

Cleveland Federal Executive Board

A large, light gray graphic of a pair of wings, spread out horizontally, with a central circular shape where the wings meet. The wings have a feathered texture.

Wings of Excellence

34th Annual Awards Program

2020 Awards Nomination Package Awards Nomination Information

Deadline for Nomination Packages is February 20, 2020

Acknowledgement of Receipt

Please confirm receipt of this 2020 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 Justin Kaye, justin.kaye@va.gov

THIRTY FOURTH 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 Veterans Administration is honored to be the lead organization to coordinate the 34th anniversary of this annual event. This is an Awards and Recognition Luncheon: **Friday, May 1, 2020, at the Holiday Inn Cleveland South, 6001 Rockside Road Independence, from 11:30 am to 1:30 pm.**

In order to continue the legacy and prestige from previous years. I am asking your participation to make the Wings of Excellence event a memorable one. This year we are encouraging 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 list is included in this packet to assist you to determine how many additional awards based on agency size would be 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 are more positive about themselves and their ability to contribute to the success of your organization. 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 20, 2020.**

Please forward any questions regarding this event to Justine Kaye at Justin.kaye@va.gov or to Anna Vedouras, Executive Director, Cleveland Federal Executive Board at 216-204-7424 or email to: anna.j.vedouras.civ@mail.mil

Thank you for your participation,

Anna Vedouras

Anna J. Vedouras
Executive Director
Federal Executive Board

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 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 awardee's activity or performance being recognized. Who has benefited from the awardee'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 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 awardee, 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 efforts 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 or the number of community members that were or are being served.

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

SUGGESTED NUMBER OF EMPLOYEES AND NUMBER OF AWARDEES

<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 format to Justin Kaye, justin.kaye@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 format to Justin Kaye, justin.kaye@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 21, 2020**.

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 should be emailed in Microsoft Word format to Justin Kaye, justin.kaye@va.gov The nomination process is to be 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: **Justin Kaye**, justin.kaye@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: _____

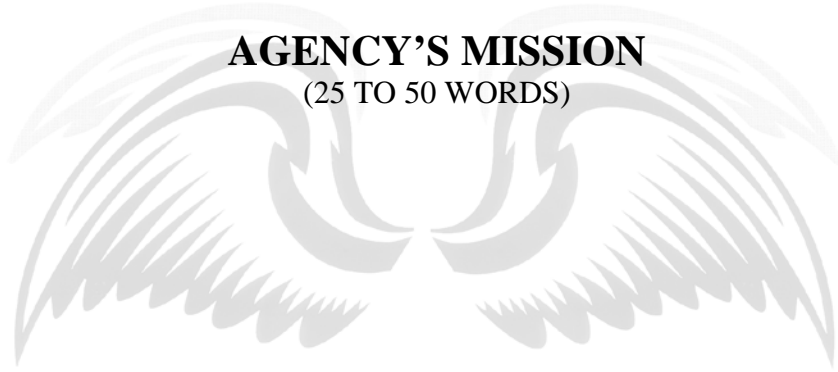
X

Agency Head or Designee

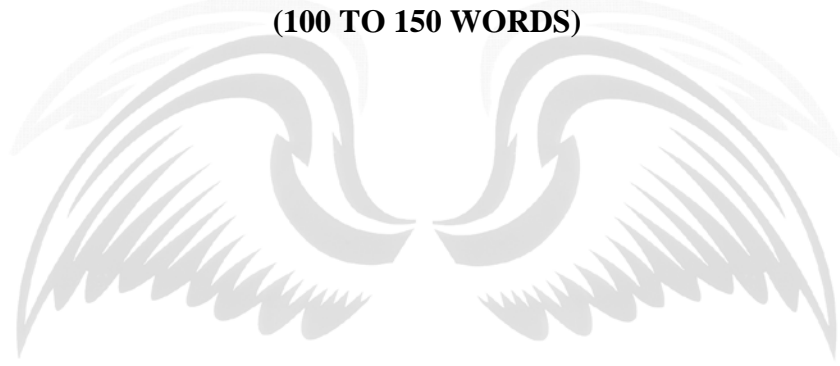
Printed Name and Address: _____

Award Nomination Package(s) must be received no later than February 20, 2020.

AGENCY'S MISSION
(25 TO 50 WORDS)



NOMINATOR'S STATEMENT
(100 TO 150 WORDS)



Employee's Name

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.

Employee Signature

Date