

## Core Values Coin Awards Nomination

The Office of Response and Recovery (ORR) created the Core Values Coin Awards program to spotlight employees who exemplify FEMA's Core Values of *compassion, fairness, integrity, and respect* as defined in [FEMA Publication 1 \(PUB 1\)](#). Core Values Coins will be awarded to ORR employees at Headquarters, in Regional Offices, and in the field.

ORR staff can recommend their peers for a core values coin by completing this nomination form and detailing how the nominee or nominated team demonstrated one of the Agency's core values. Selection criteria is based on the PUB 1 definition of each core value. Supervisors may also recommend their staff for a core values coin through the same process.

The ORR Core Values Review Panel will be comprised of one individual from each of the five Directorates, one individual representing the ORR Front Office, one individual representing the Regions, and one individual representing the ORR Core Values Team. The review panel will convene once a month to consider all nominations and select up to 12 nominees to receive coins, three awards for each of the four core values. Core Value Coin awards are honorary and non-monetary. Award winners will be announced monthly in the *ORR Core Values Chronicle*.

### Award Eligibility

- Every ORR employee is eligible.
- **Nominations must be submitted by 5 p.m. EST on the 15<sup>th</sup> of every month.**
- The nominee must have had no disciplinary, performance, or conduct issues during the nomination period.
- Supervisors will confirm that all nominees meet the eligibility requirements outlined above.

### Teams

Teams include two or more nominees that contributed equally in displaying a core value. In addition to this form, please use the team addendum form to enter each team member's name and information.

### Form Instructions

- Provide your name and email.
- Enter the core value the nominee is being nominated for.
- Provide all the nominee's information to the best of your knowledge (if you are nominating a team, include the information on the ORR Core Values Nomination Form – Team Addendum).
- Provide the nomination overview, including background detailing how the nominee or team demonstrated one of the Agency's core values.
- Name the file using this file naming convention: Core Value Category, nominee's last name or team name; office, region, or disaster number (e.g., Compassion-Smith-Region 5.pdf)
- Email the completed form to the ORR Core Values Inbox: [fema-orr-corevalues-team@fema.dhs.gov](mailto:fema-orr-corevalues-team@fema.dhs.gov).
- Direct questions to the ORR Core Values Team Inbox: [fema-orr-corevalues-team@fema.dhs.gov](mailto:fema-orr-corevalues-team@fema.dhs.gov).

Core Value:

Nominator's Name:

Nominator's Title/Office:

Nominator's Email:

### **Nominee's Information**

**Note:** If you are nominating a team, please enter the team lead's name and information below. You must also use the Team Addendum Form to list *all* members. Please be sure to re-enter the team lead's name on the Team Addendum.

Nominee's Name (First/Last):

Nominee's Email:

Nominee's Position/Title:

Nominee's Directorate:

Nominee's Location/Program Office:

Nominee's Supervisor (non-deployed):

*If the nomination is for a core value shown while deployed, please also answer the following:*

Disaster Number:

Location of Deployment:

Deployment Supervisor:

Deployment Position:

## Overview (limit of 1200 words)

**Note:** Please use this section to provide an excerpt on how the nominee exhibited the core value they are being nominated for. If the nominee is selected, we will use this overview in the *ORR Core Values Chronicle*.