



*Society of American Indian  
Government Employees*

## **Society of American Indian Government Employees (SAIGE)**

NOMINATION PACKAGE  
FOR THE  
2015 SAIGE RECOGNITION AWARDS  
APPLICATIONS DUE BY **April 10, 2015**

**SAIGE**

[www.saige.org](http://www.saige.org)



## **SAIGE IS NOW ACCEPTING NOMINATIONS FOR THESE AWARDS**

### **BACKGROUND:**

Native American employment represents 1.7 percent (approximately 32,251) of the permanent Federal Workforce. The purpose of these awards is to recognize agencies and individuals (civilian or military), who through their personal commitment and professional initiative have made demonstrable contributions in recruiting, retaining, and providing career advancement opportunities to American Indian/Alaska Native employees in the Federal workforce, and who have assisted with the advancement of American Indian and Alaska Native professionals, role models and future leaders.

### **AWARD:**

Awardees will be recognized and presented by SAIGE, at the Twelfth Annual SAIGE National Training Conference in Welch, MN (Minneapolis area) June 15-18, 2015.

### **CATEGORIES:**

Following are the award categories for the Society of American Indian Government Employees Outstanding Achievement Awards.

One award will be awarded for each of the following categories:

1. Agency
2. Leadership
3. General Schedule Grades 11-15
4. General Schedule Grades 1 –10

### **ELIGIBILITY:**

These coveted awards are based on the following criteria: Nominees must have demonstrated actions, significant, measurable and visible achievements in promoting the employment of American Indians 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 personal commitment to SAIGE's goal of increasing and maintaining the American Indian workforce representation to be reflective of the relevant labor market; assisting the workforce in overcoming discrimination and eliminating barriers that hinder equal opportunity for American Indians' and other minorities in the Federal government. Demonstrated innovative and aggressive American Indians recruitment programs including partnership with organizations and public schools having a high American Indian enrollment or membership. Agency organized program activities that promote equal opportunity for American Indians and other minorities in the Federal government through innovative community and educational outreach programs.

Promoting and encouraging agency personnel to participate in program activities benefiting career development of American Indians and promote awareness of American Indian culture and history. Agency recognizes subordinate employee achievements in recruiting, retaining, and providing career advancement opportunities of American Indians through publicity and awards.

### **LEADERSHIP**

Supports the goals of SAIGE by actively displaying exceptional leadership qualities that inspire others to support SAIGE's goals and promote support of program amongst agency personnel. Demonstrates personal commitment to SAIGE's goal of increasing and maintaining the American Indian/Alaska Native representation in the agency's workforce and MD-715 program areas including overall representation, recruitment, hiring, promoting and training of American Indians and Alaska Natives. Participates as a workshop presenter, mentor and/or advisor to Native American emphasis committees and individuals.

### **GENERAL SCHEDULE GRADES 11-15**

Individual supports SAIGE's goal by actively displaying exceptional leadership qualities that inspire others to support SAIGE's goals. Actively participate in their agency's Native American program to promote support of the program amongst agency personnel. Serve as an advisor to the Native American emphasis committee and its membership. Support and participate in the agency's Native American employment and awareness programs. Individual serves as a mentor and/or role model to Native American individuals.

### **GENERAL SCHEDULE GRADES 01-10**

Support the goals of SAIGE by actively displaying exceptional individual qualities inspiring others to support SAIGE's goals and support of agency's American Indian special emphasis program committee. Actively participate in agency's Native American program to promote support of program amongst agency personnel, and promote employment and awareness. Serve as a mentor and/or role model to the American Indian workforce and community (outreach to students).

**Note:** Noteworthy actions may include a single superior act occurring since Oct. 1, 2010, or a series of sustained contributions over the past 2 years. For nominations based on recruitment efforts, the nominee must have made exceptionally innovative contributions, which generated increases in the numbers of American Indians recruited. In addition to recruitment, nominations may be submitted for exemplary efforts made to retain or advance American Indians in the federal civilian work force. Particular attention will be given to nominations, which provide documentation showing an increase in the numbers of American Indians civilian employees recruited, retained, and given 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:

- ◆ COMPLETED 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) Please limit to 5 pages.

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 submitted **no later than April 10, 2015** to:

**SAIGE Award Committee**  
**Coralee Mackay UT SAIGE President**  
**PO Box 13883**  
**Ogden, UT 84412**  
-or-  
[Coralee.J.Mackay@irs.gov](mailto:Coralee.J.Mackay@irs.gov)  
[3feathersphoto@gmail.com](mailto:3feathersphoto@gmail.com)

**For Questions, please contact Coralee Mackay at 801-540-9689 or [3feathersphoto@gmail.com](mailto:3feathersphoto@gmail.com)**

### **AWARD SELECTION:**

The SAIGE Award Committee will review the nominations and provide a recommendation of candidate(s) to the SAIGE Board for final approval.

**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. (Note to exceed 1½ pages)**

**2. Brief Biographical Sketch, including, 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. (Approximately ½ page)**

**3. Nominator Information**

**Name** \_\_\_\_\_

**Agency Name** \_\_\_\_\_  
**& Address**

\_\_\_\_\_  
\_\_\_\_\_

**Work phone:** \_\_\_\_\_

All nominations must be submitted to the SAIGE Awards Committee by: **April 10, 2015** to the following address:

**SAIGE Award Committee  
Coralee Mackay UT SAIGE President  
PO Box 13883  
Ogden, UT 84412**

[3feathersphoto@gmail.com](mailto:3feathersphoto@gmail.com) or [Coralee.J.Mackay@irs.gov](mailto:Coralee.J.Mackay@irs.gov)