

Cleveland Federal Executive Board

A stylized eagle with its wings spread, where the wings are filled with the stars and stripes of the American flag. The eagle is rendered in a light blue and white color scheme, with the flag's colors in red, white, and blue. The eagle is positioned in the center of the page, with its head facing right and its wings extending upwards and outwards.

*Wings of Excellence*

**33rd  
Annual Awards Program**

**2019 Awards Nomination Package  
And Information**

**Deadline for Nomination Packages is February 22, 2019**

# THIRTY-THIRD ANNUAL CLEVELAND FEDERAL EXECUTIVE BOARD AWARDS AND RECOGNITION PROGRAM

## Message to Federal Employees and Agencies

Through Wings of Excellence (WOE), the Cleveland Federal Executive Board (FEB) carries on a tradition of honoring those outstanding Federal employees who exemplify the best in government service. This year, the VA Northeast Ohio Healthcare System (VANEOHS) is honored to be the lead organization in coordinating the 33rd anniversary of this annual event. This is an Awards and Recognition Luncheon on **Friday, May 3, 2019**.

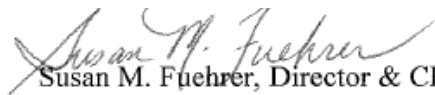
To continue the legacy and prestige from previous years, we request your participation in making the Wings of Excellence event a memorable one. As we did last year, we encourage all Federal Agencies to identify at least one employee from your organization to be recognized. While one is the minimum recommendation, a list of suggested number of employees and number of awardees is included in this packet to assist you in determining how many additional awards based on agency size are appropriate for your organization.

Our employees are the most critical ingredient to the success of our organizations. The work of individuals and teams who go above and beyond deserve special recognition. People who feel appreciated know that their work is valued and recognize their ability to contribute to the success of your organization. It increases their confidence and satisfaction in their work. Please take the time to submit nominations for this meaningful program. For information purposes, Comptroller General Decision B-236040, October 9, 1990, Career Service Awards Programs, allows agencies to pay for employees to attend awards ceremonies and recognition dinners.

Information regarding award criteria, nomination procedures, and an Employee Release Statement to meet Privacy Act requirements are contained in this package. To ensure ample time to coordinate the logistics of this event, all award nomination packages must be received via email by **February 22, 2019**.

Please forward any questions regarding this event to Mark Bell at (216) 739-7000, extension 2102 or email to [Mark.Bell@va.gov](mailto:Mark.Bell@va.gov), or to the Cleveland Federal Executive Board at 216-204-3750 or email to [frankie.r.denmeade.civ@mail.mil](mailto:frankie.r.denmeade.civ@mail.mil).

Thank you,

  
Susan M. Fuehrer, Director & CEO  
VA Northeast Ohio Healthcare System  
Committee Chair, 2019 Wings of Excellence  
Award Program

# Acknowledgement of Receipt

Please confirm receipt of this 2019 Award Nomination Package  
by completing the information below.

Agency Name: \_\_\_\_\_

## Point of Contact for FEB Awards:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please email this page to Mark Bell, [Mark.Bell@va.gov](mailto:Mark.Bell@va.gov)

# **GUIDELINES FOR FEDERAL EMPLOYEE AWARDS AND RECOGNITION PROGRAM**

## **PURPOSE OF AWARDS**

To recognize those employees whose outstanding performances, either on or off the job, have served as an inspiration to others and/or brought credit to the Federal service. Awardees may be recognized for on-the-job performance, community service, or both. The performance being recognized should have occurred during the past year.

## **SUGGESTED CRITERIA/PERFORMANCE CONSIDERATIONS**

In addition to discussing how the award recipient meets or exceeds the performance standards of the employing agency (including any performance standards that may be unique to the mission of the agency), please also consider the following general performance guidelines when selecting an employee for an award.

### **Scope and Importance of Public Service**

Describe the scope, importance, and value of the nominee's activity or performance being recognized. Who has benefited from the nominee's service or performance? How has the service or performance affected the community, the economy, or specific individuals? Has there been an example that would encourage others to seek public service careers? Was the employee's performance or service of a caliber that it would likely restore confidence in the effectiveness and integrity of the Federal service in the minds of the members of the public being served?

### **Effectiveness Measures**

Consider any measurable indicators of organizational effectiveness (e.g., productivity improvements; improvements in timeliness; savings achieved through efficiencies, innovative techniques, or other measures, such as lives saved, number of members of the public served, etc.). Consider the impact on the organization and/or the public as a result of the employee's exceptional service or performance. Did the employee's performance or accomplishments serve as an example or inspiration to others?

## Quality of Performance

Consider the quality of services provided or performance of the nominee, with particular emphasis on the employee's contributions and achievements. Consider how the employee's performance has exceeded the agency's quality standards and the amount of personal effort required to sustain performance at a high level. If appropriate, consider any innovative approaches to the job the employee may have developed and instituted.

## Community Service

Describe the nature of service, the amount of time and effort put forth, the quality of leadership, and/or the number of community members that were or are served.

Each agency will internally manage the nomination process for its employees. The suggested number of employees each agency may nominate is based on the number of agency employees according to the following breakdown:

### SUGGESTED NUMBER OF NOMINEES BASED ON NUMBER OF EMPLOYEES

<u>Number of Employees</u>	<u>Number of Awardees</u>
1 – 50	1
51 – 200	2
201 – 500	3
501 – 1,000	4
1,001 – 2,000	5
2,001 & above	6

## CONTENT OF AWARD NOMINATION PACKAGE

For your convenience, each of the following forms is attached. Please circulate as many copies as appropriate through your agency. Each award nomination must include the following:

**Nomination Cover Sheet.**

Please provide information as requested.

**Agency's Mission or Function Statement.**

Provide a brief description of the Agency's Mission or function. Agencies' mission statements will be published. Therefore, space is limited to 50 words maximum. Do not use abbreviations or acronyms that may be unclear to persons not employed by the nominating agency. **Please also email this information in Microsoft Word or PDF format to Mark Bell, Mark.Bell@va.gov.**

**Nominator's Statement.**

The Nominator's Statement is a brief narrative supporting the scope and importance of the public service of each nominee. Narrative information will be published. Therefore, space is limited to 150 words maximum. Do not use abbreviations or acronyms that may be unclear to persons not employed by the nominating agency **Please also email this information in Microsoft Word or PDF format to Mark Bell, Mark.Bell@va.gov.**

**Privacy Act Notice.**

Press releases, public display of photographed nominees, and the publication of narrative information for the strict purpose of award publicity are voluntary. Therefore, a signed Privacy Act Statement is requested from each nominee.

**Nomination Fee.**

There is an agency participation fee of **\$200.00 per awardee** in the form of a check or money order payable to the Cleveland Federal Executive Board. Payment must be received by the Federal Executive Board no later than close of business **February 22, 2019.**

**Payment for each nomination should be sent to the following address:**

**Chairman, Awards and Recognition Committee  
Cleveland Federal Executive Board  
Anthony J. Celebrezze Federal Building  
1240 East Ninth Street, Suite 355  
Cleveland, Ohio 44199-2002**

**Each nomination package must be emailed in Microsoft Word or PDF format to Mark Bell, Mark.Bell @va.gov.**

**The nomination process is electronic only. There is no need to send in a hardcopy.**



# NOMINATION COVER SHEET

Please attach this sheet to each award nomination package.

Email complete packet to: **Mark Bell, Mark.Bell@va.gov**

Please type or print clearly:

Name of Nominee: \_\_\_\_\_  
(As it is to appear on plaque and in publication)

Job Title: \_\_\_\_\_

Nominee's Agency and Address: (Do not use abbreviations or acronyms.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator or Point of Contact: \_\_\_\_\_

Telephone Number and Extension: \_\_\_\_\_

Signature of Agency Head or Designee: \_\_\_\_\_

Printed Name and Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Award Nomination Package(s) must be received no later than February 22, 2019.**



**AGENCY'S MISSION**  
(25 TO 50 WORDS)



# NOMINATOR'S STATEMENT

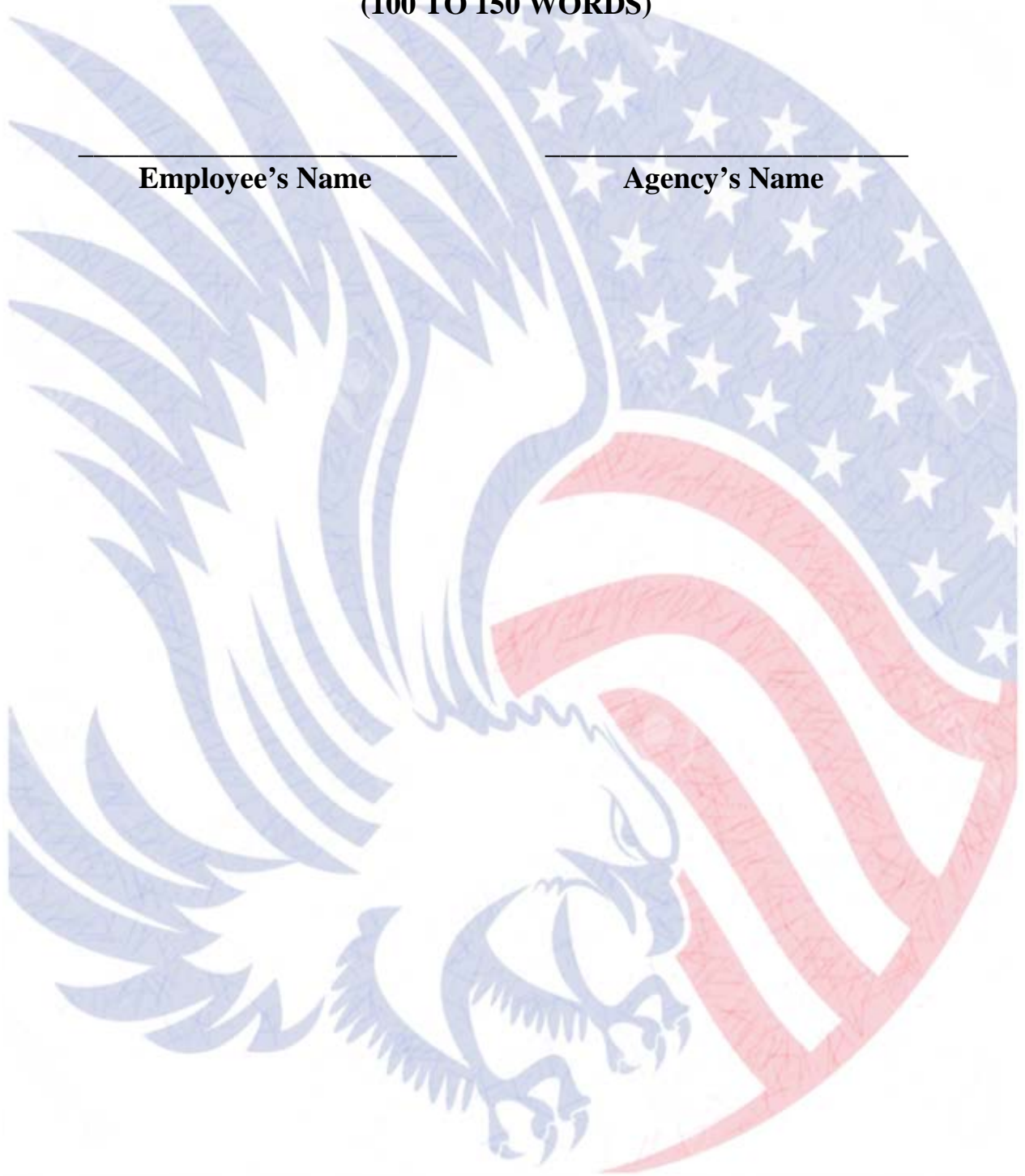
(100 TO 150 WORDS)

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**Employee's Name**

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**Agency's Name**



## **Privacy Act Notice**

Narrative information and photograph are not required by law and are, therefore, voluntary.  
Information provided will be used solely for award publicity purposes.

## **Employee Statement**

I understand the above Privacy Act Notice and agree to the release of the narrative information  
and photograph for the purposes indicated.

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**Employee's Signature**

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**Date**