

Employee of the Year Nomination Package-2013 (Military-Civilian-Postal Service)



Recognizing the Outstanding Service of Public Employees
In Oklahoma



*Oklahoma Federal Executive Board
215 Dean A. McGee, Suite 153
Oklahoma City, OK 73102
(405) 231-4167*





Public Service Recognition Week



We are planning now for the year 2013 Public Service Recognition Week.....May 6-12, 2013.

Public Service Recognition Week, celebrated the first Monday through Sunday in May since 1985, is a time set aside each year to honor the men and women who serve America as federal, state and local government employees. Throughout the nation and around the world, public employees use the week to educate citizens about the many ways in which government serves the people and how government services make life better for all of us.

Public employees in about 1,500 cities in the U.S. and abroad took part in last year's activities. Award programs, festivals, open houses, parades, community clean-up days, and fund-raising events to benefit charity are just some of the ways that public employees around the country reach out to their communities.

Dates to Mark on your Calendar

Deadline for nominations: Friday, February 22, 2013

Award Luncheon: Monday, May 6, 2013

Information on the award luncheon for the Employee of the Year Awards is contained in this package.

The *Federal Employee of the Year* award program was established in an effort to recognize outstanding federal employees for their efforts, leadership and/or initiative. This program encourages innovation and excellence in government, reinforces pride in federal service, and helps call public attention to the broad range of services provided by federal employees.

Nominations are now being accepted for the 2013 Outstanding Federal Employees of the Year Program. To be considered for competition, nominations *MUST* be received in the F.E.B. office no later than close of business Friday, February 22, 2013.

Please forward a photograph (both electronic and hard copy) of each employee nominated with the nomination form for publication in the brochure which will serve as the Awards Luncheon program.

Nomination packages hard copy (consisting of original and 4 copies) should be sent to the:

Oklahoma Federal Executive Board
215 Dean A. McGee Avenue, Suite 153
Oklahoma City, OK 73102

As well as an electronic version should be sent to:

LeAnn.Jenkins@gsa.gov

Questions regarding the application/selection process, or more information can be directed to the FEB Office at (405) 231-4167.

*Historically, **agencies and/or supervisors of the nominees** have paid for luncheon tickets for their nominees. (Comptroller General Decision B-236040 on the matter of Career Service Awards Programs sponsored by Federal Executive Boards authorizes **agencies** to pay the cost of the luncheon and related expenses under the Incentive Awards Act). Final selections of the winner for each category will be announced at the luncheon; however, all nominees will be recognized for their achievements, so please ensure your nominee(s) is (are) registered and present.*

A. THE PROGRAM FOR 2013

The *Employee of the Year* Awards Program is recognized as one of the most important and coveted forms of nonmonetary recognition available to Federal employees in the Oklahoma area. The program is also the most effective means of publicizing to the general public, as well as to the Federal family, the high caliber of devoted employees in the Federal service.

B. CATEGORIES 1-11:

Outstanding employees may be nominated for consideration in one of the following eleven categories. *NOTE: The written nomination must follow the criteria in the order shown.*

Category 1 - SUPERVISORY

NOTE: Two subgroups will be recognized in this category:

A. Supervisory (DoD Agency)

B. Supervisory (Civilian Agency or Postal Service)

All individuals responsible for directing the work of others are included in this group. By definition, this would include all managerial and supervisory levels (except that of the agency head). Nominations for this award may be made from any field, including the professional and scientific group, but the principal factor in selecting the outstanding employee nominated for this category will be his/her competence, efficiency and accomplishment as a supervisor. The individual must have demonstrated integrity and devotion to duty and commitment to public service in the capacity of manager or supervisor, demonstrate successful management practices, and maintain an exceptional performance record.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations, Management of Resources and Outside Achievements.

Category 2 – Technical, Professional, & Administrative, GS-9 AND ABOVE

NOTE: Two subgroups will be recognized in this category:

A. Professional/Scientific (DoD Agency)

B. Professional/Scientific (Civilian Agency or Postal Service)

Includes those who are employed in non-supervisory work in any of the professions at the GS-9 and above.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations and Outside Achievements.

Category 3 – Technical, Professional, & Administrative, GS-8 AND BELOW

NOTE: Two subgroups will be recognized in this category:

- A. Specialist (DoD Agency)**
- B. Specialist (Civilian Agency or Postal Service)**

Includes individuals who are engaged in performing specialist duties in any occupational area that is nonsupervisory in nature at the GS-8 and below which is not specifically covered by one of the other categories listed.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations and Outside Achievements.

Category 4 – CLERICAL/ADMINISTRATIVE ASSISTANT

NOTE: Two subgroups will be recognized in this category:

- A. Admin Asst/Support Person (DoD Agency)**
- B. Admin Asst/Support Person (Civilian Agency or Postal Service)**

Includes all non-supervisory employees in administrative, clerical, secretarial and support fields.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations and Outside Achievements.

Category 5 - TRADES/CRAFT (All agencies—DoD, Civilian, and Postal Service)

Includes all employees engaged in the performance of skilled and unskilled work involved in the recognized trade, craft, skilled or unskilled manual and technical occupations, and laboring occupations.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations and Outside Achievements.

Category 6 - OUTSTANDING LAW ENFORCEMENT EMPLOYEE
(All agencies—DoD, Civilian, Postal Service)

Includes supervisory or non-supervisory employees engaged in performing law enforcement, security, investigative, or related work who have performed their duties in a highly efficient and skillful manner. The nomination may be based on overall performance or on the accomplishment of a single act or work on a single case. Nomination must show in sufficient detail the nominee's contributions to the federal government or to the public, and the effect of those contributions on the community in general.

CRITERIA (listed under D): Job Accomplishments and Impact on Operations.

Category 7 - OUTSTANDING CUSTOMER SERVICE EFFORT
(All agencies—DoD, Civilian, and Postal Service)

This award will be presented to an individual who has demonstrated a strong commitment to improving customer service, customer satisfaction and improved relations. The individual should have a record of outstanding achievement and results as well as treating all customers courteously and with respect.

CRITERIA (listed under D): Job Accomplishments, Impact on Operations and Outside Achievements.

Category 8 - OUTSTANDING COMMUNITY SERVICE (All agencies—DoD, Civilian, and Postal Service)

Award will be presented to an individual who has enhanced the image of federal employees and given conspicuous service to the community or general public through non-job related activities. Nominees should devote significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis.

NOTE: If the nomination is based on an act of heroism, the nominee will have performed a valuable service to the community or to an individual that could have placed the employee in a hazardous or perilous situation.

CRITERIA (listed under D): Employee Involvement, Sustained Involvement, and Human Interest Factors.

Category 9 - OUTSTANDING DIVERSITY CONTRIBUTION (All agencies—
DoD, Civilian, and Postal Service)

Award will be presented to an individual who has made a significant contribution to the furtherance of diversity and affirmative action within the federal government. Nominees are not restricted to employees with EEO job responsibilities but rather to all those who further these objectives regardless of their primary duties.

Nominees should demonstrate a firm commitment to the goals and objectives of diversity and equal employment opportunity and have a record of outstanding achievements in the program.

CRITERIA (listed under D): Contributions, Specific Achievements, Awards/Outside Achievements

Category 10 - OUTSTANDING EMPLOYEE WITH A DISABILITY
(All agencies—DoD, Civilian, and Postal Service)

Award will be presented to an individual who has exerted extra effort to overcome challenges presented by a disability to make a significant contribution to the employing organization. Nominees in this category can perform work in any occupation or at any level.

Nominees should demonstrate reliability, dependability, independence, and a dedication to the goals and objectives of the organization. List the nature of disability and personal effort required to overcome barriers and accomplish achievements.

CRITERIA (listed under D): Contributions, Specific Achievements, Awards/Outside Achievements

Category 11 - OUTSTANDING TEAM EFFORTS
(All agencies—DoD, Civilian, and Postal Service)

Award will be presented to a team that has exerted extra effort to overcome challenges presented by processes to make a significant contribution to the employing organization. Nominees in this category can perform work in any occupation or at any level.

The team should demonstrate innovation, creative problem solving, collaboration, and a dedication to the goals and objectives of the organization.

CRITERIA (listed under D): Team Contributions, Team Achievements, Organizational Impact

C. ELIGIBILITY

1. General

- An individual may be nominated for only one category.
- Former nominees may again be nominated; however, such nominations must be brought up to date. NOTE: Last year's winners may not be nominated again this year.
- Each agency may nominate one candidate for each award category. **WARNING: Agencies that submit more than one nominee per category will suffer a reduction in ranking order of 10-points.**

2. Service Requirements

- Nominee must be a Federal employee (*military, civilian, or postal service*).
- Nominee's employment need not have been in a single agency.

D. CRITERIA

1. Job Accomplishments: Describe specific accomplishments and the manner and extent in which it exceeds normal job expectations.
2. Impact on Operations: Describe the impact that the nominee's achievements have had on the organization and the staff served; include number of people in nominee's charge and nominee's impact on other organizational levels and customers served.
3. Management of Resources: Identify how human and other resources have been employed to achieve results. Examples include: motivational techniques, productivity improvements, safety and health considerations, systems improvements, financial or personnel management administration and strides in diversity.
4. Outside Achievements: Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.
5. Employee Involvement: Participation should exemplify the best traditions of public service through their humanity or charitable acts.
6. Sustained Involvement: Activities should be ongoing charitable and/or community service activities.
7. Human Interest Factors: Provide information on any factors that may influence the involvement in a particular organization and how involvement began.
8. Contributions: Describe specific contributions made by the nominee that have resulted in the promotion, understanding or acceptance of diversity in the agency, community, etc.
9. Specific Achievements: In the areas of recruitment, promotion or hiring and the impact these had on the organization's goals and objectives.
10. Awards/Outside Achievements: Include summary of candidate's community activities, work with nonprofit groups, or other volunteer activities.
11. Team Contribution: Accomplishments that have contributed to an innovative success of the organizational mission.
12. Team Achievements: Describe specific achievements of the team that have resulted in the successful implementation of a new process, program or effort.

13. *Organizational Impact*: Describe the extent of this team's impact on the organizational effectiveness or efficiency (preferably with measurements in the description).

E. PREPARATION OF NOMINATION FORM

The Nomination Review Board will consider the overall accomplishments of the individual. The factors used in screening the nominations and selecting the winners are listed with each category description. While each factor is important, the nominee need not be exemplary in all; however, the factors must be addressed in order.

F. SUBMISSION OF NOMINATIONS (NOTE: Packages that do not meet specifications will not be considered.)

1. Nominations should be submitted using the criteria listed under each category.
2. An *original* and *four (4) copies* of the nomination form *are required* for each nominee, as well as *electronic version*.
3. Nominations should be typewritten (no less than 10-12 point font); no more than 4 full pages, including the cover sheet.
4. The Nomination Review Board can consider only the information shown on the pages of the nomination form.
5. Nominations must be signed by the agency/installation head or person acting in that capacity.
6. Please submit a digital photograph of the individual for use in the Award program that will be published for attendees. If a photo is not provided due to the nature of work the individual performs, please state that in the submission.
7. Mail all nominations to: **Oklahoma Federal Executive Board**

215 Dean A. McGee Avenue, Suite 153
Oklahoma City, OK 73102

As well as electronic version should be sent to:

LeAnn.Jenkins@gsa.gov

G. DEADLINE for SUBMISSION of NOMINATIONS: Must be received at the FEB office no later than February 22, 2013; there will be no extension beyond this date.

H. THE AWARDS CEREMONY: All nominees will be recognized at the ceremony and each will have their accomplishments featured in the awards program booklet by the summary you provide.

***Nomination Coversheet for 2013 Employee of the Year Award
Part I Identification***

Full Name of NOMINEE

Title/Series/Grade

Phone/Fax #

Phonetic spelling of the Nominee's name (must be provided to assist Master of Ceremony)

Department/Agency/Installation/Office (full name)

Mailing Address (complete with office symbol/street/city or base/state/zip)

Nominator's Name

Title

Phone/Fax #

Email

Name of Agency Head (or Designee)

Signature



Category of this nomination must be identified below:

Supervisory

- DoD Agency
- Civilian/Postal Service

Technical, Professional and Administrative, GS-9 and Above

- DoD Agency
- Civilian/Postal Service

Technical, Professional and Administrative, GS-8 and Below

- DoD Agency
- Civilian/Postal Service

Clerical/Administrative Assistant

- DoD Agency
- Civilian/Postal Service

Trades and Crafts

- DoD Agency
- Civilian/Postal Service

Outstanding Law Enforcement Employee

- All Agencies

Outstanding Customer Service

- All Agencies

Outstanding Community Service

- All Agencies

Outstanding Diversity Contribution

- All Agencies

Outstanding Employee with a Disability

- All Agencies

Outstanding Team Effort

- All Agencies

2013 Employee of the Year Award Nomination
Part II Criteria

Each nomination must include a narrative addressing the individual's accomplishments. Please be sure to address the criteria identified and outlined for the category in which you are nominating the employee.

Criteria should not exceed three pages.

2013 Employee of the Year Award Nomination
Part III Summary

Each nomination must include a summary of the individual's accomplishments.

This summary will be used for publication in the awards booklet provided to each banquet attendee.

This is your opportunity to summarize what this person has accomplished (above and beyond what they are compensated to do).

Summary should not exceed 150 words (this page/information does not count toward your nomination's four page limit).