

For: RMA Employees

2016 RMA Administrator's Civil Rights Leadership Award (CRLA)

Approved by: Acting Administrator, RMA



1 Overview

A Background

CRLA is an annual award that can be bestowed on a supervisor and/or nonsupervisory employee at any organizational level. Those who receive the award have made valuable contributions and commitments in supporting USDA and RMA Civil Rights objectives.

B Purpose

This notice:

- announces the 2016 RMA Award
- provides details on procedures for submitting the nomination and evaluation criteria for CRLA.

C Contact

For questions about this notice, contact Tracy Ware, Director, RMA Office of Civil Rights (OCR), by either of the following:

- e-mail to tracy.ware2@rma.usda.gov
- telephone at 202-690-6068.

Disposal Date	Distribution
January 1, 2017 6-29-16	All RMA employees

Notice PM-2964

2 CRLA Program Provisions

A Eligibility

All RMA employees are eligible for CRLA.

B Deadline for Submitting Nominations

Nomination packages should be submitted to Tracy Ware, Director, OCR, no later than **COB July 15, 2016**.

3 Responsibilities

A OCR Responsibilities

OCR shall be responsible for:

- collecting all nominations
- ensuring that nominees have no pending administrative actions
- preparing and distributing nomination applications to the reviewing committee members
- attending reviewing committee meetings to provide technical advice and document the reviewing/recommendation process.

B Reviewing Committee Responsibilities

The Administrator shall appoint a reviewing committee that may include 1 member from each of the following:

- Administrator's Staff
- OCR
- Deputy Administrator for Insurance Services
- Deputy Administrator for Compliance
- Deputy Administrator for Product Management
- Union President (Kansas City and Washington, DC).

The Reviewing Committee shall:

- review and rate nomination applications
- submit recommendations to the Administrator for CRLA.

C Administrator Responsibilities

The Administrator shall determine the recipients for CRLA.

Notice PM-2964

4 CRLA

A Criteria for Award

An employee does **not** need to meet all the criteria listed to be nominated. Any employee may recommend another employee for CRLA.

Each narrative should describe in detail why the contribution/accomplishment is significant and deserving of formal recognition. Detailed narratives assist the reviewing committee when reviewing and rating all nominations.

The narrative shall include outstanding accomplishment of objectives beyond normal expectations in activities as follows:

- involvement or participation in professional organizations, task groups, or committees, and programs directly affecting the recruitment, training, and advancement of women, minorities, and persons with disabilities in USDA and/or RMA
- active and sustained involvement to increase and diversify the workforce at RMA, including specific efforts at recruitment of women, minorities, and persons with disabilities

Note: This is required for supervisor nomination.

- active involvement in expanding, promoting, or enforcing civil rights
- personal involvement in social issues impacting women, minorities, and persons with disabilities
- establishment of a positive work environment that ensures fair and equitable treatment of all employees and applicants
- planning or supporting special interest programs and activities, which would enrich cultural understanding of diverse groups by attending and encouraging participation of employees

Note: This demonstrates intolerance of inappropriate comments or presentations in the workplace.

- demonstrates a marked improvement/increase in RMA programs, services, and benefits provided to women and/or minorities.

4 CRLA (Continued)

B Documenting CRLA

CRLA documentation:

- should justify reasons why an individual's contributions to the USDA and/or RMA OCR program is outstanding, clearly exceeds job requirements, and deserves honorary recognition by the Administrator
- **must** convince the Administrator's review committee that the nominee has accomplished more than the job required, or that the results of those accomplishments, while within the job's responsibilities, are highly significant and clearly warrant recognition.

The following questions may stimulate ideas for developing a nomination.

- What was accomplished that deserves recognition?
- Was it unique, a new approach, exceptionally creative, and if so, why?
- What was the effect of the accomplishment?
- Was it local, regional, national, or international in scope?
- Was it a model for others?
- Did the accomplishment result in increased program effectiveness?
- Did it reduce costs?
- Did it result in a more effective operation of better public service? If so, describe the results.
- What distinguished the nominee's profession or career?
- What special qualities or capabilities make the individual outstanding?
- What specific performance far exceeded job requirements?
- Was the work completed with less than usual supervision, help, or resources?
- What obstacles were overcome?
- What new techniques or procedures were developed?

4 CRLA (Continued)

B Documenting CRLA (Continued)

The justification should avoid the following:

- emphasizing job responsibility rather than accomplishment
- retirement testimonials
- quoting statistics and making progress statements without comparing them to earlier periods or circumstances
- general or vague information.

C Submitting CRLA Documentation

CRLA statements should include what was accomplished, without referring to how it was achieved or by whom.

The nomination package must include the following and shall be submitted to the Director, OCR, by e-mail in a Microsoft Word document:

- name
- position title
- telephone number (including Area Code)
- FAX number (including Area Code)
- organization and Deputy Administrator (or Director for Office of the Administrator nominees)
- nominator's name and telephone number
- nominator's office location address
- justification for nomination.

All nominations must clearly describe the significance of the contribution and/or accomplishment in the Civil Rights area of the Agency, program, etc. Nominations **must** clearly describe the impact on the Agency, successfully meeting its mission or strategic goals, the degree and the results by which the contribution substantially exceeds normal job expectations, and any measureable or non-measurable benefits.