GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Based on the selection criteria, a written justification on the nominee limited to two (2) pages must be submitted with the nomination form. A separate nomination form and written justification must be separated for each nominee. All forms and supporting document must be submitted to the agency's Awards Coordinator.

AWARD: Team of the Year

PURPOSE: To recognize outstanding achievements or contributions to District Government operations.

ELIGIBILITY: Teams who represent a group of employees in a unit or administration whose primary functions are to provide services which support agencies and employees, or residents of the District.

Section 2 – Unit Information [*Required Fields]

_____
Name of Unit*

_____
Agency/Department*

_____
Address*

_____
Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least three (3) of the following:

- Consistently completed projects on time and within budget;
- Willingness to consistently devote time and effort to ensure timely and responsive delivery of services to District employees and/or District residents;
- Ability to interface well with other governmental teams; and
- Initiative to improve performance standards and increase productivity by streamlining procedures and instituting management reforms.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator's Name	Agency Awards Coordinator's Name
Agency/Department Telephone Number	Agency/Department Telephone Number
Signature Date	Signature Date