

# Employee of the Year Nomination Package-2019 (Military-Civilian-Postal Service)



Recognizing the Outstanding Service of Public Employees  
In Oklahoma



*Oklahoma Federal Executive Board  
215 Dean A. McGee, Suite 349  
Oklahoma City, OK 73102  
(405) 231-4167*





2019 Public Service Recognition Week  
Employee of the Year Awards Banquet



*Event information:*  
Date: Monday, May 6, 2019  
Time: 11:30am-1:00pm  
Location: Remington Park  
One Remington Place, Oklahoma City, OK 73111

**Location:** . If you are traveling on I-35, exit west on NE 50<sup>th</sup> (also known as Remington Place). If you are traveling on I-44, exit south on M.L. King Boulevard. (specific directions can be obtained from [www.mapquest.com](http://www.mapquest.com) or [www.google.com/maps](http://www.google.com/maps)). Enter the door marked CASINO; walk straight back, just left of the escalators, to our event.

**Valet parking will be available for our Awards Program**

If you require a special dietary accommodation, please contact the FEB Office at 405-231-4167.

**Nominees should arrive no later than 11:00 a.m. for pre-brief.**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Cost: \$25.00 per person**

**Payment must be made in advance**

Cash

Check

Credit Card

**Phone #:**

*If you wish to utilize a credit card for payment, please provide the contact number for the credit card information in the space above.*

*Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the event, without checking in at the registration table.*

<b>Please mail with payment to:</b> Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 349 Oklahoma City, OK 73102	<b>Fax to:</b> 405-231-4165	<b>Email to:</b> <a href="mailto:LeAnn.Jenkins@gsa.gov">LeAnn.Jenkins@gsa.gov</a> or <a href="mailto:Lisa.Smith-Longman@gsa.gov">Lisa.Smith-Longman@gsa.gov</a>
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**Make checks payable to: Oklahoma Federal Executive Board**

***Cancellation Policy:*** Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 19, 2019. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



# Public Service Recognition Week



We are planning now for the year 2019 Public Service Recognition Week..... May 5-11, 2019.

Public Service Recognition Week, celebrated the first week 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, 2019
- Award Luncheon: Monday, May 6, 2019

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 2019 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, 2019.**

Please forward a photograph (both electronic and hard copy) of each employee or team nominated with the nomination form for publication in the brochure, which will serve as the Awards Luncheon program. Please ensure electronic photos are at least 600 dpi.

*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 349  
Oklahoma City, OK 73102

*As well as an electronic version of the write up and photo 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 2019**

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:**

Outstanding employees may be nominated for consideration in one of the following twelve categories. *NOTE: The written nomination must follow the criteria outlined in D. (pg 7)*

### **Category 1 - Supervisory**

**NOTE: Two subgroups will be recognized in this category:**

- A. DoD Agency-Military or Civilian**
- B. Civilian, Law Enforcement or Postal Service Agency**

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.

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

**NOTE: Two subgroups will be recognized in this category:**

- A. DoD Agency-Military or Civilian**
- B. Civilian, Law Enforcement or Postal Service Agency**

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

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

**NOTE: Two subgroups will be recognized in this category:**

- A. DoD Agency-Military or Civilian**
- B. Civilian, Law Enforcement or Postal Service Agency**

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

## **Category 4 – CLERICAL/ADMINISTRATIVE ASSISTANT**

**NOTE: Two subgroups will be recognized in this category:**

- A. DoD Agency--Military or Civilian**
- B. Civilian, Law Enforcement or Postal Service Agency**

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

## **Category 5 - TRADES/CRAFT - All agencies—Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

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 or laboring occupations (typically blue collar positions).

## **Category 6 - OUTSTANDING PUBLIC SAFETY & SECURITY** **All agencies— Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

Includes supervisory or non-supervisory employees who are actively engaged in performing law enforcement, emergency response, security, investigative, or related work who have performed their duties in a highly efficient and skillful manner. This includes but is not limited to firefighters, law enforcement officials, EMT personnel, and all security-related positions.

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.

## **Category 7 - OUTSTANDING CUSTOMER SERVICE EFFORT** **All agencies— Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

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.

## **Category 8 - OUTSTANDING COMMUNITY SERVICE** All agencies— **Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

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.

### **Category 9 - OUTSTANDING GOVERNMENT INNOVATION**

**All agencies— Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

Award will be presented to an individual or group implementing the most innovative and transformative ideas within our federal community. Individuals and/or groups who are exploring frontiers, pushing boundaries and redefining how the work is accomplished are eligible for this award.

Nominees should demonstrate a firm commitment to creative solution development to support new initiatives. They should be leading the charge in “doing business in a new way”, increasing efficiency and effectiveness of the federal government through revolutionizing processes, collaboration, management strategy, technology, or workforce development.

### **Category 10 - OUTSTANDING EMPLOYEE OVERCOMING SIGNIFICANT LIFE CHALLENGE(S)**

**All agencies— Civilian, DoD, Law Enforcement and Postal Service**

Award will be presented to an individual who has exerted extra effort to overcome challenges presented by an extraordinary life event 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 challenge experienced and personal effort required to successfully overcome barriers and accomplish achievements.

### **Category 11 - OUTSTANDING TEAM EFFORTS**

**All agencies— Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

**NOTE: Two subgroups will be recognized in this category:**

- A. All Agencies--Teams of 15 or fewer employees**
- B. All Agencies--Teams of 16 or more employees**

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.

### **Category 12 – INTER-AGENCY COLLABORATIVE EFFORT**

**All agencies— Civilian, DoD, Law Enforcement and Postal Service (Military or Civilian)**

Award will be presented to recognize a group effort to develop, support and implement an interagency or an intergovernmental initiative to increase the effectiveness of the organizations involved (more than one agency) or create a more efficient outcome/process for all the agencies involved.

The effort should demonstrate creative means to successfully overcome the various challenges of diverse missions to accomplish a common-interest outcome that increases efficiency, effectiveness or reduces the tax burden to America.

## 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, a winner from last year, or an employee in multiple categories will suffer a reduction in ranking order of 10-points for each offense.**

### 2. Service Requirements

- Nominee must be a Federal employee (*military, law enforcement, civilian, or postal service*).
- Nominee's employment history does not have to be in a single agency.

## D. CRITERIA DEFINITIONS

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/public 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, and financial or personnel management administration.

## 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.





<p><b><i>Nomination Coversheet for 2019 Employee of the Year Award</i></b>  <b><i>Part I Identification</i></b></p>
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Full Name of NOMINEE	Title/Series/Grade	Phone/Fax #
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***Phonetic spelling*** of the Nominee’s name (must be provided to assist Master of Ceremony)

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Department/Agency/Installation/Office (full name)

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

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Nominator’s Name	Title	Phone/Fax #	Email
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Name of Agency Head (or Designee)	Signature
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**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**

- All Agencies

**Outstanding Public Safety & Security**

- All Agencies

**Outstanding Customer Service**

- All Agencies

**Outstanding Community Service**

- All Agencies

**Outstanding Government Innovation**

- All Agencies

**Outstanding Employee Overcoming Significant Life Challenges**

- All Agencies

**Outstanding Team Effort**

- All Agencies—15 or fewer
- All Agencies—16 or more

**Interagency Collaborative Effort**

- All Agencies

***2019 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.

***Part II Criteria should not exceed three pages.***

**2019 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; please do not embarrass the employee, your management or your agency by skimping on the summary.*

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).*