



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



MAR - 7 2006

Memorandum

To: Assistant Directors for Administration

From: Debra E. Sonderman, Director *Debra E. Sonderman*
Office of Acquisition and Property Management and
Senior Procurement Executive

Subject: Nominations for the Department of the Interior Javits-Wagner-O'Day Award
DUE: March 31, 2006

The Department of the Interior Javits-Wagner-O'Day Award was established in 1999 as an annual award to Interior Bureaus or Offices that successfully initiate or demonstrate significant support for the Javits-Wagner-O'Day (JWOD) Act Program. The JWOD Act Program provides skilled employment training and challenging jobs for people who are blind or have other severe disabilities.

The award of a plaque, for permanent retention and display by Interior Bureaus or Offices, will highlight Interior's top management support for the JWOD Program by which we obtain needed quality supplies and services, on time and at reasonable prices from nonprofit agencies employing persons with disabilities. In turn, the program provides gainful employment for more than 48,000 persons with disabilities who gain experience and income, often decreasing or eliminating their dependence on public benefits.

At the end of each fiscal year, the Office of Acquisition and Property Management will review JWOD contract information, any pertinent notes/data accumulated regarding special bureau events, efforts or special orders placed with a JWOD affiliated nonprofit work center, and solicit nominations from various internal and external sources.

Recipients(s) of the JWOD Award should meet one or more of the following illustrative criteria for selection. Examples are: 1) additions to the procurement list for increased service contracts, contract value, or significant added usage of existing procurement list items; 2) pro-active, creative, innovative initiatives promoting JWOD supplies and/or services; 3) advocacy - conducting or organizing training sessions, public speaking, media contacts, JWOD special events, conferences, exhibits and expos. Other meritorious efforts in support of the JWOD Program may also qualify as a basis for the award.

Bureaus and Offices are encouraged to disseminate information about this award, and to support actions within their organizations to earn the award. For additional information, please contact the Department's JWOD Program Manager, Cindy Maltby at cynthia_maltby@ios.doi.gov or on 202-208-5562.

JWOD Works for America!

cc: Office of the Solicitor
Office of Inspector General
Acquisition Managers Partnership
NISH

Committee for Purchase From People Who Are
Blind or Severely Disabled
National Industries for the Blind

U.S. Department of the Interior Javits-Wagner-O'Day (JWOD) Award Nominations

Overview

The Department of the Interior Javits-Wagner-O'Day Award was established in 1999 as an annual award to Interior Bureaus or Offices that successfully initiate or demonstrate significant support for the Javits-Wagner-O'Day (JWOD) Act Program. The JWOD Act Program provides skilled employment training and challenging jobs for people who are blind or have other severe disabilities.

Recognition

The award recipient(s) will receive an inscribed plaque for permanent retention and display by Interior Bureaus or Offices. A plaque inscribed with the names of all award recipients will be on permanent display in the Office of Acquisition and Property Management office.

Eligibility

All individuals employed by the U.S. Department of the Interior are eligible to be nominated.

Evaluation Criteria

All nominees will be evaluated and rated based on the following criteria:

- Consistent, dedicated service in the form of specific actions which have materially advanced the employment of people who are blind or have other severe disabilities through the JWOD Program.
- Demonstrates creative, pro-active, innovative initiatives promoting JWOD supplies and/or services.
- Advocacy – two or more of the following, conducts or organizes training sessions, public speaking, media contacts, JWOD special events, conferences, exhibits and expos.

Nomination Procedures

An original copy of all nominations must be received by the Office of Acquisition and Property Management no later than March 31, 2006. Nominations must be submitted in writing. Persons submitting nominations must complete the enclosed form and address each of the evaluation criteria with examples of accomplishments cited whenever possible (not to exceed 500 words). An Award Selection Committee will review and rate all nominations and reach a decision on the award recipient no later than April 14, 2006.

An original signed copy of the nomination package should be sent to:
Cindy Maltby, JWOD Program Manager
Office of Acquisition and Property Management
1849 C Street, NW Mail Stop 2607
Washington, DC 20240

The nomination package must be received by the Office of Acquisition and Property Management no later than March 31, 2006. If you need further assistance, contact Cindy Maltby at 202-208-5562 or via email at Cynthia_maltby@ios.doi.gov.

U.S. Department of the Interior
Javits-Wagner-O'Day (JWOD) Award
NOMINATION FORM
(Due by March 31, 2006)

PART I. NOMINEE(S) Individual or Group

Individual Name and Title or Group Listing

Telephone OR (Group Lead Telephone)

Bureau or Office and Address

Supervisor's Name and Title

Telephone

PART II. NOMINATOR

Name and Title

Telephone

Bureau or Office and Address

PART III. NARRATIVE

Attach to this form a description of how the nominee(s) meets the selection criteria* for this award. Cite examples of accomplishments whenever possible. Please limit the narrative to 500 words.

Nominator's signature

Date

*criteria examples can be found in nominations memorandum.

Send this nomination form with all attachments to:

Office of Acquisition and Property Management
Attn: Cindy Maltby, JWOD Program Manager
1849 C Street, NW Mail Stop 2607
Washington, DC 20240