



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 22nd Annual Woman of the Year Award

The DLA Land and Maritime EEO, Federal Women's Program (FWP) is sponsoring the annual Woman of the Year Awards in conjunction with the National Women's History Month Celebration to be held during March 2013. Nominations are being solicited from all Directorates and Offices of the Columbus Defense Federal Community and DLA Land and Maritime Detachments.

Since National Women's History Month serves as a reminder of women's equality struggles and the importance of women's contributions in our society, this is the perfect opportunity to recognize a woman from within the federal community who is making a positive difference.

The winner will be selected based on the criteria outlined in the enclosed nomination form and will be recognized during our National Women's History Month celebration scheduled for March 27, 2013. The winner will have her photo and biography displayed in the show case near the Building 20 cafeteria; receive recognition through multi-media outlets like the DLA Land and Maritime Message of the Day (MOTD), as well as a feature article in the DLA Today and Tomorrow webpage.

This award is open to all women in the Defense Federal Community, and the DLA Land and Maritime Detachments. An individual may be nominated by another employee (co-worker, friend, supervisor, or peer), who would like to recognize them. Supervisor and Directorate coordination of the nomination is required.

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

Nominations should be submitted in final form to DLA Land and Maritime EEO and Diversity Office, ATTN: Woman of the year Award, Bldg. 20, Pod C, Room C146N, Lametra Dulaney **NLT than COB January 25, 2013.**

Requests for assistance or questions concerning this award should be directed to the DLA Land and Maritime EEO, Federal Women's Program Chair (FWPC), Ms. Debra A. Hobbs, (614) 692-5263, 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
NOMINATE 2013 WOMAN OF THE YEAR AWARD

I. Nomination Guidelines:

A. Submit a statement reflecting the nominee's accomplishment and contributions outlined in Section III. Statement shall be typed and double spaced, not to exceed 300 words.

B. Signature of the nominator and of the nominee's supervisor(s) shall be on the statement.

Failure to comply with the stated guidelines may result in a disqualified nomination.

II. Nomination Format

Nominator

NAME:

ORGANIZATION:

JOB TITLE

PHONE EXTENSION:

NOMINATOR'S SIGNATURE:

Nominee

NAME:

ORGANIZATION:

JOB TITLE

PHONE EXTENSION:

SUPERVISOR'S SIGNATURE:

SUPERVISOR'S PHONE EXTENSION:

III. Nomination Criteria

a. Describe the nominee's involvement in federal community programs. List any volunteer work, women's activities, youth programs, appointments to agencies/activities, leadership roles or special projects supported by the nominee.

b. Describe how the nominee is actively involved in community service to improve the quality of life for women, youth and the community in general. List any leadership positions held, volunteer (agency) programs, mentoring, networking, upward mobility, collateral duty assignments, special project assignments, or project management

c. Describe how the nominee is continuing her professional growth. List any educational opportunities she is currently pursuing, or has recently completed, either on or off center. Has the nominee attended, conducted or completed any training, or career enhancement training?

Nominations with accompanying rationale should not exceed two pages in length and should be keyed to those areas outlined above.

Please submit an original and two copies to DLA Land and Maritime EEO, ATTN: Woman of the Year Award, Bldg 20, Pod C 146N, Lametra Dulaney **NLT than COB January 25, 2013.**

LATE SUBMISSIONS WILL NOT RECEIVE CONSIDERATION.