



CIVILIAN PERSONNEL FACT SHEET

WILLIAM A. JUMP MEMORIAL FOUNDATION AWARD

(only civilian career employees)

DESCRIPTION: To recognize outstanding service in administration and notable contributions to the efficiency and quality of public service. The award was established in 1950 in honor of the late William A. Jump, Budget and Finance Officer of the US Department of Agriculture. The public recognition provided by the award was intended to be an encouragement to young people for increased interest, growth, development and high level performance of work in public administration, and reflects quality as well as integrity.

ELIGIBILITY: Nominees must be federal civilian career employees who have not reached their 37th birthday by December 31 of the year in which the nominations are submitted.

CRITERIA: Work performance of the employee over a considerable period of time (no less than 5 years in either a line or staff position) must have demonstrated outstanding competence and interest in any area of public administration, Leadership shown in the direction or development of programs, Creativity and resourcefulness, Close adherence to the basic principles of enlightened public service, integrity and dedication to duty.

The term "Work" refer to both line or staff activity and the term "Public Administration" covers all aspects of executive-administrative direction, supervisor and development or operation of federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professions may be eligible for the award in their performance involves general program and policy administration or organization planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition.

NOMINATION PROCESS: Nominations are to be processed through 435 MSS/DPCE Installation Incentive Awards Committee, who may submit one nominee to HQ USAFE/A1CP. Submit **on a 3.5" disk in Microsoft word format**. Include in each nomination package:

A. Write-up, limited to no more than 10 pages: must be typewritten, single-spaced, with new subject paragraphs double-spaced and numbered to correspond to the following:

- 1) Name, title, grade, commercial phone number, email address and salary of the nominee.
- 2) Agency, organization, location, and address
- 3) Date of birth
- 4) Home address
- 5) Educational background and awards or commendations received during nominee's federal government employment. Including college names, addresses, and nominee's maiden name, if appropriate, for notification of alumni associations.
- 6) A brief description of nominee's present grade, duties, responsibilities (for example, Jun 90 – Present) including the scope of his/her work, the size and nature of staff directly supervised by the nominee (for example, 12 engineers, 3 lawyers, etc).
- 7) A brief chronological outline of past employment, indication grade and scope of duties and responsibilities (for example, Jun 94-Jun 98: Directed a research project of agricultural reform with 24 subordinates).
- 8) A brief statement with two or three examples of specific accomplishments and contributions together with comments which illustrate each of the eligibility criteria, i.e., unusual competence and interests, leadership qualities, creativity and resourcefulness, adherence to basic principles of enlightened public service, integrity, and dedication to duty. Community Service may also be addressed.

B. A citation, limited to 50 – 70 key words (not including opening and closing statements), which succinctly describes the nominee's accomplishments.

C. A statement from the nominee stating the member does or does not give permission to use their name, rank, and base of assignment in the announcement message or any publicity regarding the award winner. Members must sign and date this statement.

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. Forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nomination 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: The winner will receive a certificate of merit and a gold key at an awards ceremony and luncheon in Washington DC. Travel will need to be funded by the employee's organization.

REF: AFI 36-1004, AFP 36-2861

PRIVACY STATEMENT
for
WILLIAM A. JUMP MEMORIAL FOUNDATION AWARD

I attest to all facts contained in this nomination and (do/do not) give permission to use my name, rank, and base of assignment in the announcement message or any publicity regarding this award.

Date

Nominee's Signature

Nominee's Typed Name

NOMINATION
for
WILLIAM A. JUMP MEMORIAL FOUNDATION AWARD

(Nominations must be typewritten, single spaced, with new subject paragraphs double spaced, and numbered 1-10 to correspond as follows:)

- 1. Name, title, grade, commercial phone number, and salary of the nominee**
- 2. Agency:** (Air Force, unit of assignment (with office symbol), and full address)
- 3. Date of birth:**
- 4. Home address:**
- 5. Educational background and awards** or commendations received during nominee's Federal government employment. Include college names, addresses, and nominee's maiden name, if appropriate, for notification of alumni associations.
- 6. A brief description of nominee's present grade, duties and responsibilities** (for example June 1992 - present), including the scope of his/her work, the size and nature of staff directly supervised by the nominee (for example, 12 engineers, 3 lawyers, etc).
- 7. A brief chronological outline of past employment**, indicating grade and scope of duties and responsibilities (for example, June 1995 - June 1999: directed a research project of agricultural reform with 25 subordinates).
- 8. A brief statement with two or three examples of specific accomplishments and contributions** together with comments which illustrate each of the eligibility criteria, i.e., unusual competence and interest, leadership qualities, creativity and resourcefulness, adherence to basic principles of enlightened public service, integrity and dedication to duty. Community service may also be addressed.
- 9. Citation, limited to 50 – 70 key words (not including opening and closing statement).**
- 10. Statement:** Signed and dated by nominee (See Example)