

A Proud Tradition

Since 1985, the national Public Service Excellence Awards have paid tribute to programs that embody the highest standards of government. Excellence Award winners represent public service at its best. The awards:

1. Encourage innovation and excellence in government
2. Reinforce pride in public service
3. Call public attention to the broad range of services provided by public employees
4. Provide government at all levels the opportunity to showcase their outstanding programs

Programs may be nominated either for a one-time achievement or sustained achievement over the past several years. Programs should either demonstrate outstanding improvement over previous performance or outstanding achievement in comparison to other existing programs with the same mandate. By recognizing groups rather than individuals, the Awards demonstrate the importance of teamwork in public service. The award winners represent public service at its best.

Federal, State, City County, International and Intergovernmental Awards

Public Service Excellence Awards recognize working units of two or more employees within federal, state or local government agencies. The Intergovernmental Award recognizes the growing number of partnerships between units or levels of government. The International award honors government programs which have an expressed mandate of international activity. All awards honor programs which demonstrate:

1. A substantial improvement in productivity or services
2. Increased quality of life for Americans
3. More cost-effective government programs or services

Community Service Award

Public employees often labor to improve their communities in ways outside of their jobs. Many retired public employees continue to serve their communities as well. The Community Service Award honors a program or project that expresses a significant impact on the community and is performed either as a volunteer effort by current public employees, by a non-profit group whose members are primarily public employees, or by a group of retired public employees.

All winners will be recognized during Public Service Recognition Week May 7- 13, 2001.

How to Prepare Submit Your Entry

Electronic Submission - Nominations can be submitted on the web site and email directly to Public Employees Roundtable. It's the applicant's responsibility to call the office to verify that Public Employees Roundtable received the submission. Applications can also be downloaded

II Program Description

- 1. Program's purpose and Scope:** What is the purpose of your program and goals?
What is the significance of the targeted audience? What problem you want to address?
What is the outcome you want to achieve? Who received the services and how you

Public Service Excellence Awards 2001 Application

Nomination Category: (Check only one)

Federal State

Awards Will Be Made in the Following Categories:

All nominations must be for programs of two or more employees administered by U.S. federal, city, county or state government agencies, except the Community Service Award. Individuals are not eligible. Some programs may readily fit into more than one award category but may be nominated for only one category. Nominations will be judged in the category for which they are nominated unless the committee deems it ineligible under the criteria stated below, in which case the nomination will be assigned to the most appropriate category. One national award will be made in each of the following categories:

Federal: A program administered by a U.S. federal government agency including military units.

State: A program administered by an agency of one of the 50 U.S. states or U.S. territories or by a Native American tribal government.

City:

Ten Tips from the Committee

Excellence in award nominations reflects excellence in the service being nominated. The following are suggestions to achieve excellence in nominations. Bear in mind that your nomination is the total representation of your program to the committee members who judge it solely on the nomination you submit. Remember that judges read and evaluate hundreds of nominations.

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2. Read each question completely and answer each question properly. Avoid redundancy.
3. When using numbers and statistics to describe your program, be clear and do not mislead (I.e. if your staff doubled clarify if it was from 1 to 2 or from 100 to 200).
4. Proofread your work and have others review the submissions narrative.
5. Avoid excessive use of acronyms and jargon. Remember, the evaluation committee is comprised of other government professionals who may not be familiar with your agency.

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descriptions.

7. Concentrate on the outcomes of the program.
9. Make your nomination easy to read (i.e. avoid very long paragraphs and use reasonable font size).

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