NOMINATION INSTRUCTIONS

2014

EXCELLENCE IN FEDERAL CAREER AWARDS PROGRAM

Factors for Categories 1-6

(Show the factor first, then state the justification for each. See page v)

Job Competence

Superior Performance – Describe only such accomplishments or sustained quality of performance which is clearly beyond normal job expectations. Also, describe the manner and extent to which normal job expectations are exceeded. Examples of unusual amounts of work completed, exceptional quality, and demonstration of extraordinary resourcefulness, imagination or ingenuity should be provided where relevant. The granting of an outstanding award under an Incentive Awards Program is not a pre-requisite for a nomination.

Impact – Specify whether, how, and to what extent performance has a direct impact on nominee's own job assignment or on other activities in your local organization, on work of your agency beyond the local area, on the operations of other government agencies, or on the community at large. Provide quantitative data if possible, e.g. number of people affected, number of dollars saved, duration of impact, etc.

Recognition

Describe all forms of recognition accorded the nominee in any form, but particularly in relation to his/her job assignment. Include under this term any special awards, commendations, or other recognition for adopted suggestions, special acts, sustained superior performance, recognition in the form of significant committee assignments, election to office, honorary membership, etc. It is not necessary that examples of recognition be limited only to the past year. Please specify, therefore, the timing of any items described in this section. Recognitions should be identified either as "job related" or "other". If possible, when membership of an organization is shown, it would be helpful if some of the duties connected with that membership were specified.

Efforts towards Self-Development

Describe self-development activities the nominee has pursued on his/her own initiative or own time and while employed full-time in the Federal Government.

Other

Describe or list any additional job related activities or information which you feel should be considered that have not been covered elsewhere in the nomination.

Award Category Descriptions

1. **OUTSTANDING SUPERVISOR –** There are three awards for supervisors as shown below – 1a, 1b and 1c. Any equivalent pay for performance grade should be shown on the nomination form with the GS grade shown parenthetically.
    a. **Grades 13 and above**
    b. **Grades 12 and below**
    c. **Trades and Crafts**

Nomination Instructions – See page 1.

2. **OUTSTANDING PROFESSIONAL (Non-Supervisory) –** Employees categorized as professional are those non-supervisory employees whose occupations are identified in the professional series under the General Schedule or pay for performance equivalent.

    a. **Technical, Scientific & Program Support –** A nominee may be an engineer, health professional or scientist, etc. engaged in research, development or production, who, in the course of his/her work has made an outstanding technological contribution in a scientific or technical field or who has significantly enhanced understanding in a specific discipline. Other examples include but are not restricted to social workers, accountants, auditors, architects, and mathematicians.

    b. **Administrative, Management & Specialist –** The employee typically advises on or performs work in a program, business case, fiscal management, or operations area. The work performed is based upon the established principles of professional or technical training equivalent to that represented by graduation from a college or university of recognized standing. Professional/administrative work is generally creative, analytical, evaluative and interpretive and there is applied, in all instances, a range and depth of knowledge and judgment that can be acquired only through a thorough familiarity with all the theories and assumptions of the particular profession or administrative field. Examples include, but are not restricted to, criminal investigators, artist specialists/graphic illustrators, labor relations, budget analysts and transportation specialists.

Nomination Instructions – See page 1.

3. **OUTSTANDING PARA-PROFESSIONAL –** Employees are those non-supervisory employees whose occupations are identified in the professional series under the General Schedule or pay for performance equivalent.

    a. **Technical, Scientific & Program Support –** Individual (3a) and Team (3b) non-supervisory employees, categorized as a technician, typically perform a variety of work relating to the area of specialization that requires the application of a considerable number of different basic but established methods, procedures, and techniques. Assignments usually involve independent responsibility for planning and conduct of work which is a complete conventional project of relatively limited scope or a portion of a larger and more diverse project.

    b. **Technical, Scientific & Program Support Team –** see above for 3a.

    c. **Administrative/Management Analyst –** Non-supervisory employees categorized as administrative and those employees whose occupations are identified as an advisor, assistant, or representative of management or specialist in a management or general business function of supporting services. These employees' primary duties may consist of performing work that significantly affects the formulation or execution of management policies or programs or involves general management or business functions or supporting services of substantial importance to the organization services; or involves substantial participation in the executive or administrative functions of a management official.

    Nomination Instructions – See page 1.

4. **OUTSTANDING ADMINISTRATIVE ASSISTANT, MANAGEMENT ASSISTANT OR ADMINISTRATIVE WORK GROUP OR TEAM –** Employees include clerks, clerk-typists, clerk-stenographers, secretaries, administrative and management assistants, and/or similar position performing the work of an administrative or clerical nature. The award may be for an individual or a work group or team performing this type of work. **Category 4a – Individual Award and Category 4b – Group or Team Award.**

Nomination Instructions – See page 1.

5. **OUTSTANDING TRADES AND CRAFTS EMPLOYEE –** These are employees in recognized trades or crafts or other skilled mechanical crafts, or in unskilled, semi-skilled manual labor occupations. Foremen and supervisors in positions having a trade, craft or laboring experience and knowledge as a paramount requirement should be nominated as a supervisor (see page 1).

Nomination Instructions – See page 1.

6. **WORKFORCE DIVERSITY OR EQUAL EMPLOYMENT OPPORTUNITY SERVICE –** This award is given to the individual whose contribution has the most far-reaching, positive effect on the Federal EEO Program, including Special Emphasis Programs. Recognition is also appropriate for those persons who exhibit outstanding performance in the EEO area and in furtherance of workforce diversity objectives, **a)** increasing the effectiveness of an agency EEO program, **b)** increasing understanding and acceptance to enhance the principles of EEO, **c)** developing and or implementing a project, **d)** bringing the community and agency together for the achievement of EEO as a common goal, **e)** providing counsel and/or guidance which converted an adverse situation to a positive one, **f)** demonstrating sensitivity to diversity goals in recruiting, hiring, training development and/or awards, and **g)** motivating employees to develop their full potential and utilization of their skills to the maximum extent.

   The contributions/services should be described so as to specify its impact on the agency EEO Program or diversity objectives.

Nomination Instructions - See page 1.

7. **HEROIC ACT –** A recognizable heroic act by an individual employee or group within the FEB member agency or within an employee's immediate community. This award is not for acts of heroism in an overseas area in time of war (declared or undeclared). Examples of acts, which may meet the criteria for this award, are response to emergency situations (fire/accident) in which an act of great personal risk was performed such as public property defended, civil disturbance, saving of lives, attempted rescue or any other similar act. The award is for Federal employees, or retirees, either on or off-the-job, involving great personal risk or requiring outstanding courage or competency in an emergency situation. **Category 7a – Individual Award; Category 7b – Group Award.**

Nomination Instructions – Provide specifics relating to the severity of the situation. Those details that graphically describe the risk to the nominee(s) (individual or group) while performing the act are especially important. A minimum of two pages is required.

8. **VOLUNTEER SERVICE – Category 8a - Individual Award. Category 8b - Group Award –** These awards recognize active federal employees or retirees, who have demonstrated outstanding volunteer service and community outreach through contribution of a significant amount of time over the course of a 12-month period. The volunteer service or activity must have been performed *during non-duty hours or authorized time off and without compensation during calendar year 2012*.

   The award nomination should clearly explain the type of types of service activities meeting local community needs in the area of youth achievement, student mentoring, food bank support, parks and open spaces, healthy communities, public safety and emergency response and/or general humanitarian type activities.

Nomination Instructions – The volunteer service or community outreach activity should be described in detail within the above general areas and reflect a significant contribution of time, skill and/or other resources and demonstrate a *sustained commitment* to helping others. Benefits that the organization, individuals or the community has realized or how the community is a better place as a result of the nominee's performance/service should be identified.

9. **DISTINGUISHED PUBLIC SERVICE CAREER –** The nominee must be a *former* Federal career *civilian* employee; supervisory or non-supervisory, who retired from active federal service *between January 1 – December 31, 2013*. The nominee shall have been most recently employed by a member agency of the Baltimore Federal Executive Board. The nominee may not be a reemployed annuitant.

Nomination Instructions – The narrative should provide a convincing basis for selection of the nominee as an outstanding, recently retired, career, *civilian* employee from a FEB member agency and who distinguished his or her self through their dedication to public service. The Narrative should include, where appropriate, a listing of significant accomplishments, awards and honors (including those made by non-federal entities for work done as a federal employee) and must include duties performed, level of responsibility and reason(s) why the nominating agency believes the nominee to be exceptional. If the nominee possessed a unique capability, this should be mentioned. Unusual career assignments would be of interest but would not, of themselves, be the sole basis for selection. The nomination should provide as completely as possible, a picture of the *total person*. Enclosures and/or supplemental material should not be submitted. (The agency head's signature may be substituted with the signature of the president of a retiree organization but only if that person has confirmed the career status with the individual's former federal agency).

10. ROOKIE OF THE YEAR (Three awards):

a. **Administrative/Management Analyst**
b. **Technical, Scientific and Program Support**
c. **Trades and Crafts**

The three rookie awards (10a, 10b & 10c) are given to recognize new federal civil service employees hired during an 18 month period from *July 1, 2012 to December 31, 2013*. A veteran hired during this period may also be considered for an award if they meet the requirements of the below nomination instructions. However, prior military active duty experience may not be included or added as justification for a rookie award nomination. The nomination must be based only on performance in the civil service position for which they were newly hired.

Nomination Instructions – The nominee's employment must be covered by one of the types of positions identified above. They must have demonstrated exceptional effort, commitment, cooperation, grasp of their duties, desire to achieve beyond normal expectations and career potential. Nominations should contain comments on the following factors:

- Job Competence: Demonstrated competence and efficiency by outstanding accomplishments on the job.
- Efforts towards self-development: Displayed initiative, innovation, job-related or unique training completed, perseverance and leadership in the performance of duties.
- Any agency recognition nominee may have received during the employment period.

PLEASE FOLLOW THIS SUBMISSION CHECKLIST BEFORE COMPLETING THE NOMINATIONS

1. Completed Employee Nomination Cover Form (1 page).
2. All Required Signatures on the nomination cover form.
3. Completed Nomination (Nominator's Statement) in accordance with instructions – 3 pages maximum.
4. Agency cover memorandum as explained on pages *iii* and *iv.* One signed cover memorandum for all nominations being submitted.
5. An Original and five (5) copies of each nomination (under the cover memorandum).

AWARD CATEGORIES

This information is provided to assist the employing agency with selecting the award that best fits the federal civil service employee. Information is guidance only. Final award nomination selection is up to the nominating agency. The award categories are as follows:

Category	Type	Page
1.	**Outstanding Supervisor Awards (3):** **a. Grade 13 and above (or pay system equivalent)** **b. Grade 12 and below (or pay system equivalent)** **c. Trades and Crafts (or pay system equivalent)**	**2**
2.	**Outstanding Professional (Non-Supervisory) Awards (2):** **a. Technical, Scientific & Program Support** **b. Administrative, Management & Specialist**	**2**
3.	**Outstanding Para-Professional (Non-Supervisory) Awards (3):** **a. Technical, Scientific & Program Support – Individual** **b. Technical, Scientific & Program Support - Team** **c. Administrative/Management Analyst, GS 8 & above**	**3**
4.	**Outstanding Administrative Assistant/Management Assistant & Administrative Work Group or Team Awards (2):** **a. Individual** **b. Group or Team**	**3**
5.	**Outstanding Trades and Crafts (Non-Supervisory)**	**4**
6.	**EEO - Diversity and Inclusion Award**	**4**
7.	**Heroic Act Awards (2):** **a. Individual** **b. Group or Team**	**4**
8.	**Volunteer Service Awards (2)** **a. Individual** **b. Group or Team**	**5**
9.	**Distinguished Public Service Career (For civilian retirees only)**	**5**
10.	**Rookie Employee of the Year Awards (3):** **a. Administrative/Management Analyst** **b. Technical Scientific and Program Support** **c. Trades & Crafts**	**6**

NOMINATION PREPARATION INSTRUCTIONS
READ CAREFULLY

1. ***Forms to use***: **The form is available electronically. Request it by email:** ed.r.howell@verizon.net or you scan & download the forms shown in this booklet into your PC and then print the completed product. No faxes accepted.

2. ***Nomination & Justification Instruction Factors – Categories 1 - 6***: The nominations are based on the factors below. **First - Type in the listed factor then write the appropriate nomination justification for the factor.** See the next page for an explanation for each factor. The factors are:

   a. Job Competence (Superior Performance and Impact)
   b. Recognition
   c. Efforts towards self-development
   d. Other

3. Only one (1) employee per agency may be nominated for an award except for the team or group awards. A team or group may be nominated in Categories 3b, 4b, 7b and 8b. One (1) award for the entire team or group is presented to the team chief or group leader during the award ceremony.

4. ***Nominator's (Justification) Statement***: **One-page statements are not acceptable and will be returned without action**. A minimum of two (2) pages is necessary based on the factors in item 2 above to adequately justify and properly detail the award nomination. Do not write as though it were a civilian or military award or a justification for a service medal and avoid using acronyms which may be foreign to the screeners and blue ribbon panel members.

5. ***Pay for performance systems***: Please most nearly match the General Schedule grade identified. Use your agency's conversion table or chart. Please also enter the equivalent GS grade in parenthesis.

6. ***A Cover Letter/Memorandum is required*** – *LIST THE AWARD CATEGORY, AWARD TITLE AND NAME OF THE AWARD NOMINEE BEING SUBMITTED IN THE BODY OF THE COVER LETTER. THE COVER LETTER IS USED TO TRACK THE AWARD SUBMISSIONS. The name of your Awards Coordinator or Point of Contact, Telephone and Email Address must be shown in the cover letter. We need this format in order to properly track the nominations.* ***Your agency head or the installation commander must sign it.***

EXCELLENCE IN FEDERAL CAREER AWARDS PROGRAM

Purpose

This unique program is the highlight of the Baltimore Federal Executive Board's activities. An essential part of the program is to obtain the maximum number of nominees from as many diverse agencies as possible. The purpose of this program is to honor outstanding federal employees, who have performed exceptional and meritorious work and high standards of performance in the Federal government. This is a regional awards program and is not a replacement for individual departmental and/or agency awards programs.

Eligibility of Nominees

This program is for career, permanent, civilian employees of the Federal government. Non-appropriated fund (NAF) and contractor personnel are not eligible. Military personnel may also be considered (except for Category 9, Distinguished Public Service Career, and Category 10a, b and c Rookie awards). All those nominated must be employed by a FEB member agency or installation in Maryland. Employees assigned to a Maryland agency, but working out of State or overseas are not eligible. Award winners (gold, silver or bronze) from the previous four (4) years may not be re-nominated for the same award. Federal agencies must have been a FEB member agency in Maryland for at least one year before being eligible to participate in this program.

It is possible that a nominee could be considered for more than one award within the agency. When this happens the agency should be guided by the nature of the accomplishments for which the employee is being recommended. The agency decision on which award is appropriate is the decision of the nominating agency. **Under no circumstances will changes be permitted to nominations submitted after the deadline date of January 13, 2014.**

Number of Nominees

Only one (1) nomination per award category may be submitted. The nominations must be submitted by a federal civil service employee, but the nomination must be approved and the nomination form signed by the agency head or installation commander. If an employee is nominated by your agency, who is employed by another agency, the nominator must obtain the concurrence of the employing agency head prior to submission of the nomination. If agencies conduct an internal nomination process (e.g. board), the nominations submitted within the agency must be pre-screened to ensure that they meet all the requirements of these nomination instructions prior to sending to the FEB.

EXCELLENCE IN FEDERAL CAREER AWARDS PROGRAM NOMINATIONS

General Information

The period for which an individual or group may be nominated is for a 12 month period – January 1 – December 31, 2013 except for the three rookie awards, which are July 1, 2012 – December 31, 2013 (18 month period).

Award description: The awards are attractive, hard stock, embossed certificates commemorating the achievement. They are framed. All employees nominated will receive either a gold, silver or bronze award of the same design. There are no honorable mentions. A single award is presented for team or group awards to the team chief or group leader.

All award winners will be honored at a luncheon and awards ceremony at Martin's West in Baltimore (695 Beltway, Exit 17) on May 2, 2014. Details for the event will be provided to agencies no later than February 2014.

Preparation of Nominations

See pages v, 1-6 and the Nomination Form

Note: Agency award coordinators may request the preparation instructions and the nomination form electronically in both MS Word and Pdf by sending email to ED.r.howell@verizon.net

Where to send award nominations

Submission of signed original & 5 copies with cover memorandum should be mailed via USPS or shipped via FedEx or UPS to the following address no later than **January 13, 2014**. Faxed nominations will not be considered. (Arrange for hand delivery in advance),

Baltimore Federal Executive Board
Excellence in Federal Career Awards Program
Fallon Federal Building, Suite 820A
31 Hopkins Plaza
Baltimore, MD 21201

FEB telephone number: (410) 962-4047. Email: ED.r.howell@verizon.net

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Baltimore Federal Executive Board
Excellence in Federal Career Awards Program
Fallon Federal Building, Suite 820A
31 Hopkins Plaza
Baltimore, MD 21201

FEB telephone number: (410) 962-4047. Email: ED.r.howell@verizon.net

Baltimore Federal Executive Board
2014
Excellence in Federal Career Awards

Due in FEB Office
January 13, 2014

Date submitted to FEB Office

Employee Award Nomination Form

(Not to Exceed 3 Typed Pages)

Award Category: (e,g. 1a; 1b; 1c)
x:_____

Name of the Award:
x:

Employee's Name
x:

Employee's Job Title
x:

Employee's Agency:
x:

Agency's Complete Mailing Address

Name of Agency Awards Coordinator
x:

Telephone and Email for Awards Coordinator
x:

Employee's Grade/Pay Band Grade
x:

Years of Federal Service

Period of Service for which Award is recommended (see instructions)

Check List (see instructions)

- ***This completed Employee Nomination Form.***
- ***Nominator's Statement must not exceed 3 pages & be minimum of 2.***
- ***All Required Signatures on form.***
- ***Submit Original & 5 Copies with:***
- ***A signed agency cover memorandum or letter to Chair, Federal Executive Board with names of nominees listed in body of the document.***

Name of Nominator:

Position:

Signature:

Phone ( ) Email:

Name of Agency Head/Director or Commander (below)

Name: Title:

Signature

EIFC FM/2014

Do Not Separate This Page From Nominators Statement

Excellence in Federal Career Awards 2014

Employee's Name **Category and Name of Award**

Nominator's Statement – No more than 3 pages –
Minimum of 2 pages required to properly justify the nomination.

EIFC – Nominator's Statement (Continued) - 2014

Employee's Name	**Category and Name of Award**

EIFC – Nominator's Statement (Continued) - 2014

Employee's Name	**Category and Name of Award**

Baltimore Federal Executive Board
Excellence in Federal Career Awards

Due in FEB Office
January 13, 2014

Date Submitted to FEB Office:

Employee Award Nomination Form

Award Category (e.g., 1a; 1b; 1c):

Name of Award:

Employee's Name:

Employee's Job Title:

Employee's Agency:

Agency's Complete Mailing Address:

Name of Agency Awards Coordinator:

Employee's Grade/Pay Band Grade:

Years of Federal Service:

Period of Service for which award is recommended (see instructions):

Award Nomination Check List	*Name of Nominator:*
☐ Completed Employee Nomination Form	*Position:*
☐ All required signatures on the nominator's form	*Signature:*
☐ Nominator's statement must meet the following criteria: • *Typed* • *One-inch margins* • *12 point Times New Roman font* • *Minimum two pages, but not more than three pages*	*Phone: ( ) -* *Email:*
☐ *CheckBox7* • *<u>Original & five Copies</u> of the nomination form and statement.* • *A signed agency cover memorandum or letter to the Federal Executive Board Chair with names of the nominees listed in the body of the memo.*	*Name of Agency Head/Director or Commander (below):* *Name:* *Title:* *Signature:*

Nominator's Statement

(See checklist on page one for nominator's statement criteria.)

Nominator's Statement

(See checklist on page one for nominator's statement criteria.)