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December 2008

**MEMORANDUM TO ALL AGENCY HEADS**

**SUBJECT: EXCELLENCE IN GOVERNMENT AWARDS PROGRAM**

The Pittsburgh Federal Executive Board is pleased to announce the 2009 Excellence in Government Awards Program. The theme of the program, **Excellence in Government**, focuses attention on all employees in the Federal Government whose service demonstrates deep personal and professional commitment.

An essential goal of the Awards Program is to obtain the maximum number of nominees from as many agencies as possible. We invite you to begin now to consider possible nominees from your agency for all categories of awards. I am sure that you will want to consult with your key managers and supervisors and to review your employees' most recent appraisals to be sure no deserving individuals are overlooked. Attorneys, architects, and other full-time schedule A and B employees, are, of course, eligible for nomination. Last year we received over 160 nominations and we would like to exceed that this year. We are particularly encouraging more nominations in Category 12 (Outstanding Service Employee Supervisor) and Category 16A (Outstanding Contribution to Science/Medical).

The awards program committee reserves the right to return nominations that do not meet at least minimum criteria, so it is imperative that the nominator address the criteria with the initial submission. No re-submission will be permitted. Remember that a detailed, through nomination gives the nominee a better opportunity to be selected as a finalist.

Nominations must not exceed **three** pages of narrative, **not** including the cover sheet, biographical page and synopsis of federal service. Nominations that exceed this limit will be ruled ineligible.

A suggested format to be used in submitting your nomination is enclosed. You are encouraged to follow this format as closely as possible. Should you need to modify this format to suit your specific circumstances, be sure to include sufficient details so the committee will have a substantial record with which it can make its decision. The awards committee, which consists of representatives from 20 federal agencies, will make the semi-final selections and a Blue Ribbon Panel consisting of outstanding individuals from the business and civic community will make the final selections. All nominations are to be received by the Federal Executive Board by **February 20, 2009**.

The awards will be distributed at a luncheon ceremony which will be held on May 29, 2009, in the Ballroom of the Westin Convention Center Hotel. Further details about the event, which promises to be a memorable occasion for the award recipients, as well as for the entire federal community, will be distributed later during the spring. We look forward to your cooperation to make this event an outstanding success.

The Comptroller General Decision (BN-237040), October 9, 1990, determined that award recipients attending regional awards ceremonies sponsored by the local Federal Executive Board may be reimbursed the cost of the luncheon and related expenses under the Incentive Awards Act. This applies also to their supervisor and/or manager. We believe that this gesture will underscore the importance of the program and the commitment to excellence that it represents. You may wish to confer with your headquarters office so that the funds can be set aside well in advance of this event.

In addition, we would like to suggest that each agency recognize their Bronze, Silver, and Gold Award recipients with either a cash or time-off award.

We in the federal service community have much to be proud of and this program is the ideal way to make the public aware of our many accomplishments. It is also an excellent opportunity for your agency and the Federal Executive Board to recognize outstanding individuals whose yeoman accomplishments are an example to all.

Comptroller General of the United States, Washington,  
D.C.

DECISION

Matter of: Career Service Awards Program

File: B-236040

Date: October 9, 1990

Employees attending regional awards ceremony sponsored by the local Federal Executive Board may be reimbursed the cost of the luncheon and related expenses under the Incentive Awards Act.

The issue is whether an agency may pay the fee charged for those employees attending a regional awards ceremony and luncheon sponsored by a local Federal Executive Board. The comptroller General concluded that the fee may be paid by the agency.

Under the Incentive Awards Act agency heads are authorize to pay a cash award and incur necessary expenses for the honorary recognition of employees who meet the stated criteria for such awards. Awards based on nominations submitted by each agency in the area of the Federal Executive Board, to an interagency coordinating group and are designed to recognize the employees of those agencies, in the view of the Comptroller General the fee charged in connection with the attendance of nominees, award recipients, and supervisors or managers at the ceremony falls within the scope of the Incentive Awards Act.

The awards will be classified as Gold, Silver, or Bronze. Gold awardees will be presented with a plaque and Silver and Bronze awardees with a framed certificate.

Final selections for Gold and Silver levels of awards will be announced at the Excellence in Government Awards Program Luncheon. Bronze awardees will be notified prior to the luncheon of their selection for the Bronze award.

## **ELIGIBILITY**

Nominees may be full-time or part-time civilian/military employees of the federal government (one year or more of continuous service by December 31, 2008), except in the Heroic Act category where any employee will be accepted, and Rookie of the Year category as defined in the criteria for that award. In addition, an employee who has less than one year of credited service can be nominated as a part of a Team Award. Nominations may include attorneys, architects, and other full-time schedule A and B employees, or military personnel assigned to the agencies located within the area served by the Federal Executive Board. These agencies are those listed in the latest FEB Directory. Agency heads are excluded from categories which relate to their primary area of responsibility.

## **NOMINATIONS**

Awards are issued primarily in recognition of exemplary job performance and contributions to the federal government or the community. **Your nominations should highlight the specific accomplishments of the nominees during calendar year 2008.** Other factors are given proportionate weight by the screening and selection committee. While any individual employee can only be nominated for one category in Categories I - XII, they could also be eligible to be nominated in Category XIII (Team Award), and Categories XIV, XV, and XVII, since those categories are not job-related. For example, a nominee for Outstanding Technical Employee could also be nominated for the Community Service or Heroic Act awards.

Please refer to the enclosed PATCO Codes to be certain that your nominations are placed in the appropriate award categories. If you have questions about the PATCO Codes or about what the correct award category is for your particular nomination, please contact Donna Tamilia, Department of Energy, (412-386-6017) or Jolie Zelesnak, Department of Veterans Affairs, (412-365-5424).

Each agency or installation may submit nominations for one or more of the categories cited **but there may not be more than one nomination for each category. However, agencies with more than 500 employees may submit two nominations per category.** An "agency" as it is used in this context is determined by its listing in the Federal Executive Board Directory. Each nomination must be signed by the agency or installation head. The Nomination Cover Sheet Format is shown on Page 5.

Should a federal agency nominate an employee from another federal agency, the nominator must receive the signature of the employing agency head prior to submission.

**Be certain to follow the established criteria for each award category.** The Awards Program Committee reserves the right to return nominations that do not meet the minimum criteria. **Rewriting and resubmission of the nomination will not** be permitted.

**Nominations must be received in the FEB office by close of business on Friday, February 20, 2009. Please mail to:**

Pittsburgh Federal Executive Board  
1303 Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222

ATTENTION: Chairman, Excellence in Government  
Awards Program

**NOMINATIONS THAT EXCEED THREE PAGES (EXCLUDING COVER SHEET, BIOGRAPHICAL DATA AND SYNOPSIS OF FEDERAL SERVICE) WILL BE RULED INELIGIBLE.**

#### **SELECTION**

The Awards Committee, composed of federal employees, will select a minimum of two and a maximum of five semi-finalists in each category. Award winners will be selected by a distinguished panel composed of business and community leaders in the Pittsburgh area.

#### **PRESENTATION**

Awards will be presented at the Excellence in Government Awards Luncheon on May 29, 2009, at the Westin Convention Center Hotel, 1000 Penn Avenue, Pittsburgh, PA.

#### **ACTION**

This 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 giving all agency nominees special recognition, particularly those who are selected as Gold and Silver awardees.

**NOMINATION COVER SHEET FORMAT**

PITTSBURGH FEDERAL EXECUTIVE BOARD  
1303 Federal Building  
1000 Liberty Avenue  
Pittsburgh, PA 15222

ATTN: Chairman, 2009 Excellence in Government Awards Program

I nominate the following employee from our agency for:

**Category Number** \_\_\_\_\_

**Category Title** \_\_\_\_\_

**Employee Name** \_\_\_\_\_

**Job Title, Series & Grade** \_\_\_\_\_

**Agency & Address** \_\_\_\_\_

\_\_\_\_\_

**IMPORTANT:** Category in which employee is nominated will be checked with the employee's job title/series against the PATCO listing.

**PLEASE BE SURE TO SUBMIT EIGHT (8) COPIES ALONG WITH THE ORIGINAL.**

**Nominations that exceed three (3) pages (excluding cover sheet, biographical data and synopsis of federal service) WILL BE RULED INELIGIBLE.**

The attached nomination details include:

- a. Brief biographical data, including a brief synopsis of federal service.
- b. Supporting category criteria, emphasizing achievements during calendar year 2008.

\_\_\_\_\_  
Nominator (Print and Sign)

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Print and Signature of Nominee's Agency Head or Designee

## **AWARDS CATEGORIES AND CRITERIA**



**I(a). OUTSTANDING PROFESSIONAL EMPLOYEE (MEDICAL/SCIENTIFIC FIELD)**

PURPOSE

To recognize outstanding professional employees, who are involved in research or health care activities, within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be professional employees such as research engineers, scientists, health professionals (i.e. nurses, social workers), doctors, etc. employed in medical or scientific occupations in a Professional Series or the equivalent thereto. The work performed must be based upon the established principles of a profession or science requiring professional or technical training equivalent to that represented by graduation from a college or university of recognized standing. **Nominations should contain comments on the following factors:**

- o Outstanding contributions made in their field of work.
- o Ingenuity, creativity and uniqueness of approach that has enhanced the accomplishment of their agency's mission.
- o Improvements in the quality and/or quantity of services to the public that have resulted from their efforts.
- o Demonstrated efficiency in the use of time, money, materials, or equipment.

\* \* \* \* \*

**I(b). OUTSTANDING PROFESSIONAL EMPLOYEE (ALL OTHER PROFESSIONAL FIELDS)**

PURPOSE

To recognize outstanding professional employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be professional employees such as attorneys, accountants, contract specialists, engineers, examiners, etc., employed in occupations in a Professional Series or the equivalent thereto. The work performed must be based upon the established principles of a profession or science requiring professional or technical training equivalent to that represented by graduation from a college or university of recognized standing. **Nominations should contain comments on the following factors:**

- o Outstanding contributions made in their field of work.
- o Ingenuity, creativity and uniqueness of approach that has enhanced the accomplishment of their agency's mission.
- o Improvements in the quality and/or quantity of services to the public that have resulted from their efforts.
- o Demonstrated efficiency in the use of time, money, materials, or equipment.

\* \* \* \* \*

**II. OUTSTANDING SUPERVISOR/MANAGER IN A PROFESSIONAL SERIES**

PURPOSE

To recognize outstanding professional supervisors/managers within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions in occupations recognized as a professional series or the agency's equivalent thereto.

**Nominations should contain comments on the following factors:**

- o Ingenuity, creativity, and uniqueness of approach that has enhanced the accomplishment of their agency's mission.
- o Improvements in the quality and/or quantity of services to the public that have resulted from their efforts.
- o Demonstrated competence and efficiency by outstanding leadership on the job.
- o Provided leadership for developing and improving programs, projects, systems, and procedures.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Demonstrated support and assistance in implementing organizational affirmative action/EEO goals and objectives.

\* \* \* \* \*

**III. OUTSTANDING ADMINISTRATIVE EMPLOYEE**

PURPOSE

To recognize outstanding administrative employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in those positions involving administrative/staff support duties ( this includes Post Masters) performing or managing other than professional work. They must demonstrate an analytical ability, exercise judgment and discretion and exhibit a knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives (recruits and assists in personnel matters, administers budget, manages office, etc.). **Nominations should contain comments on the following factors:**

- o Demonstrated efficiency in use of time, money, materials, or equipment.
- o Effectively achieved organizational goals and objectives.
- o Increased overall effectiveness of office operations through their initiative, innovation, perseverance, and leadership.
- o Developed and improved office systems and procedures.
- o Demonstrated competence and efficiency by outstanding accomplishments on the job.

\* \* \* \* \*

**IV. OUTSTANDING SUPERVISOR/MANAGER IN AN ADMINISTRATIVE SERIES**

PURPOSE

To recognize outstanding administrative supervisors/managers within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions (this includes Post Masters) in occupations recognized as an administrative series or the agency's equivalent thereto. **Nominations should contain comments on the following factors:**

- o Demonstrated efficiency in use of time, money, material, or equipment.
- o Effectively achieved organizational goals and objectives.
- o Increased overall effectiveness of office operations through their initiative, innovation, perseverance, and leadership.
- o Developed and improved office systems and procedures.
- o Demonstrated support and assistance in implementing organizational affirmative action/EEO goals and objectives.

\* \* \* \* \*

**V. OUTSTANDING TECHNICAL EMPLOYEE**

PURPOSE

To recognize outstanding technical employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees perform work in specializations requiring the application of a variety of processes and procedures based on pre-determined or established practices that can be acquired either from formal courses or on-the-job training and experience (e.g., engineering or electronics technicians, draftspersons, computer technicians, health or lab technicians, program aides, technical support personnel, etc.). **Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency by outstanding accomplishments on the job.
- o Developed and improved programs, projects, systems, and procedures.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Demonstrated efficiency in use of time, money, materials, or equipment.

\* \* \* \* \*

**VI. OUTSTANDING SUPERVISOR/MANAGER IN A TECHNICAL SERIES**

PURPOSE

To recognize outstanding technical supervisors/managers within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions in occupations recognized as a technical series or the agency's equivalent thereto. **Nominations should contain comments on the following factors:**

- o Ingenuity, creativity, and uniqueness of approach that has enhanced the accomplishment of their agency's mission.
- o Improvements in the quality and/or quantity of services to the public that have resulted from their efforts.
- o Demonstrated competence and efficiency by outstanding leadership on the job.
- o Provided leadership for developing and improving programs, projects, systems, and procedures.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Demonstrated support and assistance in implementing organizational affirmative action/EEO goals and objectives.

\* \* \* \* \*

**VII. OUTSTANDING CLERICAL EMPLOYEE**

PURPOSE

To recognize outstanding clerical employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in the category of clerk, clerk-typist, clerk-stenographer, or secretary as well as others performing work of a clerical nature. **Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency by outstanding accomplishments on the job.
- o Increased overall effectiveness of clerical operations through their initiative, innovation, perseverance, and leadership.
- o Developed and improved office programs, systems, and procedures.
- o Provided assistance to their supervisor that has relieved the supervisor of a variety of complex administrative responsibilities.

\* \* \* \* \*

**VIII. OUTSTANDING SUPERVISOR/MANAGER IN A CLERICAL SERIES**

PURPOSE

To recognize outstanding clerical supervisors/managers within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions in occupations recognized as a clerical series or the agency's equivalent thereto. **Nominations should contain comments on the following factors:**

- o Demonstrated efficiency in use of time, money, material, or equipment.
- o Demonstrated competence and efficiency through their leadership and outstanding accomplishments on the job.
- o Increased overall effectiveness of clerical operations through their initiative, innovation, perseverance, and leadership.
- o Supervised the development and improvement of office programs.
- o Demonstrated support and assistance in implementing organizational affirmative action/EEO goals and objectives.

\* \* \* \* \*

**IX. OUTSTANDING TRADES AND CRAFTS EMPLOYEE**

PURPOSE

To recognize outstanding trades and crafts employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in recognized trades or crafts in unskilled, semi-skilled manual labor organizations (wage grade, wage leader, or wage supervisor categories) or other skilled mechanical crafts. **Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency by outstanding accomplishments on the job.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Developed and implemented effective techniques or procedures in the trades and crafts field.
- o Improved the quality or quantity of service provided in the trades and crafts field.

\* \* \* \* \*

**X. OUTSTANDING SUPERVISOR/MANAGER IN A TRADES AND CRAFTS SERIES**

PURPOSE

To recognize outstanding trades and crafts supervisors/managers within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions in occupations recognized as part of the trades and crafts series or the agency's equivalent thereto.

**Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency through their leadership and outstanding accomplishments on the job.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Provided leadership for the development and implementation of effective techniques or procedures in the trades and crafts field.
- o Improved the quality or quantity of service provided in the trades and crafts field.
- o Demonstrated support and assistance in implementing organizational affirmative action EEO goals and objectives.

\* \* \* \* \*

**XI. OUTSTANDING SERVICE EMPLOYEE**

PURPOSE

To recognize outstanding non professional service employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees perform work in the areas of housekeeping, groundskeeping, food service, postal carrier, mail clerk, and any other service-oriented position not within the category of trades and crafts. **Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency by outstanding accomplishments on the job.
- o Displayed initiative, innovation, and perseverance in the performance of their duties.
- o Improved the quality and quantity of service provided in the performance of their duties.

\* \* \* \* \*

**XII. OUTSTANDING SERVICE EMPLOYEE SUPERVISOR**

PURPOSE

To recognize outstanding non professional service employee supervisors within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in positions recognized by their agency as managerial, supervisory, or leader positions in occupations recognized as part of the housekeeping, groundskeeping, food service, postal carrier, mail clerk, and any other service-oriented position not within the category of trades and crafts.

**Nominations should contain comments on the following factors:**

- o Demonstrated competence and efficiency through their leadership and outstanding accomplishments on the job.
- o Displayed initiative, innovation, perseverance, and leadership in the performance of their duties.
- o Provided leadership for the development and implementation of effective techniques or procedures in the service field.
- o Improved the quality or quantity of service provided in the service field.
- o Demonstrated support and assistance in implementing organizational affirmative action/EEO goals and objectives.

\*\*\*\*\*

**XIII. OUTSTANDING TEAM AWARD**

PURPOSE

To recognize teams within the federal service for their achievements.

ELIGIBILITY

Team members must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board. Nominees must be full-time or permanent part-time career civilian employees of the federal government.

CRITERIA

There is an increasing awareness of quality improvement efforts and the use of teams to accomplish an agency's objectives. Teams can consist of members of a given category (professional, trades and crafts, etc.) or be interdisciplinary. The team should have been **assembled** to accomplish a **specific goal** of the agency. **Nominations should contain comments on the following factors:**

- o Demonstrated efficiency in use of time, money, materials, or equipment.
- o Effectively achieved organizational goals and objectives.
- o Increased overall effectiveness of operations through their initiative, innovation, perseverance, and leadership.
- o Developed improved systems and procedures.
- o Improved the quality or quantity of services provided.
- o Ingenuity, creativity, and uniqueness of approach that has enhanced the accomplishment of their agency's mission.

NOTE: The biographical data and synopsis of federal service for each team member does not have to be included for nominations in this category.

\*\*\*\*\*

**XIV. EQUAL EMPLOYMENT OPPORTUNITY AWARD**

PURPOSE

To recognize exceptional accomplishments in Equal Employment Opportunity.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board. However, the candidate cannot have Equal Employment Opportunity as a career management field position (i.e., EEO Specialist, EEO Officer, etc.). Those employees should compete in the awards categories related to job performance. Co-lateral EEO personnel are eligible.

CRITERIA

A description of the specific contributions, upon which the nomination is based, addressing one or more of the following factors:

- o Documentation on how EEO in the federal service has been improved through the nominee's efforts.
- o Ingenuity, creativeness, and uniqueness of approach to improve Equal Employment Opportunity.
- o How the nominee accomplished significant achievements in EEO through overcoming serious obstacles.
- o Competence demonstrated through the accomplishment of significant improvement of the facility's EEO posture.
- o Demonstrated interest, participation, and leadership in EEO activities not directly related to the job.
- o Contributions to enhance the public image of the government as an affirmative action employer.

\*\*\*\*\*

**XV. HEROIC ACT AWARD**

PURPOSE

To recognize an employee for acts of heroism, either on or off the job, involving great personal risk or requiring outstanding courage or competency in an emergency.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

- o Response to emergency situation in which an act of great personal risk was performed such as -
  - Public property defended,
  - 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. The Awards Committee reserves the right to not select any/all nomination(s) if in the judgment of the committee, the nature of the act was not "heroic."

\*\*\*\*\*



**XVI.(a) OUTSTANDING CONTRIBUTION TO SCIENCE (MEDICAL)**

PURPOSE

To recognize an employee for outstanding contributions to science in the field of medicine.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Since no specific criteria for this award could be developed that would cover all possible nominations, agencies are encouraged to nominate employees that fit the commonly accepted requirement for such awards.

\* \* \* \* \*

**XVI.(b) OUTSTANDING CONTRIBUTION TO SCIENCE and/or INFORMATION TECHNOLOGY (NON-MEDICAL)**

PURPOSE

To recognize an employee for outstanding contributions to science and/or Information Technology (excluding medicine).

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Since no specific criteria for this award could be developed that would cover all possible nominations, agencies are encouraged to nominate employees that fit the commonly accepted requirement for such awards.

\* \* \* \* \*

**XVII. COMMUNITY SERVICE AWARD**

PURPOSE

To recognize an employee for his/her outstanding contribution to a civic, charitable, social or church organization.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

The nominee must be currently involved in the community activity and should have been for a sustained period of time. Narrative should be specific enough for the selection committee to ascertain the true involvement of the nominee in the activity. Mere membership in an organization does not always mean active involvement in its program.

\* \* \* \* \*

**XVIII. ROOKIE OF THE YEAR**

PURPOSE

To recognize outstanding newly-hired employees within the federal service for their achievements.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

Candidates must have **entered on duty** between January 1, 2007 and July 1, 2008 for first-time employment by the federal government. **Please indicate in your nomination the date the candidate entered on duty. Candidate can only be nominated once for this award.**

CRITERIA

Nominees may be employed in any professional, administrative, technical, clerical, or trades and craft 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:**

- o Demonstrated competence and efficiency by outstanding accomplishments on the job.
- o Displayed initiative, innovation, perseverance and leadership in the performance of duties.
- o Improvements in the quality and/or quantity of services to the public that have resulted from their efforts.

\* \* \* \* \*

**XIX. OUTSTANDING SERVICE TO THE PUBLIC**

PURPOSE

To recognize outstanding employees whose responsibilities include frequent **direct** contact with the public. This contact may be direct personal contact, telephone contact, or electronic contact.

ELIGIBILITY

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

CRITERIA

Nominees must be employed in any position which involves frequent contact with the public, regardless of the duration of the encounter. Receptionists, switchboard operators, public assistance officers, information officers, claims representatives, compliance officers, investigators and similar positions. The nominees must demonstrate patience, tact, diplomacy, judgment, discretion, and compassion in dealing with the public particularly in circumstances involving a high level of emotion. Nominees must be able to accomplish their tasks within established time frames while displaying the qualities described above. **Nominations should contain comments on the following factors:**

- o Demonstrated tact and diplomacy.
- o Patience, compassion and the ability to effectively listen.
- o Ability to discern issues or problems presented.
- o Efficiency and the performance of duties within established time frames.

\* \* \* \* \*

## XX. CHAIRMAN'S EXCELLENCE IN GOVERNMENT AWARD

### Purpose

To recognize agencies, teams, or employees who have contributed dramatically to improving the way government works.

### Eligibility

Candidates must be employed by the Federal Government in the area falling within the jurisdiction of the Pittsburgh Federal Executive Board.

### Criteria

We are looking for those Federal Agencies and employees who have done extraordinary things to help build a government that costs less, works better, and puts people first. Nominations should include comments on at least one of the four main themes of reinventing government:

- o Putting customers first.
- o Cutting red tape.
- o Empowering employees to get results.
- o Cutting back to basics.

\* \* \* \* \*

## **PATCO CODES**

The Guide to Personnel Data Standards includes the PATCO codes (pages 258-307).

<http://www.opm.gov/feddata/gp58.pdf>

Please review these codes before you submit your nominations.