



The A. Heath Onthank AWARD 2015

The Fairfax County Civil Service Commission invites nominations for the
2015 A. Heath Onthank Award for Merit

The Board of Supervisors established the Onthank Award in 1966 to honor the memory of Colonel A. Heath Onthank (USA, Retired), the first Chairman of the Fairfax County Civil Service Commission (1957-1962) and guiding force of the county's career merit system.

The purpose of the Onthank Award is to grant recognition for accomplishments of outstanding worth in advancing and improving public service in the Fairfax County Government and School System by an individual county employee.

Any person or group is eligible to submit a nomination for the highest honor the county awards to its employees. Only individuals may be nominated; no group awards are presented. Nominees must have been employed by the county for at least one year. Accomplishments nominated for consideration vary widely in form and substance and are evaluated against criteria that will give due weight to tangible gains already achieved, potential value, and the environment in which the achievement took place.

Eligibility for the Onthank Award is open to:

- Merit system employees of the county government, and
- Contracted unified salary scale and food service employees of the Fairfax County Public Schools. School teachers and instructional assistants are not eligible for this award.

Since its inception in 1966, 327 employees have received the Onthank Award. Recipients have included managers, public safety employees, secretaries, human service personnel, custodians, librarians, school bus drivers, building inspectors and others from agencies throughout the county and School System. Nominations came from private citizens, fellow employees, civic groups, and business and professional organizations. Recipients receive an engraved plaque and a monetary award via direct deposit.

SELECTION OF THE AWARD

A committee of citizens appointed by the Board of Supervisors will review the nominations and the supporting documentation, and will select the Onthank recipients based on the facts presented in the nominations.

PRESENTATION OF THE AWARD

The Onthank Award will be presented in June 2016 by the Chairman of the Board of Supervisors, the County Executive and the Superintendent of Schools.

NOMINATION

A nomination for the A. Heath Onthank Award for Merit is a statement of **not more than three** typewritten pages plus not more than three pages of supporting material, along with this form.

The statement should include:

- Identification of the nominee,
- A description of the achievement, based on the criteria on the following page,
- A description of the nominee's role and extent of responsibility, and
- A detailed explanation of how the achievement was a remarkable or unusual performance of the nominee's assigned duties, or above and beyond normally assigned duties. If needed, the nominee's job class specifications may be found on the Department of Human Resources website: <http://agency.governmentjobs.com/fairfaxcounty/default.cfm?action=agencyspecs>

Nominees will be judged only on the facts presented in the attached statement. Those nominations that do not follow these criteria may not give the selection committee enough information with which to make a judgment. The nomination statement may be supplemented with pertinent exhibits such as testimonials, news stories, or other similar supporting evidence.

A lengthy report or videotape will not be accepted unless the employee is being nominated for producing it. **Please submit 12 copies of your Nomination Form as well as 12 copies of all supporting materials (e.g., reports or videotapes) to ensure each selection committee member has a copy.** Please call 703-324-3316 before submitting reports or videos. If the nominator wishes to have supporting materials returned, this should be clearly specified.

Please complete both Page 3 and Page 4. They are designed to provide quick, positive identification of each nominee for the selection committee.

CLOSING DATE

Nominations for the 2015 A. Heath Onthank Award must be received by the Fairfax County Department of Human Resources by 4:30 p.m., March 18, 2016. Send nominations to:

Fairfax County Department of Human Resources
Attn: Janet Adere
12000 Government Center Parkway, Suite 270
Fairfax, VA 22035-0039

Please hand deliver or email to Janet.Adere@fairfaxcounty.gov if close to deadline.

Nominations will be acknowledged upon receipt. Please direct inquiries to Janet Adere, Department of Human Resources, at 703-324-3316 or via email at Janet.Adere@fairfaxcounty.gov.

A. Heath Onthank Award



Nomination Form

PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR NOMINATION

SEND NOMINATIONS TO:

Fairfax County Department of Human Resources
Attn: Janet Adere
12000 Government Center Parkway, Suite 270
Fairfax, Virginia 22035-0039

NOMINEE:

Nominee's Name _____

Title _____ Agency/School _____

Office Address _____

_____ Daytime Phone _____

NOMINATOR:

Nominator's Name _____

Title (if applicable) _____ Organization _____

Home/Business Address _____

E-mail _____ Daytime Phone _____

Signature of Nominator _____ Date _____

CRITERIA FOR AWARD

The nominee's achievement should meet each of the following criteria. *Please use this list to ensure that the nominating statement covers each point.*

For the selection committee's reference, respond to the following statements *in a few key words*. Use this page and keep your response within the space allotted; *a brief phrase is all that is necessary.*

- 1. The nomination must be for an accomplishment of outstanding worth in advancing and improving public service in the Fairfax County Government or School System.**

Nominee's accomplishment:

- 2. There should be evidence of direct identification with the achievement, through personal leadership or through development and application of program content and techniques.**

Nominee's direct identification with the achievement:

- 3. Evidence presented in support of a nomination should show the worth of the accomplishment in terms of tangible results achieved.** This might be higher employee morale, more effective operations, lower costs, performance of assigned tasks in such an exemplary manner as to set a record of achievement, or acts of heroism beyond the call of duty.

Results achieved by this nominee:

- 4. The evidence presented must show how the achievement was a remarkable or unusual performance of the nominee's assigned duties or above and beyond those duties. Please indicate how this nominee stands out from others in the same job class.**

How achievement was remarkable and/or greater than assigned duties:

- 5. The achievement on which the nomination is based must be within the period January 1, 2015 to December 31, 2015.**

Time frame of the nominee's accomplishment: