



CIVILIAN PERSONNEL FACT SHEET

OPM DIRECTOR'S AWARD FOR OUTSTANDING WORK AND FAMILY PROGRAMS (civilian or military)

DESCRIPTION: The Office of Personnel Management (OPM) recognizes that over the last few years, many agencies have made wide use of current federal personnel flexibilities and established dependent care programs to help their employees meet their work and family obligations. The establishment of the Director's Award for Outstanding Work and Family Programs supports and recognizes these efforts and encourages expansion of such efforts. The award (1) recognizes those federal organizations that are providing innovative and effective work and family programs, (2) encourages the establishment and improvement of highly effective work and family programs throughout the government, and (3) publicizes exemplary work and family programs so they may serve as models for other federal agencies.

ELIGIBILITY: "Work and Family Programs" are those programs designed for and offered to employees to enable them to balance work and family responsibilities. These include child care and adult dependent care services and various personnel system flexibilities such as alternative work schedules, part-time employment/job sharing, and telecommuting. These also include leave programs such as the federal leave system, leave sharing, leave banks, leave for medical and family responsibilities, sick leave to care for a sick family member, and leave for adoption and bone marrow or organ donations. Previous programs recognized with a Directors Award will not be eligible for competition in this years awards program. However, programs that have received honorary citations are eligible for nomination.

CRITERIA: OPM encourages organizations to focus their nominations on those elements of the comprehensive program that have made contributions to the work life of their employees and have contributed to organization effectiveness.

NOMINATION PROCESS: Nominations are to be processed through your 435 MSS/DPCE installation Incentive Awards Committee. There is no limit to the number of nominees that may be submitted. Submit an **original** and **three copies** of the nomination to OPM and a copy to HQ USAFE/A1CP Supporting materials you feel will assist in the review of the nomination may be submitted in a folder. Brochures, illustrations, photographs, etc., are welcomed. Nomination materials will not be returned.

APPROVAL PROCESS: The signatory authority should be no lower than the Wing/CC before the 435 MSS/DPCE installation Incentive Award Committee. Submit an **original** plus an electronic copy. Nominee is forwarded to HQ USAFE/A1CP who forwards submission to the U.S. Office of Personnel Management.

MAJCOMs should mail nomination materials in triplicate to: U.S. Office of Personnel Management, Director's Award for Work and Family Programs, Work and Family Program Center, 1900 E Street, NW, Room 7316, Washington DC 20415. Supporting materials you feel will assist in the review of the nomination may be submitted in a folder. Brochures, illustrations, photographs, etc., are welcomed. Nomination materials will not be returned.

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 winning organizations will receive plaques and congratulatory letters from the OPM Director at an awards ceremony held in Washington D.C. Date to be provided.

REF: PERMISS, www.opm.gov

PRIVACY STATEMENT
for
OPM DIRECTOR'S AWARD FOR OUTSTANDING
WORK AND FAMILY PROGRAMS

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

Date

Nominee's Signature

Nominee's Typed Name

A. General Information: Complete the nomination form in the following format:

**OPM Director's Award for Outstanding Work and Family Programs
Nomination Form**

1. Nominee:

Name of Agency or Department
Name of Organization Submitting Nomination
Name of Program Being Nominated
Address

2. Contact Person if Further Information is Needed:

Name
Title
Mailing Address
Telephone Number
Fax Number

3. Agency to Whom Award Correspondence is to be sent:

Name
Title
Mailing Address
Telephone Number
Fax Number

4. Selection Criteria: (Attach narrative responses to the key selection criteria listed below.)

B. Key Selection Criteria: The following key selection criteria should be completed in narrative responses and will be considered in assessing award nominations:

Section A. Program Scope and Objectives: The nature of the program and the degree to which its activities and objectives are designed to meet employee and organizational goals. Briefly describe all the work and family services provided. Include a description, if applicable, of policies, activities, and services in the following areas: child care, adult dependent care, alternative work schedules, leave/leave sharing policies, job sharing, telecommuting, part-time employment, family and medical leave act. Discuss the issue, program, or situation being addressed by the program, as well as how the goals or objectives of the program relate to the issue, problem or situation. Relate how and why the program was developed and who was involved. Discuss the methods and approaches employed in establishing or improving the nominated program, including any participation by employees, unions and/or employee associations. Also include a discussion of actions taken to overcome obstacles or assure quality facilities and services. Briefly describe any actions taken recently to expand or improve program services. Discuss the approach used by the program to achieve its work and family objectives, emphasizing the ways in which the approach is new or different or adds value to existing approaches. Discuss how the program advances knowledge and awareness of work and family issues.

Section B. Program Administration: The effectiveness of program administration, and the degree to which program services are integrated and make the best use of available resources. Describe how, and by whom, the various work and family services are operated and staffed, including a description of how they are organized. Note who is responsible for administering or operating the program. Discuss the nature and extent of resources, financial and personnel, committed to the program. Briefly describe other significant factors that may reflect the commitment of the organization to promote and improve work and family programs.

Section C. Employee Participation: The nature, degree, and growth of employee participation in the program. Discuss who is eligible to participate in the program and how it has been received by program participants. Describe the nature and degree of employee participation in the various aspects of the program. Discuss participation growth and any motivational, marketing or other techniques used to encourage employee participation. Include a discussion of any arrangements to allow family members or employees of other organizations to participate in these programs, and the degree to which such participation occurs.

Section D. Program Evaluation and Results: The efforts undertaken to monitor and evaluate program results. Briefly describe any formal or informal monitoring and evaluation efforts that have been used (e.g., employee surveys, needs assessments, etc.) To assess the impact or results of work and family programs at the organization. This discussion should provide information on any specific benefits or positive results that can be attributed to the program. Discuss the value of the program to employees. Give evidence of changes in the behavior or circumstances of the participants and their family members. Discuss the potential for replication or adaptation of the program by other areas of your agency or by other federal agencies. This could include a discussion of an agency's willingness to host on-site visits for interested groups, prepare case studies describing various approaches and accomplishments, etc. Consider the use of materials developed for the program and efforts to publicize the program and its benefits to the employee.

C. Privacy Act Statement: Signed and dated by nominee (see example).