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# Buffalo Federal Executive Board

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Buffalo Federal Executive Board Members:

I am pleased to forward to you the 2013 Federal Executive Board (FEB) Excellence in Government nomination package. The FEB EIG program is the one interagency opportunity we have to recognize our outstanding employees, and I encourage your participation in the program.

**Nominations are due to the FEB office no later than February 28, 2013.** Nominations are accepted by mail and e-mail (director@buffalofeb.org).

Please follow the general nomination instructions. Because of time pressure related to the planning of this event, there are no extensions to this deadline.

The success of your nominees is directly related to the effort made in documenting their accomplishments. *The awards committee will present multiple awards in a category if warranted.* Nominations should be written to an audience that has no knowledge of your agency's activities or the specific duties of the nominee. *Please write clearly and concisely without agency-specific acronyms or terminology, describing specific achievements with factual data.*

Nominations are not limited to General Schedule (GS) employees. Nominations are invited from all categories of Federal employees: Military (Active and Reserve), Wage Grade, Scientific and Technical.

The selection board reserves the right to consider a nominee in a different category than that listed in the nomination if more appropriate.

Selection of the winners will be made by the Awards Committee in late March. All nominees will receive name recognition in the awards program. **The awards will be presented at a ceremony to highlight Public Service Recognition Week, May 8, 2013 at the Buffalo Convention Center.**

If you have any questions about the awards program, please call me at 716-551-5655. Please participate in this very special FEB initiative.

Sincerely,

Paul M. Kendzierski  
Executive Director



## GENERAL NOMINATION INSTRUCTIONS

- **Each nomination must be accompanied by the following:**
  - Nomination Forms checked off for which category the nomination is submitted and the contact information.
  - Narrative- The nominating official should address as many of the evaluation factors for each category as possible. *Write clearly, without agency-specific acronyms or terminology, describing specific achievements with factual data. The narrative should not exceed one page; single-spaced, not smaller than 12-point type.*
  - Summary –Summarize the nomination in 100 words or less. *If the nominee is selected, this summary will be used for the awards program.*

### **NOMINATIONS MUST BE SUBMITTED BY FEBRUARY 28, 2013 TO:**

E-Mail:           director@buffalofeb.org

Mail:             Paul Kendzierski  
                      (Attn: Excellence in Government Program)  
                      Buffalo Federal Executive Board  
                      130 South Elmwood Avenue, Suite 416  
                      Buffalo, New York 14202

- Award recipients will be selected by the FEB Awards Committee in March.
- Awards will be presented during a ceremony highlighting Public Service Recognition Week, May 8, 2013 at the Buffalo Convention Center.



## 2013 NOMINATION FORM COVER

**NOMINEE'S Name** \_\_\_\_\_

(If this is a Team nomination, please give the group name and attach the individuals' names separately.)

**Nominee's Title and Grade** \_\_\_\_\_

**Nominee's Agency** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**NOMINATOR'S Name** \_\_\_\_\_

**Nominator's Title** \_\_\_\_\_

**Work Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Approved By** \_\_\_\_\_

(Agency Head Signature)

## 2013 NOMINATION FORM

**AWARD CATEGORY**-Please check off the ONE category for which this nomination is submitted:

- CHAIRMAN'S AWARD FOR CONTINUOUS EXCELLENCE**
- CHAIRMAN'S AWARD FOR VALOR**
- COMBINED FEDERAL CAMPAIGN (CFC) VOLUNTEER AWARD**
- COMMUNICATIONS & OUTREACH AWARD**
- COMMUNITY SERVICE AWARD**
- CUSTOMER SERVICE AWARD**
- DISTINGUISHED EXECUTIVE AWARD**
- DISTINGUISHED GOVERNMENT SERVICE AWARDS-7 Categories**
  - GS 7 & BELOW**
  - GS 8-11**
  - GS 12-13**
  - GS 14 & ABOVE**
  - LAW ENFORCEMENT/INVESTIGATIVE**
  - MILITARY ACTIVE DUTY**
  - MILITARY RESERVE/GUARD**
- DISTINGUISHED TEAM LEADER AWARD**
- INFORMATION TECHNOLOGY AWARD**
- EMERGENCY PREPAREDNESS AWARD**
- EXCELLENCE IN WORK FORCE DEVELOPMENT AWARD**
- OUTSTANDING ADMINISTRATIVE SUPPORT AWARDS**
- OUTSTANDING SUPERVISOR AWARD**
- SPECIAL AWARD**
- TEAM AWARD**

<b><u>AWARD CATEGORY DESCRIPTIONS</u></b>	<b><u>PAGE</u></b>
• CHAIRMAN’S AWARD FOR CONTINUOUS EXCELLENCE	1
• CHAIRMAN’S AWARD FOR VALOR	1
• COMBINED FEDERAL CAMPAIGN (CFC) VOLUNTEER	1
• COMMUNICATIONS & OUTREACH AWARD	1
• COMMUNITY SERVICE AWARD	2
• CUSTOMER SERVICE AWARD	2
• DISTINGUISHED EXECUTIVE AWARD	2
• DISTINGUISHED GOVERNMENT SERVICE AWARDS-7 Categories	3
GS 7 & BELOW	
GS 8-11	
GS 12-13	
GS 14 & ABOVE	
LAW ENFORCEMENT AND INVESTIGATIVE	
MILITARY ACTIVE DUTY	
MILITARY RESERVE/GUARD	
• DISTINGUISHED TEAM LEADER AWARD	3
• INFORMATION TECHNOLOGY AWARD	3
• EMERGENCY PREPAREDNESS AWARD	4
• EXCELLENCE IN WORK FORCE DEVELOPMENT AWARD	4
• OUTSTANDING ADMINISTRATIVE SUPPORT AWARD	4
• OUTSTANDING SUPERVISOR AWARD	5
• SPECIAL PROJECT AWARD	5
• TEAM AWARD	5

## **CHAIRMAN'S AWARD FOR CONTINUOUS EXCELLENCE**

### Qualifications

An employee of any grade level who has given at least 20 years of service to the Federal government.

### Evaluation Factors may include but are not limited to:

- Nominee should exemplify dedication and commitment to the spirit and mission of both the agency and to public service.
- Demonstrates continuous excellence in the performance of their duties
- Continuously improves procedures to streamline results
- Displays exceptional interpersonal skills

## **CHAIRMAN'S AWARD FOR VALOR**

### Qualifications

This award is given to a Federal employee, uniformed or civilian who displays exceptional courage in the service or their county, community or fellow man.

### Evaluation Factors may include but are not limited to:

For an act that involved personal risk, either in conjunction with the employees' job or in an act as a private citizen.

## **COMBINED FEDERAL CAMPAIGN (CFC) VOLUNTEER AWARD**

Qualifications- Individuals who have contributed their time, talent and energy as a key worker or agency coordinator during the 2012 campaign.

### Evaluation Factors may include but are not limited to:

The volunteer demonstrated outstanding initiative, creativity, enthusiasm and energy in raising the awareness of the CFC campaign

## **COMMUNICATIONS & OUTREACH AWARD**

### Qualifications

The nominee uses creative and innovative skills to raise awareness of the agency and its programs in a positive manner through media outlets to the general public and the business and/or the non profit community.

### Evaluation Factors may include but are not limited to:

- Writes press releases and articles on the agency, its programs and activities.
- Acts as a spokesperson to the media and works to strengthen those relationships
- Maintains liaison relationship with public organizations, key Congressional, municipal and other government agencies.
- Plans and executes outreach events
- Expands the use of traditional and non-traditional media outlets (radio, electronic, periodicals, television, web based etc).

## **COMMUNITY SERVICE AWARD**

### Qualifications

Individuals have contributed their time, talent and energy without pay during non-duty hours.

### Evaluation Factors may include but are not limited to:

The voluntary service may span a broad range of activities that directly or indirectly contribute to the well being of the community by either individual effort or through work in civic, community or other humanitarian organizations/activities.

## **CUSTOMER SERVICE AWARD**

### Qualifications

Nominees who provide exceptional direct service to the public either in person, over the telephone, or electronically.

### Evaluation Factors may include but are not limited to:

- The employee made an exceptional effort to resolve a particularly difficult situation in which a member of the public would have suffered a tangible loss of a material benefit without the intervention and action of the nominee; or the situation would have never been resolved without the employees' extraordinary effort.
- The employee in providing exceptional direct service to the public has been acknowledged or recognized by superiors and co-workers or by the public directly.

## **DISTINGUISHED EXECUTIVE AWARD**

### Qualifications

GS 13-14-15, Senior Executive Service (SES), Senior Level (SL), Scientific or Professional (ST) positions or equivalent military rank.

Nominees for this award are individuals with a broad organizational mission and under whose leadership is responsible for a significant utilization of human and fiscal resources.

### Evaluation Factors may include but are not limited to:

- Supports development of staff
- Detail specific agency accomplishments
- Creation and implementation of a new program(s) that improves the effectiveness of the agency's mission.

## **DISTINGUISHED GOVERNMENT SERVICE AWARD**

### Qualifications 7 Categories

GS 7 & Below  
GS 8-11  
GS 12-13  
GS 14 & Above  
Law Enforcement & Investigative  
Military Active Duty  
Military Reserve and Guard

### Evaluation Factors may include but are not limited to:

- Nominees should exemplify dedication and commitment to the spirit and mission of both the agency and to public service
- The efficiency of the agency has improved based on specific innovations made by the nominee
- Delivery of service has been enhanced by the nominees' innovations
- The nominee has demonstrated leadership/vision in accomplishing the agency's mission

## **DISTINGUISHED TEAM LEADER AWARD**

### Qualifications

A Team Leader is responsible to their supervisor for ensuring that work assignments of other employees of the team are carried out.

### Evaluation Factors may include but are not limited to:

- Demonstrates an ability to effectively communicate and achieve team consensus
- Encourages team members to achieve success
- Employs a proactive approach to motivating the team through innovation

## **INFORMATION TECHNOLOGY AWARD**

### Qualifications

A federal employee that configures/maintains or enhances the electronic or telecommunications work environment.

### Evaluation Factors may include but are not limited to:

- Stays current with technology products to assist in the purchase of hardware and software.
- Works effectively with headquarter office staff on migration issues
- Provides effective service to employees by phone, electronically and/or through workshops.
- Finds creative solutions to reconfigure present/obsolete equipment for new uses.

## **EMERGENCY PREPAREDNESS AWARD**

### Qualifications

The nominee has improved or implemented the planning of preparedness, safety or health measures within their agency.

### Evaluation Factors may include but are not limited to:

- Nominee has developed a comprehensive COOP or evacuation plan
- Participates on the emergency response team during fire/evacuation or other drills.
- Sponsors and or participates in the training of health/medical issues, i.e. CPR training, defibrillator training etc.

## **EXCELLENCE IN WORK FORCE DEVELOPMENT AWARD**

### Qualifications

Nominees can be employees, supervisors or managers who actively and effectively contribute to creating a model work environment.

### Evaluation Factors may include but are not limited to:

- Participates in/or sponsors' activities within or outside of their agency, which foster diversity and enhance career opportunities for employees including the use of mediation.
- Takes a long range view of strategic management of human capital through the recruitment and retention programs.
- Works to create an esprit de corps atmosphere

## **OUTSTANDING ADMINISTRATIVE SUPPORT AWARD**

### Qualifications

Nominees that are involved in administrative, clerical or support functions.

### Evaluation Factors may include but are not limited to:

- Demonstrates personal diligence or initiative by accepting responsibility for completing projects involving unexpected difficulties such as short deadlines, insufficient staff etc.
- Demonstrates an exceptional degree of tact, diplomacy or extreme courtesy in potentially sensitive situations.
- Demonstrates the ability to relieve their supervisor of administrative burdens
- Has taken an innovative approach to improving office procedures such as restructure/improve file system, mail distribution etc.
- Consistently provides quality and timely completed work products
- Demonstrates willingness to take on additional responsibilities

## **OUTSTANDING SUPERVISOR AWARD**

### Qualifications

Defined as an individual who has employees under their direct supervision. The nominee should exemplify leadership qualities.

Evaluation Factors may include but are not limited to:

- Demonstrates leadership and the ability to communicate effectively with employees
- Encourages employee participation to achieve organizational goals
- Encourages creativity and innovation

## **SPECIAL PROJECT AWARD**

### Qualifications

For an employee those significant act, service or achievement affected their organizations mission.

Evaluation Factors may include but are not limited to:

- Description of a difficult or important mission, operation or assignment which was accomplished
- Indicate how the accomplishment had major significance or provided innovation or increased productivity

## **TEAM AWARD**

### Qualifications

For groups of employees those significant act, service or achievement affected their organizations mission.

Evaluation Factors may include but are not limited to:

- Description of a difficult or important mission, operation or assignment which was accomplished by the team
- Indicate how the accomplishment had major significance or provided innovation or increased productivity.