of Employee

2. Agency, Division, Office

3. Office Address

4. Position Title

5. Grade

6. EOD Date in Dept.

7. Employment History in the Department

8. Highlights of Career in the Department

For Committee Use

a. Agency Incentive Awards Committee Review

Date

b. Secretary's Honor Awards Committee Action

Date

9. Prior Recognition (Quality Increases, Awards, etc.)

10. Other Facts Supporting this Recommendation

11. Evaluation of Career (Show how service meets standards.)

12. Citation for Awards Program Use (Not to exceed 50 words.)

13. Typed Name and Signature of Initiating Official

14. Date

15. Typed Name and Signature DOL Agency Head

16. Date

Application for Secretary of Labor's
Career Service Award

U.S. Department of Labor



Instructions: Applicant should complete items 1 through 14. DOL Agency Head should complete item 15. The original and 15 copies should be submitted to the address below prior to November 1 for consideration for March Awards Ceremony.

Executive Secretary,
Secretary's Honor Awards Committee
Room N5458, NDOL Building
Washington, D.C. 20210

1. Full Name
2. Title of Position
3. Grade
4. Salary
5. Agency, Division, Office
6. Office Address

7. Duties and Responsibilities of Present Position (*Brief description*):

8. Education	Date
a. High school grade completed	
b. College or university	Major Degree Date

9. Awards, Special Recognition, or Academic Honors, Pertinent Activities

For Committee Use

a. Agency Incentive Awards Committee Review	Date	b. Secretary's Honor Awards Committee Action	Date
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10. Publications, Reports (Do not submit copies.)

11. Resume of Employment (Start with present employment.)

Employing Organization	Position	Salary	Immediate Supervisor	Dates
a.				
b.				
c.				
d.				
e.				
f.				

12. Persons (other than relatives or supervisors listed above) Who Have Knowledge of Your Work or Activities

Name	Position	Address

13. Proposed Off-the-Job Program of Study, Research, or Other Educational Activity

Attach a supplementary statement of 500-750 words outlining the nature of your proposed educational activity or project, the desired time schedule and place(s) of training or work activity. Relate your proposed training or work activity to your career objectives and indicate ways your proposed program will enlarge your capacity for public service to the Department.

14. Signature of Applicant	Date
15. Recommendation of DOL Agency Head	

Typed Name and Signature	Date
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11. Employment History

12. Prior Recognition (Quality Increases, Awards, etc.)

13. Other Facts Supporting Recommendation

14. Citation for Award Program Use *(Not to exceed 50 words.)*

15. Typed Name and Signature of Initiating Official

16. Date

17. Typed Name and Signature of DOL Agency Head

18. Date