

The Arthur S. Flemming Awards Program

The nomination form for the 2004 Flemming Award will be available in late October, 2004*

The purpose of honoring outstanding men and women in the Federal Government each year is four-fold:

- To recognize those who have performed outstanding and meritorious work for the federal government;
- To encourage high standards of performance in the federal government;
- To enhance appreciation of our form of government and the opportunities and responsibilities that it presents; and
- To attract outstanding persons to the federal government.

General Information:

Twelve separate awards will be made. Four awards will be made to individuals in the scientific or technical fields ("Scientific"), four to individuals in administrative or executive fields ("Administrative"), and four to individuals in information and technology fields ("Applied Science"). A nomination must be submitted in only one category (i.e. Scientific, Administrative, or Applied Science), although duties may overlap two or more areas. Administrative nominees should have demonstrated exceptional ability in administration, i.e. personnel, finance, labor or law. Scientific nominees should have demonstrated exceptional ability and performance in their field either by carrying out research, by applying technical skills, or by active participation in projects under their supervision. Applied Science nominees should have demonstrated exceptional ability and performance in dealing with systems integration, program development, and information technology.

Eligibility of Nominees:

Any career Federal employee of the Executive Branch as of December 31, 2004 of the United States Government or member of the uniformed services who has no more than fifteen years of government service is eligible for nomination in the Arthur S. Flemming Awards Program.

Similar employees of the Library of Congress, General Accounting Office, Office of the Architect of the Capitol, Government Printing Office, Administrative Office of the U.S. Courts, Smithsonian Institution and Botanical Gardens are also eligible. A nominee may be an officer or employee in the department headquarters or field service throughout the world.

Awards will be made to individual government employees that have made outstanding contributions to public service on either a sustained basis or throughout a single exceptional accomplishment during 2004. Individuals previously nominated but not selected for a Flemming Award may be re-nominated.

Preparation of Nominations

The nomination must include the following information in addition to that requested on the form.

All nominations must be submitted with 20 copies on 8 - 1/2" x 11" paper.

Two professional, portrait-style (head and shoulders only) 8" x 10" black-and-white photos should be included with each nominee's package. All information submitted in this nomination should be type-written, single-spaced with double spacing between paragraphs. The descriptions requested below should be completed on separate sheets of paper on one side only and should carry as a heading the abbreviated titles appearing at the beginning of each category. The George Washington University must be specifically notified of any facts which may not be released to the public news media. Special emphasis will be given by the judges to the PROFESSIONAL ACHIEVEMENT of the Nominee.

Each nomination should include the following:

(1) Federal Employment History - A brief chronological review of the nominee's Federal employment indicating the number of years within each position and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work. (2) Professional Achievement - A description of the nominee's specific accomplishment(s). This description should make clear the nature and significance of the achievement and the nominee's specific role. Include a statement of the extent of application of the nominee's achievement (i.e. affecting the function or mission of one facility or installation, an entire agency or government wide).

Examples for Scientific, Administrative, and Applied Science categories might include:

outstanding program or project management
significant cost savings
substantial improvements in the quality of service or project

Additional examples for Scientific nominees:

outstanding contributions to the advancement of science or medicine
significant technological achievements

Additional examples for Administrative nominees:

outstanding contributions to international diplomatic objectives
development of important legislative or regulatory material

Additional examples for Applied Science nominees:

outstanding systems intergration/program development
development of important information technology

(3) Awards & Publications - A list of any government or professional awards received and a list of any professional publications germane to the nominee's career objectives.

(4) Community Involvement - The nominee's significant community service (whether within or outside of their professional field) activities which have had an important impact on the community will be considered in the judgment process.

Submission of Nominations

Nominations must be submitted by and have the approval of the agency head or acting head of the agency. Nominations will not be considered without this approval. Each agency or department may submit no more than two nominations per category.

The deadline for submission of nominations will be announced once the 2004 forms are made available. They should be submitted to:

The Arthur S. Flemming Awards Program
The George Washington University
805 21st Street NW, Suite 601
Washington, D.C. 20052