

Cleveland Federal Executive Board

A large, stylized graphic of a pair of wings, rendered in a light gray color. The wings are spread out horizontally, with the upper part of each wing curving upwards and the lower part having a feathered, layered appearance. The text 'Wings of Excellence' is centered over the wings.

Wings of Excellence

35th Annual Awards Program

2021 Awards Nomination Package Awards Nomination Information

Deadline for Nomination Packages is February 19, 2021

Acknowledgement of Receipt

Please confirm receipt of this 2021 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 Anna Vedouras, anna.j.vedouras.civ@mail.mil

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 Anna Vedouras, anna.j.vedouras.civ@mail.mil**

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 Anna Vedouras, anna.j.vedouras.civ@mail.mil**

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 **\$100.00 per awardee**. Payment may be through direct transfer, check or money order payable to the Cleveland Federal Executive Board, or Credit Card with an additional 3% fee. Payment must be received by the Federal Executive Board no later than close of business **March 5, 2021**.

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

**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 Anna Vedouras, anna.j.vedouras.civ@mail.mil 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: **Anna Vedouras**, anna.j.vedouras.civ@mail.mil

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: _____

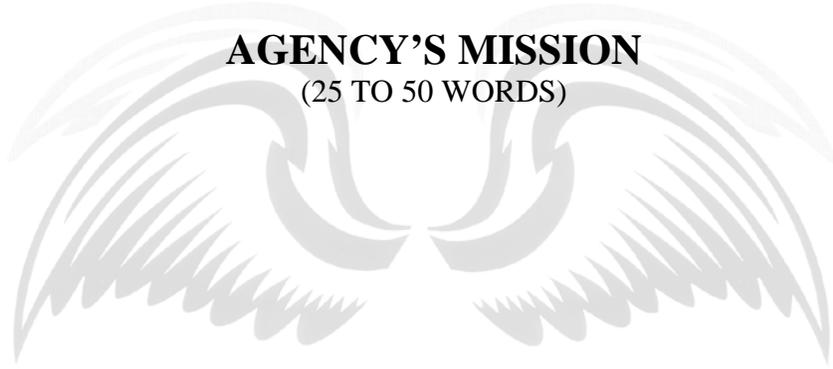
X

Agency Head or Designee

Printed Name and Address: _____

Award Nomination Package(s) must be received no later than February 19, 2021.

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