

INSTRUCTIONS FOR SUBMITTING NOMINATIONS  
FOR THE  
PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

Executive Order 10,717 dated June 27, 1957, establishes the President's Award for Distinguished Federal Civilian Service and provides that not more than 5 such Awards shall be made in any one year. The Order also created the President's Distinguished Civilian Service Awards Board. The Board is directed to review recommendations for the Award and decide which of them, if any, warrant presentation to the President for his consideration.

The Board has approved the following instructions for submitting nominations for the Award.

CRITERIA TO BE MET FOR NOMINATIONS

The Executive Order establishes these two criteria:

- "(a) The significance and importance of the contribution to the government and the public interest shall be so outstanding or exceptional that in the opinion of the Board, the officer or employee is deserving of greater public commendation and official recognition than that which can be accorded by the head of the department or agency in which he is employed."
- "(b) Awards shall be made only to civilian career officers or employees of the government, or to officers or employees whose Federal service, in the opinion of the Board, can be reasonably considered as career service."

In applying criteria (a) above, departments and agencies should consider that

1. The contribution is of such fundamental importance to the people of the United States that recognition from the highest representative of the people is obviously appropriate, or
2. The contribution consists of several highly exceptional achievements accomplished at various times in the employee's career and that, in total, deserve much higher recognition than can be given by a department or agency.

WHO SHALL MAKE THE NOMINATIONS

The Executive Order provides that the nominations shall be made personally by the head of the department or agency in which the proposed recipient of the Award is employed.

WHAT SHALL BE INCLUDED IN THE NOMINATIONS

1. Nominations shall contain a full justification in support of the recommendation based on the criteria cited above.
2. The record of the employee's contribution should include both tangible and intangible benefits.
3. There shall be included a statement describing any other awards received by the employee.
4. Identification of the employee's position along with a description of his duties and responsibilities and a brief outline of his Federal career should be included.
5. A proposed citation of approximately 50 to 75 words may be included for consideration if the Award is made.
6. The nomination, with all necessary information, shall be submitted in 6 copies so that each member of the Board may have a copy to review.

NOTE: Departments and agencies are in no way restrained from making Awards themselves to any employees who are being nominated for the President's Award.

WHEN SHALL THE NOMINATIONS BE MADE

To be considered for the Award this year, nominations must be received by the Board no later than October 1, 1958.

WHERE SHALL THE NOMINATIONS BE SENT

Nominations are to be submitted to the

Honorable Harris Ellsworth  
Executive Secretary of the  
President's Distinguished Civilian  
Service Awards Board  
U. S. Civil Service Commission  
Washington, D. C.

PUBLICITY

No information is to be released on the nominations for the Award. After the President has made the Awards, departments and agencies should give the widest possible publicity to the recipients of the Awards.

Awarded 16 January 1958

1957

PRESIDENT'S AWARD FOR DISTINGUISHED FEDERAL CIVILIAN SERVICE

LOY W. HENDERSON, Deputy Under Secretary of State for Administration

STERLING B. HENDRICKS, Chief Chemist, Agriculture's Pioneering  
Research Laboratory for Mineral Nutrition of Plants

JOHN EDGAR HOOVER, Director, Federal Bureau of Investigation

ROGER W. JONES, Assistant Director for Legislative Reference,  
Bureau of the Budget

WILLIAM B. McLEAN, Technical Director, U.S. Naval Ordnance Test  
Station (China Lake, Calif.)

5 Sep 58

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