



DEPARTMENT OF VETERANS AFFAIRS
ASSISTANT SECRETARY FOR HUMAN RESOURCES AND ADMINISTRATION
WASHINGTON DC 20420

FEB 28 2014

**MEMORANDUM FOR UNDER SECRETARIES, ASSISTANT SECRETARIES, AND
OTHER KEY OFFICIALS**

**SUBJECT: Federal Asian Pacific American Council Outstanding Civilian
Individual Awards for 2014**

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for its Outstanding Civilian Individual Awards for 2014 from Federal agencies nationwide and the District of Columbia government. The Award performance period is from October 1, 2012 to September 30, 2013. Nominations are being accepted until Friday, **March 14, 2014**. The recipients will be announced at the FAPAC 29th National Leadership Training Program, which will be held May 5-9, 2014, at the Sheraton Hotel Charlotte, NC.

These awards are divided into three categories: (1) Outstanding Individual Leadership, (2) Excellence in Individual Achievement, and (3) Diversity Excellence. The purpose of the awards is to acknowledge individuals who have made notable contributions to the advancement of Asian Americans and Pacific Islanders (AAPIs) and the promotion of Diversity/Equal Employment Opportunity in the Federal and District of Columbia government workforce and AAPI communities.

Please find attached Award criteria and nomination instructions. All Department of Veterans Affairs employees are encouraged to nominate any individual who may fit the criteria for these awards.

Nominations must be submitted in portable document format (pdf) to fapac@fapac.org. Questions regarding the awards selection process can be directed to Ms. Liqun Wong, FAPAC Awards Committee Chair, at (202) 307-7176 or by e-mail at: liqun.wong@gmail.com.

For additional information about these awards, please contact Mr. Andy Gonzalez, AAPI Program Manager, Office of Diversity and Inclusion, at (202) 299-4320 or via e-mail at: Andy.Gonzalez@va.gov, or visit the FAPAC Web site at: <http://www.fapac.org/2014NLTP/awards>.


Gina S. Farrisee

Attachments



FAPAC 2014 Civilian Awards Announcement

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for the FAPAC 2014 Outstanding Civilian Individual Awards from Federal agencies and the District of Columbia government. The base period of performance shall be the period October 1, 2012 to September 30, 2013.

The awards will be given out at the 29th National Training Program to be held from May 5 - 9, 2014, at the Sheraton Charlotte Hotel, Charlotte, North Carolina. The purpose of this award is to recognize individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (APIs) and the promotion of diversity and inclusion among the Federal and District of Columbia Government work force and the API 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 API representation at all levels as compared to the total API population as a whole.
- 3) **Diversity Excellence:** Individual who has shown a remarkable contribution towards diversity and inclusion through collaboration and against all odds.

Please send nominations package in pdf format to fapac@fapac.org.

The selection criteria set forth in the nomination form will be used by panel of judges in evaluating the nomination.

Nomination package from a submitting Agency official must:

1. Ensure that complete information be provided for Nominee and the Nominating Official (see submission form attached).
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.
4. Ensure that all documents and nominations be submitted by the Nominating Official **NO LATER THAN March 14, 2014.**

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. Each awardee will receive a formal invitation to attend the award ceremony and one complimentary dinner ticket. Additional tickets may be purchased. FAPAC does not cover travel expenses of the awardees.

Questions in regards to the awards can be directed to fapac@fapac.org.

Enclosures



FAPAC 2014 Civilian Awards

Nomination Form

Please choose one category

Outstanding Individual Leadership Excellence in Individual Achievement

Diversity Excellence

Nominee Information:

Name of Nominee	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	

Nominating Official Information:

Name of Nominating Official	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	
Signature of Nominating Official	

Civilian Awards Evaluation Factors (please provide supporting narrative)

<p>Assist the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the workforce</p>	
<p>Promote recognition of AAPI's competencies, overall awareness of the impact of AAPIs' cultures, contributions, work ethics, and behavior related to the government employment</p>	
<p>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</p>	
<p>Organize program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government</p>	
<p>Achieve personal goals in displaying exceptional leadership qualities that will inspire others to follow</p>	
<p>Advocate for civil rights, diversity and equal opportunity within their particular department or agency</p>	