



**Public Service Awards
2018 Nomination Package**

DALLAS-FORT WORTH

INTERAGENCY RECOGNITION PROGRAM

NOMINATION OPEN PERIOD: MARCH 1 THRU MARCH 30, 2018

AWARDS CEREMONY: JUNE 12, 2018 10:00AM

ARLINGTON CONVENTION CENTER

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DALLAS-FORT WORTH FEDERAL EXECUTIVE BOARD

HOW TO SUBMIT NOMINATIONS

- Download Nomination Form from website <https://dfw.feb.gov>
Nomination Form should be saved on your computer
- Complete all fields of Form and develop a 1-page essay to justify your nomination
 - Save completed form and essay in WORD format
 - All Nominations must be submitted electronically to febawards@dfwfeb.us
 - Include the Nomination Form and one-page Essay as email attachment
 - Include a separate attachment with individual names of Team or Group members
 - ONE NOMINATION FORM & ESSAY PER EMAIL "PLEASE"
 - Type Award Category in Subject Line of Message
 - Provide Agency Contact information in Body of Message
 - All attachments should be saved in Microsoft WORD format
 - The "auto-response" is your Receipt Confirmation
 - The Nomination **DEADLINE is 5 pm March 30, 2018**
 - There is NO LIMIT to the number of Nominations per agency
 - **Nominations will NOT be accepted after March 30, 2018.**
- SEE DETAILS ON PAGE 7 of the Awards Package posted to the FEB website at <https://dfw.feb.gov>

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ELIGIBILITY AND NOMINATION REQUIREMENTS

- **Eligibility:** All Civilian and Military Federal employees of U.S. Government Departments, Agencies & Offices in the Dallas-Fort Worth Metro area are eligible for awards. Federal retirees who separated from service on or after September 30, 2017 are eligible. **Prior year Award Winners may not be nominated in the same award category for three consecutive years immediately following their winning year.**
- **Selection Criteria:** For all award categories, the nominee must have demonstrated a strong commitment to public service and performed activity resulting in significant accomplishments within their field. A Nominee's performance should be innovative, high impact, and meet a critical need of the customer or our nation.
- **Nomination Requirements:** All nominations must include a completed nomination form and a one-page essay that identifies specific accomplishments and outcomes. The accomplishments must have occurred in the last 12 months—March 2017 to March 2018. The nomination period is open thru March 30. **Nominations must be received by 5:00 pm, on March 30, 2018.** Nominations may be submitted by anyone familiar with the nominee and their work; however, the nomination must be approved by the nominee's agency head or local Senior official prior to submittal. **An individual or group may be nominated for one or two award categories. [2 category limit per accomplishment/justification] Nominations will NOT be considered for more than two award categories.**
- **Nomination Essay Requirements:** **Essays must not exceed one page of narrative typed in 12 or 10 pt font with 1/2 in margins. Each essay should:**
 - Summarize the accomplishments or outcome within the first two sentences;
 - Indicate when the accomplishments occurred;
 - Explain who the accomplishments benefit and how it benefits them;
 - Describe why the accomplishments are important to the customer or our nation; and
 - **Address criteria and rating elements specific to the award category.**
- **Team/Group Nominations:** To nominate a team or group for an award category, please select a Team Name. (*TEAM NAME should be catchy, creative, descriptive and brief*) The Team Name you select shall be listed as the "Nominee" on the nomination form and in the essay. **The full name and agency of each team member must be listed on a separate sheet as an addendum to the nomination form** (*the addendum will not be counted as an additional page to the essay*). All references to the nominee will refer to the Team Name selected. (Including the Award Certificate & Winner Trophy if selected). **A Team list MUST be submitted with the correct spelling of each member's name.**
- **Nomination Process:** ALL NOMINATIONS MUST BE SUBMITTED ELECTRONICALLY to the Awards email address: febawards@dfwfeb.us **Attach one Nomination Form & Essay per email PLEASE.**
- **Peer-Review Panel:** This panel is comprised of federal employees designated by their Agency to represent federal offices in the North Texas area. The panel is responsible for the peer-review of nominations and the selection of finalists in each award category. The Nomination Peer-Review Panel will rate each nomination based on the criteria and rating elements for each award category. The panel reserves the right to refer a nomination for consideration in an alternative award category if eligible.
- **Lead Agency:** The Lead Agency for the Interagency Awards Program 2018 is the **U.S. Department of Labor, Dallas Regional Office (DOL)**. The Lead Agency will host the Peer-Review Panel to review nominations and select awards finalists on **April 18, 2018**.
- **Selection Committee:** All Award Recipients will be selected by The Blue Ribbon Panel of Judges consisting of Private Citizens and Business leaders from State/Local Government, Private Sector, Media, Entertainment, Academia or Non-Profit organizations. The committee will be led by a Retired Federal Executive departed from service at least one year. This Committee of Judges will review and rate the nomination package of each finalist to select award recipients.
- **Awards Ceremony:** Selected recipients will receive an award commemorating achievements at the Annual Salute to the Stars Awards Ceremony on **June 12, 2018**. All nominees will be honored. Each nominee will receive a Certificate of Recognition for Public Service Excellence. Please direct any questions regarding the Awards Program or the selection process to the FEB staff at (214) 767-5370 or Lead Agency, at febawards@dfwfeb.us

AWARD CATEGORIES & CRITERIA

1. CUSTOMER SERVICE AWARD

This award recognizes an individual or group for a significant contribution to Public Service in activities focused on meeting the needs of the Customer. Nominees must have demonstrated performance that Exceed Customer Service Goals, Improved Product or Service Delivery or Reduce Red-tape.

CUSTOMER SERVICE RATING ELEMENTS:

Identify Accomplishments that Exceeded Customer Service Goals
Example of Performance that Improved Product or Service Delivery to Customer
Example of how Performance Reduced Red-tape for Customer
What Outcome was Achieved? Why Should Your Nominee Win the Award?

2. INTERAGENCY COLLABORATION AWARD

This award recognizes an individual or group for a significant contribution to Public Service in activities that require coordination, planning and collaboration with **other governmental Organizations (across agency/departmental jurisdictional lines)**. Nominee performance should include active coordination and collaboration with two or more organizations to meet common goals.

INTERAGENCY COLLABORATION RATING ELEMENTS:

Provide example of coordination/collaboration efforts with multiple organizations
Evidence that accomplishments were made using Collaborative Government approach
Identify Level of Complexity for coordinating activity among multiple organizations
What Accomplishments were met?
What Outcome was Achieved? Why Should Your Nominee Win the Award?

3. LAW ENFORCEMENT AWARD

This award recognizes an individual or group for a significant contribution to Public Service in activities related to Justice and Law Enforcement. Eligible activities include but are not limited to: Performance of Law Enforcement, Security, Justice, Investigative, Legal or related work. May also include Civil Rights, Criminal Justice, Fraud Detection & Prevention, Counterterrorism or Intelligence.

LAW ENFORCEMENT RATING ELEMENTS:

Innovation/Creativity in problem solving and achieving results
Evidence of Impact on Organization, Community or Customers served
What Outcome was Achieved? Why Should Your Nominee Win the Award?

4. COMMUNITY SERVICE AWARD

This award recognizes an individual or group for an extraordinary contribution in service to a community or local non-profit, performed without compensation during non-duty hours. Activities should demonstrate a commitment to improving the lives of others.

COMMUNITY SERVICE RATING ELEMENTS:

Identify efforts made to improve the lives of others
Serves as an advocate for non-profit initiatives
Personal time devoted to a Charity, Community or other Non-Profit organization
Demonstrate personal initiative in influencing others to serve
What Outcome was Achieved? Why Should Your Nominee Win the Award?

5. DIVERSITY AND INCLUSION AWARD

This award recognizes an individual, group or office for significant contributions to attract, advance and retain a diverse, high-quality workforce. Performance should Embrace the ideal of inclusion and Demonstrate Success in Training, Recruitment & Retention. Activities demonstrate awareness of cultural, demographic and legal frameworks for understanding and managing a diverse workforce.

DIVERSITY AND INCLUSION RATING ELEMENTS:

Successful Performance that Demonstrates Inclusion in Training, Recruitment & Retention
Increase Management understanding of how diverse perspectives can improve organizational performance

Support managers, supervisors, human resource professionals in their efforts to respect, appreciate and value individual differences

What Outcome was Achieved? Why Should Your Nominee Win the Award?

6. EMERGENCY PREPAREDNESS AWARD

This award recognizes an individual, group or office for significant contributions to Public Service in activities related to Emergency Preparedness and Continuity of Operations. The nominee's accomplishments must aid in agency performance of essential functions to support our nation under a broad range of emergency circumstances.

EMERGENCY PREPAREDNESS RATING ELEMENTS:

Develops and Manages an Emergency Continuity Plan that meets Federal Requirements
Provides Leadership, Communication, Training and Testing of Emergency Plan
Plans for continued performance of essential functions and operations during emergencies
Maintains Continuity Knowledge and Abilities through continued education and training
Interacts with other federal or local emergency professionals in area

What Outcome was Achieved? Why Should Your Nominee Win the Award?

7. TEAM AWARD

This award recognizes a team or group for a significant contribution to Public Service using the shared skills and experience of team members. Team characteristics demonstrate Shared Values, Mutual Trust, Common Vision, Complementary Skills, Innovation and Creativity toward meeting Team objectives. Team is Cross-functional & Self Driven.

TEAM RATING ELEMENTS:

Team Operates under a Common Vision/Unified Action Plan
Performs in a work culture that values collaboration
Team recognized for High level of collective performance
Team Performance aided in accomplishment of agency mission, goals or services

What Outcome was Achieved? Why Should Your Nominee Win the Award?

8. ADMINISTRATIVE AWARD

This award recognizes an individual appointed to an Assistant, Secretary or Clerical function for a significant contribution to the success of an organization's mission. The nominee must demonstrate exemplary performance, superior quality and a commitment to excellence. Characteristics include Professionalism, Motivational, Enthusiastic and Willingness to go Above and Beyond. Demonstrates Vision, Delivers Exceptional Products, Is Well Organized, Trustworthy and Exercises Sound Judgment.

ADMINISTRATIVE RATING ELEMENTS:

Demonstrates Professionalism, Enthusiasm and Reliability in delivery of exceptional products
Performance added value to agency mission, goals and services
Creativity in working through assignments and Leadership in mentoring support staff

What Outcome was Achieved? Why Should Your Nominee Win the Award?

9. LEADERSHIP AWARD

This award recognizes an employee for significant contributions to Public Service through leadership in meeting the mission and goals of an organization. Nominee performance should lead by example to improve Organization Performance, Workplace Relations and Customer Service. The nominee must demonstrate talent and the competencies essential to the leadership culture in the Federal Sector.

LEADERSHIP RATING ELEMENTS:

Performance sets example as model for high quality work ethics
Improve Organizational Performance, Workplace relations and Customer Service
Performance added value to mission, goals & services
Engage and Energize Others

What Outcome was Achieved? Why Should Your Nominee Win the Award?

10. THE NANCY H. DOHERTY SPECIAL ACHIEVEMENT AWARD

This award is presented to the **Federal Employee of the Year**. It recognizes the highest attributes of Public Service and Leadership. The nominee must demonstrate

- A strong commitment to enhancing the image of Federal employees;
- Innovation and Initiative toward meeting Agency objectives;
- Accomplishments which resulted in significant operational improvement and/or cost savings;
- Effective leadership and management;
- Creative efforts in building partnerships within and beyond the federal government; and
- A Willingness to contribute personal time and talents to a non-job related activity which reflects favorably upon federal service and its employees.

EMPLOYEE OF THE YEAR RATING ELEMENTS:

Embodies a Strong commitment for public service off and on-the-job
Achievements add value to Public Service and Public Servants

Identify Significant Accomplishments or Outcomes Achieved.

Why Should Your Nominee Win the Award?

CHAIRMAN'S AWARD

This award recognizes an individual, group, or office that has demonstrated outstanding and exceptional contributions toward disaster victims. The individual, group, or office has shown courage in taking decisive action, the wisdom to face aggressive challenges, and the willingness to sacrifice to affect causes that have a long term impact, on the betterment of disaster victims and/or the community. The nominee's accomplishments must also spotlight how the act of service supports their respective Federal Agency.

CHAIRMAN'S AWARD RATING ELEMENTS:

- Exceptional contribution to the field
- Above and beyond other individuals, group, or office contributions to support disaster victims
- Interaction with other federal, state, or local emergency professionals, before, during, or after a disaster
- How did the nominee(s) bring awareness to their respective federal agency through their act of service

What Outcome was achieved? Why Should Your Nominee Win the Award?

*Employee Recognition is an effective way to "Retain Talent" in the Federal Sector.
This Public Service Awards Initiative is an Interagency Recognition Program
designed by the Federal Executive Board to Honor our Federal Workers for their
Commitment and Contribution to the important work of our Government.
We hope you will take full advantage of the opportunity to collaborate on this
important and distinguished Recognition Program.*

FEB INTERAGENCY RECOGNITION PROGRAM - 2018

All Federal Agencies in the Dallas-Fort Worth Metropolitan area are encouraged to Honor employees with nominations for **Public Service Awards**. These prestigious awards are the highest recognition presented to federal workers outside Washington, DC.

How to Participate? Follow Instructions below:

AWARD NOMINATIONS

Nominations should be submitted to febawards@dfwfeb.us

- Download the NOMINATION FORM from the FEB website <https://dfw.feb.gov>
- Complete & Save the form for electronic submission
- Attach one nomination per email (*please email a separate message for each nomination you submit*)
- In the email Subject Line, Identify Award Category (i.e. Leadership Excellence Award or Customer Service Award)
- Include the nomination form and essay as attachments to the email
Include individual employee names for group nominations (verify accurate spelling)
- Provide agency contact information in the body of email for follow-up purposes
You will receive an auto-reply acknowledging receipt - Please retain this confirmation
- Submission deadline: **5:00 PM Friday, March 30, 2018**

If you are unable to transmit nominations by email, please contact Marisela Rosales at marisela.rosales@gsa.gov or (214) 767-5370.

PEER-REVIEW PANEL

All agencies are encouraged to appoint a representative to participate on the Peer-review Panel, (whether or not you have nominations for awards). The Review Panel Form should be submitted by email to febawards@dfwfeb.us on or before **April 2, 2018**.

- Download Peer-Review Panel Form from FEB website <https://dfw.feb.gov>
- Complete and save form for electronic submission (email)
- Agencies may appoint 1 or up to 3 panel members
- In the email Subject Line include: **Peer-Review Panel**
- Attach completed Review Panel Form
- Provide agency contact information in the body of email for follow-up purposes
- You will receive an auto-reply as receipt confirmation
- **Peer Review Panel Names should be submitted by April 2, 2018**
- **Peer Review Panel Members will meet on April 18, 2018 to review Nominations.**

Questions about the Interagency Awards Program or Eligibility Requirements should be directed to:

Marisela Rosales, Lead Awards Coordinator
U.S. Department of Labor (Detailed to DFW FEB)

marisela.rosales@gsa.gov

(214) 767-5370

Dallas-Fort Worth
Federal Executive Board
Interagency Awards Program, 2018
Honoring Public Service

Lead Agency:

U.S. Department of Labor—Dallas Regional Office
Program Chair: Kelley Pettit, Regional Administrator,
Office of the Assistant Secretary for Administration and Management (DOL)
Program Coordinator: Marisela Rosales
marisela.rosales@gsa.gov

Awards Nomination Deadline: March 30, 2018

Submit Nominations to: febawards@dfwfeb.us

*The Salute to the Stars Public Service Awards Program
Pays Tribute to our Dedicated Federal Workforce,
Honoring those who make Significant Contributions to
The United States Government and the People We Serve!*



**Public Service Awards
2018 Nomination Package**
Salute to the Stars