



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON ABERDEEN PROVING GROUND
BUILDING 4510, 6429 BOOTHBY HILL AVENUE
ABERDEEN PROVING GROUND MARYLAND 21005-5001

S: 12 July 2019

IMAP-ZA

24 April 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aberdeen Proving Ground (APG) Women's Equality Day (WED) Awards - 2019

1. In recognition of women winning the right to vote, Women's Equality Day will be observed with a guest speaker and awards ceremony. The program will be held on 28 August 2019, sponsored by the APG Federal Women's Program (FWP) Committee. Further details on the program will be published at a later date.
2. These awards recognize individuals (Civilian/Military) and organizations throughout APG including tenants that are exemplary in their support of FWP Goals. Nominations may be submitted by an employee or management official; and the nominees are not required to be members of the FWP.
3. Recognition will be given to the Outstanding Woman of the Year, along with a first and second runner up; Outstanding Supervisor/Manager of the Year, and Activity Most Supportive of FWP Goals. Nomination packets are due **NLT 12 JULY 2019**. An independent panel will evaluate the qualifications of each nominee against the enclosed criteria (please provide specific examples for each criteria listed):
 - a. **OUTSTANDING WOMAN OF THE YEAR.** Eligibility: All female Civilian and Military employees throughout APG, including tenants.
 - b. **OUTSTANDING SUPERVISOR/MANAGER OF THE YEAR.** Eligibility: All Civilian or Military supervisors/managers (male or female) throughout APG, including tenants.
 - c. **ACTIVITY MOST SUPPORTIVE OF FWP GOALS.** Eligibility: All organizations throughout APG, including tenants.
4. Nomination of Candidates:
 - a. Any organization or any member of the Military or Civilian work force can submit nominations. You are not limited to the number of nominations that may be submitted; however, you may want to check with your organization to ensure you are following internal processes (if applicable).

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If multiple nominations for an individual or activity are received, all nominations will be scored by an independent panel and the highest scored nomination will be submitted. Please refer to enclosure 1 for required nomination format and enclosure 2 for sample nominations in each award category.

b. Nominations should be submitted by **12 JULY 2019** via email to: Ms. Paula Hoak, paula.j.hoak.civ@mail.mil.

5. Point of contacts are Ms. Paula Hoak, 443-861-9601 and Ms. Lori Wohr, 410-278-3352.

Encls

1. Nomination Format
2. Nomination Samples



ROBERT L. PHILLIPS
COL, FI
Commanding

DISTRIBUTION:

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**ABERDEEN PROVING GROUND
FEDERAL WOMEN'S PROGRAM AWARDS NOMINATION**

SUBMIT NLT 12 JULY 2019 TO:

Ms. Paula Hoak, paula.j.hoak.civ@mail.mil

1. TITLE OF THE AWARD: _____

2. NAME OF INDIVIDUAL/ACTIVITY NOMINATED:

3. INDIVIDUAL: Applicable for Outstanding Woman of the Year and the Supervisor/Manager of the Year Awards only.

a. Position Title, Series and Grade: _____

b. Assigned Organization: _____

4. JUSTIFICATION: A narrative statement limited to one typed page citing the criteria in paragraph 2 of awards nomination memorandum. The nominee/activity name should be centered on the top line of the page. Do not list job position, title or grade.

5. CITATION: A proposed citation of 50 words or less to be used on the certificate of achievement. The citation must highlight the significance of the achievement(s).

6. SUBMISSION INFORMATION:

a. Nomination Submitted by: _____

b. Organization: _____

c. Telephone Number: _____

d. Complete Work Address and Phone Number of Nominee: _____

OUTSTANDING WOMAN OF THE YEAR (CRITERIA)

1. Participates in/supports FWP activities or an active member of federal organization which supports FWP goals. Specific dates and programs in which the individuals participated must be documented. Higher consideration will be given to those who participated from June 2018 through May 2019. NARRATIVE (bullet format):
2. Serves as a mentor and inspires others to reach new high standards (give examples). NARRATIVE (bullet format):
3. Sets examples of professionalism and commitment to the organization which others (women and men) strive to emulate. NARRATIVE (bullet format):
4. Continuing education. NARRATIVE (bullet format):

OUTSTANDING SUPERVISOR/MANAGER OF THE YEAR (CRITERIA)

1. Encourages women to further their education (via traditional or non-traditional means for long-term training and developmental assignments. NARRATIVE (bullet format):
2. Attends and encourages the workforce to attend functions in support of women (both in the public and private sector). NARRATIVE (bullet format):
3. Acts as a mentor to provide positive guidance to female employees, either within or outside the organization. NARRATIVE (bullet format):
4. Assures women in the organization are represented on boards, committees, and panels and given special assignments). NARRATIVE (bullet format):
5. Nominates women for monetary and honorary awards. NARRATIVE (bullet format):

ACTIVITY MOST SUPPORTIVE OF FWP GOALS (CRITERIA)

1. Leaders ensure that management complies with the spirit and intent of the FWP. This includes the issuance of a strong policy statement that prohibits sexual harassment and sex discrimination (submit copy). NARRATIVE (bullet format):
2. Goals and objectives of the FWP are supported to enhance the program, such as:
 - (a) High-potential women are provided executive developmental assignments (including details to Acting Chief positions) or high visibility projects to help them become optimally

equipped for future opportunities as federal supervisors and managers. NARRATIVE (bullet format):

(b) Women are nominated for long-term training. NARRATIVE (bullet format):

(c) Women are provided guidance for career development. NARRATIVE (bullet format):

(d) Women in the organization are represented in mid-level and/or senior positions (if these grade levels are applicable to the organization). NARRATIVE (bullet format):

3. Organizations may exhibit a display featuring the active roles and accomplishments of women within the organization.

“NOMINATION SAMPLE”

Aberdeen Proving Ground
Federal Women’s Program (FWP)
Women’s Equality Day

Outstanding
Woman of the Year

CRITERIA

OUTSTANDING WOMAN OF THE YEAR

1. Participates in/supports FWP activities, or an active member of an organization which supports FWP goals, i.e., Federal Women's Program, Federally Employed Women, Commission for Women, Federal Executive Board, etc).

June 2017 (every year since 2000):

- Bring Your Child to Work Day .
- Coordinated guest speakers.
- Coordinated registration.
- Performed logistics.
- Coordinated displays.
- Arranged transportation
- Coordinated award certificates.
- Coordinated breakfast and refreshments.
- Coordinated publicity.
- Briefed commander and staff on all activities before, during, and after the activities.

August 2017 (every year since 2000):

Women's Equality Day (APG)

- Coordinated displays.
- Coordinated marketing/advertising efforts.
- Assisted with setup and cleanup.
- Briefed command staff.

March 2018 (every year since 2000):

National Women's History Month (APG)

- Coordinated speakers and programs.
- Coordinated displays.
- Assisted with logistics.
- Spearheaded advertising and marketing efforts.
- Served as hostess.
- Communicated with command leadership (briefings before and after conference).

2. Serves as a mentor and inspires others to reach new high standards.

- Communicated with command staff to increase awareness of issues affecting women (and minorities) and to enhance training/employment opportunities (briefings, meetings).
- Helped to coordinate and representation on the Harford Habitat for Humanity's Women Build (assisting with the building of a home for a low-income, female-headed family).
- Strived to increase visibility and support of FWP within through her recruitment efforts and solicitation of volunteers.

3. Sets examples of professionalism and commitment to the organization which others (women and men) strive to emulate.

2015 EEO Coordinator (collateral duty)

- Responsible for organization and quarterly meetings with all EEO observance coordinators for at least seven different groups.
- Assisted with each of the monthly EEO observances (i.e., Black History Month, Disability Employment Program).
- Briefed the command group (Commander, Chief of Staff, Deputy for Technical Services) concerning each of the observances.
- Kept Commander informed on EEO matters.
- Assisted Commander in meeting higher command EEO suspense's.
- Communicated with EEO representatives at installation and DA levels.
- Worked closely with command staff to ensure adherence to EEO requirement.

Also served as EEO committee member, facilitator, and organizer while living and working in Germany.

4. Continuing education.

- Associate Degree, Business Management - Central Texas College
- Internship Courses (Technical Publications Writer-Editor): Intern Leadership Development Course - completed numerous other courses will be required as part of the individualized educational plan.

“NOMINATION SAMPLE”

Aberdeen Proving Ground
Federal Women's Program (FWP)
Women's Equality Day

Outstanding
Supervisor/Manager
of the Year

CRITERIA

OUTSTANDING SUPERVISOR/MANAGER OF THE YEAR (CRITERIA)

**1. Encourages women to further their education (via traditional or non-traditional means).
Nominates women for long-term training and developmental assignments.**

- Educational accomplishments are a prime example of furthering your education and setting an example for both men and women.
- Encourages women at all grade levels to pursue formal and informal training. Specific examples are:
 - Recommended and received approval for the first secretary to participate in the six month Aspiring Leader Program for GS-05/GS-07s.
 - Supported the employee's one week shadowing assignment.
 - Supported the employee's 30-day developmental assignment.
 - Supported all TDY required of the program, plus an additional TDY to enhance experiences learned in shadowing assignment in regard to conference planning.
 - Continues to suggest new training avenues and add new areas of responsibility in order for employee to advance in the federal government.
 - Approves participation at professional meetings and conferences for support staff- Support staff are approved TDY to support the Defense Environmental Restoration Program workshop that has been held in New Mexico, California, Louisiana, Georgia, and Texas.
 - Administrative staff under his supervision are encouraged to and approved to attend formal training.
 - Staff attends job related courses at locations such as the community colleges, Johns Hopkins, USDA.
 - Works with the individual and their supervisors to coordinate work schedules to accommodate unique training requirements.
 - His division was the first division to approve job sharing. Allowed a female employee to attend school full-time while keeping her federal tenure.
 - Women in his division have participated in the year long Women's Executive Leadership Program.
 - Recommended a female to backfill his former GS-15 division chief position and acts as her mentor.
 - His former secretary received training and was promoted to a GS-09 Program Support Specialist.

2. Attends and encourages the work force to attend functions in support of women (both in the public and private sector).

- An active participant and a strong advocate of the FWP Program. For over ten years, three FWP Coordinators were from his division.
- Supported attendance of these women at the annual Federally Employed Women's Conference.
- Currently the FWP Alternate Coordinator works for him.
- He makes every effort to attend and always encourages others to attend FWP functions and training.
- Advertises FWP and other functions in support of women.
- Encouraged and supported the establishment of the first APG Women in Science and Engineering Chapter.
- Supports the Annual Women in Science and Engineering Conference and encourages women from his division to present at this conference.

3. Acts as a mentor to provide positive guidance to one or more female employees, either within or outside the organization.

- Takes inexperienced people under his tutelage and helps them to achieve their potential.
- The current Division Chief, detailed as a GS-14 began working for the agency in 86 as a summer hire.
- Acts as mentor and an inspiration to his associates and always encouraging them to excel.
- Is an extremely positive, calm individual even in a crisis situation.
- Makes employees feel understood, valued, affirmed, and appreciated.
- Encourages individuals to think outside the box and move forward at all times and not get stagnant.
- Shares his knowledge of various training courses he has taken or he thinks would be beneficial to others.
- Acts as a mentor in his church to engaged couples and couples who are getting their infants christened.
- Places his employees first before the work to be done. Always has time to spend with someone and gives him/her his undivided attention.

“NOMINATION SAMPLE”

Aberdeen Proving Ground
Federal Women’s Program (FWP)
Women’s Equality Day

Activity
Most Supportive of FWP Goals

CRITERIA

ACTIVITY MOST SUPPORTIVE OF FWP GOALS

1. Leaders ensure that management complies with the spirit and intent of the FWP. This includes the issuance of a strong policy statement that prohibits sexual harassment and sex discrimination (submit copy).

The (Activity Name) is exemplary in supporting the goals and objectives of the Federal Women’s Program (FWP). This nomination reflects the many aspects in which it exceeds the standard in supporting women and the goals of the Federal Women’s Program. The activity deserves to be recognized as the “Activity Most Supportive of FWP Goals” for the APG FWP Awards Program 2016. The activity, has a Sexual Harassment/Assault Response and Prevention (SHARP) Policy Statement, dated 10 Jan 15 that requires all employees to attend annual SHARP training. A copy of this policy is enclosed. The zero tolerance to Sexual Harassment has a positive impact for the development of women.

2. Goals and objectives of the FWP are supported to enhance the program, such as:

a. High potential women are provided executive developmental assignments (including details to Acting Chief positions) or high visibility projects to them become optimally equipped for future opportunities as federal supervisors and managers.

- Numerous women within the activity have held details as Team Leaders and Acting Branch Chiefs.
- During a recent reorganization, one woman has been assigned as Acting Division Chief (GS-15), and several women have been assigned as Acting Chief (GS-14).
- One woman within our activity has been appointed for a developmental training assignment in the Congressional Fellowship Program in Washington, DC.
- Women within our activity have held details in various HQDA staff offices, which greatly enhanced their careers.
- Many women work on highly visible projects such as the Legislative and Regulatory Analysis-and Monitoring Program" and the "Secretary of the Army Awards Program."

(b) Women are nominated for long-term training.

- The activity has been very supportive to women wishing to take long-term training courses. The Center's Training and Development of Civilian Employees Policy, dated 10 Jan 01 is enclosed. The following are some of the courses that have been provided to women within the Personnel Management for Executives (PME).
- Organizational Leadership for Executives (OLE) – 2 women have taken this course within the last year.
- Leadership Education and Development (LED) – 5 women have taken this course within the last year.
- Women's Executive Leadership (WEL).
- The CP-18 Leadership Development Program.
- Supervisory Development Course (currently checking on bringing this to the Center for recently appointed supervisors).
- Aspiring Leader Program – 1 woman is currently in this program.
- Agency is supportive to women wishing to take college courses and completing Master's Degrees – 180 women have taken college courses within the last year.
- The activity recognized the value of providing education and training opportunities for recent graduates in the science and technology fields through the Oak Ridge Institute for Science and Education (ORISE) program.
- The ORISE Office is run by an all-woman staff.
- 75 percent of the ORISE participants at activity are women.

(c) Women are provided guidance and career development.

- The activity has always recognized women within our area of responsibility with potential for future advancement.
- Women within the activity have been given the opportunity for upward mobility positions within the last few years.
- Women within the activity are provided guidance for career development and encouraged to participate in programs that would enhance their careers (such as FWP, FEW, etc).
- The activity has established Individual Development Plans (IDP's), which lay out long-term training to provide employees a way to stay focused on their career path.
- Many of our leaders have been mentors in helping women achieve their career goals.

(d) Women in the organization are represented in mid-level and/or senior positions (if the grade levels are applicable to the organization).

- Women within the activity occupy a variety of positions/grade levels.
- Out of 172 civilian employees, 66 or 38 percent are female.
- 21 woman hold senior positions (Grades 13 and above).
- 22 women hold mid-level positions, (Grades 9-12).
- 12 women have been promoted within the last year.
- 4 women have been in upward mobility positions within the last year.