Sponsors

United States Department of Agriculture
Public Employees Roundtable
(USDA/PER)

SPONSORING ORGANIZATIONS

Association of Technical and Supervisory Professionals

National Association of Federal Veterinarians

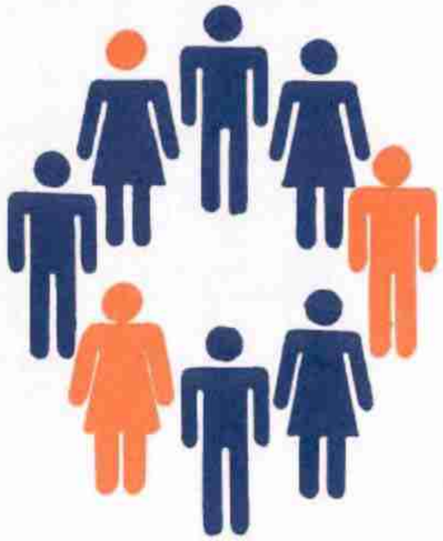
Organization of Professional Employees of the U.S. Department of Agriculture

Senior Executives Association, USDA Chapter

Employee Services and Recreation Association

ORGANIZATION OF PROFESSIONAL EMPLOYEES
OF THE U.S. DEPARTMENT OF AGRICULTURE

THE 2004 USDA/OPEDA UNSUNG HEROES AWARDS



The 2004 OPEDA "Unsung Hero" Award

Purpose:
To recognize the valuable contributions made by USDA employees to the American public. Awards will be presented during Public Service Recognition Week in May of **2004** sponsored by the Public Employees Roundtable.

Eligibility:
Any employees of USDA.

Nomination:
Any person may nominate a candidate. The nomination, consisting of no more than 150 words shall contain a statement as to why the nominee deserves special recognition for an act or acts directly related to the numbered selection criteria.

It is preferable that the Unsung Hero award be for something not previously recognized or awarded.

Criteria:

(1) The award shall be in recognition for actual planning or performance of duties, tasks or projects, rather than for supervision or management functions.

(2) The recipient will have demonstrated overall dedication and a positive attitude.

(3) The recipient shall have demonstrated performance involving service to the public directly related to those duties which the employee performs as a part of the mission of USDA.

(4) The person making the nomination shall explain what relationship he or she has to the nominee, e.g. supervisor, coworker, member of the public, regulated person or concern, or family member.

(5) The nomination shall state how the assertions and facts in the nomination may be verified, containing names, addresses and telephone numbers.

Selection:
Selection will be made by neutral USDA officials, selected by **OPEDA**

The 2004 OPEDA Awards For...

UNSUNG★HEROES

To be presented during Public Service Recognition Week/ **May 3-9, 2004**

Nomination for Award

Name _____ Job Title _____

Agency _____ Address _____ Telephone _____

*In 150 words or less state why your candidate deserves a USDA Unsung Hero Award.
(Submit your nomination before March 15, 2004 to:
OPEDA, Box 381, Washington, D.C. 20044.)

_____

_____

_____

_____

_____

_____

_____

_____

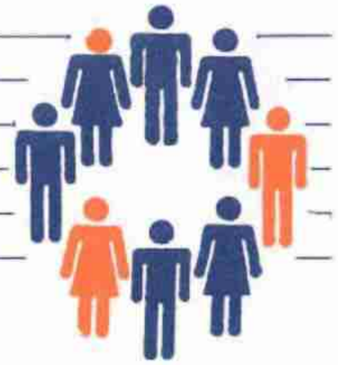
_____

_____

_____

_____

_____



*If more space is needed, attach additional information to Form.

Your Name _____ Telephone _____

Relationship to Nominee _____