



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Federal Investigative
Services

Federal Investigations Notice

Notice No. 12-02

Date: November 30, 2011

SUBJECT: 2011 OPM GUARDIAN AWARD

This notice solicits nominations for the 2011 U.S. Office of Personnel Management (OPM) Guardian Award. OPM's Federal Investigative Services (FIS) instituted this award in 1998 to recognize agency excellence in security and suitability programs and operations. The award focuses specifically on agency achievements in security and suitability process automation, program implementation, or policy development resulting in enhanced timeliness, capability, capacity, and/or quality. The OPM Guardian Award is traditionally presented in March by the Director of OPM at a pre-designated forum.

Program areas of interest are those relating to alignment of security and suitability process resulting in greater efficiency or enhanced quality. Efficiencies and enhancements will be considered in light of the size of the agency and the scope of operations; therefore, we encourage submissions from all programs.

Nominations for reforms specific to alignment are well supported when they focus on process improvements that include strategic goals, comprehensive performance measures, and metrics to measure and demonstrate progress. Nominations specific to reforms of security clearance processes undertaken to enhance reciprocity, target inefficiency or enhance quality are well supported when they follow a corrective action plan that identifies the root causes of process inefficiencies, as well as appropriate mitigating actions taken to correct those problems, consistent with safeguarding the security of the United States. Nominations specific to suitability program areas of interest are well supported when they address enhanced human resource practices relating to determinations of fitness, qualification, and suitability of applicants for positions in the competitive service in promotion of the OPM goal of an effective Federal civilian workforce.

Any employee may nominate an agency operation or program; program officials may nominate their own program or those of others. Each nomination must be supported by data to demonstrate accomplishments. There is no structured format for the nomination; however, the justification and data should be specific enough to allow verification of the achievements and contributions cited. A panel consisting of OPM staff and a senior representative of an outside agency will evaluate nominations based on the value of the contribution to Federal agency programs, specifically addressing innovation, excellence, uniformity, and fairness within the context of compliance with applicable Federal regulations and directives.

Use the attached form to forward nominations by **January 20, 2012**, to the Guardian Award Committee. The mailing address, fax number, and email address for submitting nominations are provided on the nomination form.

I encourage your participation in this effort to recognize those agencies, organizations, and programs leading the way in finding effective, efficient, and innovative solutions to our modern Federal personnel security and suitability needs.



M. Colleen Crowley
Deputy Associate Director
Federal Investigative Services

Attachment: Guardian Award Nomination Form

Inquiries:	OPM-FIS, Agency Liaison, 724-794-5612
Code:	736, Investigations
Distribution	SOIs/SONs
Notice Expires:	04/30/2012

U.S. Office of Personnel Management Guardian Award Nomination Form

Part 1: Nominee Organization (Agency, Program, or Component)

Organization Name: _____

Address: _____

Street Address

City

State

Zip Code

Contact Number/
Email Address: _____

Part 2: Agency Official Submitting Nomination

Nominating Organization: _____

Agency Official
Submitting Nomination: _____

Printed Name

Title or Position

City

State

Zip Code

Signature

Address: _____

Street Address

City

State

Zip Code

Contact Number/
Email Address: _____

Part 3: Reason for Nomination

Please introduce your agency operation, explaining its size and scope as it relates to the reason for your nomination. Provide supporting justification, data, and statistical information that can be used to support your nomination. The data provided should be specific enough to allow for verification of the achievements and contributions cited.

Use the attached continuation page or attach additional narrative as necessary to provide the information.



Send Nominations to:
OPM-FIS, ATTN: External Liaison/Guardian Award Committee
1137 Branchton Road, Boyers, PA 16018-0618
or Fax (724) 738-0814
or Email: FISGuardianAward@opm.gov

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U.S. Office of Personnel Management Guardian Award Nomination Form

(Continuation Page)

Nominee Organization
Name: _____

Part 3: Reason for Nomination *(Continuation Page)*



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