


MEMORANDUM

To: Commissioners, Secretaries, and Directors of Agriculture
Affiliate Organization Presidents

From: Richard W. Kirchhoff
Executive Vice President & CEO 

Subject: Request for Nominations: 2003 NASDA Honor Awards Program

Date: May 29, 2003

Since 1972, NASDA has conducted its annual honor awards program for employees of the state departments of agriculture. It has become an important part of our annual meeting program and gives recognition to outstanding professionals who work for NASDA members.

The recipients are selected by an independent panel of judges who are familiar with the work of state agriculture agencies, but not employed by NASDA or any member states. Actual presentation of the awards occurs as a highlight of our Annual Meeting in Boise, Idaho, September 19-24, 2003.

We have polled previous members of the panel of judges about the criteria used in choosing past honor award winners. They said many factors enter into the judging decision, but indicated the following were most frequently used:

1. A clear, concise, description of the candidate's specific contributions and accomplishments in her or his field of work.
2. Details of specific instances of outstanding performance.
3. Years of service are considered, but are not a deciding factor. The award should be for outstanding contributions to the individual's profession; not, basically, a retirement recognition.
4. Participation and service in state, regional, and national job-related organizations.
5. Recognition awards given by peers.
6. Ability to be innovative and solve problems.
7. Progressive upward mobility in her/his job.

8. Ability to work harmoniously with others.
9. Examples of concrete accomplishments and achievements that have benefitted the state and its agricultural community.

NASDA will make one award presentation in each of the following categories:

1. **Administration**—Individuals in purely administrative positions. The award for administration is for outstanding work within a state agency to improve operations and efficiency.
2. **Communications**—Individuals in communications or public information positions. The award is for outstanding work in media and public communications.
3. **James A. Graham Award for Outstanding Service to Agriculture**—All others. The award for service is for outstanding work in the delivery of quality services to agricultural producers.

Each state or affiliate organization may submit only one nomination. Please be sure to **indicate on the nomination form the category** for which your nominee should be considered. The nomination form can also be downloaded from the NASDA homepage at <http://www.nasda.org/> under the "What's New" section.

After the judges panel makes its selection in the three categories and the awardees are properly honored at the 2003 NASDA Annual Meeting, the three awardees automatically become eligible to be nominated for the 2004 U.S. Department of Agriculture Recognition event held in June 2004 in Washington, D.C.

The deadline for receiving these award applications in the NASDA office is July 8, 2003. Thank you for your cooperation and please do not hesitate to call if you have any questions or need additional information.

Enclosures