



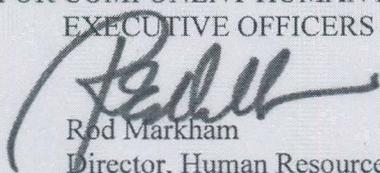
U.S. Department of Justice
Justice Management Division
Personnel Staff

Washington, D.C. 20530

OCT 24 2008

MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS AND
EXECUTIVE OFFICERS

FROM:



Rod Markham
Director, Human Resources

SUBJECT: 2009 Service to America Medals

The Partnership for Public Service is currently soliciting nominations for the 2009 Service to America Medals, a prestigious national awards program to recognize the accomplishments of America's public servants.

These national awards pay tribute to America's dedicated Federal workforce, highlighting those who have made significant contributions to our country. Honorees will be chosen based on their commitment, innovation, and creativity, as well as the impact of their work on addressing the needs of the Nation. Awardees will be announced in the Fall at a dinner and awards ceremony. Attached you will find criteria and nomination information.

Nominations must be submitted through the Department; components may not submit nominations directly. Please submit nominations to Lynn Sutton, of the Human Resources Programs and External Relations Section, at National Place Building, Suite 1110, no later than **February 6, 2009**. No extensions will be granted. The attached document outlines the required nomination information. Please submit a disk with your nomination, along with a one paragraph synopsis. The Department's submission will be made online – please submit text without the use of columns, special formatting, or other features. It is not necessary to send a response if your component is not forwarding nominees. Please contact Ms. Sutton for additional information on (202) 305-8986 or by email at Lynn.Sutton2@usdoj.gov.

Attachment

Program Overview

Public service is one of our democracy's greatest privileges, yet too often the men and women who do the nation's business are overlooked or underappreciated.

Government employees accomplish much every day; their vital contributions often unseen by the American people they so ably serve. As former chairman of the Federal Reserve Paul Volcker has said, "Somebody has to keep the air clean and the environment safe for the next generation. Somebody has to respond to the more mundane, but nonetheless sometimes challenging assignments of keeping government working effectively and efficiently if self-government is to work at all."

Our government's capability to meet these and many other important challenges is under threat. A federal workforce crisis is sapping government's greatest resource—its cadre of talent. With huge numbers of highly knowledgeable people soon to retire, the government faces its biggest recruitment challenge in decades.

Good government requires good people. By honoring excellence in the federal workforce, the Service to America Medals send a powerful message to the American people about the importance of a strong civil service and seek to inspire a new generation of Americans to public service.

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Nominations Overview

General Guidelines

- **The 2009 nomination period is open. Nominations will be accepted until 11:59 p.m. EST.**
- **All nominations to the Service to America Medals program must be submitted using the online application form.**
- **The nominator must choose one medal category per nomination (nominations may be moved and/or copied into additional or different categories by award officials).**
- **Nominations may be submitted by any person familiar with the nominee and his or her work.**
- **Self-nominations *will not* be accepted.**
- **Individuals involved in the selection process, including members of the Selection Committee, *may not* submit nominations.**
- **Nominations that do not meet the eligibility requirements will not be accepted.**

Changing a Submitted Nomination

There are five major sections to the nomination form:

- Nominee Information
- Nominator Information
- Submitter Information (this section should only be filled out if the person submitting the online application is doing so on behalf of the nominator)
- References
- Essays

Those wishing to submit nominations are encouraged to gather all the necessary information about a candidate before beginning the online nomination process.



Download Nomination Form Checklist PDF

Working with the Online Nomination Form

To begin a new online nomination, click on the 2009 Nomination Form link and begin entering your nomination information. Nominators are encouraged to cut and paste pre-saved text from a Word or WordPerfect document into the essay sections of the online nomination form.

Saving an Incomplete Nomination

It is possible to save a partially completed nomination form. By clicking the Save as Incomplete button at the bottom of the form (instead of the Submit Nomination button), you will receive an email that provides information to return to your nomination and complete it later.

Note: The fields in bold are required to save a partially completed nomination form.

Submitting a Nomination

To submit a completed on-line nomination form, click the Submit Nomination button. You will receive an confirmation receipt and a link

to your completed form via email.

*Note: The fields mared with a red * are required to submit a nomination.*

Changing a Submitted Nomination

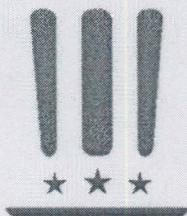
Once you submit a nomination, you will no longer be able to edit it online.

In the event that you need to make changes, please send an email to _____ or call or _____

Nomination Support

If you have additional questions about the nominations process, please send an email to _____ g or call or call _____

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SERVICE *to* AMERICA MEDALS

2009 Service to America Medals Nomination Checklist

The online nomination form is available at www.servicetoamericamedals.org.

For more information, email _____ [org](mailto:_____@servicetoamericamedals.org) or call 3 _____

*Fields required to Save as Incomplete

*Fields required to Submit Nomination

*Medal Category:

- Citizen Services
- Homeland Security
- Justice and Law Enforcement
- National Security and International Affairs
- Science and Environment
- Call to Service
- Career Achievement

At the discretion of program administrators, all nominations will be considered for additional categories, if appropriate. If you would like to nominate the same candidate for multiple categories, you must repeat the nomination process for each category. All finalists will be considered for the Federal Employee of the Year award, you cannot specifically nominate someone for this category.

Nominee Information

In this section, please enter the nominee's employment and contact details.

*Team nomination? Yes No

Note: if yes, please enter the nominee information for the **team leader** only. Please also add "(Team Lead)" after the nominee's last name.

*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)

**First Name:

**Last Name:

*Employer: (agency and office / division)

*Job Title:
*Pay Category:
*Pay Grade:
*Total Years of Federal Service:
*Office Address:
Office Address Line 2:
*Office City:
*Office State:
*Office Zip Code:
Office Country:
*Office Phone: (###-###-####, ext. ###)
Home City:
Home State:
Alternate Phone: (###-###-####)
*Office Email:
Alternate Email:
*Year of Birth: (YYYY)

Nominator Information

In this section, please enter the nominator's employment and contact details.

*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
**First Name:
**Last Name:
*Job Title:

*Employer:
*Office Address:
Office Address Line 2:
*Office City:
*Office State:
*Office Zip Code:
Office Country:
**Phone: (###-###-####, ext. ###)
**Email:
Alternate Email:
*Relationship: (Nominator to nominee)
How did you hear about the Sammys?:

Submitter Information (if applicable)

Please complete this section if you are not the official nominator but are entering the nomination on his/her behalf. As the submitter, you will automatically receive program updates that are sent to the nominator. We will also contact you if we have questions regarding the completed nomination.

Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
First Name:
Last Name:
Job Title:
Employer:
Phone: (###-###-####, ext. ###)
Email Address:

References

In this section, please enter the details for the nominee's references.

Reference #1
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)
*Email:
Reference #2
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)
*Email:
Reference #3
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)

*Email:

Accomplishments Summary

***In one or two sentences, please identify the specific accomplishment(s) for which you are nominating this person or team.**

Accomplishments Description

***In 500 words or less, identify the specific accomplishment(s) for which you are nominating this person or team. In this essay:**

- Indicate when the accomplishment occurred.
- Explain who the accomplishment benefits and how it benefits them.
- Describe why the accomplishment is important to the nation.
- If this is a team nomination, provide the Team Name and Number of Team Members. If there are more than two or three team members, you do not need to identify them at this time.

Additional Information

In 300 words or less, describe any additional attributes or activities that exemplify the nominee's commitment to public service, such as:

- The nominee's role as a mentor or workplace leader.
- Other recognition or awards the nominee has received during his or her career.
- Community service or volunteer projects performed by the nominee during the last three years (since 1/1/06).
- If this is a team nomination, you may also name and highlight individual members.

For more information, email : _____
or call _____