

**GREATER ST. LOUIS FEDERAL WOMEN'S PROGRAM COUNCIL
ANNUAL AWARDS PROGRAM**

AWARDS PACKAGE

PURPOSE: To recognize employees and organizations giving significant effort and making considerable progress to improve themselves or the overall status of women in accordance with the goals and objectives of the Federal Women's Program.

CRITERIA: Development and participation in activities or programs that insure equal employment opportunities and foster improved status for women; and successful completion of formal or informal education, training, or other developmental activities leading to more productive employment.

EVALUATION PERIOD: Credit will be given only for accomplishments and education occurring from January 1, 2003 to December 31, 2003.

CATEGORIES: Awards will be presented in each of the following categories:

Agency Award is given for achievement in eliminating barriers to females. Two awards are given based on size — below and above 301 employees.

Manager Award recognizes a supervisor and manager who promotes equal employment opportunity and improves the status of women preparing them to be more confident and competitive in their career development.

Supervisor Award recognizes a supervisor who promotes equal employment opportunity and improves the status of women preparing them to be more confident and competitive in their career development.

Self-Development Award is given to a non-supervisory employee for achievement in developmental assignments, successful education opportunities, and successful completion of government training programs enabling the nominee to be a more valuable employee and attain high job potential. The award is given in three groups:

Grade 6 or equivalent and below

Grade 7 - 11 or equivalent

Grade 12 - 13 or equivalent

Federal Women's Program Manager Award is given to the Program Manager whose efforts in programs and activities have prompted employees to expand their horizons and explore their potential so that they may make significant contributions to their agencies and the federal government.

NOMINATIONS: Agencies are encouraged to nominate civilian employees in all pay levels and job series. Military nominees are also encouraged, but must be on active duty. Each agency may submit no more than one nominee in each category for every 301 employees.

WHAT TO SUBMIT:

(1) Original and four TYPED copies of the nomination package.

(2) A suggested award citation, not to exceed one paragraph. This citation will be used for the awards presentation ceremony.

Nomination packages must be complete. Failure to include dates requested, improper inclusion of an activity not completed, or a nomination form postmarked after February 25, 2004 invalidates the nomination. The only information available to the Committee is the nomination package.

SUGGESTIONS:

(1) Complete each element of the form. For those elements not applicable, use N/A.

(2) Be specific; seek assistance from the nominee for specific or additional information.

(3) Ensure that the narrative is understandable to the average person. Avoid the use of acronyms. Please keep in mind the members of the Awards Committee are employees of various agencies and may not be familiar with certain terms and functions being described.

SELECTION PROCEDURE: The Awards Committee reviews the nominations and selects the winners. Questions concerning the award nomination procedures can be directed to a member of the Awards Committee:

Brenda Vanderford-Co Chair	314-331-5445
Linda Bullock-Co Chair	314-592-0000 Ext. 3128
Laura Burton	314-289-7022
Deborah Dwyer	314-552-9544
Mary Jane Strange	314-260-0038

CLOSING DATE: Nominations must be **postmarked** by Wednesday, February 25, 2004.

MAIL TO:

Federal Women's Program Council
P.O. Box 771493
St. Louis, Missouri 63177

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
AGENCY AWARD**

NOMINEE

Agency _____

Address _____

Size _____ 300 and below _____ 301 and above

Agency Head's Signature _____ Date _____

Agency Contact Person _____ Telephone _____

I. CHARACTERISTICS

A. Full-Time Permanent Employees:

	<u>As of 1/1/03</u>		<u>As of 12/31/03</u>	
	# of Females	Total # of Employees	# of Females	Total # of Employees
GS/M-14 & above	_____	_____	_____	_____
GS/M-13	_____	_____	_____	_____
GS-12	_____	_____	_____	_____
GS-9-11	_____	_____	_____	_____
Total Employees GS-9 & above	_____	_____	_____	_____

B. Full-Time Permanent Employees In Supervisory/Management Positions

	<u>As of 1/1/03</u>		<u>As of 12/31/03</u>	
	# of Females	Total # of Employees (Male & Female)	# of Females	Total # of Employees (Male & Female)
GS/M-14 & above	_____	_____	_____	_____
GS/M-13	_____	_____	_____	_____
GS-12	_____	_____	_____	_____
GS-9-11	_____	_____	_____	_____
Total Supv/Mgrs GS-9 & above	_____	_____	_____	_____

C. Affirmative Employment Plan progress, projected versus actual (women only).
Use numbers only, otherwise credit will not be given.

2003 GOALS

ACTUAL AS OF 12/31/03

D. Number of employees promoted into top management positions (above second level of supervision at a minimum branch level) during evaluation period: ____

Number of female employees promoted into top management positions (above second level of supervision at a minimum branch level): ____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

E. Total promotions from January 1, 2003 - December 31, 2003: _____

Number of females promoted: _____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

F. Number of Upward Mobility positions staffed during evaluation period: _____

Number of Upward Mobility positions staffed by female employees: _____ Specify below:

<u>Title</u>	<u># of Persons</u>	<u>Series</u>	<u>Grade</u>	<u>Date Promoted</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

G. Number of employees approved for job-related training during the evaluation period:
male _____ female _____

II. FEDERAL WOMEN'S PROGRAM SUPPORT

A. Support for and/or participation in FWP functions (St. Louis Council and agency programs, etc.) during evaluation period. State the total number of persons from your agency who attended the following seminars and meetings:

_____ FWP Council Training and Awards Seminar (March 2003)

_____ FWP Monthly Council Meetings

_____ Number of Council meetings attended

B. Identify and list those activities your agency has donated in support of above listed programs (such as providing printing services, audiovisual equipment, speakers).

III. COMMUNITY SERVICE

List the community activities your agency has sponsored/participated in support of women. Provide the following information for each activity:

<u>Name of Activity/Organization</u>	<u>Date(s)</u>	<u>Agency Role</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
FEDERAL WOMEN'S PROGRAM MANAGER AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Total number of employees: _____ Number of female employees: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

I. ACCOMPLISHMENTS

A. List accomplishments the FWP Manager has made in EEO within the evaluation period such as projects completed or underway, workshops conducted, FWP Plan of Action goals completed, Affirmative Action programs, etc. List only those duties relating to the Federal Women's Program.

B. List community activities the FWP Manager has been involved with during the evaluation period; i.e., women's shelters, Federally Employed Women (FEW) activities, etc).

C. List college courses completed during the evaluation period for which credit was received and is applicable toward a 2-year, 4-year, or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List degree(s) completed during the evaluation period.

Type of Degree	Date Completed
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E. List government-sponsored training courses, professional adult education courses, and correspondence completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length No. of Hours</u>	<u>Date Completed</u>
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II. FEDERAL WOMEN'S PROGRAM COUNCIL INVOLVEMENT

List all actions the FWP Manager took to support the FWP Council during the evaluation period.

Date appointed as agency's FWP Manager _____

Date appointed as agency's Council representative _____

Attended FWPC meetings

- Dates attended: _____

Served on a committee(s)

- Name of committee(s): _____

Held an appointed position (i.e., Annual Training Seminar Chairperson)

- Position title: _____

Held an office

- Office title: _____

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
SUPERVISOR AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Number of Employees Supervised: 30 and below _____ 31 and above _____

Agency: _____

Total number of employees: _____ Number of female employees: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

I. ACHIEVEMENT

A. Briefly list and explain actions supported and/or programs developed (i.e. cross-training, establish upward mobility position, development and implementation of individual development plan) to increase job competitiveness and career development of women during the evaluation period. Provide the following information for each:

- Programs/actions
- Date initiated
- Identify results of actions/programs and date accomplished

B. Job-related recognition: List specific activities/actions/awards and dates that furthered the goals of the Federal Women's Program during the evaluation period.

C. Outside activities that contributed to the mission of the Federal Women's Program. List and explain actions such as:

- Involvement in private organizations
- Name/phone number of organization official who can be contacted for additional information
- Offices held /Committees Chaired
- Other significant contributions

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
MANAGER AWARD**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Manager ____ Director ____ Office Chief ____ Project Manager ____

Number of Employees Supervised: 50 and below _____ 51 and above _____

Agency _____

Total number of employees _____ Number of female employees _____

Address _____

Supervisor's Name _____ Telephone _____

Supervisor's Signature _____ Date _____

I. ACHIEVEMENT

A. List specific instances of nominations and/or selections of women into long term and/or executive development programs. Provide the following information for each:

- Program/training title
- Number of employees nominated/selected
- Number of female employees nominated/selected
- Date of nomination

B. List specific instances of placement of women into supervisory positions during the evaluation period. Provide the following information for each:

- Position title
- Number of employees supervised
- Date of placement

C. List specific activities/actions and dates which furthered the goals of the Federal Women's Program during the evaluation period.

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-7 - GS-11 (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments. Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions during evaluation period (e.g. speeches)
- Name/phone number for organization official to contact for additional information.

B. Internal Organization/Project Activities: List significant activity/assignments. The performance of these activities provides opportunities to further develop career-enhancing knowledge and skills. Skill examples include organizing, negotiating, communicating, analyzing, and budgeting. Activity examples include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. Education Completed: List only courses completed during the evaluation period for which college credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List government-sponsored training courses, professional adult education courses, Microsoft Certification, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length No. of Hours</u>	<u>Date Completed</u>

E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>

F. Awards - Job-Related Recognition: List below the types of formal recognition that you have received for job performance during the evaluation period.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-12-13 (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments. Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions during evaluation period (e.g. speeches)
- Name/phone number of organization official who can be contacted for additional information.

B. Internal Organization/Project Activities: List significant activity/assignments in which you have participated during the evaluation period. The performance of these activities would provide opportunities to further develop career-enhancing knowledge and skills. Skill examples may include: organizing, negotiating, communicating, analyzing, budgeting. Activity examples may include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. Education Completed: List courses completed during the evaluation period. Courses for which college credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>

D. List government-sponsored training courses, professional adult education courses, Microsoft Certification, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length (No. of Hours)</u>	<u>Date Completed</u>

E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>

F. Awards - Job-Related Recognition: List below the types of formal recognition that you have received for job performance during the evaluation period.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		

**2004 FEDERAL WOMEN'S PROGRAM COUNCIL
NON-SUPERVISORY SELF-DEVELOPMENT AWARD
GS-6 AND BELOW (or equivalent)**

NOMINEE

Name: _____

Position: _____
(Title, Series, and Grade)

Agency: _____

Address: _____

Supervisor's Name: _____ Telephone: _____

Supervisor's Signature: _____ Date _____

SELF-DEVELOPMENT ACHIEVEMENTS

A. External Organizations/Activities: List specific instances or accomplishments.

Provide the following for each:

- Name of organization
- Offices held and terms of office dates
- Committees chaired and dates held
- Other significant responsibilities/contributions (e.g. speeches)
- Name/phone number for organization official to contact for additional information.

B. Internal Organization/ Activities: List significant activity/assignments. The performance of these activities provides opportunities to further develop career-enhancing knowledge and skills. Skill examples include: organizing, negotiating, communicating, analyzing, budgeting. Activity examples include membership in special agency task forces or committees, chairing the Combined Federal Campaign drive, or serving as union steward.

- Organization or activity
- Office or level or responsibility held and dates
- Description and scope of your responsibility (division-wide, directorate-wide, etc)

C. List only college courses completed during the evaluation period for which credit was received and is applicable toward a 2-year, 4-year or advanced degree.

<u>Title of Course</u>	<u>School</u>	<u>No. of Credit Hours Earned</u>	<u>Date Completed</u>
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D. List government-sponsored training courses, professional adult education courses, correspondence courses, etc., completed.

<u>Title of Course</u>	<u>Presented By</u>	<u>Length (No. of Hours)</u>	<u>Date Completed</u>
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E. List degree(s) completed during the evaluation period.

<u>Type of Degree</u>	<u>Date Completed</u>
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F. Awards - Job-Related Recognition: List below the types of formal recognition that received for job performance.

<u>Type</u>	<u>Number Received</u>	<u>Date Received</u>
Invention of Patent		
Quality Step Increase		
Sustained Superior Performance Award		
Special Achievement Act or Service		
Honorary Government or Agency-wide Award		
Suggestion		
EEO		
Safety/Health		
Merit Promotion		
Other (Specify)		