

**OFFICE PERSONNEL OUTSTANDING SERVICE AWARD
OFFICE PERSONNEL SECTION
NOMINATION FORM**

Purpose of the Award: The Office Personnel Outstanding Service Award was first given in 1989. This award is presented to a member of the Office Personnel Section who has demonstrated exceptional merit to enhance Public Health's Administrative services, promote the office personnel section and serve the community.

Nominee Name: _____
Address: _____
City: _____ County: _____ GA Zip: _____
Agency: _____ Position: _____
Nominated by: _____
Address _____ City: _____ GA Zip: _____
Telephone: _____ FAX: _____
E-mail Address: _____

Nomination Criteria:

1. Member of GPHA
2. Member of office personnel
3. Employed in office or administrative services
4. Activities demonstrate improved outcomes/activities for office personnel section
5. Services have enhanced public health administrative services
6. Involvement in communities/organizations

Criteria for Selection:

1. INNOVATION: How did the nominee do something that was new or unique?
2. IMPACT: What did the nominee do to improve the quality of Public Health services?
3. TIMELINESS: How did the nominee's activities address a current Public Health problem?
4. VISIBILITY: How did the nominee increase the community's awareness of Public Health?
5. INITIATIVE: How did the nominee demonstrate initiative or persistence in his/her activities?

The nomination form should not be longer than 4 pages including the Nomination Form. All 5 Criteria for Selection should be addressed. Attachments will not be accepted.

NOMINATION DEADLINE: JANUARY 10, 2013

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