

THE AWARD

THE DIRECTOR OF THE ADMINISTRATIVE OFFICE OF THE U.S. COURTS (AO) ESTABLISHED THE DIRECTOR'S AWARD FOR OUTSTANDING LEADERSHIP TO RECOGNIZE MANAGERIAL EMPLOYEES WHO HAVE MADE LONG TERM CONTRIBUTIONS TO INCREASE MANAGERIAL EFFECTIVENESS AND WHO HAVE DEVELOPED IMPROVEMENTS IN THE ADMINISTRATION OF THE FEDERAL JUDICIARY.

AWARD RECIPIENTS WILL RECEIVE A CASH AWARD OF \$7,500, AN ENGRAVED PLAQUE, AND A FRAMED CERTIFICATE. INFORMATION ABOUT THE AWARD RECIPIENT AND THEIR OUTSTANDING LEADERSHIP WILL BE WIDELY DISTRIBUTED THROUGHOUT THE JUDICIARY.

ALL CURRENT AND FORMER EMPLOYEES EXCEPT JUDGES OF THE FEDERAL COURT ARE ELIGIBLE. PARTTIME, TEMPORARY AND INTERMITTENT EMPLOYEES ARE ELIGIBLE FOR THIS AWARD. EMPLOYEES OF THE SUPREME COURT, COURTS OF APPEALS, DISTRICT COURTS, COURT OF INTERNATIONAL TRADE, BANKRUPTCY COURTS, COURT OF FEDERAL CLAIMS, AND THE JUDICIAL PANEL ON MULTIDISTRICT LITIGATION ARE ELIGIBLE. EMPLOYEES NOT ELIGIBLE INCLUDE THOSE OF THE AO, FEDERAL JUDICIAL CENTER (FJC), U.S. SENTENCING COMMISSION, THE TAX COURT, THE COURT OF MILITARY APPEALS, AND ALL AGENCIES OUTSIDE OF THE JUDICIAL BRANCH OF THE GOVERNMENT.

THIS AWARD WILL BE CONFERRED ON THOSE JUDICIARY MANAGERS WHO HAVE MADE THE MOST OUTSTANDING SUSTAINED CONTRIBUTIONS TO:

- INCREASE PROGRAM EFFECTIVENESS AND/OR
- REDUCE COSTS IN ADMINISTRATION

THESE ACHIEVEMENTS MAY BE DEMONSTRATED BY:

- DOLLAR SAVINGS
- OPERATIONAL OR ADMINISTRATIVE BENEFITS
- INCREASED PRODUCTIVITY
- IMPROVED PROCEDURES OR TECHNIQUES
- BETTER COURT SERVICE

ALL NOMINEES WILL BE SCREENED INITIALLY BY A SMALL PANEL APPOINTED BY THE DIRECTOR. THE PANEL WILL INCLUDE ONE OR MORE COURT EXECUTIVES, AND THREE OR MORE AO EMPLOYEES. THE PANEL WILL VERIFY AND CLARIFY NOMINATIONS, AND WILL APPLY THE AWARD CRITERIA TO TRIM THEM TO A REASONABLE NUMBER OF TOP CANDIDATES. A DISTINGUISHED PANEL OF PERSONS FAMILIAR WITH ADMINISTRATIVE PRACTICES IN THE JUDICIARY WILL REVIEW THE TOP GROUP, USING THE SAME CRITERIA, AND RECOMMEND AWARD WINNERS TO THE DIRECTOR FOR HIS FINAL DECISION.

A NOMINATION MAY BE MADE BY ANYONE IN THE FEDERAL JUDICIARY, INCLUDING EMPLOYEES OF THE AO AND FJC. ALL NOMINATIONS MUST BE TRANSMITTED BY THE CHIEF JUDGE OF THE COURT--- DISTRICT, CIRCUIT OR BANKRUPTCY--- IN WHICH THE NOMINEE IS EMPLOYED, AND MUST HAVE BEEN TRANSMITTED BY THE APPROPRIATE OFFICE HEAD (E.G., CLERK OF COURT, CHIEF PROBATION OFFICER) AND CHIEF JUDGE. THERE IS NO LIMIT TO THE NUMBER OF NOMINATIONS WHICH A COURT CAN TRANSMIT. COURT OFFICIALS ARE ASKED NOT TO SCREEN OUT OR PRIORITIZE NOMINEES.

NOMINATION PACKETS MUST INCLUDE TEN COPIES OF THE FOLLOWING:

- THE 2000 DIRECTOR'S AWARD FOR OUTSTANDING LEADERSHIP NOMINATION FORM;
- AN AWARD JUSTIFICATION LIMITED TO THREE PAGES WHICH ADDRESS THE ABOVE AWARD CRITERIA SEPARATELY;
- ANY COMMENTS BY THE OFFICE HEAD AND CHIEF JUDGE.

ALL MATERIAL MUST BE RECEIVED NO LATER THAN JANUARY 10, 2000 AT THE FOLLOWING ADDRESS:

DIRECTOR'S AWARD FOR OUTSTANDING LEADERSHIP
HUMAN RESOURCES DIVISION (HRD)
ADMINISTRATIVE OFFICE OF THE U.S. COURTS
WASHINGTON, D.C. 20544

ELIGIBILITY

AWARD CRITERIA

SELECTION PROCESS

NOMINATION PROCESS

