

NOMINATION FORM

EPDP'S PWC SUPERVISOR MOST AWARE

“The Supervisor Most Aware” contest is an annual competition sponsored by the Employment of Persons with Disabilities Program (EPDP). “The Supervisor Most Aware” is sensitive to employee(s) who have a disability. Submit the name of that special “super”visor and show that you care and appreciate them! The supervisor will be recognized during **All American Day on Sept. 16.**

Complete the information below and guardmail to Code 152.6, Bldg. A-81, Attn: EPDP Chairperson Dianne Edwards. The deadline for nominations is Sept. 3.

Supervisors's name: _____ Code: _____ Phone number: _____

Answer these questions:

1. What is the supervisor's job title?
2. What in particular has the supervisor done for employee(s) with disabilities within the past year?
3. How does the supervisor promote awareness among fellow employee(s) who do not have a disability?
4. What are the supervisor's outside interests?

Name of person nominating

Department/Code

Phone no.

NOMINATION FORM

PWC WOMEN OF THE YEAR

**Deadline for nominations: Sept. 3, 2003 at 3 p.m.
Send to: FWP Chairperson Ethel Howard,
Code 520, Building A-81.**

Date

Name of Nominee

Code

Nominee's supervisor

Job Title (Indicate GS or WG)

Phone

1. Contributions at work that enhance the image of women in the workplace. (90%)

a. Job performance during the 2003 rating period deserving special commendation:

b. Job related self improvement:

c. Personal Attitude:

d. Awards/Recognition:

2. Participation in public service, community or voluntary activities of interest to women. (10%)

Name of person nominating

Department/Code

Phone no.

Note: Any PWC employee may nominate a fellow employee. The nomination is not restricted to management. The General Schedule (GS) and Wage Grade (WG) Women of the Year contest is sponsored by PWC's Federal Women's Program (FWP). Winners will be announced during the All American Day celebration on Sept. 16.

NOMINATION FORM

2003 PWC MANAGER OF THE YEAR

Deadline for nominations: Sept. 3, 2003 at 4 p.m.
Submit to: PWC Executive Officer, Code 09
No more than two additional pages may be attached to this form.

Date

Name of Nominee

Code

Nominee's Supervisor

Job Title

Phone

JOB PERFORMANCE (50%)

JOB RELATED SELF-IMPROVEMENT (15%)

PERSONAL ATTITUDE (15%)

AWARDS/RECOGNITION AND PWC ACTIVITIES (15%)

OTHER ACTIVITIES (5%)

Name of person nominating

Department/Code

Phone no.

PWC MANAGER OF THE YEAR NOMINATION CRITERIA

Each year PWC's Morale, Welfare and Recreation (MWR) Committee selects a PWC Manager of the Year. This is an opportunity for any employee to nominate a manager whom he or she feels contributes significantly to the overall success of the Navy Public Works Center. Quality of leadership, professionalism, employee relationships, reliability, and a commitment to customer service are qualities to consider when selecting your nominee for this year's competition.

The award is for an individual, not a group. Each nomination must include supporting comments, not just a nominee's name. Each nomination must be limited to two pages.

All nominations are carefully reviewed and evaluated by a panel of MWR committee members and PWC's Commanding Officer. The panel's decision is based on an established point system which is used to rate individual categories of a nomination. The point values are included on the nomination form.

The award selection will be announced on Sept. 16 during the All American Day celebration.

JOB PERFORMANCE

Describe as accurately and as briefly as possible your nominee's major duties and responsibilities. Include information that supports outstanding leadership, exceptional professionalism, employee relationships, dedicated customer service, superior positive attitude and all-around excellence demonstrated by the individual. Include any extra effort the individual has performed on a specific project that provided better service/or an improved product. This category can earn a maximum grading value of 50 percent.

JOB RELATED SELF-IMPROVEMENT

Include your nominee's most important information in regards to training, education, research and other job related self-improvement efforts. Full value in this category is 15 percent.

PERSONAL ATTITUDE

Briefly describe how your nominee demonstrates a willingness to perform as a team member to accomplish a job. Include the individual's cooperative effort to satisfy customers, work with others and find improved ways to do a job. Personal attitude can contribute as much as 15 percent to the total nomination value.

AWARDS, RECOGNITION, PWC ACTIVITIES

Include all awards and recognition earned by your nominee during the past year. Does the individual support a specific command program? Maybe he or she had a beneficial suggestion adopted. Perhaps your nominee is a routine blood donor or a Combined Federal Campaign volunteer. Maybe the individual is a safety award winner, actively participates in MWR activities, or has a significant amount of accumulated sick leave. Performance awards may be included if applicable, but are not required. Maximum value of this category is 15 percent.

OTHER ACTIVITIES

Include information concerning your nominee's community activities. Maybe he or she participates as a community athletic league coach, in a neighborhood civic association, in scouting or actively supports a professional organization. Maximum value of this category is five percent.

Nominations for the Navy Public Works Center's annual Employee of the Year award will be accepted by the PWC Executive Officer, Code 09, through Sept. 3, 2003.

NOMINATION FORM

2003 PWC EMPLOYEE OF THE YEAR

Deadline for nominations: Sept. 3, 2003 at 4 p.m.
Submit to: PWC Executive Officer, Code 09
No more than two additional pages may be attached to this form.

Date

Name of Nominee

Code

Nominee's Supervisor

Job Title

Phone

JOB PERFORMANCE (50%)

JOB RELATED SELF-IMPROVEMENT (15%)

PERSONAL ATTITUDE (15%)

AWARDS/RECOGNITION AND PWC ACTIVITIES (15%)

OTHER ACTIVITIES (5%)

Name of person nominating

Department/Code

Phone no.

PWC EMPLOYEE OF THE YEAR NOMINATION CRITERIA

Each year PWC's Morale, Welfare and Recreation (MWR) Committee selects a PWC Employee of the Year. This is an opportunity for any employee to nominate a co-worker whom he or she feels contributes significantly to the overall success of the Navy Public Works Center. Quality of workmanship, professionalism, reliability, productivity, cooperative attitude, and a commitment to customer service are qualities to consider when selecting your nominee for this year's competition.

The award is for an individual, not a group. Each nomination must include supporting comments, not just a nominee's name. Each nomination must not be more than two pages in length.

All nominations are carefully reviewed and evaluated by a panel of MWR committee members and PWC's Commanding Officer. The panel's decision is based on an established point system which is used to rate individual categories of a nomination. The point values are included on the nomination form.

The award selection will be announced on Sept. 16 during the All American Day celebration.

JOB PERFORMANCE

Describe as accurately and as briefly as possible your nominee's major duties and responsibilities. Include information that supports outstanding workmanship, exceptional professionalism, dedicated customer service, superior positive attitude and all-around excellence demonstrated by the individual. Include any extra effort the individual has performed on a specific project that provided better service/or an improved product. This category can earn a maximum grading value of 50 percent.

JOB RELATED SELF-IMPROVEMENT

Include your nominee's most important information in regards to training, education, research and other job related self-improvement efforts. Full value in this category is 15 percent.

PERSONAL ATTITUDE

Briefly describe how your nominee demonstrates a willingness to perform as a team member to accomplish a job. Include the individual's cooperative effort to satisfy customers, work with others and find improved ways to do a job. Personal attitude can contribute as much as 15 percent to the total nomination value.

AWARDS, RECOGNITION, PWC ACTIVITIES

Include all awards and recognition earned by your nominee during the past year. Does the individual support a specific command program? Maybe he or she had a beneficial suggestion adopted. Perhaps your nominee is a routine blood donor or a Combined Federal Campaign volunteer. Maybe the individual is a safety award winner, actively participates in MWR activities, or has a significant amount of accumulated sick leave. Performance awards may be included if applicable, but are not required. Maximum value of this category is 15 percent.

OTHER ACTIVITIES

Include information concerning your nominee's community activities. Maybe he or she participates as a community athletic league coach, in a neighborhood civic association, in scouting or actively supports a professional organization. Maximum value of this category is five percent.

Nominations for the Navy Public Works Center's annual Employee of the Year award will be accepted by the PWC Executive Officer, Code 09, through Sept.3, 2003.

NOMINATION FORM

EPDP'S PWC EMPLOYEE OF THE YEAR WITH A DISABILITY

“The Employee of the Year with a Disability” contest is an annual competition sponsored the Employment of Persons with Disabilities Program (EPDP). “The Employee of the Year” is someone who demonstrates professionalism, possesses a “can do” spirit and shows a willingness to work with others.

Submit the name of that special employee and show that you care and appreciate them! The employee will receive an appreciation plaque and will be recognized during **All American Day on Sept. 16.**

Complete the information below and guardmail to Code 152.6, Bldg. A-81, Attn: EPDP Chairperson Dianne Edwards. The deadline for nominations is Sept. 3, 2003.

Employee's name: _____ Code: _____ Phone number: _____

Answer these questions:

1. What is the employee's job title?
2. How does the employee interact with others?
3. How does the employee promote awareness with others who don't have a disability?
4. What are the outside interests of the employee?

Name of person nominating

Department/Code

Phone no.