

AWARD OF DISTINCTION

STATE TEAM MEMBER AWARD OF DISTINCTION NOMINATION

NOMINATION SUBMISSIONS ARE FOR ACTS OCCURRING DURING THE PERIOD OF JANUARY 1 THROUGH DECEMBER 31 OF THE CURRENT CALENDAR YEAR. ALL NOMINATIONS MUST BE SUBMITTED THROUGH THE [DEPARTMENTAL/AGENCY COORDINATOR](#) AND RECEIVED BY THE OFFICE OF ADMINISTRATION DIVISION OF PERSONNEL BY THE CLOSE OF BUSINESS ON JANUARY 15 OF THE FOLLOWING CALENDAR YEAR.

Any state team member may nominate another state team member who is employed in good standing for an Award of Distinction. Department directors, deputy department directors, division directors, and deputy division directors (including acting and official) are not eligible for the Award of Distinction.

NOMINEE NAME		AGENCY
JOB TITLE		DIVISION/SECTION
WORK ADDRESS (STREET/CITY/ZIP)		
PHONE NUMBER	EMAIL	

NOMINEE SUPERVISOR NAME	
PHONE NUMBER	EMAIL

NOMINATOR NAME		RELATIONSHIP TO NOMINEE
PHONE NUMBER	EMAIL	
NOMINATOR SIGNATURE		

INDIVIDUAL AWARD CATEGORY DESCRIPTIONS

Heroism - Awarded for demonstrating exceptional judgment or courage in a potentially serious situation outside the scope of the workplace or in a situation far above and beyond the duties and responsibilities of the team member's position, and which reflects credit upon the State of Missouri, whether or not the act was performed during working hours (as demonstrated by voluntarily risking one's own life, or exhibiting meritorious action to prevent injury, loss of life, or prevent damage to, or loss of property).

Human Relations - Awarded for outstanding contributions toward enhancing the quality and morale of the workplace, or creating a better public image of state government (as demonstrated by positive personal interaction with other team members; championing public awareness of the agency's mission; working to improve relations internally within an agency; or collaboration between different agencies).

Innovation - Awarded to a team member for their contributions toward a more efficient or productive work process or procedure, including providing a service, improving service quality, or developing money-saving ideas.

Leadership - Awarded to a team member who exemplifies and promotes outstanding leadership qualities and behaviors. The team member "sets the standard" for others to follow, and consistently performs at a superior level in achieving significant and tangible benefits for his/her department/agency (as demonstrated by guiding, directing, or influencing fellow team members in a positive and productive manner).

Public Service - Awarded for outstanding dedication to the advancement of state service which enhances the quality of life to citizens that are far and above the team member's normal job requirements, or who through volunteering service and/or time improved the quality of life for members of the community (as demonstrated by participation in, or implementation of community and public service projects, and/or volunteering with various non-profit organizations at the local, state, national, or international level).

TEAM AWARD CATEGORY DESCRIPTION

Safety - Presented to a team member or team of individuals (no more than five) who creates and/or champions approaches to protect and/or ensure the health and safety of state team members or customers (examples include, but are not limited to: implementation of a safety program for the workplace; an active role in being a strong advocate of safety and health; demonstrated significant improvement over previous conditions; consistently maintained a good safety program, or made an extra effort to improve or correct a specific aspect of safety within the workplace).

*Please consider nominating large teams for the [Governor's Award of Quality and Productivity](#).
State of Missouri Talent Development | Governor's Advisory Council on Quality and Productivity (mo.gov)*

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PLEASE CHECK ONE AWARD CATEGORY (SEE PREVIOUS PAGE FOR CATEGORY DESCRIPTIONS)

☐ HEROISM

☐ HUMAN RELATIONS

☐ INNOVATION

☐ LEADERSHIP

☐ PUBLIC SERVICE

☐ SAFETY

Provide a brief (150 words or less) description of the nominee's day-to-day responsibilities.

Describe (500 words or less) why you are nominating this person for the selected category.

BY SIGNING BELOW YOU ACKNOWLEDGE THAT THIS NOMINATION WAS SELECTED TO REPRESENT THE AGENCY IN THE SELECTED CATEGORY AND THE NOMINEE'S CREDENTIALS WERE VERIFIED AND APPROVED BY THE AGENCY DIRECTOR.

SIGNATURE OF AGENCY DIRECTOR

SIGNATURE OF AGENCY COORDINATOR

The completed Awards of Distinction nomination form must first be submitted with any supporting documentation to your agency coordinator and approved by your agency director before it can be sent to the Division of Personnel. All information on the nomination form must be complete, including signatures and must be submitted on this AOD nomination form. **Completed nominations must be received by the Division of Personnel by the close of business on January 15.**