

**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 Director**

<p>_____ Nominator’s Name</p> <p>_____ Agency/Department</p> <p>_____ Signature</p>	<p>_____ Agency Awards Coordinator’s Name</p> <p>_____ Agency/Department</p> <p>_____ Signature</p>
<p>_____ Telephone Number</p> <p>_____ Date</p>	<p>_____ Telephone Number</p> <p>_____ Date</p>