

8 April 2003

MEMORANDUM FOR DISTRIBUTION

Subj: THE DEPARTMENT OF THE NAVY NATHANIEL STINSON EQUAL EMPLOYMENT
OPPORTUNITY AWARDS

Encl: (1) Nomination Instructions

The Department of the Navy is inviting nominations for the 2003 Annual Nathaniel Stinson Equal Employment Opportunity Awards. The Award categories are Outstanding Command Achievement, Outstanding Individual Achievement, and Outstanding Activity Achievement for a small, medium, and large activity. These awards recognize outstanding performance in the recruitment and maintenance of a professional and productive work force that is inclusive and supportive of diversity.

All commands and activities are encouraged to participate in this awards program. The criteria and instructions are provided in enclosure (1). Please forward three copies of each nomination to the:

The Department of the Navy
Office of Civilian Human Resources
321 Somers Court, Suite 40103
(Attn: Mr. Henry J. Ford)
Nebraska Avenue Complex
Washington, DC 20393-5441

Nominations must be received by 2 June 2003 in order to allow sufficient time for review.

If you have questions, please contact Mr. Henry J. Ford on (202) 764-0764, DSN 764-0764 or e-mail: henry.ford@navy.mil

/s/
William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

Distribution:
Echelon I & II

NATHANIEL STINSON
EQUAL EMPLOYMENT OPPORTUNITY LEADERSHIP AND
EQUAL EMPLOYMENT OPPORTUNITY ACHIEVEMENT AWARDS PROGRAM
NOMINATION INSTRUCTION

The purpose of the Nathaniel Stinson Achievement and Leadership Awards is to identify, recognize and publicize the achievements of commands, activities and individuals in the Department of the Navy (DON) who have developed and implemented human resources programs that have achieved measurable results with efforts to recruit and maintain a professional work force that is inclusive and supportive of diversity.

Eligibility: All Navy commands, activities, civilian and military members who have provided outstanding service to the public or otherwise contributed noteworthy achievements and measurable results with efforts to obtain a diverse and productive workforce are eligible for this Award.

Criteria: Nominations will be judged principally on the results and impact of their contributions and the extent to which they have served as an inspiration to others and brought credit to the DON. For each nomination entered for consideration, the respective organization should prepare the following supportive materials.

Description of the specific achievement. A three-page narrative providing a brief description of your equal employment opportunity, diversity and human rights achievements.

Other accomplishments worthy of recognition, statistical or non-statistical

Identification details: Command, activity and telephone number to assist the screening committee in the review of the nomination.

A release: "Use of the attached nomination and photos by the DON for publicity and promotion of the Nathaniel Stinson Awards Program is hereby authorized."

Travel costs and per diem will be paid by the selectee's command or activity.

The Awards: One award will be made for outstanding achievement in each of the five following areas:

Individual - Leadership
Command - Achievements
Activities - Achievements

Large component - 1,000-(more) employees
Mid-size component - 999-500 employees
Small component - 499 - (less) employees

Commands and activities should forward all originals and three copies of each nomination package to the:

DEPARTMENT OF THE NAVY
Office of Civilian Human Resources
(Attn: Mr. Henry J. Ford)
321 Somers Court, Suite 40103
Washington, DC 20393
(202)764-0764 Voice
(202) 763-0576 Fax
(202) 764-0764 DSN

General: On 4 March 1993, the DON established the annual Nathaniel Stinson Equal Employment Opportunity Awards. The award applies to all DON commands and activities employing United States citizen appropriated and non-appropriated fund personnel. All direct-hire U. S. citizen employees paid from appropriated or non-appropriated funds who meet the criteria are eligible for consideration for the award.