

2024 Call

for Nominations



Personal Property Awards

Personal Property Manager of the Year

Personal Property Professional of the Year

Personal Property Agency or Team of the Year

**Accepting Nominations
through June 12**

Send Nominations to:
Patrice Walker at
patrice.walker@gsa.gov.



**All Nominations must be electronically submitted by June 12, 2024.
See Page 2 for Nomination Requirements.**

Eligibility: Federal employees may participate.

Employees of GSA's Office of Government-wide Policy are not eligible to participate.

Personal Property Manager of the Year

Recognizes a manager or equivalent for their exceptional leadership, dedication and accomplishments in the field of personal property management. The individual is highly regarded by their peers for consistently leading the organization to successful outcomes.

Criteria:

Please respond to the following:

1. Explain the nominee's leadership and vision evidenced by engaging progressive management techniques within the organization and agency.
2. Describe in detail the nominee's significant contributions made toward the advancement of Federal personal property management.
3. Describe the nominee's outstanding accomplishments and outcomes related to the goals of the organization, agency and the personal property community.

Personal Property Professional of the Year

Recognizes an employee (non-supervisory) who has demonstrated outstanding performance, professionalism and great customer service by their peers. The individual displays innovative practices that exemplify excellence in personal property management and has gone above and beyond their duties to serve the organization and customers.

Criteria:

Please respond to the following:

1. How does the nominee demonstrate professionalism and customer service within the organization, agency and personal property community?
2. Describe how the individual demonstrates a high quality of work performance that goes beyond the required duties within the organization.
3. Describe an innovative practice that exemplifies excellence in the field of Federal personal property management.

Personal Property Agency or Team of the Year

Recognizes a Federal agency or Team that has made a significant impact and achieved remarkable results in the personal property field over the past year. The agency or team has implemented new and innovative best practices, cost-effective initiatives, and enhanced services to create a decisive impact on the personal property community.

Criteria:

Please respond to the following:

1. Describe the innovative practice for which the nomination is submitted.
2. Describe how the practice is consistent with the principles of personal property management.
3. Identify the initiatives, cost savings and/or best practices achieved to support and enhance the mission of your organization, agency or others that have adopted the practice within the Federal government.

Nomination Process

Nominate an individual, agency or team that deserves recognition. Nominations are encouraged by a peer, colleague, co-worker, employee, staff member, customer, team or agency. Self-Nominations are not accepted. The nomination package must include the nomination form and other requirements below:

- A nomination form is required for each submission. (Page 3)
- A separate summary page (500 words or less) supporting the nomination.
- A one-page summary for each criteria (Maximum 3 pages)
- All submissions become the property of the Office of Personal Property Management Policy and will not be shared or returned.

A panel of personal property management experts will evaluate all nominations and select a winner for each award category. The decision by a panel of judges and the GSA Program Office are final.

Winners will receive an award of recognition and will need to submit one (1) high-resolution (250 dpi or higher) unaltered photograph. The photograph and a summary will be highlighted on the Personal Property Management Website.

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Nomination Form

Please fill out and submit required Nomination Form.

Check Award Category:

- Personal Property Manager of the Year
- Personal Property Professional of the Year
- Personal Property Agency or Team of the Year

Nominee's Contact Information:

Nominee's Name: _____

Agency: _____

Position Title: _____

Phone Number: _____

Email Address: _____

Supervisor's Name: _____

Supervisor's email address: _____

Supervisor's phone number: _____

Submitter's Contact Information:

Name: _____

Agency: _____

Phone Number: _____

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