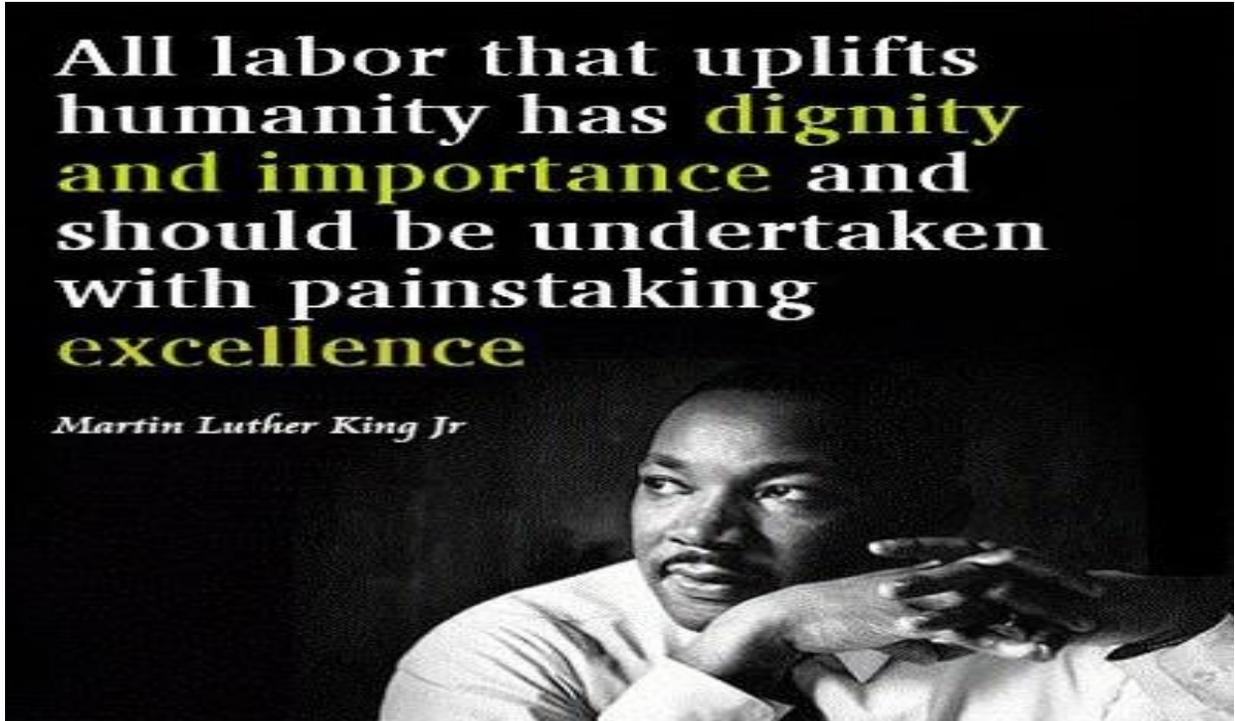


UNITED STATES DEPARTMENT OF AGRICULTURE
DR. MARTIN LUTHER KING JR.

DRUM MAJOR FOR SERVICE AWARDS

All labor that uplifts
humanity has **dignity**
and importance and
should be undertaken
with painstaking
excellence

Martin Luther King Jr



"If You Want to Lift Yourself Up, Lift Up Someone Else."

-Booker T. Washington

**United States Department of Agriculture
Departmental Management**

Office of Human Resources Management
Diversity, Recruitment, and Work/Life Division
In partnership with the Office of the Assistant Secretary for Civil Rights and the
Mission Area Civil Rights Offices' Special Emphasis Black Employment Programs

DRUM MAJOR FOR SERVICE

FY-2017 USDA DR. MARTIN LUTHER KING JR. NATIONAL DAY OF SERVICE, DRUM MAJOR FOR SERVICE

VOLUNTEER AWARD RECOGNITION PROGRAM

“If you want to lift yourself up, lift up someone else.” – Booker T. Washington

In honor of Dr. Martin Luther King Jr.’s birthday, USDA is recognizing outstanding employees with the *Drum Major for Service Awards* and a National Day of Service on **Thursday, January 12, 2017**.

- **Awards Ceremony: 10:00 – 11:00 a.m.**
USDA South Building, Jefferson Auditorium, Washington, DC
- **National Day of Service: Afternoon**
(Community volunteering – recommended 2-4 hours)

A Day of Service

All Agencies, Staff Offices, and employees are invited to participate in USDA’s Martin Luther King Jr. National Day of Service by volunteering two hours of time to a non-profit organization of their choice. Volunteer efforts may be performed by a group, office, division, or individually. The [National Service Day Leave Form](#) is available to help facilitate supervisors and staff with the approval process.

Visit the [MLK National Day of Service](#) web site to gain volunteer ideas and to start planning now. Participation is an ideal opportunity for community outreach, boosting employee engagement, and enhancing USDA teams.

Recognition Awards

USDA’s Drum Major for Service Awards acknowledge employees who serve as helping hands, performing extraordinary acts of volunteerism with reliability and commitment, but seldom receive recognition. All nominees for this award must be current USDA employees in good standing. Winners will receive a plaque and certificate of appreciation for their accomplishments.

How to Participate

[Drum Major Award Nominations](#) are due by close of business on Monday, December 12, 2016.

Award recipients will be recognized during the USDA Martin Luther King Jr. National Day of Service Celebration on January 12, 2017, at 10:00 a.m. (EST) in Washington, DC.

For more information, contact Michael Dukes, Diversity and Inclusion Program Manager at Michael.dukes@dm.usda.gov.

USDA DR. MARTIN LUTHER KING JR.

NATIONAL DAY OF SERVICE, DRUM MAJOR FOR SERVICE

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PURPOSE

To annually recognize USDA employees for their exemplary achievements and demonstrated commitment to volunteer service through actions that clearly exceed their position and/or assignments as public servants.

NATURE OF RECOGNITION

USDA is demonstrating its commitment by joining communities across the country in recognizing the contributions of its volunteers as part of the MLK Jr., National Day of Service Program.

The USDA MLK, Jr. National Day of Service, Drum Major for Service Awards Program sets the stage for U S D A employees to recognize the efforts of employee volunteers. USDA will use this opportunity to applaud and thank employees who exemplify the volunteer spirit and who make outstanding contributions to service organizations, uplifting communities and people. Volunteering and making volunteer service a regular part of our lives is important.

NOMINEE CATEGORIES

1. **An individual employee**; supervisors, managers and SES are included in this category.
2. **An employee group**, seven or fewer employees who together volunteer their service (not to exclude supervisors, managers or SES personnel).
3. **An employee organization**, employees organized as an employee association or organization, (not to exclude supervisors, managers or SES personnel).

DEFINITIONS

Service Organization means any non-profit organization, non-state chartered organization, public or provide group that provides specialized services, Boy Scouts, Girl Scouts, Boys & Girls Clubs, other civic youth groups, public or private colleges and universities or an agency of the state, or county, city, town, or school district.

Volunteer means any person who donates service without pay or other compensation except expenses (ordinary and reasonable reimbursements for meals, gas, or transportation) actually and reasonably incurred and approved by the host organization. Volunteers to political efforts, elected/appointed officials, and declared candidates are ineligible.

ELIGIBILITY

USDA employees (self-nominations are accepted) may be nominated as an individual, group, or an employee organization that has clearly demonstrated community volunteer service that exceeds the responsibilities of the volunteer position or assignments, who exhibits exemplary achievements in service. Exemplary behaviors include going above and beyond the job, enhancing the quality of the community program, and the length of service. The size of a group is limited to a maximum of seven members. There is no limit on organization size. Group nominations should include only members who have played a substantial or significant role in the accomplishment.

All nominated employees must be full time employees in good standing (i.e., Have obtained a performance appraisal of fully successful or better during the last FY 2016 performance appraisal review). All organizations must be officially recognized by the Departmental Management's Office of Human Resources Management and must also be in good standing.

SELECTION CRITERIA

CRITERIA:

- 1.1 Provided service above and beyond the job asked of them.
- 1.2 Enhanced the quality of the community program.
- 1.3 Service rendered for longevity.

Nominations must demonstrate how an individual, group or organization proactively excelled in their volunteerism, promoting and/or supporting and achieving the volunteer purpose of the organization's objectives and goals, and/or a commitment or awareness to volunteerism. The primary outcome/ impact must be within the past year; however, the supporting factors could be within three to five years. **Nominations must fully describe the following:**

1. What is the significance of the volunteer service and to what extent has it had results, shown impact and/or had a positive outcome on the person, groups or community receiving the service?
2. How the outstanding achievement, accomplishment or contribution has enhanced the serviced recipient(s)?
3. Who was impacted by the volunteer's achievements, (e.g., individual, church, community, etc.)?
4. Please describe how the results were achieved. Did the nominee(s) exhibit outstanding leadership, skill, ability, or creativity?

The following are examples (not limited to) of possible achievements of volunteer service:

1. Provided on-going volunteer service consistent with the needs, interests, and goals of the organization served, which allowed the organization to develop its full potential and/or enhance its skills resulting in high increased productivity, and strong commitment to work being done.
2. Diligent efforts to eliminate underrepresentation by outstanding voluntary contributions to elementary and/or high schools with predominately minority students; minority serving institutions of higher education, (e.g., Hispanic Serving Institutions Historically Black Colleges and Universities (, Tribal Colleges and Universities (), etc.), or minority and/or underrepresented community organizations in the area of education.
3. Contribution of time and talent to further the cause of the organization in which they serve as a volunteer.
4. Directed activities towards the constructive solutions to problems affecting the growth of the organization or communities.
5. Developed cost-effective training programs to enhance the skills of minority and underutilized organizational recipients within minority and underrepresented communities and organizations.
6. Provided outstanding leadership and full participation in activities that foster a better understanding of outreach and diversity.
7. Diligent efforts to eliminate underrepresentation by outstanding voluntary contributions in the area of human/civil rights or services.

PROCEDURES FOR EVALUATING AND SELECTING AWARDEES

The 2017 MLK, Jr. National Day of Service, Drum Major for Service Award’s Selection Committee will evaluate the nominations and rank nominees in the respective categories. In determining the winners, the selection panel will focus on the significance, impact, and outcome of the accomplishments and achievements of those nominated. The panel’s recommendations will be forwarded to the Diversity, Recruitment, and Work/Life Division Director for final approval.

SELECTION FORM

Justifications must clearly and concisely relate to the selection criteria. The attached nomination form may be used to nominate individual employees, employee groups or employee organizations who exemplify the spirit of volunteerism within USDA. Additional copies may be downloaded from: www.dm.usda.gov/employ/diversity/index.htm. Please note that all nomination forms must be received by midnight EST on Monday, December 12, 2016 for consideration. For questions regarding the nomination process, contact Michael Dukes at Michael.Dukes@dm.usda.gov.

PROCESS FOR NOMINATIONS

1. Individual employees, employee groups or employee organizations may be nominated from mission areas, agencies and/or staff offices.
2. Include as much relevant information as possible for all nomination form sections completed.
3. Submit one (1) copy of the completed nomination form to Michael Dukes located at: USDA, 1400 Independence Avenue, SW, Jamie Whitten Building, Room 17-W, Washington, DC 20250. You may also submit your nomination form online to diversity.program@dm.usda.gov,
4. The submission **DEADLINE** is midnight (EST), Monday, December 12, 2016.
5. Awards will be presented during the MLK, Jr. National Day of Service, Drum Major for Service Awards Observance Program scheduled for Thursday, January 12, 2017, at 10:00 a.m. at USDA Headquarters, South Building Auditorium, in Washington, DC.
6. Awards recipients will be notified no later than Thursday, December 22, 2016.

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**VOLUNTEER AWARD RECOGNITION PROGRAM
NOMINATION FORM 2017**

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INDIVIDUAL NOMINEE INFORMATION	
Nominee's Full Name	
Nominee's Position Title	
Nominee's Email	
Nominee's Work Telephone Number	
Nominee's Street Address	
City, State and ZIP Code	
Nominee's Contact Phone Number(s)	
Nominee's Agency/Division/	
Duty Station and Address	
Supervisor's Name & Title	
Supervisor's Phone Number(s)	
Average # hours during the past 12 months devoted to volunteer service	
Type/scope of volunteer work	

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GROUP/ORGANIZATION NOMINEE	
Nominee Group or Organization Name	
Mailing Address	
City, State and ZIP Code	
Organization Contact Person	
Contact Phone Number	
Brief purpose of group or organization	

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Why does the individual, group or organization you are nominating deserve this recognition?
Briefly describe below in 250 words or less, your reasons for recommending this individual or organization for the Volunteer Recognition Program, including the type of volunteer work performed, as well as any interesting or unusual information about the nominee or organization.

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REFERENCE	
To qualify for consideration, a nominee must have one reference that may be contacted to verify the scope/extent of the nominee’s volunteer activities. The reference should be familiar with the accomplishment(s) for which the volunteer or organization is being nominated. This may not include the nominator, the nominee or any person related to the nominee (e.g. volunteer organization supervisor)	
Name of Reference	
Street Address	
City, State and ZIP Code	
Phone/Daytime Contact Number	
Email	
NOMINATOR	
Name	
Street Address	
City, State and ZIP Code	
Contact Phone Number	
Email	
Position/Agency/and Office (if applicable)	
Signature	
Date	

ALL SECTIONS ARE TO BE COMPLETED—please indicate if something is not known or not applicable (leave no space blank).

DEADLINE TO SUBMIT NOMINATIONS is midnight (EST), Monday, December 12, 2016

Submit completed nomination forms to:

Michael Dukes, Diversity and Inclusion Program Manger
1400 Independence Avenue, SW
Jamie Whitten Building, Room 17-W
Washington, DC 20250
Phone: (202) 260-8375
Fax: (202) 690-0960
Email: diversity.program@dm.usda.gov