



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

IN REPLY
REFER TO DO

S: July 19, 2002
JUN 5 2002

MEMORANDUM FOR DLA DIRECTOR'S STAFF
COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Annual Awards Program for Outstanding Employee with a Disability

We are soliciting nominations for the annual Defense Logistics Agency (DLA) Outstanding Employee with a Disability of the Year Award. DLA Headquarters Elements and Field Activities are strongly encouraged to nominate an employee with a disability.

We will continue to use the criteria provided in the attached Federal Personnel Manual for the Awards Program for Outstanding Handicapped Federal Employees of the Year and the 2002 Nomination Criteria for Outstanding DoD Employee with a Disability. An independent panel will be appointed to review the submissions from the Headquarters Elements and the Field Activities to select the award winner. The award winner, along with award winners from other U.S. Department of Defense Agencies, will be honored at the Twenty-second Annual DoD Disability Awards Ceremony (date to be determined.)

The nomination process should involve the servicing Incentive Awards Administrator, the Disability Program Coordinator, the local EEO Offices, and supervisors. Please submit your nomination to this Office by **July 19, 2002**. Remember to include in the nomination package a **justification narrative, identification details, and an 8" x 10" black and white glossy photograph showing the nominee at work**. Requirements for the nomination package are attached.

If you have any questions, please contact Ms. Christine G. Megee, Acting DLA Disability Program Manager, at DSN 427-1103 or (703) 767-1103 or via e-mail at christine_megee@hq.dla.mil.

FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachments

cc:
DLA Equal Employment Managers
Persons with Disabilities Program Coordinators
Human Resources Officers



Subchapter 10: Recognition—Awards Program for Outstanding Handicapped Federal Employees of the Year

10-1. GENERAL

Each year, usually during the first full week of October, OPM sponsors an awards program to honor 10 outstanding handicapped Federal employees. The purpose of the awards program is to recognize and publicize the contributions and achievements made by physically and mentally disabled Federal employees. This program also serves to heighten awareness on the part of Federal employers of their responsibility as managers to provide employment opportunities to a valuable source of Federal workers.

10-2. CRITERIA

In order to be considered, nominees must:

- (1) Demonstrate job performance clearly exceeding requirements in spite of severely limiting physical and/or mental factors.
- (2) Exhibit courage and initiative in overcoming handicaps.
- (3) Must be a Federal employee and meet the definition stated in 5 U.S.C. §2105. This criteria is waived for the U.S. Postal Service, U.S. Postal Rate Commission, and the Board of Governors of the Federal Reserve System.

10-3. NOMINATION

a. **General.** Departments and agencies, regardless of size, may nominate one employee each year. To increase the impact of the program, every effort should be made to ensure full consideration of eligibles from the entire work force and the same person normally should not be nominated two years in succession. Agency components should submit their nominations to the appropriate headquarters office which will make a final selection and forward it to the Director of Selective Placement Programs, Office of Affirmative Employment Programs Officer, Office of Personnel Management, 1900 E Street, N.W., Washington, D.C. 20415, by June 1 of each year.

b. **Selecting nominees.** Departments and agencies are encouraged to develop their own awards program to

honor outstanding performance and achievements made by their disabled employees. Agencies should not use the award program as their sole mechanism for recognizing their disabled employees. One of the factors in rating for the award is receipt of prior awards and/or other agency recognition (e.g., rapid promotions, quality step increase, etc.). Agency award programs should also lend themselves to the identification of candidates for nomination, through local organizations, for other awards, e.g., the Handicapped American of the Year Award-given by the President's Committee on Employment of the Handicapped.

c. **Documentation.** Three copies each of the following information is to be included in agency nominations:

- (1) A narrative of justification covering job performance and examples of courage and initiative demonstrated which served as an inspiration to others.
- (2) Identification details (preferably in the following format to assist the screening committee in reviewing nominations):
 - (a) date of birth;
 - (b) classification, title, and grade;
 - (c) organized title, if any;
 - (d) organizational unit, division or section, employing activity, and department or agency;
 - (e) city and State where employed;
 - (f) total years of Federal Service;
 - (g) length of service with current employing activity and in present position;
 - (h) work experience other than Federal employment;
 - (i) educational background;
 - (j) description of handicap, if not fully covered in narrative;
 - (k) agency recognition (awards, etc.), if not fully covered in narrative;
 - (l) community service, if not fully covered in narrative;
 - (m) community recognition (professional associations, community organizations, etc.), if not fully covered in narrative;
 - (n) other biographical data, e.g., family, hobbies, military service, place of birth, travel, or locations of residence.

(3) 8" × 10" black and white glossies of the nominee at work.

(4) a signed release authorizing use of the pictures and information provided for program promotion.

10-4. SELECTION

A committee will rate all nominations from which 15 finalists will be selected. A second committee made up of key Government and non-governmental officials will make the final selection of 10 from among the 15 finalists.

10-5. AWARD CEREMONY

All 10 cowinners will be honored at an appropriate ceremony held each year in Washington, D.C. during the first full week of October, which also coincides with National Employ the Handicapped Week. Travel costs and per diem for the awardees (and their escorts when required, e.g., when the awardee requires assistance in travel) will be paid by the employing agency.

2002 Nominations for Outstanding DoD Employee with a Disability

Eligible individuals include appropriated- and nonappropriated-fund employees and foreign nationals employed overseas. Previous winners of this Secretary of Defense award may not be re-nominated until at least 10 years have passed.

Nominations are to be prepared in the following format:

1. Identification
 - a. Full name: first name, middle name (if any), last name
 - b. Date of birth
 - c. Citizenship
2. Narrative justification for award covering job performance and examples of excellence and initiative.
3. Description of the individual's disability, its effects on the individual's life and job performance, and ways in which the disability is accommodated in the workplace.
4. Employment
 - a. Classification of current position (job series, title, and grade)
 - b. Individual's organizational title (if any)
 - c. Employer (organizational unit, division or section, employing activity, and department or agency)
 - d. City and state where employed
 - e. Total years of Federal service
 - f. Length of service with current employing activity and in present position
 - g. Work experience other than Federal employment