



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

S: June 25, 2004

IN REPLY DO
REFER TO

May 4, 2004

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 (HQ) Elements and Field Activities are strongly encouraged to nominate an employee with a disability.

In addition to the 2004 Nomination Criteria for Outstanding Department of Defense (DoD) Employee with a Disability, which is attached, all nominations must include a description of how the nominee 1) demonstrates job performance that clearly exceeds the requirements in spite of severely limiting physical and/or mental factors, 2) exhibits courage and initiative in overcoming his/her disability, and 3) must be a Federal employee that meets the definition stated in 5 U.S.C. § 2105.

An independent panel will be appointed to review the submissions from the HQ Elements and the Field Activities to select the award winner. The award winner, along with award winners from other DoD Agencies, will be honored at the Twenty-fourth 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 Equal Employment Opportunity (EEO) Offices, and supervisors. Please submit your nomination to this Office by **June 25, 2004**. Remember to include in the nomination package a **justification narrative, identification details, an 8" x 10" black and white glossy photograph showing the nominee at work, and a transmittal letter of endorsement signed by the Director, J-Code or HQ Staff Office; the Commander/Deputy Commander.**

If you have any questions, please contact Ms. Renee Harrington, EEO Specialist, EEO Policy and Compliance Division, at DSN 427-1100 or (703) 767-1100 or via e-mail at Renee.Harrington@dla.mil.

FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachment

cc:
DLA Equal Employment Managers
People with Disabilities Program Coordinators
CSO-C
CSO-N



2004 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, department of 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

**2004 Nominations for
Outstanding DoD Employee with a Disability**

(continued)

5. Educational background (schools attended, fields of study, dates of graduation, degrees awarded, honors)
6. Agency recognition (awards, etc.), if not fully covered in narrative
7. Community service, if not fully covered in the narrative
8. Community recognition (professional associations, community organizations, etc.), if not fully covered by the narrative
9. Other biographical data, e.g., family, hobbies, military service, place of birth, travel, or location of residence
10. One 8" x 10" glossy photograph or high-resolution digital photograph of the nominee at work (should show the individual in the workplace) – HEAD AND SHOULDERS PORTRAIT PHOTO IS NOT ACCEPTABLE
11. A signed release authorizing use of photograph and information provided for promotion of the Awards Ceremony and the DoD Disability Program