



# CIVILIAN PERSONNEL FACT SHEET

## GOVERNMENT EMPLOYEES' INSURANCE COMPANY (GEICO) PUBLIC SERVICE AWARDS (only civilian career employees)

**DESCRIPTION:** In 1980, the GEICO Public Service Awards were established to emphasize GEICO's belief that the contributions of many hardworking, talented Government employees are deserving of special acclaim. The GEICO Philanthropic Foundation sponsors and grants the awards.

**ELIGIBILITY:** All career civilian federal employees

**CRITERIA:** Nominees are judged principally on the impact of their work related or non-work related contributions and the extent to which they have served as an inspiration to others and brought credit to the Federal service. One award will be made to each of four active Federal employees for outstanding achievements in one of the following categories:

- Fire Prevention and Safety
- Traffic Safety and Accident Prevention
- Physical Rehabilitation
- Substance Abuse Prevention and Treatment

**NOMINATION PROCESS:** Nominations are to be processed through 435 MSS/DPCE installation Incentive Awards Committee who may submit one nominee in each category to HQ USAFE/A1CP. Submit an **original** and **three copies** of nominations plus an electronic copy. For each employee nominated, submit no more than three pages (excluding Privacy Act Statement) of supporting material consisting of:

- Name, title, grade, organization, address including zip code, phone number and a brief biographical sketch to include education, employment history, and family information.
- Description of the specific achievement or service which would qualify the employee for the award.
- Name and phone number of a point of contact if further information is needed.
- Privacy Act Statement: Signed and dated by nominee

## **APPROVAL PROCESS:**

Installation Level - Submit through chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level - Submit through chain of command to Directorate Commander. Nomination will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: Submit through chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee, if needed. If not, nominations will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder maintained by the supervisor.

**AWARD:** Winners and their spouses are brought on an all expense paid trip to Washington DC (paid by GEICO) for the presentation ceremony, receive a \$2,500 cash award, and a plaque commemorating their outstanding accomplishments.

**REF:** AFI 36-1004, AFP 36-2861, [www.geico.com/insproducts/fedpsa.html](http://www.geico.com/insproducts/fedpsa.html)

**PRIVACY STATEMENT**  
**for**  
**GEICO Public Service Award**

I attest to all facts contained in this nomination and give permission for the facts to be used for publication.

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Date

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Nominee's Signature

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Nominee's Typed Name

**GEICO Public Service Awards  
Nomination Form**

Nominees will be judged principally on the impact of their work related or non-work related contributions and the extent to which they served as an inspiration to others and brought credit to the federal service.

Date:

Nominee's Name:

Nominee's Phone #:

Nominee's Fax #:

Nominee's E-mail:

Category:

Active or Retired:

Nominee's Agency:

Work Address:

Nominee's Grade:

Nominee's Occupation:

Provide a description of specific achievements or service which qualifies the nominee for the award:

Nominee's Biographical Info:

This form should be completed, printed, and submitted.

Nominator's Name:

Nominator's Telephone #:

Nominator's E-mail:

Briefly tell us how you heard about the awards:

Dept/Agency Head Name: \_\_\_\_\_

Dept/Agency Head Signature: \_\_\_\_\_

[www.geico.com/insproducts/fedpsa\\_nominate2.html](http://www.geico.com/insproducts/fedpsa_nominate2.html)