



**FEDERAL ASIAN PACIFIC AMERICAN COUNCIL
(FAPAC)**

P.O. BOX 23184

Washington, D.C. 20026 -3184

<http://www.fapac.org>

“Promoting Equal Opportunity and Cultural Diversity for APAs in Government

January 8, 2009

FAPAC Outstanding Individual Awards - Civilian

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for the 2009 FAPAC Outstanding Civilian Individual Awards from each Federal agency and the District of Columbia government (not applicable to military individuals). The base period of performance shall be the calendar year 2008 (January - December 2008) or the fiscal year of 2008 (October 2007 to September, 2008).

The 24th National Leadership Training Conference & Exhibits will be held on May 11-15, 2009 at the **Hyatt Regency Houston Hotel, Houston, TX**. The purpose of this award program is to recognize individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of equal opportunity in the Federal and District of Columbia Government work force and the AAPI communities.

The Award Categories are:

- 1) **Outstanding Individual Leadership:** Individual who has shown bold leadership and innovative ways in promoting Equal Employment Opportunity (EEO), Affirmative Action and Diversity.
- 2) **Excellence in Individual Achievement:** Individual who has shown the greatest contribution toward the AAPI representation at all levels as compared to the total AAPI population as a whole.
- 3) **Diversity Excellence:** Individual who has shown a remarkable contribution towards diversity against all odds.

Please send nominations to Dr. Vaiyapuri Subramaniam, the Chairperson, FAPAC Awards, either by e-mail to puri.subra@va.gov OR, by postal mail to FAPAC (attn: Dr.

Vaiyapuri Subramaniam, Awards), P.O. Box 23184, Washington D.C. 20026-3184.

The nomination deadline is extended to March 31, 2009.

The guidelines showed below state the selection criteria by which the awards will be judged and determined by the FAPAC Awards Team.

For a complete nomination for review by the FAPAC Awards Committee, the Nominee seeking to be considered for the Award must:

1. Ensure that complete information be provided for Nominee and the Nominating Official (see submission forms below).
2. Ensure that his/her Nominating Official follow the selection criteria guidelines that best fit the Nominee for consideration as described below.
3. Ensure that the Letter of Nomination by the Nominating Official does not exceed two (2) pages (single-spaced, 12 font size) that highlights and specifies the achievements related to Nominee for award consideration. The Nominee's curriculum vitae (CV) or resume may be attached to supplement the Nominating Official's submission to the Chair, FAPAC Awards Committee.
4. Ensure that all documents and nominations be submitted by the Nominating Official NO LATER THAN MARCH 31, 2009, to the FAPAC Awards Chair at the address indicated in this letter.

The Nominating Official must ensure that each agency is limited to one civilian nominee in each category and one nominee in each grade cluster: Grade 1-10, Grade 11-15, and SES.

A panel of judges will make the selection and notify individuals and nominating offices no later than April 13, 2009. Each awardee will receive a formal invitation to attend the award ceremony and three complimentary dinner tickets. Additional tickets may be purchased. FAPAC does not cover travel or per diem expenses.

Any questions should be directed to Dr. Subramaniam at (202) 461-7363.

Thank you for your continued support. We look forward to receiving your nominations.

Sincerely,

Vaiyapuri Subramaniam

Vaiyapuri Subramaniam, Pharm.D.
Chairperson, Awards Committee, FAPAC

Enclosures



**Federal Asian Pacific American Council (FAPAC)
2009 Outstanding Civilian Individual Awards**

Nomination Cover Sheet

I. AWARD NOMINEE'S INFORMATION

Name of the
Nominee:

Position/Title:
Grade Level:

Department/Agency:

Mailing Address:

Work Phone Number:

Fax Number:

Email:

II. NOMINATING OFFICIAL'S INFORMATION

Name:

Position/Title:

Department/Agency:

Mailing Address:

Work Phone Number:

Fax Number:

Email:

**Guidelines for Nominee and Nominating Official to Provide
Summary of Achievements**

**Federal Asian Pacific American Council
2009 Outstanding Civilian Achievement Awards**

Purpose:

To recognize civilian individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of Diversity/Equal Employment Opportunity (EEO) in the Federal and District of Columbia government work force and the AAPI communities.

Award Criteria:

Assist the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the workforce.

Promote recognition of AAPI's competencies, overall awareness of the impact of AAPIs' cultures, contributions, work ethics, and behavior related to the government employment.

Promote, initiate, lead and encourage employees to participate in program activities that will benefit the career training, career development and advancement of AAPIs in the workforce.

Promote a better understanding among AAPIs and non-AAPIs in the workplace and resolve problems of equity for the AAPIs including EEO. Establish and maintain channels of communication and goodwill between AAPIs and other members of the workforce.

Organize program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government,

Achieve personal goals in displaying exceptional leadership qualities that will inspire others to follow.

Advocate for civil rights, diversity and equal opportunity within their particular department or agency.

AWARD CATEGORIES

Three Categories of Awards:

1. Outstanding Individual Leadership
2. Excellence in Individual Achievement
3. Diversity Excellence

An agency/Department can submit a maximum of three nominations (one under each grade cluster) under each category. In other words, a Department/Agency can submit a maximum of nine nominations. We want to encourage maximum competitions.

The three grade Clusters are:

1. Senior Executive Service
2. General Schedule Grades 11-15
3. General Schedule Grades 1-10