



Air Resources Board



Linda S. Adams
Secretary for
Environmental Protection

Mary D. Nichols, Chairman
1001 I Street • P.O. Box 2815
Sacramento, California 95812 • www.arb.ca.gov

Arnold Schwarzenegger
Governor

TO: ARB Employees

FROM: James N. Goldstene
Executive Officer

DATE: May 24, 2010

SUBJECT: 2009 ARB EMPLOYEE AWARD NOMINATIONS

It is time again to solicit nominations for the Air Resources Board (ARB) Employee Awards Program (Award). The Award criteria and nomination forms for the Sustained Superior Accomplishment and the Superior Accomplishment Gold and Silver awards are available by clicking on the link, [ARB Employee Awards](#). This document also explains the criteria for the Executive Officer's Award of Excellence and describes the process for the Peer Recommendation of the Superior Accomplishment Award nomination process.

The following is a timeline on the process and a brief description of the types of criteria that should be considered when deciding who to nominate for an Award:

June	Nominations and speaking points are due
July	ARB executives review nominations and create final list
August	Award recipients are notified
September	Award ceremonies are held in Sacramento and El Monte
October	Write ups are posted to AirWaves

Criteria should include:

- An outstanding and superior achievement.
- An important contribution to science or research.
- An unequaled personal effort in overcoming unusual technical or policy obstacles.
- The completion of an assigned task in a significantly shorter period of time.
- A personal effort beyond normal expectation showing ingenuity and creativity.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

- A major improvement in method, organization, procedures, or product(s) which makes an exceptional contribution to the efficiency or economy of State government or an exceptional improvement in its operations.

Supervisors are eligible and may be considered for the Sustained and Superior Accomplishment awards.

This year, we are again allowing team nominations. However, we are requesting that the team nominations focus on those individuals that have made major contributions to the team. In addition, as with last year, you must identify the specific responsibilities of each team member that warrant the award.

Plaques will be handed out to all award recipients. However, due to budgetary constraints, all monetary awards have been suspended.

The following 2009 Award nomination documents are due **June 17, 2010**.

- **Peer Recommendations for Superior Accomplishment Award Nominations to your Division Chief.** ([Click here for form](#))
- **Sustained and Superior Accomplishment Award Nominations to Shelly Chinn, ARB Awards Coordinator.** ([Click here for form](#))
- **Superior Accomplishment Award Recipient Statement to Shelly Chinn, ARB Awards Coordinator.** ([Click here for form](#))

Recipients will receive their awards at special ceremonies to be scheduled in September 2010 in both Sacramento and El Monte, details of which will be announced on ARBInside. If you have any questions please contact Shelly Chinn at (916) 327-2565 or via email at schinn@arb.ca.gov.

cc: Shelly Chinn
Associate Personnel Analyst
Exam, Recruitment, and Training Section