

BALTIMORE FEDERAL EXECUTIVE BOARD

Honoring Outstanding Men and Women in the Federal Government

(Note: The 2005 Excellence in Federal Career Awards Program Package will be available during Oct 2005)

Purpose:

The Baltimore Federal Executive Board announces the 2005 “Excellence in Federal Career” Program. This program is one of the highlights of Federal Executive Board activity each year. An essential goal of the awards is to obtain the maximum number of nominees from as many agencies as possible. The purpose is to honor outstanding men and women in the Federal Government who have performed exceptional and meritorious work for and to encourage high standards of performance in the Federal Government.

Eligibility of Nominees:

Nominees must be permanent civilian or military career employees of the Federal Government assigned to the agencies who are members of the Baltimore Federal Executive Board. Member agencies are those listed in the Federal Executive Board Directory. (Exception to this requirement is Heroic Act Category VII and Community Service Category VIII. Nominees may include retired Federal, civilian and military personnel). Nominees and recipients, EXCEPT the winner of a category from prior years are eligible for nomination. Winners of a category may not be re-nominated for that category.

Awards are issued primarily in recognition of exemplary job performance and contributions to the Federal Government or the community. Other factors are given proportionate weight by the Screening and Selection Committees. It is possible a nominee could be considered for more than one category. When this happens, the agency should be guided by the nature of the accomplishments for which the employee is being recommended. The decision on which category is appropriate is the prerogative of the nominating agency. Under no circumstances will changes be allowed to nominations submitted after the deadline date of **TBD (on or about 3 January 2005)** These are the MINIMUM requirements for eligibility.

Number of Nominees:

Each agency or installation may submit nominations for one or more of the categories but there may not be more than one nomination for each category. An “agency” as is it used in this context is determined by its listing in the Federal Executive Board Directory.

Submission of Nominations:

Nominations may be submitted by any Federal employee/retiree. Each nomination must be signed by the agency/installation head or authorized designee. If a person is nominated by your agency who is employed by another Federal agency, the nominator must receive the signature of the employing agency head prior to submission.

Nominations must be received by the Federal Executive Board Office NO LATER THAN 4:00 P.M., **TBD (on or about 3 January 2005)**

They should be submitted to:

Baltimore Federal Executive Board
Federal Building, Suite G-13
31 Hopkins Plaza
Baltimore, MD 21201
Attn: Chair, Excellence in Federal Career Program

The winner will be awarded a certificate commorating his/her achievement. All employees who are nominated by their agencies will receive recognition.

General Information:

Group nominations are acceptable ONLY in Heroism Act Category VII.

To provide uniformity and fairness, ALL nominations must be submitted on the form provided, otherwise nominations will be returned for compliance with insturctions.

We invite you to begin now to consider possible nominees from your agency for all categories of awards. The awards will be presented at the Awards Luncheon - location, date, and time will be provided later.

Selection Process:

A Screening Committee, composed of Federal employees will select finalists. Award winners will be selected by a distinguished panel composed of private sector leaders in the Baltimore area. The written nomination is critical in the screening process. To be successful, time and care must be devoted to its preparation. The Screening Committee will base their decisions on this information. It is essential that information provided be accurate and the reasons for the nomination be specific and detailed.

Action:

The memorandum or the information should be distributed within each agency to all employees. Employees should be instructed on the agency procedures to be followed to nominate candidates. Agencies may want to consider the possibility of awarding all agency nominees special recognition.

CHECKLIST:

- _____ Completed Employee Nomination Form - Cover page
- _____ Required Signatures
- _____ Completed Nomination - 3 pages max - Using form provided w/Black Border
- _____ Original +5 Copies

Excellence in Federal Career
2005

Employee's Name

Category Number

Nominator's Statement

Employee's Name: _____

Category Number: _____

Employee's Name: _____

Category Number: _____

Category I - Outstanding Supervisor:

- a. Grades 13 & Above
- b. Grades 12 & Below
- c. Trades & Crafts

There are three awards for supervisors in this category. Supervisors should be nominated for the award that corresponds to their grade level-Grades 13 & Above, Grades 12 & Below, and Trades and Crafts.

Nomination Instructions:

Job Competence:

Superior Performance.

Describe only such accomplishments or sustained quality of performance that are clearly beyond normal job expectations. Also, describe the manner and extent to which normal job expectations are exceeded. Examples of unusual amounts of work completed, exception quality, demonstration of extraordinary resourcefulness, imagination or ingenuity should be provided where relevant. The granting of an outstanding award under the Incentive Awards Program is not a pre-requisite for nomination.

Impact.

Specify whether, how, and to what extent performance described in (a) has direct impact on nominee's own job assignment or on other activities in your local organization, on work of your agency beyond the local area, on the operations of other Government agencies, or on the community at large. Provide quantitative data if possible, e.g. number of people affected, number of dollars saved, duration of impact, etc.

Recognition:

Describe all forms of recognition accorded the nominee in any form but particularly in relation to his/her job assignment. Include under this term any special awards, commendations, or other recognition for intentions, suggestions, special acts, sustained superior performance, recognition in the form of significant committee assignments, election to office, honorary membership, etc. It is not necessary that examples of recognition be limited only to the past year. Please specify, therefore, the timing of any items described in this section. Recognitions should be identified either as "job related" or "other". If possible, when membership of an organization is shown, it would be helpful if some of the duties connected with that membership were specified.

Efforts Towards Self-Development:

Describe activities the nominee has pursued on his/her own initiative, on his/her own time, and while employed full-time in the Federal Government.

Other:

Describe or list any additional job-related activities or information that you feel should be considered that have not been covered elsewhere in the nomination.

Category II - Outstanding Professional (Non-Supervisory)

- a. Technical, Scientific & Program Support
- b. Administrative, Management & Specialist (Generally Grades GS-5 and above)

Employees categorized as professional are those NON-SUPERVISORY employees whose occupations are identified in the professional series under the General Schedule.

Technical, Scientific & Program Support:

A recipient may be an engineer, health professional or scientist, etc., engaged in research, development or production, who, in the course of his/her work has made an outstanding technological contribution in a scientific or technical field or who has significantly enhanced understanding in a specific discipline. Other examples include but are not restricted to social workers, accountants, auditors, architects, and mathematicians.

Administrative, Management & Specialist:

The employee typically advises on or performs work in a program, business, fiscal management, or operations area. The work performed is based upon the established principles of a profession or science and requires professional or technical training equivalent to that represented by graduation from a college or university of recognized standing. Professional/administrative work is generally creative, analytical, evaluative and interpretive and there is applied, in all instances, a range and depth of knowledge and judgment that can be acquired only through a thorough familiarity with all the theories and assumptions of the particular profession or administrative field. Examples include, but are not restricted to, criminal investigators, artist specialists/illustrators, labor relations, budget analysts, and transportation specialists.

Nomination Instructions:

Refer to Nomination Instructions, Category I

Category III - Outstanding Para-Professional (Non-Supervisory)

- a. Technical, Scientific & Program Support
- b. Administrative, Management & Specialist (Generally Grades GS-4 and above)

Employees categorized as para-professional are those NON-SUPERVISORY employees whose occupations are identified in the professional series under the General Schedule.

Technical, Scientific & Program Support:

NON-SUPERVISORY employees, categorized as a technician, typically perform a variety of work relating to the area of specialization that requires the application of a considerable number of different basic but established methods, procedures, and techniques. Assignments usually involve independent responsibility for planning and conduct of work which is a complete conventional project of relatively limited scope or a portion of a larger and more diverse project.

Administrative, Management & Specialist:

NON-SUPERVISORY employees categorized as administrative are those employees whose occupations are identified as an advisor, assistant, or representative or management or specialist in a management or general business function of supporting service. These employees' primary duties may consist of performing work that significantly affects the formulation or execution of management policies or programs; or involves general management or business functions or supporting services substantial importance to the organization services; or involves substantial participation in the executive or administrative functions of a management official.

Nomination Instructions:

Refer to Nomination Instructions, under Category I.

Category IV - Outstanding Clerical:

Employees in this category include clerks, clerk-typists, clerk-stenographers, secretaries and others performing work of a clerical nature.

Nomination Instructions:

Refer to Nomination Instructions, under Category I.

Category V - Outstanding Trades or Crafts Employee:

Employees in recognized trades or crafts or other skilled mechanical crafts, or in unskilled, semi-skilled manual-labor occupations. Foreman and supervisors in positions having trade, craft or laboring experience and knowledge as the paramount requirement should be nominated in Category I rather than Category V.

Nomination Instructions:

Refer to Nomination Instructions, under Category I.

Category VI - Equal Employment Opportunity Service:

The award is given to the individual whose contribution has the most far-reaching, positive effect on Federal EEO Program (including all Special Emphasis Programs). Recognition is also appropriate for those persons who exhibit outstanding performance in the EEO area. Significant contributions include, but are not limited to:

- a. Increasing the effectiveness of an agency EEO Program through outstanding performance.
- b. Increasing understanding and acceptance of the agency principles of EEO.
- c. Developing and/or implementing a project to enhance the principles of EEO.
- d. Bringing the community and agency together the achievement of EEO as a common goal.
- e. Providing counsel and/or guidance which converted an adverse situation to a positive one.
- f. Demonstrating sensitivity to the needs of the listed categories, this might be shown in areas of recruitment, hiring, training and awards.
- g. Motivating employees through direct encouragement and assistance to develop their full potential and utilization of their skills to the maximum extent.

Nomination Instructions:

Refer to Nomination Instructions, under Category I. This category is not for EEO Counselors.

Category VII - Heroism Act:

Any recognizable heroic act by an employee, Federal or retiree, either on or off the job, involving great, personal risk or requiring outstanding courage or competency in an emergency.

Examples of acts that might meet the criteria of such an award:

Response to emergency situations in which an act of great personal risk was performed, such as:

- Public property defended, civil disturbance
- Lives are saved, rescues attempted, or
- Any other similar act

Nomination Instructions:

Provide specifics relating to the severity of the situation. Those details that graphically describe the risk to the nominee of his/her life while performing the act are especially important.

Category VIII - Community Service:

This award is given for outstanding contributions toward providing services and establishing rapport with Federal agencies, professional educational business, civic and veteran's organizations. An employee, Federal or retiree, recommended for an award for excellence in service to the public might have:

- a. Assisted any individual or group in solving an exceptionally complex or sensitive problem.
- b. Tactfully disposed of a problem presented by someone displaying a dissatisfied or hostile attitude, in a manner that satisfied the affected individual.
- c. Demonstrated high standards of workmanship in personal and telephone contacts with individuals or groups concerning the mission, functions or services of the agency.
- d. Rendered a service to a group outside the agency by an act or series of actions that facilitated cooperative relationships between the group and the affected agency, or facilitated cooperative relations between community groups not affiliated with the Federal Government.
- e. Voluntary services for outstanding contributions to the general public or the community through efforts not directly related to an employee's primary job. Contributions will be judged on the basis of value received by the general public. Normally, but not exclusively, most of the time will have been volunteered outside of work hours.

For Example:

- (1) An important contribution to the well being of the community by either individual effort or work through an organization; evidence should be provided.
- (2) A substantial and continuing record of contributions to the well being of the community participation in a variety of activities.

Nomination Instructions:

Describe the situation. Summarize the possible solutions and the reason(s) for the selection in solving a problem; if volunteer service, describe the service, time involved, etc. Recognitions received by other organizations should be noted. Benefits the community has realized or how the community is a better place as a result of the nominee's performance should be provided.

Category IX – Distinguished Public Service Career:

Nominee must be a former Federal employee, either military or civilian, supervisory or non-supervisory, who retired from active service during Fiscal Year 2004. The nominee shall have been most recently employed by a member agency of the Baltimore Federal Executive Board.

Nomination Instructions:

Narrative should provide a convincing basis for selection of the nominee as the outstanding, recently retired, career employee in the Region. Narrative should include, where appropriate, a listing of significant accomplishments, awards and honors (including those made by non-Federal entities for work done as a Federal employee), etc., and must include duties performed, level of responsibility and reason(s) why the nominating agency believes the nominee to be exceptional. If the nominee possessed a unique capability(s), this should be mentioned. Unusual career assignments would be of interest but would not, of themselves, be the sole basis for selection.

The nomination should provide, as completely as possible, a picture of the total person.

Enclosures and supplemental material should not be submitted.

Chief Executive signature may be substituted with the signature of the President of a retiree organization but only if that person has confirmed the career status with the individual's agency.

Category X - Rookie of the Year:

- a. Professional
- b. Para-Professional
- c. Clerical or Trades & Crafts

This award is given to recognize newly hired employees within the Federal Service for their achievements. Candidates must have been hired or entered military active duty **between July 1, 2003, and December 31, 2004**, for first-time employment or duty with the Federal Government (Civilian or Military). "Duty" is defined as any type of duty (e.g. stay-in-school, internship, full or part-time) or, if military, the first duty assignment (e.g. an installation/base or unit/ship) following basic training/boot camp.

Nomination Instructions:

Nominees may be employed in any professional, para-professional, clerical, or trades and crafts position. They must have demonstrated exceptional effort, commitment, cooperation, grasp of their duties and a desire to achieve beyond normal expectations. Nominations should contain comments on the following factors:

- Demonstrated competence and efficiency by outstanding accomplishments on the job.
- Displayed initiative, innovation, perseverance and leadership in the performance of duties.