

**54<sup>th</sup> Annual Excellence in Federal Government Awards Luncheon**  
***"Leaders Modeling Excellence"***



Sheraton Waikiki Hotel, Hawaii Ballroom

**April 29, 2010 (Thursday), 1100 a.m. - 2:00 p.m.**

***Menu***

Baby spinach salad, Kula strawberries, Brie, Honey walnuts and Lime mustard seed raspberry vinaigrette, Fresh baked Artisan breads with homemade hummus and butter  
Combination Entrée - soy sake braised boneless beef short ribs *and*  
Tahitian vanilla slow poached onaga, Sweet potato mash, Local farm vegetables  
Satura Signature Desserts (Chocolate Cake or Strawberry Shortcake)  
Coffee or Tea

OR

Vegetarian Meal Choice in Place of the Combination Entree

Asparagus and eggplant cannelloni, sweet tomato coulis and Yukon gold silk potato puree

Cost: \$38.00 (includes tax and tip)

Seating: 10 per Table

**Seating and Table Assignment**

**FEB Representative will e-mail table assignment to agencies by 22 April.** There will be 10 seats per table and it may also be necessary to assign more than one agency to a table. Agency Seat/Table Coordinator's role includes arranging seating at assigned agency tables and notifying employees of their table number.

**Parking**

- Hotel parking garage: \$8 per car for 12 hours (Carpool is strongly encouraged)
- Limited valet parking at a rate of \$13 for 12 hours
- Advance Parking Payment (sign posted): Turn left, after you arrive off the escalator
- Bus Drop-off: Located directly outside of the parking garage entrance

**Dress Code**

The uniform for military nominees is Summer White or Service Uniform -black trousers/khaki shirt (Navy); Tropical Blue (Coast Guard); Summer Service C (Marine Corps); Class B w/ awards decorations (Army); and Short Sleeve Light Shirt with Epaulets (Air Force). Dress for civilians is office or aloha attire.

**Olelo Community Television – Notice to Attendees**

***This Event is being recorded for playback on 'Olelo Community Television and may include shots of the audience. YOU MAY BE INCLUDED IN FUTURE CABELCASTS OF THIS PROGRAM. By joining the audience, you agree to such use of your likeness.***

## Seat Payment and Table Assignment

- Donna Ajifu at 541-1231 [Donna.Ajifu@faa.gov](mailto:Donna.Ajifu@faa.gov)
- Cheryl Tsutsuse at 541-1232 [Cheryl.Tsutsuse@faa.gov](mailto:Cheryl.Tsutsuse@faa.gov)

### **Methods of payment: Due to Agency Seat/Table Coordinator by April 24**

- \*Preferred - Checks / money orders payable to: Honolulu-Pacific Federal Executive Board
- Cash
- Government Purchase Cards (use "Payment Confirmation and GPC Information Form")

### **GAO Decision #B-236040 of October 9, 1990:**

- Ruled that fees charged in connection with the attendance of nominees, award recipients and supervisors at award ceremonies falls within the scope of the Incentive Awards Act.

<p><b>Mar 12</b></p>	<p style="text-align: center;"><b><u>TIMELINE FOR AGENCY AWARDS COORDINATORS</u></b></p> <ul style="list-style-type: none"> <li>▪ Verify FEB's spelling of awardees' names that will be listed in the Awards Booklet. Submit any change requests to <a href="mailto:febawards@disa.mil">febawards@disa.mil</a></li> </ul>
<p><b>April 22</b></p>	<ul style="list-style-type: none"> <li>▪ Email LEAD- <a href="mailto:Nicole.Napuunoa@dhs.gov">Nicole.Napuunoa@dhs.gov</a> (Phone 838-2424) if individual Awardee is unable to accept the award and be sure to assign an Agency Rep to do so. Also, email name and title of person accepting the Federal Employer of Choice and Team Excellence award</li> </ul>
<p><b>April 8</b></p>	<p style="text-align: center;"><b><u>TIMELINE FOR EXPO BOOTH COORDINATORS</u></b></p> <p><u>Expo Booth Registration</u></p> <ul style="list-style-type: none"> <li>➤ LEAD - Thalia Yanazaki at 423-3706 <a href="mailto:Thalia.A.Yanazaki@usps.gov">Thalia.A.Yanazaki@usps.gov</a></li> <li>▪ Send "Expo Data Sheet"</li> <li>▪ Note: Form may be accessed on this web page: <a href="http://www.honolulu-pacific.feb.gov/awards/awards2010.html">http://www.honolulu-pacific.feb.gov/awards/awards2010.html</a></li> </ul>
<p><b>April 19</b></p>	<p style="text-align: center;"><b><u>TIMELINE FOR AGENCY SEAT/TABLE COORDINATORS</u></b></p> <ul style="list-style-type: none"> <li>➤ LEAD - Donna Ajifu at 541-1231 <a href="mailto:Donna.Ajifu@faa.gov">Donna.Ajifu@faa.gov</a></li> <li>➤ LEAD - Cheryl Tsutsuse at 541-1232 <a href="mailto:Cheryl.Tsutsuse@faa.gov">Cheryl.Tsutsuse@faa.gov</a></li> <li>▪ Submit "Payment Confirmation and GPC Information Form" and "Consolidated Payment Confirmation Form" via email or at the Federal Building, 300 Ala Moana Blvd, Room 7-128 (Federal Aviation Administration).</li> <li>▪ Note: Forms may be accessed on this web page: <a href="http://www.honolulu-pacific.feb.gov/awards/awards2010.html">http://www.honolulu-pacific.feb.gov/awards/awards2010.html</a></li> <li>▪ Payment due by April 24 - Mail check and money order, and GPC information to: Federal Aviation Administration, ATTN: Donna Ajifu, 300 Ala Moana Blvd, Box 50244, Honolulu, HI 96850.</li> <li>▪ Please make arrangements with Donna, 541-1231 or Cheryl, 541-1232 if your payment includes cash and will need to deliver your payment to the FAA office.</li> <li>▪ Call Donna or Cheryl 541-1231 or 541-1232 if you require special seating/table accommodations at the Awards Luncheon on April 29.</li> <li>▪ You will receive an email of table assignments. Seating is arranged by tables of 10 people. It may be necessary to assign more than one agency to a table.</li> </ul>
<p><b>April 29</b></p>	<p>At the Awards Luncheon, if your agency has a large number of attendees, we strongly encourage a Representative to sit with other representatives at the "Check-In" table to assist their employees and guests. If you give us advance notice, we will create an "Agency-Name"</p>

*sign for you.*

**NO-COST TRAINING SESSIONS TO BE ANNOUNCED by March 31.....**

**Go to: <http://www.honolulu-pacific.feb.gov/awards/awards2010.html>  
for Awards Event Updates.**