CALL FOR NOMINATIONS FOR 2003 AWARD
FOR
EXEMPLARY ACHIEVEMENT IN PUBLIC ADMINISTRATION

54th Annual Award
to a Career Federal Employee under Age 37

Presented by the
William A. Jump Memorial Foundation
Washington, DC

AWARD

The William A. Jump Memorial Foundation Award is presented in recognition of outstanding service in public administration. It was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the U.S. Department of Agriculture (USDA), recognized throughout the Federal Government and nationally for his leadership and distinguished contributions to effective public administration. It is supported through private contributions.

The public recognition provided by the Award is intended to serve as an encouragement to young people to promote interest, growth, development and high level performance in public administration.

A golden key and a certificate are presented to the winner at an annual USDA awards ceremony, preceded by a reception for the winner. The Foundation will also grant a special certificate to all other nominees (individual Agency winners) for the Award who meet the qualifications prescribed by the Jump Award Selection Committee.

ELIGIBILITY CRITERIA

The nominee must be a civilian career employee of the Federal Government who has not reached his or her 37th birthday, as of December 31, 2002. Work performance of the employee over a considerable period of time (no less than five years) in either a line or staff position, must demonstrate: a) outstanding competence and interest in any area of public administration, b) leadership shown in the direction or development of programs, c) creativity and resourcefulness, d) close adherence to the basic principles of enlightened public service, e) integrity, and f) dedication to duty.

Attachment 1-1

William A. Jump Memorial Foundation
Jackie Donnelly, Executive Secretary
U.S. Department of Agriculture, OBPA, Room 147-E
1400 Independence Avenue, SW, Stop 4212
Washington, D.C. 20250-4212

Additional information regarding this announcement can be obtained from:
Jackie Donnelly, (202) 720-7981

THE **2002 AWARD WINNER**

Mr. Stephen C. Dunn, Deputy Comptroller
Space and Naval Warfare Systems Command, Dept. of the Navy, San Diego, CA

THE **AWARD COMMITTEE**

A special "William A. Jump Memorial Committee" of distinguished Government officials and private citizens is named each year by the Chairman of the Board of Trustees to make the final selection of the individual to receive the Award.

THE **FOUNDATION**

The William A Jump Memorial Foundation is supported through the private contributions of persons and organizations interested in fostering efficient Federal career service. The Foundation provides for special public recognition of young people who are demonstrating leadership, creative thinking, and exemplary achievement in public administration.

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Attachment 1-2

For the purpose of this Award, the term "work" refers to either line or staff activity and the term "public administration" covers all aspects of executive-administrative direction, supervision and development or operation of Federal activities.

INFORMATION REQUESTED

Please submit six copies of the nomination. Only one employee may be nominated by each Agency. In the case of a department with component agencies, each component agency may submit one nomination. Exhibit materials such as copies of publications may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:

1. Name, title, grade, phone numbers, e-mail address, and salary of nominee
2. Bureau and Agency
3. Date of Birth (see "Eligibility" paragraph)
4. Home address
5. Educational background and awards or commendations received
6. Nominee's present position, grade, and responsibilities
7. Chronological outline of past employment and responsibilities
8. Specific accomplishments and contributions with comments which illustrate each of the eligibility criteria
9. Proposed brief citation concerning the nominee's accomplishments to be used on the winner's certificate (maximum of 25 words)

The recommendation should be signed by the head of the Agency, or his or her designee. To be eligible for the 2003 Award, all nominations must be received no later than Tuesday, April 15th, 2003.

The Foundation recommends that Agencies consider employees from throughout the country, and that nominees for the Award be given recognition in agency publications for their achievements and services. We believe such action would help to stimulate active interest in fostering a more effective public service.

The Award will be presented at the Department of Agriculture Annual Honor Awards Ceremony, which will take place on Friday, June 13th, 2003, in Washington, DC.

MAIL NOMINATIONS (original plus five copies, please) TO:

Attachment 1-3