



## HONOLULU-PACIFIC FEDERAL EXECUTIVE BOARD

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January 23, 2004

To: Honolulu-Pacific Federal Executive Board Members

From: Acting FY04 FEB Chair

Subj: 2004 Excellence in Federal Government Awards Nomination Guidelines

WHAT: 2004 Excellence in Federal Government Awards Luncheon

WHEN: June 8, 2004

WHERE: Sheraton Waikiki Hotel, Hawaii Ballroom

The following information is also on the FEB website at [www.honolulu-pacific.feb.gov](http://www.honolulu-pacific.feb.gov):

### REMINDERS:

1. Read the attached nomination guidelines carefully, particularly the eligibility criteria.
2. Nominations can only be accepted from FEB members. A complete roster of members is on the FEB website at [www.honolulu-pacific.feb.gov/FEBmembership.htm](http://www.honolulu-pacific.feb.gov/FEBmembership.htm).
3. Each FEB member may submit ***only one nomination in each of the nine categories***. Agencies/commands that are not members must submit their nominations to a FEB member. Members are then responsible for screening the applications for subordinate commands/agencies and selecting the best candidate for each of the nine categories.
4. FEB members may nominate someone from another agency if the person performed a significant service for the nominating agency.
5. Nominations are due in the FEB office by 4:00 p.m. on ***Wednesday, March 17, 2004***.

To help offset the cost of the luncheon, the FEB will again ask agencies and commands to consider being a financial sponsor of the program. A separate memorandum will be sent later to explain how you can participate.

The attached GAO decision authorizes agencies/commands to pay for the tickets of their nominees and the nominees' supervisor.

As in the past, we encourage FEB members to liberally grant administrative leave for this event. It is more meaningful to honor the nominees and the awardees when the awards are presented with co-workers in attendance. We appreciate your consideration to grant administrative leave given your workload priorities.

If you have any questions about the awards program or the nomination criteria, please call the FEB office at 541-2637.



Brad A. Bellis  
Captain, SC, USN  
Commander  
DLA, Defense Energy Support Center Pacific

Attachments

- 2004 Nomination Guidelines
- GAO Decision B-236040
- Tips for Award Writing

**NOMINATION GUIDELINES**  
**2004 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS**

The Excellence in Federal Government Awards program was established to recognize 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 one of the most important forms of recognition available to federal employees in the Honolulu-Pacific area.

The program also recognizes private citizens who have contributed significantly to the federal mission.

A distinguished panel of prominent local individuals from the private sector rates the nominees in the eight competitive categories. All nominees will be recognized and the winners announced at the awards luncheon on June 8, 2004.

Nominations are now being accepted in the following categories for the 2004 Excellence in Federal Government Awards program:

1. Federal Employee of the Year – Professional, Administrative, and Technical (Small/Large Agency/Command)\*
2. Federal Employee of the Year – Clerical and Assistant (Small/Large Agency/Command)\*
3. Federal Employee of the Year – Trades and Crafts (Small/Large Agency/Command)\*
4. Enlisted Service Member of the Year (Small/Large Agency/Command)\*
5. Military Officer of the Year (Small/Large Agency/Command)\*
6. Manager/Supervisor of the Year (Small/Large Agency/Command)\*
7. Exceptional Community Service
8. Federal Organizational Excellence (Small/Large Agency/Command)\*
9. Citizen of the Year

\*Small Agency/Command (Fewer than 300 employees)  
Large Agency/Command (300 or more employees)

NOTE: Determination of small and large agency/command is based on the population of the nominating FEB member's organization. It is not based on the number of employees of the subordinate agency/command.

## GENERAL INFORMATION:

### A. SUBMISSION FORMAT:

1. Nominations should use or address the judging criteria listed for the category (see table on pages 7 and 8). The nomination **must follow the criteria in the order shown**.
2. See attached tips for writing awards.
3. Nominees will be judged on their accomplishments in calendar year **2003**.
4. An **original and four copies** of the nomination are required for each nominee.
5. Nominations should be typewritten (no less than 10-12 point font); bullet-format is preferred over narrative format.
6. Nominations should include the cover sheet and **no more than two** additional pages that address the judging criteria. Nominations over two pages will be returned to the agency/command for editing.
7. Nominee must sign release statement on the cover sheet that allows the use of nomination information for judging and publicity.
8. Nomination cover sheet must be signed by the FEB member or person acting in that capacity.
9. Mail all nominations to Federal Executive Board, 300 Ala Moana Boulevard, Box 50268, Honolulu, HI 96850 or hand carry to FEB office, Prince Kuhio Federal Building, 300 Ala Moana Boulevard, Room 8-125. Before delivering nominations, please call the FEB office at 541-2637 to ensure that someone will be in the office.
10. Nomination deadline is **4:00 p.m. on Wednesday, March 17, 2004**.

### B. ELIGIBILITY:

The FEB will review all nominations to ensure the individuals meet the criteria. Only eligible nominees and packages that meet the specifications will be referred to the judges for consideration. Agencies and commands should call the FEB office at 541-2637 if there is a question about the criteria and whether a nominee is eligible to compete in a category.

#### 1. GENERAL INFORMATION:

- a. An individual may be nominated for only **one** category.
- b. Former winners in a category cannot be nominated again in the same category
- c. Each FEB member may nominate only **one** candidate in each award category. A list of FEB members is on the website at [www.honolulu-pacific.feb.gov/FEBmembership.htm](http://www.honolulu-pacific.feb.gov/FEBmembership.htm).

- d. Agencies/commands that are not members must submit their nominations to an FEB member. Each FEB member is responsible for screening the applications for subordinate commands and agencies and then selecting the best candidate for each of the nine categories to represent the agency/command.
- e. FEB members may nominate an employee from another organization if the person has performed a significant service for the nominating agency/command.
- f. A large agency/command has a population of 300 or more employees. A small agency/command has fewer than 300 employees. Federal Government contractors are ***not*** considered part of the agency's/command's population.

NOTE: Determination of small and large agency/command is based on the population of the nominating FEB member's organization. It is not based on the number of employees of the subordinate agency/command.

## **2. COMPETITIVE CATEGORIES:**

The following employees are eligible to compete in the eight competitive award categories: (Professional, Administrative Technical; Clerical and Assistant; Trades and Crafts; Manager/Supervisor; Enlisted Service Member; Military Officer; Exceptional Community Service; Organizational Excellence)

- a. Civil Service employees employed by the Federal Government during all of calendar year 2003. Nominees who meet the continuous civil service requirements for 2003 and have since retired are eligible.
- b. Members of the uniformed services on continuous active duty from January 1 – December 31, 2003
- c. Full or part-time employees
- d. Temporary employees that have been employed during all of calendar year 2003
- e. Re-employed annuitants

Federal Government contract employees are ***not*** eligible to compete in the categories.

## **3. CITIZEN OF THE YEAR**

Agencies/commands may nominate a private citizen that has contributed significantly to the Federal Government as a whole or a particular federal agency/command. Individuals have been nominated for fostering intergovernmental cooperation, improving understanding

between civilian and federal communities, and or contributing to the success of federal programs through educational or business efforts.

This is not a competitive category, and all nominees will be recognized. However, nominations will be reviewed to ensure that each person recognized is eligible and has contributed significantly to the Federal Government in Hawaii and the Pacific.

Federal Government employees and Federal Government contractors are ***not*** eligible to compete in this category.

**C. PHOTOGRAPHS:**

Agencies/commands are responsible for taking photographs of their nominees at the luncheon for in-house publications.

**D. MISCELLANEOUS INFORMATION:**

1. The FEB will provide additional information on the speaker, tickets, menu, luncheon schedule, etc. when it is available. Please forward this information to the nominees and other appropriate people.
2. The attached GAO decision B-236040 of October 9, 1990, authorizes agencies to pay for the tickets of their nominees and the nominees' supervisor.
3. As in the past, we encourage members to liberally grant administrative leave for this event. It is more meaningful to honor the nominees and the awardees when the awards are presented with co-workers in attendance. We appreciate your consideration to grant administrative leave given your workload priorities.
4. The FEB will ***not*** release the nomination write-ups of past winners or nominees.
5. If you have any questions about the awards program or the nomination criteria, please call the FEB office at 541-2637.

CATEGORY INFORMATION		
CATEGORY	CATEGORY DESCRIPTION	JUDGING CRITERIA
<b>Professional, Administrative &amp; Technical</b> (Small and Large Agencies/ Commands)	Any <b><i>non-supervisory</i></b> civil service employees in professional/ administrative or technical professions. Nominees may be any grade level.	<ol style="list-style-type: none"> <li>1. Sustained superior performance in position during calendar year 2003.</li> <li>2. Exceptional contributions to improve operations and the attainment of program objectives and/or significant contributions to social, scientific or technological progress/developments on the job.</li> <li>3. How contributions resulted in savings to Federal Government (equipment, manpower, time, other resources).</li> <li>4. Significant improvements in service to customers and/or the public that the organization serves or activities that enhance the public image of government employees.</li> </ol>
<b>Clerical and Assistant</b> (Small and Large Agencies/ Commands)	Any <b><i>non-supervisory</i></b> civil service employees in administrative, clerical, secretarial and support fields. Nominees must be at <b><i>GS-7 and below</i></b> during calendar year 2003.	
<b>Trades and Crafts</b> (Small and Large Agencies/ Commands)	Any <b><i>non-supervisory</i></b> wage grade employees in trades, crafts and labor positions, including leaders and instructors.  General schedule (GS) employees are <b><i>not</i></b> eligible to compete in this category.	
<b>Enlisted Service Member</b> (Small and Large Commands)	Any enlisted members of the uniformed services	
<b>Military Officer</b> (Small and Large Commands)	Any military officers of the uniformed services	
<b>Manager/Supervisor</b> (Small and Large Agencies/Commands)	Any civil service employees responsible for directing the work of others or managing programs. This includes all managerial and supervisory levels. Nominations for this award may be made from any field. The principal factor in selecting the outstanding employee nominated for this category will be his/her competence, efficiency and accomplishment as a supervisor.	<ol style="list-style-type: none"> <li>1. Outstanding and consistent success in performing the management functions of job (plan, organize, control and direct) to attain organizational goals.</li> <li>2. Professional management (EEO and personnel) approach in attracting, retaining and developing a cooperative, cohesive team of motivated and productive employees.</li> <li>3. Leadership and participation in developing and implementing innovative, cost effective programs and operations that are reflected in improved service to customers or public that the organization serves.</li> </ol>

CATEGORY	CATEGORY DESCRIPTION	JUDGING CRITERIA
<p><b>Exceptional Community Service</b></p>	<p>All civil service employees and all grades and ranks of military personnel. Award is limited to individuals only. Groups are <b><i>not</i></b> eligible to compete in this category.</p> <p>Service performed must be:</p> <ol style="list-style-type: none"> <li>1. a single act of heroism/achievement or a continuing pattern of service</li> <li>2. to the community at large</li> <li>3. voluntary and uncompensated</li> </ol> <p>Service <b><i>cannot</i></b> be part of employees' duties or performed on government time. Voluntary service within the agency or command does <b><i>not</i></b> apply.</p>	<ol style="list-style-type: none"> <li>1. Personal commitment and leadership in community activities.</li> <li>2. Personal achievements that resulted in distinct benefits to the community.</li> </ol>
<p><b>Federal Organizational Excellence</b> (Small and Large Agencies/Commands)</p>	<p>Any teams or groups of employees (civil service and/or military) that performed significant acts, services or achievements that affected the successful accomplishment of their organization's mission.</p> <p>Accomplishments of the team/group must:</p> <ol style="list-style-type: none"> <li>1. have been performed during calendar year 2003</li> <li>2. be work related</li> <li>3. be performed on the job</li> </ol> <p>Entire agencies or commands are <b><i>not</i></b> eligible to compete in this category.</p>	<ol style="list-style-type: none"> <li>1. Description of a particularly difficult or important mission, operation or assignment accomplished by the group/team that demonstrated distinctive leadership and teamwork involvement.</li> <li>2. How the accomplishment had major significance or provided innovation in service to the public or provided substantially increased productivity or improved quality in terms of customer focus and satisfaction and strategic planning.</li> </ol>
<p><b>Citizen of the Year</b></p>	<p>Any private citizen that contributed significantly to the Federal Government as a whole or a particular federal agency/command.</p> <p>Federal Government employees and Federal Government contractors are <b><i>not</i></b> eligible to compete in this category.</p>	<ol style="list-style-type: none"> <li>1. Describe how person has fostered intergovernmental cooperation, improved understanding between the civilian and federal community, or contributed to the success of federal programs through educational or business efforts.</li> </ol>

**NOMINATION COVER SHEET  
2004 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS PROGRAM**

Attach to cover sheet **no more than 2 pages** that address the judging criteria.

<b>CATEGORY</b>	
<b>Please check the appropriate box(es) below.</b>	
<input type="checkbox"/> <b>Professional, Administrative and Technical</b> <input type="checkbox"/> Large Agy/Cmd <input type="checkbox"/> Small Agy/Cmd	<input type="checkbox"/> <b>Clerical and Assistant</b> <input type="checkbox"/> Large Agy/Cmd <input type="checkbox"/> Small Agy/Cmd
<input type="checkbox"/> <b>Trades and Crafts</b> <input type="checkbox"/> Large Agy/Cmd <input type="checkbox"/> Small Agy/Cmd	<input type="checkbox"/> <b>Manager/Supervisor</b> <input type="checkbox"/> Large Agy/Cmd <input type="checkbox"/> Small Agy/Cmd
<input type="checkbox"/> <b>Enlisted Service Member</b> <input type="checkbox"/> Large Command <input type="checkbox"/> Small Command	<input type="checkbox"/> <b>Military Officer</b> <input type="checkbox"/> Large Command <input type="checkbox"/> Small Command
<input type="checkbox"/> <b>Organizational Excellence</b> <input type="checkbox"/> Large Agy/Cmd <input type="checkbox"/> Small Agy/Cmd	<input type="checkbox"/> <b>Exceptional Community Service</b>
<input type="checkbox"/> <b>Citizen of the Year</b>	
<b>NOMINEE INFORMATION</b>	
<b>Nominee's or Group/Team's Full Name:</b>	
Title and Grade or Rank: (If military, include branch of service)	
Agency/Command:	
Office Address:	
Home Address: (For publicity purposes only)	
Office Telephone:	Fax:
Email:	
<b>FEB MEMBER INFORMATION</b>	
<b>FEB Member's Name:</b>	
Title:	
Agency/Command:	
Telephone:	
FEB Member's Signature:	
<b>SYNOPSIS INFORMATION</b>	
Fifty-word synopsis of nominee's achievements for printed program:	
<b>NOMINEE 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 2004 Excellence in Federal Government Awards Program."	
Nominee's Signature:	Date:



Comptroller General of the United States  
Washington, D.C.

**DECISION**

Matter of: Career Service Awards Program  
File: B-236040  
Date: October 9, 1990

**DIGEST**

Employees attending regional awards ceremony sponsored by the local Federal Executive Board may be reimbursed the cost of the luncheon and related expenses under the Incentive Awards Act.

**DECISION**

The issue in this decision is whether an agency may pay the fee charged for those employees attending a regional awards ceremony and luncheon sponsored by a local Federal Executive Board. 1/ For the reasons that follow, we conclude that the fee may be paid by the agency.

In May 1989, the Pittsburgh Federal Executive Board sponsored an awards ceremony to recognize certain federal employees for outstanding achievement in their respective fields. The board charged \$13 per person to cover the costs of the plaques, recognition awards, and lunch for the participants. The Bureau of Mines asks whether the agency employees, who were nominated by their agencies for these awards, along with their supervisors or managers may be reimbursed the fee for attending this ceremony as a "necessary expense" under the Incentive Awards Act, as interpreted in our decision in 65 Comp. Gen. 738 (1986).

**OPINION**

As a general rule, an employee may not be paid a per diem allowance or actual subsistence expenses for meals or lodging expenses at the permanent duty station as such expenses are considered personal to the employee. J.D. MacWilliams, 65 Comp. Gen. 508 (1986); 53 Comp. Gen. 457 (1974). However, the Incentive Awards Act authorizes an agency head to pay a cash award and incur necessary expenses for the honorary recognition of employees who meet the stated criteria for such awards. 5 U.S.C. Section 4503.

In 65 Comp. Gen. 738 (1986), we held that the cost of refreshments could be provided from the agency's operating appropriations as a "necessary expense" under 5 U.S.C. Section 4503 where the agency determines that a reception with refreshments, in accordance with Office of Personnel Management regulations, would materially enhance the effectiveness of its awards ceremony. See also B-167835, Nov. 18, 1969, involving the cost of an awards banquet and 66 Comp. Gen. 536 (1987) involving an awards ceremony reception with refreshments.

The awards in this case were not made by the Bureau of Mines and the awards ceremony was not conducted by the Bureau of Mines. However, the awards were based on nominations submitted by each agency in the Pittsburgh area to an interagency coordinating group 2/ and were designed to recognize the employees of those agencies. Thus, in view of our decision in 65 Comp. Gen. 738, we believe the fee charged in connection with the attendance of nominees, award recipients, and supervisors or managers at that ceremony falls within the scope of the Incentive Awards Act. 3/

Accordingly, we conclude that the agency may reimburse those employees who attended the ceremony for the cost of attendance.

Comptroller General of the United States

1/ This decision was requested by Dennis A. Sykes, Chief, Division of Finance, Bureau of Mines, Department of Interior.

2/ Federal Executive Boards are interagency coordinating groups which rely on voluntary participation by its members and which are subject to the oversight of the Office of Personnel Management. See 67 Comp. Gen. 27 (1987); 65 Comp. Gen. 689 (1986).

3/ Such reimbursement would not appear to conflict with the prohibition on interagency financing of boards or commissions. See 67 Comp. Gen. 254 (1988); 67 Comp. Gen. 27 (1987).

## **Excellence in Federal Government Award**

*Tips for Award Writing - Make Your Nominee a Winner*

### **Jargon - General:**

- Use the active voice whenever possible
- Choose vocabulary that realistically describes the accomplishments of the nominee. Do not exaggerate or minimize the importance of various duties.
- Avoid an excessive use of superlatives when describing an employee's work performance or personal attributes. Instead use examples that highlight the performance and attributes to be emphasized
- Use of jargon or acronym. The general rule is to fully spell out an acronym the first time it is used followed by the acronym in parenthesis.
- Excessive use of internal agency jargon is not appropriate.
- Avoid restating or extracting wording from an employee's position description.

### **Specificity:**

- Use specific examples of superior performance as often as possible.
- If relevant, incorporate several pertinent details about the critical events, circumstances, problems, and /or pressures encountered while performing a task or project.
- When describing the value of contributions, be sure to include the impact the accomplishments have on the agency.

### **Criteria:** Describe how the nominee may have demonstrated the following:

- Developed and/or implemented an original, unique and/or creative approach to communication, service delivery; and/or
- Exerted special effort (e.g. experienced difficulty or personal inconvenience), surmounted problems or obstacles in the process of making a communication or service delivery idea successful; and/or
- Rendered extraordinary service to assist the public in times of adverse conditions (e.g. natural disasters, Homeland Security, etc.); and/or
- Rendered extraordinary service while accomplishing important communications, service delivery objectives in a reduced timeframe.

Include any available data or other tangible evidence showing how an improvement resulted from the nominee's actions (e.g., improved productivity, reduced customer waiting time, reduced processing time, reduced cost, greater efficiency or effectiveness, etc.)