

NASDA Enumerator of the Year Award for Excellence Instructions and Form

History & Background:

In 2006, NASS, working in conjunction with NASDA Headquarters' staff, initiated an Agency-level award to annually recognize outstanding NASDA enumerators from across the U.S. NASS Operations Memorandum A-09-06 described the new award as follows: "The grassroots data collection and public relations work performed by NASDA enumerators is key to NASS's ability to perform its mission of serving the Nation's agriculture through the dissemination of timely, accurate, and useful information. ... Recognition will be given for outstanding efforts which resulted in Agency-wide impact in any of the areas of survey quality, response rates, efficiency, enumerator training and development, enhancing respondent relations, and forging relationships within the agricultural community. Each NASDA award recipient will be recognized at the Agency's annual *Awards for Excellence* ceremony..."

Since the initial year, several enhancements and refinements have been made to the *NASDA Enumerator of the Year Awards* program, based upon input from Regional Field Operations (RFO), RFO Awards Committee, the Supervisory Enumerator Advisory Council (SEAC), NASDA HQ, NASS managers, the NASDA enumerator corps, and others. One very notable change is that starting in 2009 the number of NASDA Enumerators, Supervisors, and Coaches recognized each year was increased to 12.

Nominations and Selection Process:

- The *NASDA Enumerator of the Year Award* is an annual discretionary award for work and accomplishments performed during the fiscal year **between October 1 and September 30.**
- Any individual in NASS or NASDA (NASDA Supervisors, Enumerators, and Coaches; NASDA Coordinators; RFO/DCC management and staff; NASDA HQ management, etc.) may nominate a NASDA Enumerator, Coach, or Supervisor for this prestigious annual Agency award.
- A total of 12 Supervisors and Enumerators will be selected from across the U.S. each year to receive the *NASDA Enumerator of the Year Award*. NASDA Data Collection Center (DCC) Coaches are eligible for the award under the Office Enumerator category.
 - **Eight** enumerators:
 - **Five** Field Enumerators
 - **Three** DCC Enumerators and/or DCC Coaches
 - **Four** Supervisory Enumerators:
 - **Three** Field Supervisors
 - **One** DCC Supervisor

- Current members of SEAC may **not** be nominated for the award since they are ineligible while serving as members of the Council. They are eligible once their term expires.
- Individuals who received the *NASDA Enumerator of the Year Award* last year may **not** be nominated. No one person can receive the Award in two consecutive years.
- In each RFO/DCC, *NASDA Enumerator of the Year Award* Nominations Forms are to be submitted to the NASDA Coordinator.
- The NASDA Coordinator will then provide all submitted Nomination Forms to the RFO's/DCC's NASDA Awards Committee for reviewing, rating, and ranking. Note that each NASDA Awards Committee membership should consist of the Regional Field Office Deputy Director, the NASDA Coordinator, and two Supervisors.
- The RFO's & DCC's NASDA Awards Committee can submit **up to four NASDA Enumerator or Supervisory Enumerator nominations** into HQ FO, with the concurrence of the RFO's/DCC's management team.
- **Candidates for the *NASDA Enumerator of the Year Award* should NOT be notified of their award nomination.**
- Each SEAC member will independently review all the nominations sent into HQ from the RFOs/DCCs. The SEAC rankings will then be tabulated and the top selections for each category will be submitted to the HQ FO Awards Committee for their consideration.
- The HQ Field Operations Awards Committee will review the SEAC recommendations and submit 12 nominations, divided into the proper categories to the NASS Administrator and to NASDA's NASS Program Director for final approval and signatures.

Nomination Write-Ups:

Nominations must be submitted using the form shown in Attachment A. They must be typewritten and the completed nomination form may not exceed 2 pages in length.

Scoring, ranking, and selection of nominees are determined by the description of the candidates' extraordinary accomplishments in the past 12 months from **October 1, 2023– September 30, 2024.**

- This honor is to be awarded to an enumerator who is not just a “great enumerator” but has had specific “over and above” accomplishments THIS year.
- OUTSTANDING or EXTRAORDINARY efforts by an enumerator in the past 12 months must be described in detail, in addition to any comments about their consistent good work.
- Historical accomplishments and actions **will not be considered** in the rankings and ratings process; all noteworthy efforts must have been performed in the past 12 months .
- All nominees MUST primarily have “highly effective” or “exceptional” marks on their year-end Performance Review.
- Nominations write-ups need to provide **specific examples and details** about the NASDA employee’s accomplishments **over the past year** and how those successes made a difference.
- Data regarding caseload, response rates, quality ratings and costs; examples of actual respondent comments; and incidences of “going the extra mile” or “going above-and-beyond” are all possible useful auxiliary information for the nomination write-ups.
- Long, detailed, vague, rambling general descriptions of accomplishments are not to be included.
- Extraneous activities not related to NASDA’s mission and work should not be included in the submission.

Nominations received by Field Operations after the established due date will not be considered for the award.

Notification and Recognition:

- By **November**, the HQ FO Awards Committee will review the SEAC nominees and make recommendations on the final 12 awardees for review, approval, and signature by the NASS Administrator and NASDA’s NASS Program Director.
- The 12 NASDA award winners will be notified directly by Field Operations and/or NASDA’s NASS Program Director.

Forms:

The *NASDA Enumerator of the Year Award* **Nominations Form** is shown in Attachment A.

Date: _____

Attachment A

NASDA Enumerator of the Year Award -- Nominations Form

(Use this form to nominate a NASDA Enumerator, Coach or Supervisory Enumerator)

Nominee: _____

Field Office/DCC: _____

(Check only one of the boxes)

- Office Enumerator/Coach Office Supervisory Enumerator
 Field Enumerator Field Supervisory Enumerator

Time Period Covered: **October 1, 2023 – September 30, 2024**

1. Award Citation wording (*must be 25 words or less*):
2. Please provide a brief summary of NASDA employment (length of time in this position and other positions held):
3. Please state the ratings given for the last year-end Performance Review (if known). Overall Rating must be 20 or above. Overall total points for enumerators must be 140 or above; Overall total points for supervisors must be 100 or above.

Overall Rating: _____ Overall total points: _____

4. Please provide the following types of information regarding workload: list of different surveys worked, number of assignments and completes per survey or total, and other specific indications of workload (such as comparison to other enumerators in their RFO or DCC, geographic size of territory, etc.). If enumerator worked ARMS III, please include number of assignments, and number or percentage of completes. If Field Supervisor collected data for surveys in addition to supervisory duties, please state, along with number of assignments.
5. For Supervisors only – Please provide the number of staff they oversee with an indication of the workload size (such as geographic size, number of assignments for team, whether they do surveys and OMs/OYs and how many, etc.).
6. Please provide specific examples and a detailed explanation of the **extraordinary and/or outstanding accomplishment(s)** that resulted in a positive impact for the mission of NASDA in areas such as survey quality, response rates, efficiency, enumerator training and development, enhancing respondent relations and forging relationships within the agricultural community. **Accomplishments must relate to the past 12 months.**