

OKLAHOMA
FEDERAL EXECUTIVE BOARD



2021
EXCELLENCE IN GOVERNMENT (EIG) AWARDS
NOMINATION PACKET

OKLAHOMA FEDERAL EXECUTIVE BOARD
2021 EXCELLENCE IN GOVERNMENT AWARDS

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OKLAHOMA FEDERAL EXECUTIVE BOARD
2021 EXCELLENCE IN GOVERNMENT AWARDS

INSTRUCTIONS

The 2021 Oklahoma Federal Executive Board (OK FEB) Excellence in Government (EIG) awards program recognizes current military, postal, and federal civilian employees for their individual and team accomplishments both in the workplace and the community at large.

PERFORMANCE PERIOD: The performance being recognized must have occurred during 2020. (2020 finalists may not be nominated again for the same category. Employees can be nominated for no more than three categories (team or individual)).

NEW TO 2021: Beginning this year, the EIG award nominees will not compete based upon their agency (DoD & non-DoD). Each nominee will be competing against other nominees based upon their Paygrade, Payband, Wage Grade, or military rank. Pages 7 & 8 outline the categories and award type (Junior or Senior).

One award will be presented in each of the following categories:

Excellence in Government		
Category	Individual	Team
Administrative/Clerical	X	X
Community Service	X	X
Customer Service	X	
Diversity & Inclusion	X	X
Government Innovation	X	X
Inter-Agency Collaboration		X
Leadership	X	
Professional	X	X
Public Safety & Security	X	X
Supervisory	X	
Technical: IT/Cyber	X	X
Technical: non-IT/Cyber	X	X
Trades & Crafts	X	X
Combined Federal Campaign		
Categories	Individual	Team
CFC Loaned Executive	X	
CFC Coordinator/Keyworker	X	X
CFC Promotions/Special Event Organizer	X	X

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INSTRUCTIONS (cont.)

NOMINATION PACKAGES: All nomination packages must include the following:

- 1) Nominee Award Cover Sheet (Individual, Team, or CFC), signed & dated by the agency head or designated official.
- 2) Nominee Narrative, not to exceed two pages. (This does not include the Cover Sheet).
- 3) An electronic photo of either the individual and/or team. NOTE: The photos will be used as an integral part of the 2021 EIG awards program.

SUBMISSIONS: Nominations may be completed and submitted via the following:

- 1) **Email:** feboklahoma@gsa.gov
NOTE: If you are submitting a nomination package electronically, please type the following in the Subject Line: "2021 EIG Awards Nomination".
- 2) **Mail:** Oklahoma Federal Executive Board
215 Dean A McGee Ave, Suite 349
Oklahoma City, OK 73102

DEADLINE: All nominations must be received by close of business on Monday, March 8, 2021 in order to be considered for the 2021 EIG awards program.

DEFINITIONS FOR ALL EIG AWARD CATEGORIES

ADMINISTRATIVE/CLERICAL: Occupations that require structured work in support of office, business, or fiscal operations performed in accordance with established policies, procedures, or techniques and requiring training, experience, or working knowledge related to the tasks to be performed.

COMMUNITY SERVICE: The contribution of time and talents to community betterment through volunteer work in civic or humanitarian activities. This award will be presented to an individual who has enhanced the image of federal employees and given conspicuous service to the community or general public through non-job-related activities. Nominees should devote significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis.

DIVERSITY & INCLUSION: Employees (military and civilian) who have demonstrated an exemplary commitment to the advancement of diversity and inclusion within their agencies or their communities. This includes but not limited to the hosting of training on diversity/inclusion topics, developing innovative practices, championed inclusive excellence, or serving on diversity and inclusion committees.

GOVERNMENT INNOVATION: Individuals who implement innovative and transformative ideas within our federal community. Nominees must demonstrate a firm commitment to creative solution development to support new initiatives. This includes but limited to increasing efficiencies and effectiveness of the federal government through technology, management strategy, new processes, collaboration or workforce development.

PROFESSIONAL: Requires knowledge in a field of science or learning characteristically acquired through education or training equivalent to a bachelor's or higher degree with major study in or pertinent to the specialized field, as distinguished from general education.

PUBLIC SAFETY & SECURITY: Occupations which are engaged in performing law enforcement, emergency response, security, investigative, or related work who have performed their duties in a highly efficient and skillful manner. This includes but is not limited to firefighters, law enforcement officials, EMT personnel, and all security-related positions.

TECHNICAL

IT/CYBER: Occupations that involve the development, exercise, or maintenance of Information Technology and/or Cyber technology functions. This includes but not limited to computer scientists, software engineers, mobile application developer, geospatial, data modeler, computer information systems, etc.

NON-IT/CYBER: Work is typically associated with and supportive of a professional or administrative field, which is non-routine in nature and which involves extensive practical knowledge gained through on-the-job experience or specific training less than represented by college degree.

TRADES AND CRAFTS: Occupations that include the trades, crafts, and manual labor (unskilled, semi-skilled, or skilled), including foremen and supervisory positions entailing trade, craft or laboring experience and knowledge as the paramount requirement.

EIG INDIVIDUAL AWARD CATEGORIES ONLY

CUSTOMER SERVICE: Individuals who demonstrate a strong commitment to improving customer service, customer satisfaction and improved relations. Other attributes include, but not limited to:

- Creating a welcoming environment for customers
- Consistently displays a positive attitude as well as maintains a high level of professionalism
- Continuously exceeds expectations when providing assistance to customers
- Displays initiative and resourcefulness when troubleshooting problems and/or complaints
- Takes ownership of problems and follows through until completion and/or resolution

LEADERSHIP: Responsibility for oversight of employees above the first-line supervisor level. This includes managers who are agency heads, military commanders, special agents in charge, deputies, and assistants.

SUPERVISORY: Individuals responsible for directing the work of others. This includes all managerial and supervisory levels (except agency heads). Nominations may be made from any field with the principal factors being their competency, efficiency and accomplishment as a supervisor. The individual must demonstrate integrity, devotion to duty, and commitment to public service in the capacity of a manager or supervisor.

EIG TEAM AWARD CATEGORY ONLY

INTER-AGENCY COLLABORATION: Developing, supporting, and implementing an interagency or intergovernmental initiative to increase the effectiveness of the organizations involved, or improved efficiencies for all agencies involved. The effort should demonstrate creative means to successfully overcome the various challenges of diversified missions to accomplish a common-interest outcome, increasing efficiency and effectiveness.

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EIG INDIVIDUAL		
AWARD CATEGORY	AWARD TYPE	
	Junior	Senior
Administrative/ Clerical	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Community Service	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Customer Service	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Diversity & Inclusion	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Government Innovation	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Public Safety & Security	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Leadership	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Professional	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Supervisory	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Technical: <ul style="list-style-type: none"> • IT/Cyber • Non-IT/Cyber 	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5

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EIG TEAM		
AWARD CATEGORY	AWARD TYPE	
	Junior: Team lead/Supervisor is:	Senior: Team lead/Supervisor is:
Administrative/Clerical	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Community Service	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Diversity & Inclusion	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Government Innovation	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Inter-Agency Collaboration	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Public Safety & Security	GS 5-8 PB 1 E-4 to E-6	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4
Professional	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Technical: IT/Cyber & Non-IT/Cyber	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5
Trades & Crafts	GS 9-12 PB 2-3 E-7 to E-9 O-1 to O-3 &W1-W4	GS 13-15 PB 4-5 O-4 to O-6 W5

WAGE GRADE EMPLOYEES: Wage Grade (WG) employees are encouraged and eligible to compete. For any WG nomination, please submit in the appropriate category and applicable award type. This applies to both individual and team award submission.

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CRITERIA FOR THE EIG AWARDS

Describe what the employee or team did above and beyond performance requirements (list the specific details of the accomplishments.) If warranted, outline those activities that:

- Enhance the public image of governmental employees,
- Improve service to the public,
- Increase productivity, and/or,
- Result in financial savings

Financial Savings: The savings must be as a direct result of the individual or team's involvement in a process and can be shown in terms of actual dollar savings; dedicated man hours reduced, or increased productivity.

Performance considerations: These should reflect the scope and importance of service to the public and increased productivity and performance. Consider the following:

- Measurable indicators of organizational effectiveness,
 - Productivity improvements
 - Improvements in timeliness
 - Savings achieved through efficiencies; innovative techniques; or other measures
- Organizational impact as a direct result of the individual or team's exceptional service or performance

Quality of Services: Consider the following regarding the individual or team's:

- Overall quality of services provided or performance of the nominee with particular emphasis on contributions and achievements
- Performance in regard to meeting or exceeding agency standards
- Innovative approach to the job that the employee or team may have developed and implemented

Discuss the individual or team's job performance, citing specific examples that reflect:

- Integration within or across agency lines
- Customer service (both internal and external)
- Effectiveness
- Efficiency
- Initiative
- Innovation, and
- Overall performance improvement

COMMUNITY SERVICE ONLY

For Community Service Awards, specifically focus on the following:

- Significant involvement in a professional, charitable, or community service organization
- Specific contribution to the advancement of professional goals
- Specific contribution to enhancement of neighborhood, schools, community at large

If applicable, identify awards, commendations, or other recognition received in the past two years that would directly support the individual or team nomination.

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OK FEB INDIVIDUAL
Award Cover Sheet

Award Category: _____

Award Type (Junior or Senior): _____

Paygrade, PB, or Rank: _____

Name of Nominee: _____

Agency: _____

Job Title of Nominee: _____

Nominee's e-mail Address: _____

Point of Contact and Phone Number: _____

Point of Contact's e-mail address: _____

Invitations to the 2021 EIG awards program will be emailed to the nominee, the point of contact indicated above and the agency leader indicated below. Is there anyone else who should receive the invitation?
YES ____ NO ____

If YES, please provide the following:

Name: _____

Email Address: _____

Phone Number: _____

Agency Head or Designated Official

Signature and Date

Email Address: _____

Phone Number: _____

OK FEB EIG INDIVIDUAL
Narrative

- NOTE:
1. The narrative should not exceed two (2) typed pages, 12 font.
 - a. This does not include the cover sheet.
 2. All acronyms must be spelled out.

Nominee: _____
(Same as the Individual Award Cover Sheet)

Award Category: _____

Background & Challenges—

Obstacles that were overcome, how, and by whom-

Impact of the effort(s) (on whom, how widespread?)—

Contributions to the agency and customers (productivity, savings, and whether just this time or permanently?)—

Summary—

Citation (two to three sentences ONLY to be read at the awards program)—

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OK FEB EIG TEAM
Award Cover Sheet

Team Name: _____

Agency: _____

of Team Members: _____

Point of Contact and Phone Number: _____

Point of Contact Email Address: _____

Invitations to the 2021 EIG awards program will be emailed to the nominee, the point of contact indicated above and the agency leader indicated below. Is there anyone else who should receive the invitation?
YES ____ NO ____

If YES, please provide the following:

Name: _____

Email Address: _____

Phone Number: _____

Agency Head or Designated Official

Signature and Date

Email Address: _____

Phone Number: _____

OK FEB TEAM
Narrative

- NOTE:
1. The narrative should not exceed two (2) typed pages, 12 font.
 - a. This does not include the cover sheet.
 2. All acronyms must be spelled out.

Team Name: _____
(Same Team name from cover sheet)

Background & Challenges—

Obstacles that were overcome, how, and by whom-

Impact of the effort(s) (on whom, how widespread?)—

Contributions to the agency and customers (productivity, savings, and whether just this time or permanently?)—

Summary—

Citation (two to three sentences ONLY to be read at the awards program)—

DEFINITIONS: CFC Awards

CFC Award Individual & Team Categories

CFC COORDINATOR/KEYWORKER. These positions' primary responsibilities are to actively promote the CFC and directly engage with their colleagues to consider donating to the CFC.

CFC PROMOTIONS/SPECIAL EVENT ORGANIZER. The volunteer(s) who are key to the organization and success of CFC promotional activities, such as a special event or display(s), considering points such as creativity, publicity, employee attendance, effect on morale, and overall impact on the campaign.

CFC Award Individual Category Only

CFC LOANED EXECUTIVE. The loaned executive is assigned as an extension of the CFC professional staff to departments and/or agencies throughout the government to assist in all phases of the CFC.

CRITERIA FOR COMBINED FEDERAL CAMPAIGN AWARDS

The consideration of efforts and participation in the 2020 Oklahoma/N. Texas Combined Federal Campaign (CFC); CFC statistics should reference increased percentages of employees contacted, employees participated, or employee attendance at local CFC events. Monetary statistical data should not be included in the award nomination submission.

Evaluation Period: Raters should focus on the nominee's direct contributions to the 2020 CFC Campaign. However, because of the significant changes to the CFC in 2020 by the U.S Office of Personnel Management, raters are authorized and encouraged to include contributions prior to, during, and after the 2020 Campaign (20 September 2020 – 15 January 2021) by the nominee.

Criteria for awards related to Combined Federal Campaign:

- Creation, organization, and oversight of special events and promotional activities for the CFC
- Increased participation and morale / team building, for both CFC and overall workplace
- Statistical improvements, to the degree known over the previous year's campaign. i.e.: Number of employees participating or a percentage increase in participation of the employee base over previous year's campaign.
- Timely reporting and accurate paperwork for special event organizing to the outreach Coordinator, and/or pledges to CFC Central Campaign Administrator.
- Demonstrated consistent and excellent communication skills to all involved in the campaign (Agency heads, Outreach Coordinator, Campaign Coordinator, Loaned Executives, donors, etc.)

For specific questions regarding the CFC Awards, contact the Oklahoma/N. Texas CFC office at (405) 808-3574.

COMBINED FEDERAL CAMPAIGN
Award Cover Sheet
(Individual & Team)

Award Category: _____

Individual and/or Team Name: _____

Agency: _____

Point of Contact and Phone Number: _____

Point of Contact Email Address: _____

Invitations to the 2020 EIG awards program will be e-mailed to the nominee, the point of contact indicated above and the agency leader indicated below. Is there anyone else who should receive the invitation?
YES ____ NO ____.

If YES, please provide the following:

Name: _____

Email Address: _____

Phone Number: _____

Agency Head or Designated Official

Signature and Date

Email Address: _____

Phone Number: _____

COMBINED FEDERAL CAMPAIGN
Narrative
(Individual & Team)

- NOTE:
1. The narrative should not exceed two (2) typed pages, 12 font.
 - a. This does not include the cover sheet.
 2. All acronyms must be spelled out.

Award Category: _____
(Same Team name from cover sheet)

Name of Individual or Team: _____

Agency: _____

Background & Challenges—

Obstacles that were overcome, how, and by whom-

Impact of the effort(s) (on whom, how widespread?)—

Contributions to the agency and customers (productivity, savings, and whether just this time or permanently?)—

Summary—

Citation (two to three sentences ONLY to be read at the awards program)—