

Sir or Ma'am,

The purpose of this solicitation message is to request nominations for the Arthur S. Flemming Awards. Suspense: 19 Aug 16.

This award is sponsored by the George Washington University, in conjunction with the Arthur S. Flemming awards commission. It honors outstanding federal employees who have made significant and extraordinary contributions to the federal government. The award's purpose is fourfold; to recognize outstanding and meritorious achievement while working for the federal government; to encourage the highest standards of performance in the federal service; to enhance appreciation of our form of government and the opportunities and responsibilities it presents; and to attract outstanding individuals to a career in federal service.

Eligibility:

- Members of the uniformed services or career civilian employees of the U.S. government
- At least three, but no more than 15 years of total service (cumulative of military and civilian) as of 31 December 2016.
- These awards will be made for outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment achieved or completed during 2016.

Categories:

Nominations must be submitted in one category:

- Leadership and/or Management: Exceptional achievement in the leadership and management of significant federal programs or projects of all kinds, or in the direction or development of innovative administrative aspects of management, such as human capital management, financial management, procurement, budget and policy analysis, strategic planning, information technology management, physical asset management, and successful program implementation through working with other levels of government.
- Legal Achievement: Outstanding success in the research, trial preparation and prosecution of major legal cases, civil or criminal, the outcome of which have had a significant impact of the future conduct of the government's legal activities, allowed the government to recoup significant monies, and/or have led to the introduction of major legislation with far-reaching consequence on the national level.
- Social Science, Clinical Trials and Translational Research: Innovative contributions toward the understanding of our democratic society and its individual members (social science), or rigorous guidance of a comprehensive test of a new method or drug that may significantly enhance the treatment of various prevalent diseases in the world (clinical trials), or major entrepreneurial effort to move the results of basic or applied science out of the laboratory to the stage of producing a prototype drug, instrument, or method of treatment (translational research). It can be expected that a wide spectrum of highly qualified individuals may be nominees under this heading. To be eligible to be

nominated under one of the components of this category, the nominee must be the prime instigator or leader of the work.

- **Applied Science and Engineering:** Creative application of basic science or mathematical understanding to solve major problem/problems important to a government agency's objectives. Such applications may lead to a new technology or device that has broad application. Applied scientists, applied mathematicians, computer scientists, and engineers are expected to be nominees in this category. It is expected that the nominee is the individual personally responsible for the application.
- **Basic Science:** Forefront work in the nominee's field of scholarship and research in the basic sciences that is considered to be fundamental to the advancement of that field. This work is usually of a pioneering nature that leads to unique and innovative understanding, with whole new directions within a field or whole new fields of scholarship/research being created. It is expected that the nominee is the individual personally responsible for the breakthrough.

Nomination:

All information must be typewritten (Word), single-spaced with double-spacing between paragraphs. The descriptions requested below should be completed on separate sheets of paper, one-side only, and the header of each page should state the award category. The George Washington University must be specifically notified of any facts which may not be released to the public news media. Judges will give special emphasis to the professional achievement of the nominee.

- **Write-up:** The following items are required for each nomination and should not exceed four pages (not including publications list if applicable). The nomination write-up must be sent in one continuous Word document:
 - **Federal Employment History:** A brief chronological review of the nominee's federal employment (military and/or civilian) indicating the number of years in each position, and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work.
 - **Professional Accomplishment:** A description of the nominee's specific accomplishment(s). This description should make clear the nature and significance of the achievement and the nominee's specific role. Include a statement of the extent of application of the nominee's achievement (i.e., affecting the function or mission of one facility or installation, an entire Agency or government wide.)
 - **Awards and Publications:** A list of any government or professional awards received and a list of any professional publications germane to the nominee's career objectives
 - **Community Involvement:** Nominees who have been involved in worthwhile and meaningful community activities will be accorded appropriate consideration in the evaluation of their nominations. It is the intent that credit be given for participation in activities that are of benefit to the community at large but activities that are related to the nominees' respective areas of professional endeavor, such as mentoring or teaching, will be considered equally worthy. However, a

nominee's community activities that may be considered self-promoting will be discounted.

- Public Release Statement: Addressed to Air Force Personnel Center Recognition Programs Section (AFPC/DP1SP). Each nominee must sign a public release statement that reads verbatim:
 - *"I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy information or personally identifiable information found in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program, Chapter two, Privacy Act. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraphs 2.5 and subparagraphs. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment."* The nominee must sign and date this statement.
- Recommendation Letter: A recommendation letter physically ("wet") signed by the RIO/CC stating that "A records check was conducted on (date) and revealed no information that would bring discredit to the award."
Template: www.arpc.afrc.af.mil/Portals/4/DRIO/Awards/RIO-Flemming-Award-Nomination-letter-template.docx
- Citation: Limited to no less than 125 words and no more than 175 words (not including opening and closing statements) which describes the nominee's accomplishments (see AFI 36-2805, Special Trophies and Awards, Attachment 3(http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2805/afi36-2805.pdf), for format). Acronyms are not authorized in the citation.
- Nomination Form: It is important that personnel submit the nominations according to the 2015 nomination form. This form must have an original signature from the head of the department on the document and be sent in scanned format. Nomination Form: www.arpc.afrc.af.mil/Portals/4/DRIO/Awards/RIO-Arthur-S-Flemming-Awards-Nomination-Form.pdf

If the nominee is a team member, irrefutable evidence must be shown of the nominee's leadership of and inspiration to fellow members of the team to achieve its goal(s). Nomination of an individual who is effectively performing the functions and responsibilities required of the position held will not be rated as highly, absent demonstration of exceptional skills to achieve results.

Packages are due to your servicing HQ RIO Detachment NLT 19 Aug 16. Please contact your servicing detachment for questions or concerns. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under "Detachments" or "HQ RIO Directory" link.

HQ Individual Reservist Readiness and Integration Organization

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