

U.S. Department of Agriculture
OCIO IMPACT AWARDS NOMINATION FORM

Purpose of the OCIO IMPACT Awards

The OCIO IMPACT (Innovation for Mission Performance and Customers in Technology) Awards are the highest level of recognition for Information Technology (IT) professionals across USDA presented by the Office of the Chief Information Officer (OCIO). The awards recognize noteworthy IT accomplishments that significantly contribute to the advancement of USDA's strategic goals, mission, objectives, and overall customer service excellence.

Eligibility

With the exception of Schedule C employees, Administrators/Chiefs, and non-career SES employees, all USDA Federal employees are eligible to be nominated for an OCIO IMPACT Award.

Nominations are submitted by USDA Agencies or Staff Offices to recognize outstanding contributions of exemplary USDA employees. Nominee(s) listed have neither had a finding of discrimination, nor received disciplinary action, from August 1, 2021, through the nomination deadline.

General Structure

One individual or one team will be selected as award winners for Categories 1-5, and only one individual will be selected as an award winner for Categories 6-8.

Nominees must be current, GS15 and below USDA Federal employees onboarded as of October 1, 2023.

For team nominations, a maximum of five employees who were most pivotal to the accomplishment(s) may be submitted for recognition.

General Information

- The current version of the 1OCIO-100 nomination form is required.
- Nomination packages must be submitted electronically - no hard copies are required.
- Once approved by the Assistant/Associate Chief Information Officer or Staff Office Director, a PDF of the full nomination form with a digitally signed page must be submitted to OCIO.
- Nomination forms must include the phonetic spelling for individual nominee or team leader names, terminology, automated systems, etc.

Citation Requirements

- No more than 25 words in length, suitable for reading during the ceremony, that briefly explains the accomplishment and the results achieved.
- Focus on the action and result, rather than the level of effort or teamwork.

The following are examples of acceptable and unacceptable citations:

Acceptable: For implementing the Plain Writing Act of 2010, enabling USDA to better serve the millions of people who depend on our programs and services.

Acceptable: For mutually crafting a Collective Bargaining Agreement that promotes increased quality and productivity, customer service, mission accomplishment, quality of work life, and organizational performance.

Unacceptable: For exceptional teamwork and commitment in the development of a performance accountability tracking service.

Nomination Requirements

Do not use acronyms or abbreviations in your justifications. Clearly justify the IT accomplishment, including how it significantly contributes to the Department's mission and/or goals. Supplemental attachments will not be accepted.

Format

Nomination content must be 12 pt. Times New Roman font, single-spaced, with double-spacing between paragraphs. Justifications are limited to the blocks provided.

Approval of Nominations

All nominations must be submitted through, and have the concurring signature of, the Assistant/Associate Chief Information Officer or Staff Office Director's office, as appropriate.

Nomination Package Checklist

- PDF of the 1OCIO-100 nomination form
- Excel spreadsheet with nominee(s) information
- JPEG image

File Naming Conventions

Since each submission will consist of three electronic files, they must be named consistently to ensure that they are properly associated with the correct nomination package. File names should start with the category number, then the agency/ staff office, then the individual or team name. Examples:

- 02NRCSJones.pdf (with digital signatures in the Clearance section)
- 02NRCSJones.xlsx
- 02NRCSJones.jpeg

Photograph Requirements

Each nomination package must include one clear, crisp JPEG digital image appropriate for use in the PowerPoint presentation at the ceremony.

Acceptable image content includes:

- the individual nominee
- the team leader
- the entire team
- the nominee(s) interacting with customers
- the nominee(s) otherwise at work at their clearly identified location (e.g., the sign at the entrance to the National Forest or other identifiable location)

Deadline

All OCIO IMPACT Award nomination materials must be submitted to SM.OCIO.CIO.Feedback@usda.gov from the Assistant/Associate Chief Information Officer or Staff Office Director's point of contact. Completed packets must be received in OCIO by 4:00 p.m. ET on the due date in the announcement memorandum.

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GENERAL NOMINATION INFORMATION

Submitting Agency/Staff Office	Recognition Type Individual Team	Period Covered
Lead Project Agency, if Different Than Submitting Agency		From: To:
Individual Nominee or Team Name (exactly as it should appear on the certificate)		

AWARD CATEGORIES

A description of the award category criteria is provided in the annual announcement memorandum.

- Category 1 - IT Workforce Agility Award
- Category 2 - IT Customer Experience Champion Award
- Category 3 - IT Cybersecurity Champion Award
- Category 4 - IT Resilience Award
- Category 5 - IT Digital Transformation Award
- Category 6 - Emerging IT Professional of the Year Award
- Category 7 - IT Leader of the Year Award
- Category 8 - Innovation Icon Award

CITATION

Suggested citation that will be printed on certificate (25 words or fewer; include the accomplishment/contribution's result).

EMPLOYEE DATA FOR SUBMISSIONS

NOMINEE(S): *(Up to five; Non-Career SES, Schedule Cs and Administrators/Chiefs are not eligible). Provide names in alphabetical order by last name.*

NAME (last, first, middle initial)	POSITION TITLE	USDA AGENCY/STAFF OFFICE/	SERIES/ GRADE	DUTY STATION (city, state)	EMAIL

JUSTIFICATION FOR NOMINATION

- *Nominations must address all three justification elements below and criteria detailed in the announcement memorandum. Please continue justification on Page 3.*
- *Avoid the use of: general or vague statements; emphasizing job responsibilities rather than accomplishments; in-house terminology and technical language; retirement testimonials, lengthy statements and excessive superlatives; and descriptions of outside personal activities.*
- *If utilizing statistics, include comparative data (e.g., if the data shows an increase of 50%, please include "from ___ to ___") to clearly indicate the scope.*
- *Descriptions of accomplishments must be consistent with USDA's most recent annual Agency Financial Report and/or Performance and Accountability Report, if applicable.*
- **Each description can be no more than 500 words and address the following elements:**
 - *MISSION PERFORMANCE: Briefly describe the extent to which the contribution/accomplishment achieves the specified IT strategic goal, objectives, strategies and, as applicable, the related human capital management methodology.*
 - *OUTCOMES: The extent to which the contribution/accomplishment aligns with the outcomes articulated in the IT strategic goals; it's demonstrated benefits to internal and external stakeholders, and/or it's demonstrated support of USDA's diversity, equity, inclusion, and accessibility values.*
 - *INITIATIVE AND INGENUITY: In what manner the contribution/accomplishment substantially exceeds normal job expectations; the ingenuity and/or resourcefulness demonstrated, and the degree to which the contribution/accomplishment establishes a model for the successful execution of similar undertakings throughout the Department.*

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NOMINATOR CONTACT INFORMATION

Name (First, Last)	USDA Agency/Staff Office	Official Title
Work Address	Work Email	Work Phone

REVIEWS AND CLEARANCES

- *Nominations must be submitted through the respective Agency Assistant/Associate Chief Information Officer or Staff Director.*
- *Agencies are required to screen their nominee(s) for any Employee Relations (ER), Equal Employment Opportunity (EEO) and/or Civil Rights (CR) violations on their record which might in any way discredit the OCIO IMPACT Awards program, should the nominee(s) be approved for an award. Federal employees are disqualified from nomination under either of the following scenarios: (1) A finding of discrimination from August 1, 2021, through the nomination deadline or (2) Any disciplinary action within 3 years of the nomination deadline.*
- *Agency Chief Information Officers/Staff Directors must ensure the validity of all nomination accomplishments.*
- *Once selected, OCIO IMPACT Award recipients may also be screened by OCIO.*

I certify that the nominees listed above have been vetted through the appropriate review and clearances.

Recommending Official	Signature	Date
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