



*Society of American Indian
Government Employees*

Society of American Indian Government Employees (SAIGE)

NOMINATION PACKAGE
FOR THE
2024 SAIGE OUTSTANDING ACHIEVEMENT
AWARDS APPLICATIONS DUE BY **April 8, 2024**

SAIGE
www.saige.org



SAIGE IS NOW ACCEPTING NOMINATIONS FOR THESE AWARDS

BACKGROUND:

American Indian/Alaska Native (AI/AN) employment represents 1.62 percent, of the permanent Federal Workforce as of 2021. (OPM). Part of the SAIGE Mission is to increase these numbers.

The purpose of these awards are to recognize agencies and individuals who through their personal commitment and professional initiative have made demonstrable contributions in the recruitment, retention and advancement of AI/AN employees in the Federal workforce, and who have assisted with the advancement of AI/AN professionals, role models and future leaders.

AWARD:

Awardees will be recognized and presented by SAIGE at the 21st Annual SAIGE National Training Program, “*Affirming Native Voices: Visibility-Leadership-Service,*” being held in Spokane, WA, June 3-6, 2024. Awardees will not receive financial support to attend and if unable to attend, their award will be mailed to them.

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
4. American Indian/Alaska Native Special Emphasis Program Manager

ELIGIBILITY:

These awards are based on the following criteria: Nominees must have demonstrated actions, significant, measurable and visible achievements in promoting the employment of AI/AN 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

Agency demonstrates commitment to SAIGE’s goal of increasing and maintaining the American Indian/Alaska Native 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, Alaska Natives and other minorities in the Federal government. Agency has demonstrated innovative and aggressive American Indian/Alaska Native recruitment programs including partnership with organizations and public schools having a high American Indian/Alaska Native enrollment or membership. Agency has organized program activities that promote equal opportunity for American Indians, Alaska Natives, and other minorities in the Federal government through innovative community and educational outreach programs.

Agency promotes and encourages its personnel to participate in program activities benefiting career development and promoting awareness of American Indian/Alaska Native culture and history. Agency recognizes subordinate employee achievements in recruiting, retaining, and providing career advancement opportunities of American Indians and Alaska Natives through publicity and awards.

LEADERSHIP

Supports the goals of SAIGE by actively displaying exceptional leadership qualities that engage others to support SAIGE's goals and promote support of the program amongst agency personnel. Displays support of EEO MD-715 initiatives that include increasing the overall representation, recruitment, hiring, promotion and career development of American Indians and Alaska Natives in their agency. Participates as a mentor and/or advisor to Native American individuals. Participates in workshops and presentations as part of Special Emphasis committees, and serves as an advisor.

GENERAL SCHEDULE GRADES

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

NATIVE AMERICAN SPECIAL EMPHASIS PROGRAM MANAGER

Support the goals of SAIGE by actively displaying exceptional management of their agency's AI/AN Special Emphasis Program. Works with agency leadership to develop and implement programs and events emphasizing the recruitment, hiring, retention and career development of AI/AN, and cultural awareness. Actively promotes the agency's Native American program to agency personnel and the surrounding AI/AN community to promote employment opportunities. Serves as a mentor and/or role model to other American Indian/Alaska Native workforce and community (outreach to students).

Note: Noteworthy actions may include a single superior act occurring since June 1st 2022, 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 and/or Alaska Natives in the federal civilian work force. Particular attention will be given to nominations that provide documentation showing an increase in the numbers of AI/AN 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
- ◆ Length of SAIGE Membership, if available
- ◆ 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). No self-nominations are accepted. Nominations, including all support materials, must be sent to be **received no later than April 8, 2024**. Email the package to:

SAIGE Award Committee
Ms. Georgeie Reynolds
greynolds@saige.org

If you need to send hard copies through the US Postal Service rather than email, please send to: SAIGE, P.O. Box 29142, 2017 NW Vaughn St, Portland OR, 97296. Ensure that you mail it in plenty of time to be received by April 8, 2024. No late applications will be considered.

AWARD SELECTION:

The SAIGE Award Committee will review the nominations and provide a recommendation of candidate(s) to the SAIGE Board of Directors for final approval. Nominees will be informed of their selection status by the Awards Committee.

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 _____

Nominee's _____

mailing address _____

1. On a separate page, please provide a detailed narrative description of contributions and significant accomplishments based on required criteria. (Not to exceed 1½ pages)

2. Brief Biological Sketch, including relevant 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

Your Name _____

Your Agency _____

Name & _____

Address _____

Work phone: _____ Cell phone _____

All nominations must be **received** by the SAIGE Awards Committee by:

April 8, 2024.

Send nomination package to

SAIGE Achievement Award Committee

care of

greynolds@saige.org

For Questions, please contact Georgeie Reynolds at the email above

If you are using the US Postal Service rather than email, please send to

SAIGE, P.O.Box 29142, 2017 NW Vaughn St, Portland OR 97296.

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