



**HONOLULU-PACIFIC  
FEDERAL EXECUTIVE BOARD**



**NOMINATION GUIDELINES  
2021 EXCELLENCE IN FEDERAL  
GOVERNMENT AWARDS**

<https://honolulu-pacific.feb.gov>

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**HONOLULU-PACIFIC  
FEDERAL EXECUTIVE BOARD**

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February 18, 2021

To: Federal Executive Board Members

Subject: **65th Annual Excellence in Federal Government Awards Program and EXPO**

The Honolulu-Pacific Federal Executive Board (HPFEB) Executive Committee proudly announces the 65th Annual Excellence in Federal Government Awards Program and EXPO.

**Date:** Virtual Celebration on May 20, 2021

**Time:** Virtual EXPO and Welcome: 12:00 pm – 1:00 pm  
Award Ceremony: 1:00 pm – 2:30 pm

**Ceremony:** Virtual Ceremony via Zoom, MS Teams or equivalent, attendance instructions to be forwarded.

\*Due to ongoing COVID-19 pandemic, social gathering restrictions and for the safety of our colleagues, the 2021 ceremony will be held virtually.

**FEB Member Submissions:** Due March 31, 2021

The Excellence in Federal Government Awards Program is your opportunity to recognize high-level contributors and the best in public service. Our goal is to celebrate excellence in federal employees across the spectrum and each nomination that meets the criteria below will be honored. Please review the guidelines below and help facilitate this opportunity to spotlight the most deserving award recipients.

Please:

1. Review the attached HPFEB Directory and verify that we have the correct FEB member information.
2. Updates and questions regarding the HPFEB Directory **must be submitted at this website:**  
<https://honolulu-pacific.feb.gov/who-we-are/update-hpfeb-federal-directory/>

The HPFEB Excellence in Government awards allows 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 the incredible work of our colleagues and best practices from partner agencies.
3. Promote the excellent work of federal agencies and their top performers.

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

1. Modern information technology (IT) will function as the backbone of how Government serves the public in ways that meet their expectations and keep sensitive data and systems secure.
2. Data, accountability, and transparency will provide the tools to deliver visibly better results to the public and hold agencies accountable to taxpayers.
3. A modern workforce that builds on the Administration's proposed civil service reforms to empower senior leaders and front-line managers to align staff skills with evolving mission needs.

**By March 31, 2021:**

1. Create your PDF cover sheets via HPFEB's [nomination website](#). The webform is user-friendly and generates a completed PDF for download and digital signature. We understand that some agency's IT security prevents accessing some websites, please contact us if you have trouble accessing the site. The nominee's narrative portion is included at this stage of the nomination process. **Narrative must not exceed 1000 characters (see sample page 15). This full narrative will be included for qualification and in the official awards program. The nomination form also requires an executive summary (max 300 characters) of accomplishments that will be used during the ceremony.**

**Create cover sheet here:** <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>

2. Once the cover sheet is completed, please sign the document, digitally (preferred), and submit the final application along with a photo (.jpg/.jpeg) at [this link](#).

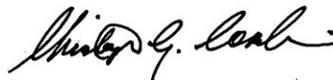
*Each FEB Member agency is allowed one (1) submission in each of the seven (7) award categories; however, there is no requirement for an agency to submit a nomination for all categories.*

The HPFEB Executive Committee recognizes that you (the agency leadership) are in the best position to judge excellence within your organization. **To honor your judgment and internal competitive process, we will recognize each agency submission** and highlight their accomplishments, contributions, and best practices. Please:

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. The Awards program:
  - a. Builds new partnerships with other agencies.
  - b. Strengthens the image of federal agencies and their employees.
  - c. Shares practices that may be applied by other organizations; thus, being the catalyst for better government.

The HPFEB also invites federal agencies to submit, NLT April 15, 2021, one power point (.ppt) slide depicting events your agency participated in promoting "Public Service" i.e... Food Drives, Blood Drives, Make a Difference Day. This slide may be uploaded using the same awards submission web portal.

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:

- 1-2021 Nomination Guidelines
- 2-HPFEB Member Directory dated 01/31/21

## NOMINATION GUIDELINES

### 2021 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 appreciation 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 honorable annual interagency ceremony. Therefore, every agency submission will receive the HPFEB 2021 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 (January - December 2020). Cite job accomplishments achieved “on” or “off” the job that were innovative and/or had significant impact and achieved cost savings or other mission critical goals.
2. HPFEB 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 HPFEB 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. HPFEB Members must submit nominations by **31 March 2021:**
  - 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 2020.
2. Succinctly write no more than 1000 characters in narrative form. This information will be included with the awardee's picture in the official program. An executive summary (300 characters) is also required with a more concise explanation of accomplishments that will be read during the ceremony.
3. Cover Sheet must be created using the following webform: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>
4. Completed and signed coversheet along with photo must be uploaded at the website: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2021-excellence-in-federal-government-awards-submissions/>
5. **Photograph:**  
Provide digital photograph of each named submission as follows:
  - a. head and shoulders shot
  - b. plain light background
  - c. .jpg/.jpeg file format only (photos will be used as submission for display during awards ceremony). Be sure to label the photo with nominee's or team name and agency (spell out rank as appropriate). Please do not upload low quality or scanned photos.
  - d. For Team Excellence category you may submit a group photo, or if the group/team is too large, please use a photo of the agency's emblem/insignia/logo

**C. Submit Applications (step-by-step instructions found on pages 6-9):**

1. Deadline to upload final submissions is **March 31, 2021**
2. Nomination package must be uploaded to the [Awards Submission Page](#) and include:
  - a. Nomination Cover Sheet created and downloaded using the webform found [HERE: https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet](https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet)
  - b. Have HPFEB Member & Nominee Digitally Sign Cover Sheet and prepare package for submission.  
Package includes:
    - i. Signed Cover Sheet
    - ii. Photograph in digital format (.jpg or .jpeg file). Follow guidelines in Section B above.
  - c. Team Excellence category must also submit a list of Team Members (full standard name line: first MI, last, with rank spelled out as appropriate).
3. Upload final submission(s) (signed cover sheet with narrative & photo) to the following website. The website allows for multiple categories of submissions to be uploaded at the same time.  
Award Submissions Page: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2021-excellence-in-federal-government-awards-submissions/>

**D. Cost/Expenses:**

This is a “No Cost Event”. Generous sponsorship from our FEHB and federal partners help make this event possible. It is also made special through the hard-work and support from our dozens of volunteers.

**MISCELLANEOUS INFORMATION**

Moving this program to a virtual environment for the first time in its 65 years, presents numerous challenges. In years past, we've had exceptional support from agency delegates to execute the in-person event. This year, that support may even be more important to ensure the ceremony appropriately honors the award recipients.

If your command or agency has specific expertise in any of the following areas, we welcome any support that you may offer:

1. Video production
2. Graphic design
3. Public Affairs
4. Sound engineering
5. Presenters

Please contact [brian.mikel@navy.mil](mailto:brian.mikel@navy.mil) if you are able to support any of these efforts and help make the 65th Awards Ceremony a top-flight experience for this year's recipients.

# Step by Step Instructions Using HPFEB Website for Nominations:

## HPFEB 2021 Awards Nomination Cover Sheet

This is the cover sheet for the 2021 HPFEB awards program candidates. It will auto-generate a .pdf file for agency leadership and awardee signatures.

*Select Your Department and then Your HPFEB Agency from the Drop down Lists*

**Department \***

Please Select Your Department 

**HPFEB Agency \***

- Fill Out Other Fields - 

Nominating Agency

**Seven Awards Categories \***

- Team Excellence
- Federal Leader/Supervisor/Manager of the Year
- Federal Employee of the Year - Professional, Administrative, Technical
- Federal Employee of the Year - Clerical and Assistant
- Federal Employee of the Year - Trades and Crafts
- Exceptional Community Service
- Mentor of the Year

*Select an award Category - A separate cover sheet must be completed for each nominee /award category.*

**Nominee or Team Full Name: \* **

*Include Nominee or Team Full Name Including Middle Initial*

**Title \***

*Mr./Mrs./Ms./Dr., etc*

**Grade or Rank: (If military, include branch of service) \***

*Lieutenant, Sergeant, etc*

**Agency Command**

Nominating Agency/Command is FEB Agency

*If the nominee works in the HPFEB agency, this block will help auto-populate the data.*

**Agency/Command/Organization: \* **

Please List Agency or Sub-Command

*This can be a sub-agency/command of the nominating HPFEB agency.*

**Agency/Command/Organization Mission: \***

*Please include a brief discussion of the agency or command's primary mission.*

**Office Address \***

**Street Address**

**Address Line 2**

**City**

Hawaii 

**State**

**ZIP Code**

*Include the Address Information for the Submitting Agency*

**Office Telephone \***

*Nominating Agency Main Phone*

**FEB Members Name \***

**FEB Members Title**

**FEB Members Phone \***

*Selecting the HPFEB Agency in the Drop Downs will auto-populate the FEB member information*

**Agency POC Email \***

**Agency POC Phone \***

**Person Preparing Form: Email**

*These details are for designated agency POC*

Agency POC Preparing Form

*If different from coordinator*

**Award Justification \***

*Limit 1000 characters - this justifies the nominee's contributions to the agency and the mission as being noteworthy and worthy of recognition, and is based on the agency's internal awards board process. Text can be typed or copied and pasted in from another document.*

*This is what will appear next to the awardee/team picture in the official awards program.*

0 of 1000 max characters

**Executive Summary for Awards Ceremony**

*Limit 300 characters - include a short summary of the justification - this will be highlighted by being read by the presenter during the awards presentation.*

0 of 300 max characters

**Please Add Any Additional Notes to this Submission Here**

*For notes or questions.*



*When the form is submitted, a digitally signable pdf coversheet will be generated and emailed to you for nominee/approving official (HPFEB member or designate) signature. After signature, the coversheet and associated documents will still need to be uploaded using the awards submission form to be included in the awards program.*

## 2021 Excellence in Federal Government Awards Submissions

Agency coordinators upload the awards submissions to this page. If your agency has completed an on-line version of the cover sheet, Coordinator and Awardee fields will auto-populate. You can over-type to update.

*Similar to the awards cover sheet form, please pull down the Department and Agency for the nominating HPFEB agency.*

Department \*

Please Select Your Department 

HPFEB Agency Submitting \*

- Fill Out Other Fields - 

Agency Awards Coordinator Email \*

Please enter email address

Agency Awards Coordinator Phone \*

Please enter awards coordinator phone number

Optional File Upload: If you would like to provide a slide of events your agency participated in promoting "Public Service" 

I would like to upload a slide for this

*This upload is optional for your agency (we hope you'll submit one though!), and if used only need be completed once*

Please Choose Awards Category for Upload \*

Federal Leader/Supervisor/Manager of the Year 

Federal Leader, Supervisor Manager - Full Name \*

Awardee or team full name

*Note: Awardee information should auto-populate if you used the on-line form to build the award .pdf coversheet.*

Title

Mr., Ms. Mrs., Dr, etc.

Grade or Rank: (If military, include branch of service)

Lieutenant Colonel, Petty Officer First Class, GS-5 etc.

*Note file type requirements for cover sheet and pictures*

Upload Cover Sheet - Federal L/S/M of the Year 

Choose File No file chosen

Upload Picture - Federal L/S/M of the Year 

Choose File No file chosen

Agency Submission Status

I Have Other Awards Nominations to Upload

I'm Done For Now

This Completes My Agency's Award Nominations

*One form submission is required for each of the awards categories that the agency plans to submit; however you don't need to upload them all at once. Use the check blocks to indicate preference.*

**SUBMIT**

*After the form is submitted and the files are successfully uploaded, you'll receive a confirmation message. The HPFEB will verify by email after the award is accepted into the program.*

## *2021 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 all the information necessary before submitting.

- 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 2020, 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.

*2021 Excellence in Federal Government Awards*

**ATTACHMENT B**

**NOMINATION CRITERIA FOR**

**LEADER / SUPERVISOR / MANAGER OF THE YEAR (Military or Civilian)**

**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 all the information necessary before submitting.

- 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.
- Nominees may be in any field and at any grade level.
- Nominees 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 points in the submission:

- 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 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.
- 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.

## 2021 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 all the information necessary before submitting.

#### 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.***
- Nominees 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.
- Nominees must be ***GS-7 and below or military equivalent*** during calendar year 2020 and 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
- Nominees 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
- 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 all the information necessary before submitting.

- 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.
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- Nominees 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.

## 2021 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 all the information necessary before submitting.

- 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 increasing responsibility
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees or re-employed annuitants.
- Nominees 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 mentorship
- 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?



**HPFEB 2021 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS PROGRAM  
COVER SHEET- (Due 31 March 2021)**

<b>SEVEN AWARD CATEGORIES</b>	
<b>Please confirm the correct category is checked below.</b>	
<b>Team Excellence</b>	<b>Federal Employee of the Year – Clerical &amp; Assistant</b>
<b>Federal Leader/Supervisor/Manager of the Year</b>	<b>Federal Employee of the Year – Trades &amp; Crafts</b>
<b>Federal Employee of the Year – Professional, Administrative &amp; Technical</b>	<b>Exceptional Community Service</b>
	<b>Mentor of the Year</b>
<b>AGENCY NOMINEE’S INFORMATION</b>	
Nominee or Team Full Name:	
Title:	Grade or Rank (If military, include branch of service):
Agency/Command/Organization:	
Agency/Command/Organization Mission:	
Office Address:	
Office Telephone:	
Agency POC Email:	Agency POC Telephone:
<b>HPFEB MEMBER INFORMATION</b>	
Member’s Name:	
Title:	
Agency/Command:	
Telephone:	
<b>FEB Member’s Signature:</b> <i>I'm In Command, CAPT USN</i>	Date:
<b>Please review narrative summary on page 2 before signing.</b>	
Narrative must follow Format/Content guidelines in Section B of Award Guidelines (page 4)----do not modify.	
<b>NOMINEE’S RELEASE STATEMENT</b>	
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 2021 Excellence in Federal Government Awards Program.”	
Nominee’s Signature: <i>Billy Intern</i>	Date:

*NOTE: If Nominee is unavailable to sign by award submittal date of 31 March 2021, agency may forward the signature NLT 15 April 2021. Submissions without an nominees’ signature will be pulled from the awards program on 01 May 2021. Upload to: [HPFEB Awards Submissions Page](#)*

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. Nominee's accomplishments and contributions deserving of this award are highlighted below, and this is what will appear with the awardee picture in the official awards program.

Please provide below a short summary of the awardee or team accomplishments, this summary will be read during the actual awards presentation, when the awardee(s) are recognized.

**Photograph: Provide digital photograph of each named submission as follows:**

- a. Head and shoulders shot
- b. Plain light background
- c. Submit a .jpg/.jpeg\*\* file only (photos will be projected on large display at the ceremony). Be sure to label the .jpg photo with nominee or team name and agency (spell out rank as appropriate). Please do not send low-quality 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.

\*\*Upload digital photo as a separate labeled file from the submission (i.e. .jpg/jpeg file) \*\*

**Upload all awards submissions here:**

**HPFEB 2021 Awards Submission**



## **HONOLULU- PACIFIC FEDERAL EXECUTIVE BOARD MEMBER DIRECTORY**

**(See Attached HPFEB Membership Directory, dated January 31, 2021)**

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 HPFEB 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 HPFEB Member and are not.
2. Should be deferring to their “senior” agency on island (HPFEB Member) to screen applications of subordinate commands/agencies and select the best candidate for each of the seven categories.
3. **Please use the website below to make any changes of changes to your agency contact information:**  
<https://honolulu-pacific.feb.gov/who-we-are/update-hpfeb-federal-directory/>