



HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD



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NOMINATION GUIDELINES 2018 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS



Honolulu-Pacific Federal Executive Board
 300 Ala Moana Blvd, Suite 4-123, Box 50268
 Honolulu, Hawaii 96850
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January 31, 2018

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 GSA

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 DOS US Passports

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Staff:

Chris Conklin,
 Executive Director

To: Federal Executive Board Members

Subject: **62nd Annual Excellence in Federal Government Awards Program and EXPO**

The Honolulu-Pacific Federal Executive Board (HPFEB) Executive Committee proudly announces the 62nd Annual Excellence in Federal Government Awards Program and EXPO.

Date: Friday, April 27, 2018

Time: EXPO and Reception: 11:00 am – 1:30 pm
 Award Ceremony: 1:30 pm – 3:30 pm

Location: Hickam Officers Club, 2000 Signer Blvd, Bldg 900/90 (near
 Worthington Ave), Joint Base Pearl Harbor Hickam, HI 96860

FEB Member Submissions: Due March 16, 2018

The Excellence in Federal Government Awards Program is one of the HPFEB's most successful events; our goal is to recognize as many federal employees as possible. Each FEB Member submission is recognized and honored at this prestigious event.

Please:

1. Review the attached HPFEB Directory and verify that we have the correct FEB member information.
2. Forward name, e-mail and telephone number of agency Point of Contact for this event.
3. Updates and questions regarding the HPFEB Directory should be sent by email to christopher.conklin2@navy.mil. Actual submissions, as well as any questions regarding this correspondence should be emailed to: febawards@gmail.com.

The HPFEB uses this forum to assist federal agencies to:

1. Celebrate the innovation and quality of work performed by federal agencies and employees by honoring and presenting awards in seven categories.
2. Learn about other agencies' best practices.
3. Promote the excellent work of federal agencies.

The award categories are linked to the President's Management Agenda strategy for improving:

1. Management and performance.
2. Accountability of the federal government.

By March 16, 2018:

1. Forward cover sheets (see page 7) and typed submission for each category.
2. Write up must not exceed 575 characters (see sample page 13).
3. Include awardee's photo, (1" X 1" .jpeg format) for each category.
4. Email submissions to febawards@gmail.com
 - a. Have email subject line read '2018 Excellence Awards'
 - b. Identify the name of submitting agency/command.
 - c. List point of contact for editing your agency's submissions name/phone#/email)
 - d. E-mail questions to febawards@gmail.com.

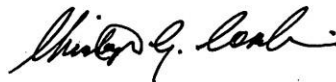
Each FEB Member is allowed one (1) submission in each of the seven (7) award categories; however, there is no requirement for an agency to submit a recommendation for all categories.

The HPFEB Executive Committee recognizes that you--the agency head is in the best position to judge excellence within your agency. **To honor your judgment/decision, we will recognize each agency submission on stage.** Their accomplishments, contributions, and best practices will be highlighted.

1. Take the time to succinctly write about your agency's best people.
2. Take the time to celebrate your agency's accomplishments and share your "best practices."
3. Brand/market the excellence of your agency's decisions and actions that shape and guide what your agency does and why your agency is the best in what you do:
 - a. Build new partnerships with other agencies.
 - b. Strengthen the image of federal agencies and their employees.
 - c. Share practices that may be applied by other organizations; thus, being the catalyst for better government.

The HPFEB also invite federal agencies to submit, NLT March 23, 2018, one power point (.ppt) slide depicting events your agency participated in promoting "Public Service" i.e... Food Drives, Blood Drives, Make a Difference Day.

I invite you to champion the effort and accomplishments of your agency and share in the spotlight of the federal community in Hawaii.



Chris Conklin
Executive
Director
Honolulu-Pacific Federal Executive Board

Enclosures:
1-2018 Nomination
Guidelines
2-HPFEB Member
Directory dtd 1/31/18

NOMINATION GUIDELINES 2018 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS

Background The Excellence in Federal Government Awards program recognizes outstanding federal employees for their efforts, leadership, and/or initiative. The 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. The program is recognized as an important form of recognition for federal employees in the Honolulu-Pacific area.

There will be no overall winner for each category. Instead, the focus is on acknowledging that the agency knows who best represents their mission and goals and deserves recognition at this all-federal annual noteworthy event. Therefore, every agency submission will receive the FEB 2018 Award for that category. Each will be recognized at the program and featured in local media.

AWARD CATEGORIES

The seven (7) award categories are:

1. Team Excellence (refer to Attachment A)
2. Federal Leader/Supervisor/Manager of the Year (refer to Attachment B)
3. Federal Employee of the Year – Professional, Administrative, and Technical (refer to Attachment C)
4. Federal Employee of the Year – Clerical and Assistant (refer to Attachment C)
5. Federal Employee of the Year – Trades and Crafts (refer to Attachment C)
6. Exceptional Community Service (refer to Attachment D)
7. Mentor of the Year (refer to Attachment E)

AWARD NOMINATIONS

A. **Eligibility:**

1. **Accomplishment Period:** Specific agency/employee accomplishments (individual or group) during the previous calendar year (1 January through 31 December 2017). Cite job accomplishments achieved “on” or “off” the job that were innovative and/or had significant impact and certainly address the cost savings.

2. FEB Members may submit *only one nomination for each of the seven (7) categories.*

3. Agencies/commands that are not members must submit their nominations to a FEB member. *Members are then responsible for screening the applications of subordinate commands/agencies and selecting the best candidate for each of the seven categories*

4. FEB Members must submit nominations by **16 March 2018:**

- a. An individual may be nominated in only *one* category (exception - Team Excellence).
- b. Federal Government contractors are *not* eligible to compete in this awards program.
- c. See Category Attachments for additional eligibility criteria for specific award categories.

B. **Format/Content:**

1. Submissions: Accomplishment period covers performance in calendar year 2017.

2. Succinctly write no more than 575 characters (approximately 6 lines). Use the sample on page 13.

3. Nomination submissions must be:

- a. Typewritten using MS Word format with one inch left and one inch right margins.
- b. 12-point font.
- c. Singled-spaced, bullet format.
- d. Attach and label, with agency and individual's name with fully spelled out rank as appropriate, from .jpeg photo or logo as a separate file from the submission.

C. Photograph:

Provide digital photograph of each named submission as follows:

- a. head and shoulders shot 1" x 1"
- b. plain light background
- c. .jpeg file only (*photos will be used as submission for display*). Be sure to label the .jpeg photo with persons' or team name and agency (spell out rank as appropriate). Do not send scanned photos.
- d. For Team Excellence category you may submit a group photo, or if the group/team is too large use a photo of the agency's emblem/insignia/logo

****Send digital photo as a separate labeled file from the submission (i.e. .jpg or .jpeg file) ****

D. Submit Applications:

1. Deadline to forward submissions is **16 March 2018**.
2. Nomination package must include:
 - a. Cover sheet on page 7 for each nomination.
 - b. Submission. Follow guidelines in Section B and sample on page 13.
 - c. Photograph in digital format (.jpg or .jpeg file). Follow guidelines in Section C.
 - d. Team Excellence category must submit a list of Team Members (full standard name line: first MI, last, with rank spelled out as appropriate).
3. Forward submission via e-mail including scanned cover sheet of agency selectee with FEB member signatures. **Do not scan all submissions together and send as one file**, please send each nomination as a separate file. (ensure e-mail line reads "2018 Excellence Awards and Agency Name") to: febawards@gmail.com

E. Cost/Expenses:

This is a "No Cost Event" and parking is free. FEB Members will be sent an invitation for RSVP and will have VIP Parking in the front circle of Hickam Officers Club.

MISCELLANEOUS INFORMATION

- A. While the FEB is making media arrangements, agencies/commands are encouraged to send their photographers to capture the moment for their employees at the awards ceremony.

- B. We encourage members to liberally grant administrative leave for this event. As the venue has limited seating, there may be standing room only.

- C. For Joint Base Pearl Harbor Hickam installation access, personnel will present either their Common Access Card (CAC) or Public Key Infrastructure (PKI) federal identification card. It is the parent agency's responsibility to ensure installation access. For information on installation access contact: JBPHH Pass and ID, Special Events section: (808) 449-0870.

COVER SHEET-(Due 16 March 2018)
2018 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS PROGRAM

Include this cover sheet with the submission and photograph. (to check the category box – double click on box, select Default Value – Checked)

SEVEN CATEGORIES	
Please check the appropriate category below.	
<input type="checkbox"/> Team Excellence	<input type="checkbox"/> Federal Employee of the Year – Clerical and Assistant
<input type="checkbox"/> Federal Leader/ Supervisor/Manager of the Year	<input type="checkbox"/> Federal Employee of the Year – Trades and Crafts
<input type="checkbox"/> Federal Employee of the Year – Professional, Administrative, Technical	<input type="checkbox"/> Exceptional Community Service
	<input type="checkbox"/> Mentor of the Year
AGENCY-SELECTEE'S INFORMATION	
Selectee or Group/Team/Agency's Full Name:	
Title	Grade or Rank: (If military, include branch of service)
Agency/Command:	
Agency's/Command's Mission:	
Office Address:	
Home Address: (For publicity purposes only)	
Office Telephone:	Fax:
Agency POC Email and Telephone (this is critical to have for questions on submissions/accomplishments)	
FEB MEMBER INFORMATION	
FEB Member's Name:	
Title:	
Agency/Command:	
Telephone:	
FEB Member's Signature:	
Attach Summary	
Must follow Format/Content guidelines in Section B (page 4)---do not modify.	
SELECTEE'S RELEASE STATEMENT	
Release: "Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by the Federal Executive Board for publicity and promotion for the 2018 Excellence in Federal Government Awards Program."	
Selectee's Signature:	Date:

NOTE: If selectee is unavailable to sign by award submittal date of 16 March 2018, agency may forward the signature NLT 31 March 2018. Submissions without an awardees' signature will be pulled from the awards program on 31 March 2018. Submit to: febawards@gmail.com.

2018 Excellence in Federal Government Awards

**ATTACHMENT A
NOMINATION CRITERIA FOR
TEAM EXCELLENCE**

This category is set up to recognize agencies who have given their employees opportunities to make a difference for their workplace and how the team members empowered themselves to not be satisfied with mediocrity.

Eligibility Criteria: Read pages 2-5 to ensure you have the benefit of the full information.

- Teams or groups of employees that performed significant acts, services or achievements that affected the successful accomplishment of their organization's mission.
- Teams/groups may include white and blue-collar and appropriated or non-appropriated fund employees, full or part-time employees, re-employed annuitants and military personnel.
- Team members may be any grade or rank.
- Accomplishments of the team/group must be performed in 2017, be work related and performed on the job.

Note: If the team is too large for a group photo, you may use your agency emblem/insignia/logo.

Use guidelines in Section B (page 4).

Address the following points in the submission:

- Describe what and how your organization and your employees expanded the common and the individual possibilities. How members of your organization identified and exploited the ordinary and took that opportunity to improve the end result....doing and making things right. Address team's (clear and meaningful) accountability for results--cite tangible and/or intangible results.
- Describe a particularly difficult or important mission, operation or assignment accomplished by the group/team that demonstrated distinctive leadership and teamwork involvement.
- Describe how the accomplishment had major significance or provided innovative service to others or provided substantially increased productivity or improved quality in terms of customer focus and satisfaction and strategic planning.

2018 Excellence in Federal Government Awards

**ATTACHMENT B
NOMINATION CRITERIA FOR FEDERAL
LEADER / SUPERVISOR / MANAGER OF THE YEAR (Military or Civilian)
(Select one)**

This category is about agency identified leaders that serve as models in your organization. They do not hesitate to give their stamp of approval, nor do they withhold their directions or suggestions for improvement. Based on experience, they take vocal leadership role.

Eligibility Criteria: Read pages 2-5 to ensure you have the benefit of the full information.

- White and blue-collar civilian employees and military personnel responsible for leading/supervising the work of others and/or managing programs. This would include all leader, supervisory, and managerial levels.
- Selectees may be in any field and at any grade level.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Use guidelines in Section B (page 4).

Address the following in the submission:

- Describe exceptional management skill, leadership traits, and participation in developing/ implementing innovative, cost effective programs/operations that are reflected in improved service to customers or public that the organization serves.
- Address how the agency's excellent leader aligns performance incentives for individual employees, for teams, and/or for its leadership where accomplishments are tied to reaching agency's mission objectives.
- Describe how the individual empowers and challenges workforce; keeps open lines of communication.
- Describe how the individual is flexible and adapts to a rapidly changing environment.

2018 Excellence in Federal Government Awards

Attachment C (One person may be nominated per category)

NOMINATION CRITERIA FOR FEDERAL EMPLOYEE OF THE YEAR

1) PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL (Military or Civilian)

2) CLERICAL AND ASSISTANT (Military or Civilian)

3) TRADES AND CRAFTS (Military or Civilian)

Eligibility Criteria: Read pages 2-5 to ensure you have the benefit of the full information.

Professional, Administrative, Technical

- General Schedule (GS) or equivalent employees and military personnel who are employed in **non-supervisory** work in any of the professions at any grade/rank.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Clerical and Assistant

- General Schedule (GS) or equivalent employees and equivalent military personnel who are employed in **non-supervisory** work in clerical/assistant, secretarial and support fields.
- Selectees must be **GS-7 and below or military equivalent** during calendar year 2017.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Trades and Crafts

- **Wage Grade (WG)** or equivalent blue-collar employees and equivalent military personnel who are employed in **non-supervisory** work in trade, craft, manual, laboring occupations and work leaders.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- General Schedule (GS) employees **cannot** compete in this category.

Use guidelines in Section B (page 4).

Address the following points in the submission:

Briefly, describe how exceptional contributions:

- improved operations and the attainment of program objectives
- significantly contributed to technological progress/developments on the job
- resulted in savings to the Federal Government (equipment, manpower, time and other resources)
- and improvements impacted customers and/or the public
- and accomplishments enhanced the public image of government employees

**ATTACHMENT D
NOMINATION CRITERIA FOR
EXCEPTIONAL COMMUNITY SERVICE CATEGORY**
(One person category)

Volunteers are leaders who support the work of local community organizations to help achieve their goals. Community service continues to be a great way to contribute to the global community and gain experience, and also fosters personal growth. There are many organizations with opportunities that fit your interests, skills and schedule.

Eligibility Criteria: Read pages 2-5 to ensure you have the benefit of the full information.

- Civilian employees and military personnel who have devoted significant personal time and effort on an on-going basis to community activities, non-profit groups, or welfare organizations where participation is not part of a job requirement.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- Selectees may be any grade or rank.
- Service must be performed on the employee's own time and be uncompensated. Service cannot be part of employee's duties or performed on government time. Voluntary service within the agency or command does **NOT** apply.
- If an individual is nominated for an act of heroism, the person must have performed a valuable service to the community or to an individual that could have placed the employee in a hazardous or perilous situation.
- This is an individual award.

Use guidelines in Section B (page 4).

Address the following point in the submission:

- Describe leadership in community activities and personal achievements that resulted in distinct benefits to the community.

2018 Excellence in Federal Government Awards

**ATTACHMENT E
NOMINATION CRITERIA FOR
MENTOR OF THE YEAR**
(One person Category)

Especially when succession planning is an issue, mentoring can prepare the next generation of leaders while ensuring the transfer of knowledge. In a mentoring culture, knowledge is shared and leadership skills are learned, so that there is no “brain drain” when the organization’s leadership retires. Mentors are facilitators and teachers allowing the protégé to discover their own direction. “They let me struggle so I could learn.” “Never provided solutions—always asking questions to surface my own thinking and let me find my own solutions. Most significant thing the mentor did was "listened and understood me" and, "built my confidence and trust in myself, empowered me to see what I could do."

Eligibility Criteria: Read pages 2-5 to ensure you have the benefit of the full information.

- Civilian employee or military personnel who teach, lead, mentor, coach others to see the big picture by bringing it into focus, and provides expert counsel as they prepare others for challenges of ever increasing magnitude.
- Selectees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- Selectees may be any grade or rank.

Use guidelines in Section B (page 4).

Address the following in the submission:

- A desire to help others
- Has provided positive formal or informal experiences
- Has a good reputation for helping others develop their skills
- Provided time and mental energy to devote to the relationship
- Individuals who are still willing/ able to learn and who see the potential benefits of a mentoring relationship
- Individuals who have demonstrated effective coaching, counseling, facilitating and networking skills
- Skills of your agencies executives and other workers are your most valuable asset; describe how your mentor cultivates “skills” throughout your organization and/or within our community.
- How does awardee help others define individual goals, achieve their potential and discover their strengths?

SAMPLE SUBMISSION

<First & Last Name>

<NAME OF CATEGORY>

<AGENCY/COMMAND YOU REPRESENT>

No more than 575 characters (including spaces) see more details on page 5 in Section B. Do not use special characters. Use a dash -- for bullets.

- - - - - -

BULLETIZED SAMPLE

No more than 575 characters (including spaces) see more details on page 5 in Section B. Do not use special characters. Use a dash -- for bullets.

Ms. Feb Staff

Mentor of the Year

Honolulu-Pacific Federal Executive Board

- Forges top-notch employees through personal example and direct mentorship.
- Her pride and enforcement of Standards teaches employees responsibility and accountability.
- Motivates her team to produce solutions in alignment with the “big picture” in mind.
- Her keen utilization of manpower and available resources enabled her team to complete all projects well ahead of schedule and below budget.
- Employees outside her agency seek her advice and leadership.

**HONOLULU- PACIFIC FEDERAL EXECUTIVE BOARD MEMBERS LIST
(See Attached HPFEB Membership Directory, dated January 31, 2018)**

Generally, membership is limited to senior officials of each department or agency whose supervisors are not located in the HPFEB metropolitan area. Currently there are over 125 members on the Honolulu-Pacific Federal Executive Board representing both the military and civilian workforce.

Annually, a major effort is made to update the FEB Members Directory; however, due to on going consolidations, reorganizations and/or realignments, we recognize that there are agencies that:

1. Should be in the directory as an FEB Member and are not.
2. Should be deferring to their “senior” agency on island (FEB Member) to screen applications of subordinate commands/agencies and select the best candidate for each of the seven categories.
3. **Please email christopher.conklin2@navy.mil to advise of changes in the following format:**

a. For Updates:

Page Number
Agency
Name
Title
Phone Number / Fax Number
Email

b. For Deletions: (Usually for relocation/reorganization/realignments)

Page Number
Agency
Reporting HQ/Agency/Location

c. For Additions:

Agency
Reporting HQ/Agency/Location
Name
Title
Phone Number / Fax Number
Email