



THE CITY OF NEW YORK
Department of Citywide Administrative Services
NOMINATION FOR
THE HUNDRED YEAR ASSOCIATION OF NEW YORK
ISAAC LIBERMAN PUBLIC SERVICE AWARDS

The Hundred Year Association of New York is comprised of companies, religious institutions, and not-for-profit organizations over 100 years old. The Association recognizes outstanding New York City career civil service employees who have distinguished themselves in the performance of their daily work.

ELIGIBILITY: All permanent civil service employees of the City of New York in a position with a current salary which does not exceed \$90,000 per annum.

I. **NOMINEE**

Name _____ Agency _____
Work Address _____ Zip Code _____
Home Address _____ Zip Code _____
Telephone #: Home _____ Office _____ Cell _____
E-mail Address: Home _____ Office _____
Present Job Title _____ Salary _____
Date Entered City Service _____ Soc. Sec. # _____

II. **PERSON AND AGENCY MAKING NOMINATION**

Name _____ Title _____ Agency _____
Address _____ Telephone # _____

III. **REPRESENTATIVE OF AGENCY OR ORGANIZATION TO BE CONTACTED**

Name _____ Title _____ Agency _____
Address _____ Telephone # _____

IV. **COMMISSIONER OR AGENCY HEAD ENDORSEMENT**

Name (Please Print) _____
Title _____ Telephone # _____
Signature _____ Date _____

INFORMATION AND INSTRUCTIONS

INSTRUCTIONS: Please print in black ink or type all information requested on both sides of form. Send completed application to: The Hundred Year Association Awards Program, New York City Department of Citywide Administrative Services, 1 Centre Street, 24th Floor South, Room 2445, New York, New York 10007. Please note that this nomination may be submitted online at <https://dcaseos.dcas.nycnet/psa/>.

I. JUDGING OF NOMINATIONS

All nominations will be reviewed for eligibility and evaluated by the Department of Citywide Administrative Services. The Hundred Year Association Awards Committee will determine award winners following a personal interview with each finalist.

Selection of award winners will be based on either category (A), category (B), or category (C) listed below. Please check the one that best suits the candidate=s nomination and prepare the application based on the criteria in that category.

The employee=s work performance has:

- A. Measurably improved the efficiency and quality of service to New York City residents and workers; or
- B. Significantly enhanced the prestige of the City in the eyes of the public; or
- C. Demonstrated dedication well beyond his/her current job description.

In addition, if applicable, please describe the candidate=s commitment to community service and involvement beyond his/her job responsibilities.

II. INFORMATION TO BE PROVIDED BY PERSON NOMINATING THE CANDIDATE

Please provide the following information on 82" x 11" white paper and attach it to this nomination.

1. Briefly describe the nominee=s present job duties and responsibilities.
2. Discuss how the nominee has fulfilled one of the selection criteria (A, B, or C) above, and if applicable, describe the candidate=s community service.
3. If the nominee has received awards or other forms of recognition that are relevant to the nomination, please describe. Attach any relevant newspaper article(s) or other documentation.
4. Include a statement in support of the nomination by the person nominating the candidate. This statement should discuss how the nominee=s work performance merits selection for the Association=s Public Service Awards, giving specific examples.
5. Please list name(s) and address(es) of nominee=s local newspapers and other publicity outlets. It is not necessary to include The New York Times, The Daily News, The New York Post, or Newsday.
6. The Commissioner or Agency Head may provide additional comments in support of the nomination. The nomination must be signed by the Commissioner or Agency Head.