



DEFENSE LOGISTICS AGENCY
LAND AND MARITIME
P.O. BOX 3990
COLUMBUS, OHIO 43218-3990

DLA Land and Maritime EEO and Diversity Office

November 26, 2012

MEMORANDUM FOR DIRECTORS, SUPERVISORS AND EMPLOYEES

SUBJECT: Nominations for the 24th Annual Carter G. Woodson Award

The DLA Land and Maritime EEO, African American Employment Program is sponsoring the 24th Annual Defense Federal Community Carter G. Woodson Award in conjunction with the National Black/African American History Month Celebration to be held during February 2013. Nominations are being solicited from all Directorates and Offices of the Columbus Defense Federal Community and DLA Land and Maritime detachments.

The Annual Carter G. Woodson Award serves to recognize *two* individuals. The first award will be presented to a military or civilian member of the *Defense Federal Community* who has made significant contributions to the African American Community, and the second award will honor an individual from the *Central Ohio Community at large* for outstanding contributions, as well.

Since National Black/African-American History Month serves as a celebration of the importance of African Americans' contributions to our society as well as a reminder of the struggle for equality, this honorary award is the perfect opportunity to recognize individuals who are making a positive difference.

The winners will be selected based on the criteria outlined in the attached nomination form, and will be recognized during our 2013 National Black/African-American History Month celebration, scheduled for February 20, 2013. The winners will receive a plaque; have their photo and biography displayed in the showcase in front of the Building 20 cafeteria; receive recognition through multi-media outlets like the DLA Land and Maritime Message of the Day (MOTD) and publication on the DLA Today and Tomorrow webpage.

Supervisors, co-workers, or friends, who believe an individual meets the qualities outlined in the nomination guidelines, can submit a nomination. This is one of the rare occasions when a peer will be recognized for their contribution made to society, so please ensure the widest possible dissemination within your organization.

General guidelines used in the selection process and nomination forms are attached for responses. Nominated members of the Defense community must include the nominee's supervisor's signature, and Directorate concurrence.

All nominations must be submitted no later than **COB January 25, 2013** in final form to:

**DLA Land and Maritime EEO
P.O. Box 3990
Columbus, OH 43218-3990
ATTN: Carter G. Woodson Award
Bldg 20, Pod C, Room C146N, Ms. Lametra Dulaney**

Requests for assistance or questions concerning this award should be directed to the DLA Land and Maritime EEO, African-American Employment Program Chair, Ms. Flora Martin, (614) 692-6345 or Equal Employment Opportunity (EEO) and Diversity office staff member, Ms. Lametra Dulaney at (614) 692-0739.

//Signed//

Charles E. Palmer
Director
Equal Employment Opportunity
& Diversity Management Office
DLA Land and Maritime
DLA Enterprise Servicing

Attachment

**GUIDELINES AND FORMAT
FOR THE
DEFENSE FEDERAL COMMUNITY'S
AND CENTRAL OHIO COMMUNITY'S
NOMINATION FOR THE CARTER G. WOODSON AWARD**

I. NOMINATION GUIDELINES:

- a. A written statement, no less than 75, but no more than 300 words reflecting the nominee's specific accomplishments and contributions. Please use plain paper for additional space.
- b. Nominees from the Defense Federal Community must have their immediate supervisor's signature.
- c. Nominees and Nominator for the Central Ohio Community must have full name, address and phone number.

II. DEFENSE FEDERAL COMMUNITY FORMAT:

NAME:

ORGANIZATION:

PHONE EXTENSION:

EMPLOYEE'S JOB TITLE:

NOMINATOR'S NAME:

NOMINATOR'S PHONE EXTENSION:

NOMINEE SUPERVISOR'S SIGNATURE:

NOMINEE SUPERVISOR'S PHONE EXTENSION:

NOMINEE DIRECTORATE CONCURRENCE OR DESIGNEE:

CENTRAL OHIO COMMUNITY FORMAT:

NAME:

ADDRESS:

JOB TITLE:

PHONE NUMBER:

NOMINATOR'S NAME:

NOMINATOR'S PHONE EXTENSION:

III. NOMINATION CRITERIA:

- a. Is the nominee a positive role model in the African-American Community through volunteer work and activities, youth programs, and appointments to agencies/activities and/or assumed or been appointed to leadership roles? What? How? When?

- b. Within the Federal Community, does the nominee volunteer for any agency programs? Does (s) he participate in mentoring and networking? Is the nominee in an upwardly mobile position? Has (s) he been appointed or assigned to a leadership role? Has (s) he provided assistance or managed special Agency initiatives or projects?
- c. As a continuation of his/her professional growth and personal development is the nominee currently enrolled in, or completed any additional training or career enhancement training? Has (s) he presented training to the workforce?

Nominations with accompanying rationale should not exceed two pages in length and should be tied to those areas outlined above. **Please submit an original and two copies to:**

**DLA Land and Maritime EEO & Diversity Office
ATTN: Carter G. Woodson Award
Bldg 20, Pod C, Room 146N, Ms. Lametra Dulaney**

**ALL NOMINATIONS MUST BE RECEIVED IN THE EEO OFFICE BY COB,
JANUARY 25, 2013**

LATE SUBMISSIONS WILL NOT RECEIVE CONSIDERATION