



Homeland
Security

INAUGURAL

EEO AND DIVERSITY TRAINING CONFERENCE

MISSION-FOCUSED | PEOPLE-CENTERED

September 13 and 14, 2016 — Washington, D.C.

2016 EEO/CIVIL RIGHTS/DIVERSITY & INCLUSION AWARDS

The Equal Employment Opportunity (EEO)/Civil Rights/Diversity & Inclusion Awards recognize individual DHS employees (from Headquarters and across the Components), groups of employees, and Components at large, who have made a difference in promoting and achieving DHS's EEO, Civil Rights, Diversity, and Inclusion programs and goals.

The following awards recognize DHS (and Component) employees and groups for the period of October 1, 2015, through August 1, 2016:

- | | |
|---|---|
| <input type="checkbox"/> Special Act or Service Award | <input type="checkbox"/> Game Changer Award |
| <input type="checkbox"/> DHS Component Award | <input type="checkbox"/> Volunteerism Award |
| <input type="checkbox"/> Team or Group Award | <input type="checkbox"/> EEO Champion Award |
| <input type="checkbox"/> Officer's Award | <input type="checkbox"/> Conciliator Award |
| <input type="checkbox"/> Innovator Award | <input type="checkbox"/> Peer to Peer Recognition |

Any DHS (or Component) employee (supervisory or non-supervisory) from Headquarters or any of the Components may nominate an individual or group using the attached nomination forms. For nominations of individuals, the signature of the nominee's supervisor is required to ensure that the supervisor is aware of the nomination. For the nomination of a group (or Component), the relevant Component EEO Director's signature is required.

All nominees will be vetted to ensure there is nothing that would prevent the nominee from accepting an award.

The DHS EEO Council will select one individual and/or team from the pool of nominees in each award category. Awardees will be announced at the EEOD Conference.

All completed nomination forms must be submitted via email to EEODConference@hq.dhs.gov, and received by **5:00pm, Friday, August 5, 2016**.

Any questions should be addressed to Gwendolyn White (Gwendolyn.E.White@uscg.mil) or Tina Plunkett (Tina.M.Plunkett@ice.dhs.gov).

Attachments: Award categories and Nomination Forms.

2016 EEO/CIVIL RIGHTS/DIVERSITY & INCLUSION AWARDS

Award Categories

(The DHS EEO Council will select one individual and/or team from the pool of nominees in each award category)

Special Act or Service Award: Recognition of an individual or group making significant changes effecting DHS's (or a Component's) EEO, Civil Rights, Diversity, and Inclusion goals.

DHS Component Award: Recognition of a DHS Component that has demonstrated exemplary performance and leadership having far-reaching impact on the Department as it pertains to EEO, Civil Rights, Diversity, and Inclusion.

Team or Group Award: Recognition of two or more individuals who significantly supported and contributed to the DHS mission of EEO, Civil Rights, Diversity, and Inclusion, within their Component (or Headquarters), and who worked behind the scenes to support and achieve mission goals without looking for personal recognition, by:

- a) Creating opportunities for groups to come together and work towards a common goal;
- b) "Doing the right thing" without a request or solicitation from another person or group;
- c) Sharing resources selflessly to help others and to improve overall achievement, rather than personal achievement; and/or
- d) Acting in a manner that would be considered a model for others to follow.

Officer's Award: Recognition of an individual employee or groups of employees who have demonstrated exemplary performance that has far-reaching impact on EEO, Civil Rights, Diversity, and Inclusion, within the Department.

Innovator Award: Recognition of individuals demonstrating vision and creativity in their approach to their areas of responsibility. They are forward thinkers, and their colleagues look to them for fresh ideas. These individuals may have streamlined a work process to increase efficiency or cost savings, or perhaps they have identified an issue previously unnoticed and presented an effective solution. They significantly contribute to an environment that fosters EEO, Civil Rights, Diversity, and Inclusion.

Game Changer Award: Recognition of individuals who relentlessly work toward a solution with a positive impact on EEO, Civil Rights, Diversity, or Inclusion, despite obstacles or resistance. They may:

- a) Pursue the desired outcome in the face of adversity;

- b) Find a way to complete the mission regardless of unexpected challenges;
- c) Achieve results despite limited resources and time constraints.

Volunteerism Award: Recognition of individuals engaged in community service projects, related in some way to EEO, Civil Rights, Diversity, or Inclusion, that serve to enhance their work environment and/or community. These individuals inspire others to engage in volunteer service through their own example and demonstration of commitment.

EEO Champion Award: Recognition of individuals who have promoted or advanced the values of EEO, Civil Rights, Diversity, and Inclusion. This recognition applies to those who work in a DHS (or Component) EEO and Diversity office, as well as to those whose primary work is outside of the EEO and Diversity program.

Conciliator Award: Recognition of individuals who promote and provide internal resolutions to conflicts that occur within the workplace. This is an individual who works with others to resolve issues before they escalate to complaints.

Peer-to-Peer Recognition: An award that allows DHS employees to recognize their peers within DHS who have provided outstanding leadership or support to the EEO, Civil Rights, Diversity, and Inclusion community. This award does not require supervisory approval.



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2016 EEO/CIVIL RIGHTS/DIVERSITY & INCLUSION AWARDS Nomination Form

Instructions for completing nomination form

This form must accompany each nomination

- Select only one award category
- Provide requested nominee information
- Provide one or two paragraphs describing the individual (team) accomplishments, sufficient to support the level of award being recommended.
- Print name and title of nominees supervisor, along with the signature and date

**Award Categories
(check one)**

- | | |
|---|---|
| <input type="checkbox"/> Special Act or Service Award | <input type="checkbox"/> Game Changer Award |
| <input type="checkbox"/> DHS Component Award | <input type="checkbox"/> Volunteerism Award |
| <input type="checkbox"/> Team or Group Award | <input type="checkbox"/> EEO Champion Award |
| <input type="checkbox"/> Officer's Award | <input type="checkbox"/> Conciliator Award |
| <input type="checkbox"/> Innovator Award | <input type="checkbox"/> Peer-to-Peer |

Name of Employee (or Group/Component):

Title:

Component:

Justification:

Nominator

Signature

Date

Approving Official (Component EEO Director for Group/Component nomination)

Signature

Date