



## MEMORANDUM FOR WESTERN MASSACHUSETTS AGENCY HEADS

FROM: Mary A. Dowling, Chair, FEAWM

RE: Excellence in Government Awards 2009 Nomination Packet

The Federal Executive Association of Western Massachusetts will host the 7th Annual EXCELLENCE IN GOVERNMENT AWARDS PROGRAM on **Wednesday, September 16, 2009** at the Log Cabin Banquet & Meeting House, 500 Easthampton Road, Holyoke. This program honors the “best of the best” in **Local Federal, Postal or Military service** in Western Massachusetts.

The complete nomination package is attached. As always, we expect that each agency will develop an internal mechanism to screen nominations to ensure that all nominations accurately fit the criteria. Nominations should be based on accomplishments achieved during the period from **October 1, 2007 to the present**. Please note the requirement for a **one-paragraph summary** of each nomination. **The deadline for submission of all nominations is close of business on Friday, July 10, 2009.**

A “Blue Ribbon Panel” of non-Federal employees and the FEAWM Board of Directors will select finalists in each category. At the Awards Program on Wednesday, September 16, 2009, awards will be presented to outstanding Federal employees in the various distinguished categories. Finalists and winners in each category will be selected in advance. However, like the Academy Awards, no one will know the winners until that day. **PLEASE NOTE: *No information regarding winners will be released prior to the ceremony.***

It truly is an honor to be nominated for these prestigious awards and we encourage the attendance of all nominees, finalists, nominators and their supervisors. Family and friends may also attend. The cost per person is \$35. The deadline for registration is Friday, September 4, 2009. You can download the registration information and form from <http://www.feawm.org>. Please do not hesitate to contact Jeff Anliker at 413-323-9988 if you have any questions.



## **NOMINATION INSTRUCTIONS**

### **Format and Criteria**

Awards are presented primarily in recognition of exemplary job performance, meritorious honor, remarkable contributions and outstanding coordination of Federal, Postal or Military service and community programs. Please note that the information provided will be used only in considering the nominee for an award and for publicity purposes.

### **Items Required for Nomination**

**(Remember: Nominations will ONLY be considered with all items.)**

**1. Complete Nomination Form for *each* nomination.**

Agencies must be selective to ensure that each nominee meets the criteria for the category for which they are being nominated. Nominations should cite specific examples and results. Please quantify accomplishments. Nominations must be no longer than 3 pages in length, including attachments. *Nominations will only be considered in one award category.*

**2. Nomination Cover Page with the Agency Head Signature/Approval.**

**3. Please submit a one-paragraph summary of each nomination to be included in the final program.**

**DEADLINE FOR SUBMISSION:**

**Friday, July 10, 2009 – COB**

**Nominations must be submitted in hard copy to:**

Ms. Laura Barrick  
USDA - Rural Development  
451 West Street, Suite 2  
Amherst, MA 01002

# Special Instructions

***\*Note: Please read carefully***

**General:** This is the premier celebration of excellence in the Western Massachusetts Federal community and we invite all Federal agencies (civilian, postal, and military) to participate. All nominees will be recognized in some way at the Excellence in Government Awards (EIG) ceremony. However, certificates will be presented to the top finalists in each category. One winner per category will be announced.

**Eligibility:** Nominees must be PERMANENT civilian employees of the Federal government including the postal service and active duty military personnel assigned to the Western Massachusetts area (unless otherwise indicated). **Awards are based on accomplishments achieved during the period from October 1, 2007 to the present (FY08-09).**

*\*\*\*There is no limit to the number of nominees that an agency may submit in a category. However, each nomination will only be considered in one category.*

**Agency Selection:** Each agency determines who will be nominated. The agency head MUST approve all nominations.

**FEAWM Selection:** An independent Blue Ribbon panel comprised of business, industry, non-profit and academia professionals along with the FEAWM Board of Directors is responsible for determining the finalists in each category as well as the category winner. At their discretion, the panel can change the category for which a nomination has been made if they feel the nominee is better suited for a different one.

**Presentations:** Winners, finalists, and nominees will be honored at the Excellence in Government Awards ceremony. Finalists will be announced and receive a certificate. Winners will be announced and receive a plaque. Both finalists and winners will take the stage for an official photo. *Registration materials will follow under a separate cover for the finalists.* Winners will be announced at the formal awards program. No information will be released prior to that date. All nominees are considered deserving of special recognition and are encouraged to be present at the program.

**Attendance:** As program partners, agencies are encouraged to send their nominees accompanied by their supervisor, manager or other designated agency official. If an individual designated as a finalist cannot attend, it is appreciated if an appropriate representative is designated to accept the award.

**Family Participation:** Family members, friends and colleagues are invited to attend the program at their own expense. Each must register and pay in advance. Registration fee is \$35.00 per person. *Once again, registration materials will follow under a separate cover.*

**Registration:** Comptroller General Decision, B-236040, October 9, 1990, Career Service Awards Program, allows agencies to pay for employees to attend awards ceremonies and recognition dinners. Please budget registration fees for each nominee and accompanying supervisor, manager or designated agency official. The registration fee will be \$35.00 per person payable by cash, check or credit card. **Registration information can be downloaded from the FEAWM website at <http://www.feawm.org>.**

Federal  
Executive  
Association



## 2009 Excellence in Government Award Categories

- ❖ Distinguished Federal Manager
- ❖ Distinguished Federal Supervisor
- ❖ Professional Employee of the Year - Administrative
- ❖ Professional Employee of the Year – Emergency Management/Public Safety/Law Enforcement
- ❖ Professional Employee of the Year – Health Services
- ❖ Professional Employee of the Year – Technical and Scientific
- ❖ Outstanding Support Employee
  - Category 1 – GS 1-6
  - Category 2 – GS 7-11
- ❖ Outstanding Service or Trade Employee
  - Category 1 – WG 1-6
  - Category 2 – WG 7 and above
- ❖ Outstanding Customer Service Effort – Individual or Team
- ❖ Outstanding Creativity and Innovation – Individual or Team
- ❖ Unsung Hero Award
- ❖ Outstanding Community Service – Individual or Team
- ❖ Outstanding Federal Volunteer





## **DISTINGUISHED FEDERAL MANAGER**

The *Distinguished Federal Manager* award recognizes a manager whose vision and leadership skills have produced major results. A Federal manager directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates and adjusts program activities; and performs supervisory and program management duties. This category is appropriate for managers who oversee two or more subordinate supervisors.

### **Nominations will be judged on the following criteria:**

1. Why is the nominee such a great manager?
2. What impact has the nominee had on his/her programs (i.e., increase in efficiency, cost savings, improvements in operations)? Quantify whenever possible.
3. What impact has the nominee had on their organizational customers?
4. What impact has the nominee had on his/her own employees?



## **DISTINGUISHED FEDERAL SUPERVISOR**

The *Distinguished Federal Supervisor* award recognizes a supervisor whose vision and leadership skills have produced major results for the organization. The award will be presented to a first or second level supervisor (regardless of grade) who performs supervisory work that requires accomplishment of work through combined technical and administrative direction of others.

### **Nominations will be judged on the following criteria:**

1. Why is the nominee such a great supervisor?
2. What impact has the nominee had on his/her own employees?
3. How has the nominee had an impact on customers, the organization and programs?



## **PROFESSIONAL EMPLOYEE OF THE YEAR - ADMINISTRATIVE**

The *Administrative Professional Employee of the Year* award recognizes individuals employed in professional occupations with an administrative component. This includes administrative officers, contract specialists, human resources specialists, budget analysts, EEO specialists, information technology specialists, grant management specialists, claim representatives, public affairs specialists and other administrative specialties

### **Nominations will be judged on the following criteria:**

1. What makes the nominee such a great professional in their field?
2. How have the nominee's performance and skills improved organizational efficiency?
3. What impact has the nominee had on customers and the organization?



## **PROFESSIONAL EMPLOYEE OF THE YEAR - EMERGENCY MANAGEMENT / PUBLIC SAFETY / LAW ENFORCEMENT**

The *Emergency Management/Public Safety/Law Enforcement Professional Employee of the Year* award recognizes individuals employed in emergency management, public safety, and law enforcement positions. This includes Continuity of Operation Planners, uniformed public safety officers, police officers, special agents, criminal investigators, inspector generals, U.S. Marshals, rangers, and other law enforcement officers and first responders.

### **Nominations will be judged on the following criteria:**

1. What makes the nominee such a great professional in their field?
2. How have the nominee's performance and skills improved organizational efficiency?
3. What impact has the nominee had on customers and the organization?



## **PROFESSIONAL EMPLOYEE OF THE YEAR - HEALTH SERVICES**

The *Health Services Professional Employee of the Year* award recognizes individuals employed in Health Services. This includes physicians, psychologists, social workers, audiologists, health technicians, lab technicians, nurses, x-ray technicians, and other medical support employees.

### **Nominations will be judged on the following criteria:**

1. What makes the nominee such a great health services professional?
2. How have the nominee's performance and skills improved organizational efficiency?
3. What impact has the nominee had on customers and the organization?



## **PROFESSIONAL EMPLOYEE OF THE YEAR - TECHNICAL AND SCIENTIFIC EMPLOYEE**

The *Technical, Scientific or Specialty Professional Employee of the Year* award recognizes an employee in a technical, scientific or other specialty field. Professional engineers, scientists, industrial hygienist, biologist, accountants, attorneys, and those with similar backgrounds should be nominated in this category. Nominees work generally requires knowledge in a field characteristically acquired through advanced education or training (positive education requirement).

### **Nominations will be judged on the following criteria:**

1. How does the nominee exceed expectations?
2. How have the nominee's performance and skills improved organizational efficiency?
3. How has this had an impact on customers and the organization?



## **OUTSTANDING SUPPORT EMPLOYEE**

The *Outstanding Support Employee* award recognizes an employee in a clerical, support, or technical support position who demonstrates overall exceptional achievement. This category is appropriate for such positions as secretaries, purchasing agents, HR assistants, office automation assistants, budget clerks/technicians, realty clerks, biological technician, engineering technician, and similar types of positions.

This award will be presented to TWO categories:  
Category 1 – GS 1-6 or military / postal equivalent  
Category 2 – GS 7-11 or military / postal equivalent

### **Nominations will be judged on the following criteria:**

1. Why is the nominee's support so valuable?
2. In what ways does the nominee's support exceed expectations?
3. What impact does the nominee have on customers and the organization?



## **OUTSTANDING SERVICE OR TRADE EMPLOYEE**

The *Outstanding Service or Trade Employee* award recognizes an employee who has a distinguished record of exceptional, sustained superior performance in recognized trade, craft, skilled or unskilled manual and technical occupations. This category is for wage grade employees and others with a trade component.

*NOTE: Professional engineers and scientists should be included in the Technical and Scientific category.*

This award will be presented to TWO categories:  
Category 1 – WG 1-6 or military / postal equivalent  
Category 2 – WG 7 and above or military / postal equivalent

### **Nominations will be judged on the following criteria:**

1. How does the nominee exceed expectations?
2. How have the nominee's efforts resulted in improved operations that have improved the organization?
3. How has this had an impact on customers and the organization?



## **OUTSTANDING CUSTOMER SERVICE EFFORT - INDIVIDUAL OR TEAM**

The *Outstanding Customer Service Effort* award recognizes an individual or team, which has demonstrated a strong commitment to improving customer service, leadership, customer satisfaction and improved customer relations. The individual or team should have a record of outstanding achievement and results and of treating all customers courteously and with respect. Customers may be internal or external to the organization.

### **Nominations will be judged on the following criteria:**

1. How has the nominee's accomplishments improved customer service?
2. What obstacles had to be overcome?
3. What impact has the nominee had on the organization?



## **OUTSTANDING CREATIVITY AND INNOVATION - INDIVIDUAL OR TEAM**

The *Outstanding Creativity and Innovation* award recognizes an individual or team who has demonstrated a high degree of initiative through creativity and innovation(s) that has resulted in significant operational improvements and/or cost savings for the organization and/or the Federal government. Intangible results may also be considered.

### **Nominations will be judged on the following criteria:**

1. Why is the accomplishment so creative or innovative?
2. What obstacles had to be overcome?
3. How has this had an impact on customers and the organization?



## UNSUNG HERO AWARD

The *Unsung Hero Award* recognizes a Federal employee of any level who has gone beyond the call of duty and sustains a positive image and environment in their workplace. This individual should have made significant contributions to the activity and may or may not have been formally or publicly recognized or rewarded for the efforts. Individuals typically work behind the scenes.

This award will be in recognition for the actual planning or performance of duties, tasks, or projects rather than for supervision or management functions.

One-time acts of heroism may also be considered.

### **Nominations will be judged on the following criteria:**

1. What accomplishments has the nominee performed to go beyond the call of duty?
2. What impact has the nominee's performance had on the organization and customers?
3. How have the nominee's efforts resulted in improved workplace environment and community relations?



## **OUTSTANDING COMMUNITY SERVICE – INDIVIDUAL OR TEAM**

The *Outstanding Community Service* award recognizes an individual or team, which has gone *beyond the call of duty* to contribute to the community. The individual or team has enhanced the image of the Federal government and Federal employees and given service to the community or 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 for at least one year.

### **Nominations will be judged on the following criteria:**

1. How have the nominee's humanitarian or charitable contributions gone "above and beyond the call of duty"?
2. What impact have the nominee's acts had on charitable/community service organizations?
3. How have the nominee's efforts resulted in improved community relations?



## **OUTSTANDING FEDERAL VOLUNTEER**

The *Outstanding Federal Volunteer* award recognizes an individual who is not on the payroll of a Federal agency, but performs in a volunteer capacity. This may include Federal and other retirees, students, auxiliary staff and other organization volunteers who are instrumental to the mission and goals of your agency.

Nominees should have volunteered on a regular basis for at least the last twelve consecutive months and made a significant contribution to the mission of the agency.

### **Nominations will be judged on the following criteria:**

1. Why is the nominee such a great volunteer?
2. In what ways does the nominee exceed expectations?
3. What impact has the nominee had on customers and the organization?