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Society of American Indian Government Employees

NOMINATION PACKAGE

FOR THE

2014 SAIGE RECOGNITION AWARDS

**to be awarded at the SAIGE Annual National Training Program
Albuquerque, NM
June, 2014**

Application Deadline: April 10, 2014

SAIGE Awards Committee

Contact:

Carl.Etsitty@aphis.usda.gov

P.O. Box 273203

Ft. Collins, CO 80527

SAIGE IS NOW ACCEPTING NOMINATIONS FOR THESE AWARDS



BACKGROUND:

Native American employment represents 1.8 percent of the permanent Federal Workforce. The purpose of these awards is to recognize agencies and individuals who, through their personal commitment and professional initiative, have made contributions in recruiting, retaining, and providing career advancement opportunities to American Indian and Alaskan Native (AI/AN) employees in the Federal workforce, and who have assisted with the advancement of AI/AN professionals..

AWARD:

Awardees will be recognized and presented the award by SAIGE at the Eleventh Annual SAIGE National Training Program in Albuquerque, NM, June 9-13, 2014.

CATEGORIES:

The following are the categories for the SAIGE Achievement Awards. One award will be awarded for each of the categories:

1. Agency
2. Supervisory
3. Leadership (General Schedule Grades 11-15)
4. General Schedule Grades 10 and below
5. American Indian /Alaskan Native (AI/AN) Committee member

ELIGIBILITY:

Selections of the awards will be based on the following criteria: Nominees must have demonstrated significant measurable and visible achievements in promoting the employment of AI/ANs in the Federal workforce. All federal employees are eligible for nomination. At a minimum, noteworthy efforts should show achievements in one or more of the following areas:

AWARD CATEGORY CRITERIA:

AGENCY AWARD

Demonstrates a personal commitment to SAIGE's goal of increasing and maintaining the AI/AN workforce representation to be reflective of the relevant labor force; assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity for American Indians. Demonstrates innovative and aggressive AI/AN recruitment programs such as partnerships with organizations, Tribal Colleges and Universities, and public schools having a high AI/AN enrollment. Implements and maintains an assertive agency program that promotes equal opportunity for AI/ANs in the Federal government through innovative community and educational outreach programs.

Examples: Promotes and encourages agency personnel to participate in program activities benefiting career development of American Indians and promote awareness of American Indian culture and history; Implements and supports employment and educational outreach efforts; Recognizes

employees' achievements for their recruitment and outreach efforts: Promotes programs that encourage employees to serve as a workshop presenter, mentor and/or advisor to Native American Emphasis Program committees and individuals.

SUPERVISORY

Supports the goals of SAIGE by demonstrating exceptional leadership qualities that inspire others to also support SAIGE's goals and promote support of program amongst agency personnel. Demonstrates a personal commitment to the SAIGE goal of increasing and maintaining the AI/AN representation to be reflective of the relevant labor force.

Examples: Actively support the recruitment, hiring, promoting and training of AI/AN employees; Volunteers as the agency champion to lead the coordination of AI/AN events/programs and implements programs to address MD-715 initiatives relating to AI/AN; Participate as a workshop presenter, mentor and/or advisor to Native American Emphasis Program committees and individuals.

LEADERSHIP (GENERAL SCHEDULE GRADES 11-15)

Supports the goals of SAIGE by demonstrating exceptional leadership qualities that inspire others to follow in supporting SAIGE's goals. Actively participate in their agency's Native American program to promote support of the program amongst agency personnel.

Examples: Serve as an advisor to the Native American Emphasis Program committee and its membership; Support and participate in the agency's Native American employment and awareness programs; Serve as a mentor or role model to Native American individuals; Participate as a workshop presenter, mentor and/or advisor to Native American Emphasis Program committees and individuals.

GENERAL SCHEDULE GRADES 01-10

Support the goals of SAIGE by actively demonstrating exceptional individual qualities inspiring others to support SAIGE's goals and support of agency's American Indian special emphasis program committee.

Examples: Actively leads and participates in agency's Native American program to promote support of program amongst agency personnel, employment and awareness; Assist in the coordination of AI/AN sponsored events/programs; Serve as a mentor and/or role model to the AI/AN workforce and community, displaying outreach to students.

AI/AN COMMITTEE GROUP OR MEMBER

Support the goals of SAIGE by demonstrating exceptional individual qualities inspiring others to support SAIGE's goals and support of agency's American Indian special emphasis program committee.

Examples: Actively participate in agency's Native American program to promote support of program amongst agency personnel, and promote employment and awareness to the AI/AN community; Assist in the coordination of AI/AN sponsored events/programs; Serve as a mentor and/or role model to the AI/AN workforce and community, displaying outreach to students.

Note: Noteworthy actions may include a single superior act occurring since January 1st, 2012, or a series of sustained contributions over the past two (2) years. For nominations based on recruitment efforts, the nominee must have made exceptionally innovative contributions which generated increased numbers of American Indians recruitments. In addition to recruitment, nominations may be submitted for exemplary efforts made to retain or advance AI/AN in the Federal civilian work force. Particular attention will be given to nominations, which provide documentation showing an increase in the numbers of AI/AN civilian employee recruitments retained and provided career advancement opportunities. Accomplishments should be well supported and documented and may include information such as statistical data displaying changes over a period of time.

NOMINATIONS: TO NOMINATE AN INDIVIDUAL submit the following:

- ◆ COMPLETE NOMINATION FORM (Attachment 1)
 - A NOMINEE MERIT DESCRIPTION, INCLUDING THE CANDIDATE'S CONTRIBUTIONS AND ACHIEVEMENTS (NO MORE THAN A TOTAL OF 1 ½ TYPEWRITTEN PAGES). The write-up should be described in terms of factual data with sufficient detail citing specific examples and be easily understood.
 - A BIOGRAPHICAL SKETCH (NO MORE THAN A TOTAL OF ½ TYPEWRITTEN PAGE). The write-up should be described in terms of factual data with sufficient detail citing specific examples and be easily understood.
- ◆ LETTER (S) OF RECOMMENDATION
- ◆ ANY OTHER SUPPORTING MATERIALS (new articles, workshop announcements, etc)

Any Federal civilian or military employee can nominate an individual who they feel actively supports the SAIGE goals and successfully meets the criteria for the award(s). Nominations must be **received no later than April 10, 2014** to:

SAIGE Award Committee

P.O. Box 273203
Ft. Collins, CO 80527

Or

CARL.ETSITTY@APHIS.USDA.GOV

AWARD SELECTION:

The SAIGE Award Committee will review the nominations and provide a recommendation of candidate(s) to the SAIGE Board for final approval. Award announcements will be made by May 5, 2014. Nominating parties and Awardees will receive a formal letter and information on where and when the Awards ceremony will take place at the Annual National Training Program. Unfortunately, SAIGE cannot cover travel expenses for the awardees.

SOCIETY OF AMERICAN INDIAN GOVERNMENT EMPLOYEES (SAIGE)

NATIONAL AWARDS NOMINATION FORM

Award Category: _____

Nominee's Name _____

Position, Title _____
Series, Grade/Rank _____

Work Phone _____

Work/ activities _____

Name & address _____

1. Please provide a detailed narrative description of contributions and significant accomplishments based on enclosed criteria. (Not to exceed 1½ pages)

2. Brief Biological Sketch and Work experience (Beginning with current employment), **Professional Activities** (membership in organizations, leadership roles held in association, etc.), **Community Activities** (i.e. brief description of nominee's participation and honors received) and **Education. (Approx. ½ page)**

3. Nominator Information

Name _____

Agency Name _____
& address _____

Work phone: _____

Fax Number: _____

All nominations must be received by the SAIGE Awards Committee by: **April 10, 2014.**
Nominations can be e-mailed to CARL.ETSITTY@APHIS.USDA.GOV, or mailed to the following address:

SAIGE Awards Committee
P.O. Box273203
Ft. Collins, CO 80527

Received: _____ Award Category: _____ Status: _____	To be completed by Award Committee
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