



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: 30 July 2021

AMIM-APG-ZA (RN 800D)

26 May 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Aberdeen Proving Ground Women's Equality Day Awards – 2021

1. In recognition of women winning the right to vote, Women's Equality Day (WED) will be observed again this year virtually to ensure safety; however, as not to break tradition, awards will be presented. The virtual program will be held on 25 August 2021, sponsored by Team Aberdeen Proving Ground (APG) Federal Women's Program (FWP) Committee and co-hosted by Kirk U.S. Army Health Clinic. 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 30 July 2021**. An independent panel (non-FWP/non-Garrison) will evaluate the qualifications of each nominee against the enclosed criteria (please refer to enclosure 1 for criteria and enclosure 2 for sample nominations):
 - 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 workforce can submit nominations. You are not limited to the number of nominations that may be submitted; AMIM-APG-ZA
SUBJECT: Aberdeen Proving Ground Women's Equality Day Awards – 2021

however, you may want to check with your organization to ensure you are following internal processes (if applicable). All nominations will be scored by an independent panel and the highest scored nomination will be submitted, this will include multiple nominations for an individual or activity received. Please refer to enclosure 1 for required nomination format and enclosure 2 for sample nominations in each award category.

b. Submit nominations by 30 July 2021 via email to the FWP mailbox usarmy.apg.devcom-dac.mbx.fwp@mail.mil .

5. Points of contact are Lori Woehr, 443.271.9751 and Debbie Patton, 301.520.6085, usarmy.apg.devcom-dac.mbx.fwp@mail.mil .

Encls

For TIMOTHY E. DRUELL
COL, CM
Commanding

DISTRIBUTION:
APG Tenants

Individual Award Nomination

Submit NLT 30 July 2021 to: usarmy.apg.devcom-dac.mbx.fwp@mail.mil

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

1. **Title of the Award:** Title of the Award
2. **Name of the Individual:** Name of the Individual
3. **Individual Position Title, Series, and Grade:** Individual Position Title, Series, Grade
4. **Justification (Use separate page if needed):**
 - a. A narrative statement limited to one typed page citing the criteria listed on page 3. The nominee name should be centered on the top line of the page. Do not list job position, title, or grade.
5. **Citation:**
 - a. 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:** Nomination Submitted by
 - b. **Organization:** Organization
 - c. **Telephone Number:** Telephone Number
 - d. **Complete Work Address of Nominee:** Nominee Work Address
 - e. **Phone Number of Nominee:** Phone Number of Nominee

Activity Most Supportive of FWP Goals Nomination

Submit NLT 30 July 2021 to: mailbox usarmy.apg.devcom-dac.mbx.fwp@mail.mil

Applicable for Organization of the Year only.

1. **Name of the Organization:** Name of the Organization
2. **Justification (Use separate page if needed):**
 - a. A narrative statement limited to one typed page citing the criteria listed on page 3. The nominee name should be centered on the top line of the page.
3. **Citation:**
 - a. 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).
4. **Submission Information:**
 - a. **Nomination Submitted by:** Name of the Organization
 - b. **Organization:** Name of the Organization
 - c. **Telephone Number:** Name of the Organization
 - d. **Contact at Nominated Organization:** Organization Contact
 - e. **Complete Work Address of Nominated Organization:** Name of the Organization
 - f. **Phone Number of Nominated Organization:** Name of the Organization

Award Justification Criteria

Outstanding Woman of the Year

All narratives should be in bullet format.

1. Participates in/supports FWP activities or is an active member of a federal organization which supports FWP goals. Specific dates and programs in which the individuals participated must be documented.
2. Serves as a mentor and inspires others to reach new high standards.
3. Sets examples of professionalism and commitment to the organization which others, women and men, strive to emulate.
4. Continuing education.

Outstanding Supervisor/Manager of the Year

All narratives should be in bullet format.

1. Encourages women to fulfill their education, via traditional or non-traditional means for long-term training and developmental assignments.
2. Encourages the workforce to attend functions in support of women, virtually, publically, and in the private sector.
3. Acts as a mentor to provide positive guidance to women employees, either within or outside the organization.
4. Assures women in the organization are represented on boards, committees, and panels.
5. Nominates women for monetary and honorary awards.

Activity Most Supportive of FWP Goals

All narratives should be in bullet format.

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.
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.
 - b. Women are nominated for long-term training.
 - c. Women are providing guidance for career development.
 - d. Women in the organization are represented in mid-level and/or senior positions, if these grade levels are applicable to the organization.

Award Justification Examples

Outstanding Woman of the Year Example

Participates in/supports FWP activities, or is an active member of an organization which supports FWP goals

- National Women's History Month (APG)
 - Virtually coordinated speakers and programs.
 - Spearheaded advertising and marketing efforts.
 - Worked collaboratively on presentation material.
 - Communicated with Command leadership (briefings before and after conference).

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 (e.g., briefings and meetings).
- Helped to coordinate the Harford Habitat for Humanity's Women Build, which built a home for a low income woman-headed family.
- Strived to increase visibility and support of FWP through recruitment efforts.

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

- 2018 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.
- Assisted Commander in meeting higher command EEO suspense dates.
- Communicated with EEO representatives at installation and DA levels.

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.

Award Justification Examples

Outstanding Supervisor/Manager of the Year Example

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

- Recommended the first secretary to participate in the six month Aspiring Leader Program for GS-05/GS-07s. Supported her one week shadowing assignment and 30-day developmental assignment.
- As the first division to approve job sharing, a woman employee under his supervision attended school full-time while keeping her federal tenure.
- Recommended a woman for the GS-15 division chief as his backfill and acts as her mentor.
- Suggests trainings and gives new responsibilities to help employees advance in their career.
- Women in his division have participated in the yearlong Women's Executive Leadership Program.
- Encourages participation at meetings and conferences. Each year, employees support the Defense Environmental Restoration Program workshop that has been held in locations across the country.
- Administrative staff under his supervision are encouraged to attend formal training. Staff has attended job related courses at locations to include community colleges, Johns Hopkins, and USDA.
- Coordinates with individuals and supervisors to accommodate unique trainings.

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

- Is an active participant and advocate of the FWP Program. Over ten years, three FWP Coordinators were from his division. He supported attendance of these women at the annual Federally Employed Women's Conference.
- Makes an effort to attend, encourages others to attend, and advertises FWP functions, FWP trainings, and other occasions in support of women.
- Encouraged 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.

Acts as a mentor to provide positive guidance to one or more women, either within or outside the organization

- Acts as mentor and inspiration to employees (new and tenured) and colleagues by encouraging them to excel and achieve their potential.
- Maintains positivity and calmness, even in a crisis situation.
- Makes employees feel understood, valued, affirmed, and appreciated.
- Encourages individuals to think outside the box, move forward at all times, and not stagnate.

Award Justification Examples

Activity Most Supportive of FWP Goals Example

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

- The activity has a Sexual Harassment/Assault Response and Prevention (SHARP) Policy, dated 10 Jan 2021, requiring all employees to attend annual SHARP training. A copy of this policy is enclosed.

Goals and objectives of the FWP are supported to enhance the program

- *High potential women are provided executive developmental assignments (including details to Acting Chief positions) or high visibility projects to equip for future opportunities as federal supervisors and managers.*
- One woman within our activity was appointed for a Congressional Fellowship Program assignment.
- Women within our activity have held details in HQDA staff offices, greatly enhancing 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.

Women are nominated for long-term training

- Supportive of women taking long term training courses. The Activity's Training and Development of Civilian Employees Policy, dated 10 Jan 20 is enclosed.
- Supportive of women taking college courses and completing Master's Degrees; 40 women have taken college courses within the last year.
- Recognizes the value of providing education and training opportunities for recent graduates in STEM fields through the Oak Ridge Institute for Science and Education (ORISE) program.

Women are provided guidance and career development

- Women within the activity are provided guidance for career development and encouraged to participate in programs that would enhance their careers.
- Established Individual Development Plans, laying out long term training and career development.

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

- Out of 172 civilian employees, 66, or 38 percent, are women.
- 21 women hold senior positions (Grades 13 and above).
- 12 women have been promoted within the last year.