



San Francisco Bay Area Federal Executive Board
90 7th St. Ste 18-300
San Francisco, CA 94103
www.sffeb.us

February 2020

UPDATED 4/20/2020

TO: San Francisco Bay Area Federal Executive
Board Contacts

RE: 2020 Federal Employee of the Year Awards

The San Francisco Bay Area Federal Executive Board is pleased to announce that we are accepting nominations for the **39th Federal Employees of the Year Awards (FEYA)**.

We accept applications anytime with a **deadline of ~~May 1, 2020~~, May 29, 2020.**



The award is your opportunity to recognize outstanding Bay Area federal employees and teams who have demonstrated exceptional performance and dedication in a given field during the last two years, or who have given generously of their time as volunteers.

We will announce the winners this summer, details to follow.

If you have questions, please call Dan Veale, 415-625-2461, veale.daniel.a@dolgov or Sara Russell, 415-625-7723, russell.sara.l@dol.gov

Sincerely,

Sara Russell
SFFEB Director

NOMINATION PROCESS

Contents

PURPOSE, ELIGIBILITY, AND EXCLUSIONS	2
NOMINATION INSTRUCTIONS.....	3
BEST PRACTICES FOR WRITING A NOMINATION	4
AWARD CATEGORIES	5
Administrative & Trade Professionals.....	5
Acquisition Professionals	5
Civil or Criminal Law Enforcement	6
Equal Employment and Diversity.....	6
Management.....	6
Professional.....	6
Science and Technology	7
Service to the Community	7
Alternative Submission via Email	8

PURPOSE, ELIGIBILITY, AND EXCLUSIONS

PURPOSE

To recognize outstanding current San Francisco Bay Area and Sacramento federal employees who have demonstrated exceptional and noteworthy performance and results, outstanding leadership, innovative approaches to assignments, and continuous improvement of procedures and processes, in 2018 - 2020.

ELIGIBILITY

Nominations are accepted for individual federal employees or teams at all grade levels within the federal sector (civilian, military, and postal) in the San Francisco Bay Area and Sacramento. Interagency and Intergovernmental teams are encouraged to submit.

Formal education or training outside of official duties, which enabled the nominee(s) to be more valuable to his/her agency, and participation in professional, scientific, or similar organizations may be included for consideration in the nomination.

NOMINATION INSTRUCTIONS

All nominations are due ~~May 1~~, May 29, 2020

Please use the following online Nomination Form:

<https://www.surveymonkey.com/r/sffeb-feya>

If you can not access Survey Monkey, please see page 8.

NOMINATION INSTRUCTIONS

- There is no limit to the number of nominations an agency may submit.
- An individual may not nominate their self
- All nominations must be signed by the nominee's first and second-line supervisor. In the case of team nominations, the main point of contact for the team must have their first and second-line supervisor sign the nomination.
- Please limit your response to the nomination criteria to two pages. You can add attachments to support your nomination; these can include documents, maps, photos, etc.
- Please upload any attachments to the Survey. If your files exceed 16MB, then you may send them to contactsffeb@dol.gov, and in the subject line, please write FEYA Nomination Title (fill in your title).
- When writing your narrative, keep in mind your reviewers may not be familiar with your agency. Steer clear of acronyms and use plain English to explain the work. The more specific you can be, the stronger your nomination will be. It is good to include metrics to help describe the impacts of the work.



BEST PRACTICES FOR WRITING A NOMINATION

Strategize

- Review the award eligibility to ensure your candidate(s) meets the criteria.
- Note the deadline and submit your nomination on time.
- You have two pages for the nomination write up plus you can add attachments that support your nomination.

Supporting Information

- Be specific and provide concrete examples as they relate to the questions on the nomination form. Remember, the review committee does not know the nominee as well as you, so use examples to illustrate why your candidate(s) is a stand-out.
- Define all acronyms; the review committee does not know what your agency does; providing clear, simple context is very helpful.
- Quote examples of the nominee's outstanding qualities, as stated by others.

Before you Submit

- Proofread your nomination for spelling & grammar errors as well as to ensure you have addressed all parts of each question completely.
- Complete all information pertinent to the application, including POC info, supervisory information, and candidate contact information.

Suggested Format for Narrative

1. Introductory/Summary paragraph, giving the context of the work performed and simple background of the agency goals that relate to the nominee.
2. Explain what the nominee(s) accomplished and how it is outstanding and beyond what is typical for their job.
3. Introduce three specific examples that back up your nominee's excellence.
4. Conclude with the main points you want the reviewer to know that would persuade them to look favorably on your nomination.



AWARD CATEGORIES

Please determine the appropriate category when you submit nominations. Although multiple categories may apply, only one may be selected. As a rule of thumb, place the nomination in the category that best covers the nominees or teams accomplishments. SF FEB reserves the right to move your nomination into another category if we decide it is a better fit.

All categories accept both individual and team nominations. Individual and team submissions will be judged separately in each category.

Intra-agency Teams

Team nominations should show a commitment to a common goal and promote cooperation and collaboration and demonstrate exceptional performance within an agency and across offices.

Inter-agency Teams

Nominated teams should demonstrate exceptional performance in executing a task or mission among two or more public agencies. Teams should demonstrate exceptional teamwork and collaboration skills, and enhanced communication for information sharing across agencies.

Administrative & Trade Professionals

This category recognizes individuals or teams performing administrative or trade duties. The nominee(s) must show exceptional performance and results. Administrative and trade professionals perform a variety of clerical, administrative, repair, maintenance, and other trade duties that are necessary to run an organization efficiently and effectively.

Job area examples: Personnel Staffing/Classification Assistant, Budget Assistant, Administrative Assistant or Officer, Secretary, Clerk-Typist, Supply Clerk, Administrative Assistant, or clerical support and equivalent positions. Wage and Hour Grade, Warehousing, Machining, Electrical, Catering, Custodial, Design, Carpentry, Printing, etc.

Acquisition Professionals

This category recognizes individuals or teams employed in the contracting profession. The nominee has shown exceptional performance and results in promoting innovative acquisition solutions, creating contracting processes or awarding contract actions that demonstrate substantial savings and efficiency to the customer/taxpayer, increasing small business contract/subcontract participation, and awarding contracts under extreme challenges and making selfless commitment and sacrifice to the mission.

Job area examples: Contract Specialists, Contracting Officers, Contingency Contracting Officers, Procurement Analysts, Cost/Price Analysts, Acquisition Policy Specialists, and Small Business Specialists.

Civil or Criminal Law Enforcement

For those who perform civil or criminal law enforcement, and has shown exceptional performance and results. This category recognizes those who work to investigate suspected criminal activity, refer results of investigations to the courts, and administer the temporary detention of suspected criminals pending judicial action. Nominations may be for sustained meritorious service or a specific heroic act.

Job area examples: Civil Investigators, Civil Attorneys, Special Agents, Border Agents, Immigration and Customs Enforcement Agents, Federal Bureau of Investigation Agents, Drug Enforcement Agents, etc.

Equal Employment and Diversity

For those who have shown exceptional performance and results in promoting equal employment and diversity in the workplace. Nominees for this category demonstrate efforts in growing a diverse, high-performing workforce that reflects all segments of our society, cultivating an inclusive work environment, creating an engaged organization that leverages diversity, and facilitating outstanding, responsive public service.

Job area examples: civil rights, special emphasis programs, affirmative employment, and diversity and inclusion.

Management

For nominees who have demonstrated superior leadership and management excellence through significant contributions that lead to furthering the mission or goals of the organization and the federal government. This category is for managers, supervisors, or team leads in any position who has shown exceptional performance and results using leadership skills to guide others in their field of expertise, coaching and developing the workforce, empowering employees to be results-driven, and rewarding and recognizing employees or teams.

Job area examples: team leader, manager, supervisor, director, administrator, etc.

Professional

Salaried nominees who have shown exceptional performance and results. Nominees should be highlighted for their competence, efficiency, and accomplishments in their professional field.

Job area examples: writer-editor, program analysts, program specialists, legal, social services, grants management, budget oversight, human resources, program manager, etc.

Science and Technology

For an individual or team employed in any scientific or technical field who has shown exceptional performance and results. There are no educational requirements to be nominated in this category. Nominees will be nominated based on their competence, efficiency, and accomplishments in their field.

Job area examples: physical sciences, biological sciences, medicine, chemistry, architecture, mathematics, technology, engineering, technician, drafting, and information technology.

Service to the Community

An individual or team who volunteers with an organization outside the federal government. Their work results in strengthening the collaboration between federal employees and the service needs of their community.

Job area examples: All



Alternative Submission via Email

ONLY USE if you can't access Survey Monkey

- Please answer all the questions below.
- When writing your nomination, please include the question numbers below for each response. (#s 1-7)
- Send your nomination to contactsffeb@dol.gov by MIDNIGHT ~~May 1~~, May 29, 2020.

1. Please let us know of possible dates and locations for SFFEB staff and Governing Council to come to your agency to present the awards if your nomination is a winner. We are looking to attend large staff gatherings such as an, "All hands" meeting. Please include a point of contact to arrange for a visit if other than the submitter.
2. Which Award Category (page 5) is this nomination?
3. Is this award for an individual or a team?
 - a. If individual, please provide:
 - i. Name
 - ii. Department/Agency/Division
 - iii. Job Title
 - iv. Work Address
 - v. City/ZIP
 - vi. Email
 - vii. Phone
 - b. If a team, please provide:
 - i. Team Name
 - ii. Department/Agency/Division
 - iii. Work Address
 - iv. City/ZIP
 - v. Point of Contact for the Team
 - vi. Point of Contact Email
 - vii. Point of Contact Phone
 - viii. All Team member's names and emails

4. Signatures

a. Nominator -

By signing below you agree to the following statement, *"I nominate the individual or team in this application for the 2020 Federal Employee of the Year Awards. I am not nominating myself, nor am I a member of the team."*

- i. Name
- ii. Title
- iii. Department/Agency/Division
- iv. Work Address
- v. City/ZIP
- vi. Email
- vii. Phone
- viii. Signature and date

b. Approve (Nominator Supervisor)

By signing below, you agree to the following statement, *"My agency has approved this nomination."*

- i. Name
- ii. Title
- iii. Department/Agency/Division
- iv. Work Address
- v. City/ZIP
- vi. Email
- vii. Phone
- viii. Signature and date

5. Clearly and concisely summarize the nominee's or team's significant achievement in the selected category, please limit summary to 100 words.
6. Include nomination write-up, not to exceed two pages.
7. Add attachments – not required.