



United States
Office of Government Ethics
1201 New York Avenue, NW., Suite 500
Washington, DC 20005-3917

April 26, 2011
EA-11-03

MEMORANDUM

TO: Designated Agency Ethics Officials

FROM: Matthew S. Cross
Associate Director for Education

SUBJECT: OGE 2011 Program Excellence and Innovation Awards Announcement

The U.S. Office of Government Ethics (OGE) is pleased to invite submissions of nominations for the OGE 2011 Program Excellence and Innovation Awards. The awards will be presented at the 18th National Government Ethics Conference which will be held September 13-15, 2011 at the Orlando World Center Marriott in Orlando, Florida. The deadline for receipt of the nominations is May 27, 2011. Please refer to the attachment for nomination information.

Attachment

OGE 2011 Program Excellence and Innovation Awards Announcement

The OGE Program Excellence and Innovation Awards recognize executive branch agencies that demonstrate ethics program success as a result of excellent or innovative program efforts. We are looking for agencies that

- Demonstrate a strong commitment to excellence in ethics program management
- Employ innovative approaches to teach employees about ethics,
- Use model practices to encourage understanding and awareness of ethical behaviors, and
- Create a stronger ethical culture as a result of these efforts.

The Program Excellence and Innovation Awards are the next evolution of the Education and Communication Awards and the Program Review Awards. OGE is expanding upon its award programs to include more than just training products and we plan to honor departments and agencies that demonstrate excellence and innovation in all that they do.

Award winners will be honored for products or actions that are

- Transferable: award winners create products or processes that work in other agencies with minor modifications.
- Innovative: award winners find novel ways to educate and communicate with employees.
- Creative: award winners take the initiative to design and deliver new education and communication products or to increase efficiency and excellence of program management.
- Successful: award winners create products or processes that comply with regulations, exceed expectations, foster high ethical standards for employees, and help ensure that the Government's business is conducted with impartiality and integrity.

Nominations for awards will be accepted now through May 27, 2011. Agencies may submit more than one product. To submit a nomination, please follow the instructions located in the "How to Apply" section of this Education Advisory. After all submissions have been received, OGE will review them and choose finalists for display and presentation at the Conference. Winners will be determined by the vote of our peers.¹

¹ The OGE Awards Winner's Circle has recognized numerous departments and agencies committed to effective, innovative ethics education products and communication tools. For a list of the achievements of 2010 Winner's Circle, see DAEOgram [DO-10-007](#). For a list of the achievements of the 2008 Winner's Circle, see DAEOgram [DO-08-027](#) issued 9/8/08. For a list of the achievements of the 2007 Winner's Circle, see DAEOgram [DO-07-004](#) issued 2/23/07.

Success Factors

Agencies do not win awards by being effective at only one thing. They win awards by building comprehensive programs that result in organizational integrity and an improvement in the public's confidence that the Government's business is conducted with impartiality and integrity.

The most successful application will have these characteristics:

- Highlight innovative and novel product or action that are used to foster organizational integrity and promote ethical excellence.
- Provide evidence that the agency goes beyond compliance and takes initiative to deliver outstanding programmatic innovations and increase ethical excellence.
- Describe the outcomes achieved because of the product or action.
- Demonstrate a link between the product or action, agency goals, and OGE goals.

The application will meet these qualifications:

- Are filled out completely.
- Provide a detailed description of the product or action.
- Provide a detailed description of the purpose of the product or action.
- Describe – in a clear and concise manner – why the product or action deserves an award.
- Describe the audience for which the product or action was intended.
- Provide evidence to support statements.
- Demonstrate how the product or action had a positive impact on the agency's ethical culture.
- Include copies of the product or description of the action in either an electronic or hard copy format.

Submittal Suggestions

OGE does not want to place constraints on submissions, and we expect to receive a variety of products or actions that demonstrate a commitment to excellence and innovation. The following list highlights some of the items we hope to see this year. This list is not all inclusive and awards may be given for products or actions that do not fit into the categories below:

Mobile applications

Newsletters

Posters

Quick references

Job aids

New entrant filer identification process

COI screening process

Tracking systems

Ethical culture surveys

Self-assessments

Electronic filing systems

Podcasts, instructional video clips

Instructor-led classroom training classes

Instructor-led web-based training classes

Self-paced, web-based training classes

Print materials such as student guides, instructor guides, manuals or pamphlets, instructional exercises, or evaluation forms

On-the-job training sessions

Orientation training sessions

Instructional games

Ethics events

Use of social media

Ethics marketing or communication campaigns

Filing Deadline

You must apply and submit all of your products by May 27, 2011. Previous award winners can apply if they are submitting a new product or products. Products that were recognized in the previous year will only be considered if significant modifications were made.

How to Apply

1. Fill out the OGE Program Excellence and Innovation Awards Proposal form,
2. Submit the form to OGE, and
3. Provide access to your product(s) submitted for consideration.

Step-by-Step Application Process

1. Open the OGE Program Excellence and Innovation Awards proposal form by clicking on the hyperlink at the end of this step. **Please Note: The form is available in an online format through May 27, 2011 and candidates must submit their application and product(s) by this date.**

[Proposal Form](#)

2. Enter all information into the electronic proposal form.
3. Click the submit button. This will send an electronic copy of the form directly to the U.S. Office of Government Ethics.
4. If you are unable to complete the form in one sitting you may save it for completion at a later time. To save your form at any time click the "Save and continue form later" at the top of the browser and follow the instructions in the dialogue box. **Please Note: Saving your form does not transmit your information to OGE. You must click the Submit button at the end of form to send in your proposal.** If you have any questions or experience technical difficulties, please contact Kaneisha Cunningham at ktcunnin@oge.gov or 202-482-9228.
5. Send copies of your program excellence and innovation products electronically via email to Kingsley Simons at ksimons@oge.gov. You may also send hyperlinks to your products if they are electronically accessible through the public internet. When submitting your products, please include the agency name, contact name and phone number used on the application form in the body of the email message.

If your products are not easily sent via email, or consist of physical objects, please email Kingsley Simons at ksimons@oge.gov for assistance with getting your submission to OGE.