



OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

15 MAR 2005

ADMINISTRATION AND
MANAGEMENT

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Nominations for the 1st Department of Defense (DoD) David O. Cooke
Excellence in Public Administration Award

On November 17, 2004, the Principal Deputy Under Secretary of Defense for Personnel and Readiness announced the creation of a new DoD-level honorary award, the Department of Defense David O. Cooke Excellence in Public Administration Award (EPAA)(attached). This is to solicit your nominations for the EPAA. The EPAA was created to promote, perpetuate and recognize the type of exceptional contributions Mr. David O. Cooke made to Federal service. He had a career that spanned more than 55 years, 45 of which were with DoD and served under 15 different Secretaries of Defense. Mr. Cooke's commitment to duty embodied the noble virtues of public service. He was widely recognized as a consummate public official promoting a cooperative spirit among DoD leadership and improving DoD operations.

The purpose of this award is to recognize one non-managerial career employee with three to ten years of Federal career service, who demonstrates great leadership potential as a future Federal executive and who emulates Mr. Cooke's dedication to service while helping to promote and effect cooperation and improvement in the Department. Each nominee will be evaluated on his or her extraordinary commitment to public service and demonstration of an inspiring degree of personal and professional integrity. Also attached are the eligibility requirements, selection criteria that must be met to be considered for this award.



AM 03376-05

The recipient of this award will be honored at the annual DoD Distinguished Civilian Service Award ceremony, usually held in October/November timeframe. The eligibility, selection criteria and nomination procedures are attached. Please submit the original plus six copies of the nomination to the Assistant Director, Labor and Management Employee Relations Division, Human Resources Directorate, Washington Headquarters Services, 2521 South Clark Street, Suite 5100, Arlington, VA 22202-3918. Nomination packages must be received by June 24, 2005. If you have any questions, please contact Ms. Amy Hunt at 703-699-1815 or Mr. Louis Blackshear at 703-699-1818.



Raymond F. DuBois
Director

Attachment:
As stated

PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000
NOV 17 2004

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF
DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF
DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTOR, FORCE TRANSFORMATION
DIRECTOR OF THE DEFENSE AGENCIES
DIRECTOR OF THE DOD FIELD ACTIVITIES

SUBJECT: Department of Defense (DoD) David O. Cooke Excellence in
Public Administration Award

I am very pleased to announce the creation of a new DoD-level honorary award, the Department of Defense David O. Cooke Excellence in Public Administration Award (EPAA). The EPAA is created in recognition of Mr. Cooke's exceptional contributions to Federal service; a career that spanned more than 50 years, 37 of which were with DoD. Prior to his death in 2002, Mr. Cooke served under five Secretaries of Defense as Director, (Administration and Management) in the Office of the Secretary of Defense. Mr. Cooke's commitment to public service was unequalled. He was widely recognized as a consummate public official promoting a cooperative spirit among DoD leadership and improving DoD operations.

The award is an annual, competitive award to recognize a non-managerial career employee with 3-10 years of service, who demonstrates great leadership potential as a future Federal executive. In addition, each candidate will be assessed on his or her embodiment of Mr. Cooke's unquestioned commitment to public service and demonstration of Mr. Cooke's high degree of personal and professional integrity.

The Director, Administration and Management (D, A&M), is delegated responsibility to administer the EPAA. In early 2005, the D, A&M, will issue the call for nominations, which will include eligibility criteria and the nominating procedures for the first award.



Charles S. Abell
Principal Deputy

**The Department of Defense David O. Cooke
Excellence in Public Administration Award**

This award was created in honor of the late David O. Cooke, Director, Administration and Management, Office of the Secretary of Defense, who was recognized throughout the Department of Defense for his leadership, dedication to duty, and distinguished contributions to effective public administration. The Department of Defense David O. Cooke Excellence in Public Administration Award (EPAA) will be presented annually, in a competitive process, to recognize one individual who emulates Mr. Cooke's service dedicated to helping promote and effect cooperation and improvement in the Department. Mr. Cooke's federal government career spanned more than 55 years, to include 37 years in DoD management. He embodied all the values and virtues that America could hope for in a public servant to include unequalled integrity and commitment to service. Through his labors, he earned and was honored with the President's Award for Distinguished Federal Civilian Service, as well as a multiple recipient of the highest DoD-level awards; namely the DoD Distinguished Civilian Service and the DoD Distinguished Public Service Awards. This award will promote and perpetuate those values in the Department and recognize them early in potential Department leaders.

Eligibility Requirements

Nominee must:

- Be a current career service employee of DoD who is serving in any functional area and who is **not** in a managerial position
- Have at least three years, but no more than ten years of Federal civilian career service, as of December 31, 2004.
- Have contributions that have been **previously recognized** through a performance award, Special Act or Service Award or an honorary award.

Selection Criteria

- Nominee's work performance must demonstrate unusual competence, initiative, resourcefulness, leadership and creativity in the development and/or improvement of a process/policy/program to promote the efficiency and quality to the operation of public administration in the Department.
- Nominee's contributions will be reviewed by members of the respective component in the development phase of the contributions. Implementation of the contribution must be recognized as completed.

Nomination Process

The Head of a DoD Component (one who reports directly to the Secretary of Defense) may submit nomination package(s) which includes the following:

- Name
- Title
- Office address and telephone number
- Service computation date
- Brief biographical sketch to include employment (dates of each position and a one sentence summary of responsibilities)
- Statement of the nominee's contribution(s) that enhance public administration as it (they) relate to the selection criteria
- Statement stating that contribution(s) cited in nomination justification was recognized through a performance award, special act award, or an honorary award from their respective component
- Describe in narrative format specific accomplishments and contributions illustrating each of the selection criteria. Please keep your response to each criteria to one page, single-space, 12 pitch in Times New Roman.
- If more than one nominee is submitted, please place nominees in rank order on the transmittal memorandum.
- Submit original and six copies of the nomination write-up to the Assistant Director, Labor and Management Employee Relations Division, Human Resources Directorate, Washington Headquarters Services, 2521 South Clark Street, Suite 5100, Arlington, VA 22202-3918.

Review Process

- Washington Headquarters Services Human Resources Directorate will review nomination packages for completeness. Incomplete submissions will not be forwarded to the EPAA Committee.
- The EPAA Committee chaired by the Director, Administration and Management (DA&M) and composed of representatives from the Office of the Secretary of Defense, the Military Departments, and two of the Defense Agencies, will screen the packages received, and through a continuous process of reviewing and ranking of the nominees, will shortlist the candidates to one.
- The Director, Administration and Management, will recommend the committee's selection to the Secretary of Defense, who is the final approving authority.

Presentation

Presentation will be made at the competitive DoD Distinguished Civilian Service Award ceremony held in November 2005.