

DSCC-DK

December 5, 2003

MEMORANDUM FOR DIRECTORS, SUPERVISORS AND EMPLOYEES

SUBJECT: Nominations for the Twelfth Annual Woman of the Year Award

The Defense Supply Center, Columbus (DSCC) Federal Women's Program (FWP) is sponsoring the annual Defense Federal Community Woman of the Year Award in conjunction with the National Women's History Month Celebration to be held during March 2004. Nominations are being solicited from all Directorates and Offices of the DSCC Defense Federal Community.

Since National Women's History Month serves as a reminder of women's equality struggles and the importance of women's contributions in our society, this is the perfect opportunity to recognize a woman from within the federal community who is making a positive difference.

The winner will be selected based on the criteria outlined in the enclosed nomination form and will be recognized during our National Women's History Month celebration. The winner will have her photo and biography in the display case in front of the Building 20 cafeteria, a 'Voice' article, and recognition in the DSCC message of the day.

This award is open to all women in the Defense Federal Community. An individual may be nominated by another employee (co-worker, friend, supervisor), who would like to recognize them. It is also one of the rare occasions we have to recognize an outstanding peer.

General guidelines used in the selection process and a nomination form are attached for responses.

Nominations should be submitted in final form to DSCC-DK, ATTN: Woman of the Year Award, Bldg 20, Pod C, Rm 146 **NLT than COB January 28, 2004.**

Requests for assistance or questions concerning this award should be directed to the DSCC Federal Women's Program Manager, Ms. Barbara Massey, ext. 2-8806, or Ms. Yolanda Brown-Harris, ext. 2-0730 or Equal Employment Opportunity (EEO) Office Associates at 2-2577.

Attachments

CHARLES E. PALMER  
Equal Employment Manager  
Equal Employment Office

GUIDELINES and FORMAT  
FOR  
NOMINATION OF THE WOMAN OF THE YEAR AWARD

1. NOMINATION GUIDELINES:

- a. A written statement, no less than 75 words, not more than 300 reflecting the nominees specific accomplishments and contributions.
- b. The written nomination must be signed by the nominator and the employees immediate supervisor.

II. NOMINATION FORMAT:

NAME:

ORGANIZATION:

PHONE EXTENSION:

EMPLOYEE'S JOB TITLE:

NOMINATOR'S NAME:

NOMINATOR'S PHONE EXTENSION:

SUPERVISOR'S SIGNATURE:

SUPERVISOR'S PHONE EXTENSION:

III. NOMINATION CRITERIA:

- a. Is the nominee actively involved in the community through volunteer work, women's activities, youth programs, appointments to agencies/activities and/or assumed or been appointed to leadership roles? How? When?
- b. Within the federal community, does the nominee volunteer for any agency programs, participate in mentoring and networking? Is the nominee in an upward mobility position; been appointed to a leadership role; been assigned to any special projects or managed special projects? Where and when?

- c. As a continuation of her professional growth, is the nominee currently enrolled in or completed additional education, either on or off center? Has the nominee attended and completed any additional training, career enhancement training or conducted training?

Nominations with accompanying rationale should not exceed two pages in length and should be keyed to those areas outlined above. **Please submit an original and four copies.**