



## SAN FRANCISCO FEDERAL EXECUTIVE BOARD

March 11, 2021

TO: San Francisco Bay Area Federal Executive Board Contacts  
RE: 2021 Federal Employee of the Year Awards

The San Francisco Bay Area Federal Executive Board is pleased to announce that the 40th Federal Employees of the Year Awards (FEYA) nominations are open.

We accept applications anytime with a deadline of May 5, 2021.

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 in June 2021 in a virtual ceremony.

If you have questions, please contact me.

Sincerely,

Sara Russell SFEB Director  
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## PURPOSE, ELIGIBILITY, AND EXCLUSIONS

### PURPOSE

To recognize outstanding current San Francisco Bay Area and throughout Northern California federal employees who have demonstrated exceptional and noteworthy performance and results, outstanding leadership, innovative approaches to assignments, and continuous improvement of procedures and processes occurring from 2019 to now.

### 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.

Please include formal education or training outside of official duties that added value to the agency. Participation professional, scientific, or similar organizations are eligible.

### EXCLUSIONS

You can not nominate yourself; you may nominate a team that includes yourself.

## NOMINATION INSTRUCTIONS

All nominations are due midnight Pacific Time, May 5, 2021

Please use the following on line Nomination Form:

[https://www.surveymonkey.com/r/SFFEB\\_FEYA\\_2021](https://www.surveymonkey.com/r/SFFEB_FEYA_2021)

- There is no limit to the number of nominations an agency may submit.
- An individual may not nominate themselves.
- You are required to include your supervisor's contact information as a way to prove their support of the nomination. We will follow up with the supervisors as needed. For team nominations, the team's primary point of contact 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.
- 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 and you, so use models 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 beneficial.
- 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 ensure you have addressed all parts of each question thoroughly.
- Complete all information pertinent to the application, including POC info, supervisory information, and candidate contact information.

### Suggested Format for Narrative

- Introductory/Summary paragraph, giving the context of the work performed and simple background of the agency goals that relate to the nominee.
- Please explain what the nominee(s) accomplished and how it is outstanding and beyond what is typical for their job.
- Introduce three specific examples that back up your nominee's excellence.
- 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. SFFEB may move your nomination into another type as we see fit.

- All categories accept both individual and team nominations.
- **Interagency 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.
- **Interagency Teams**  
Nominated teams should demonstrate exceptional performance in executing a task or mission among two or more public agencies. Teams should demonstrate remarkable 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 various 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 any of the following: promoting innovative acquisition solutions, creating contracting processes, or awarding contract actions. The nominee's work demonstrates substantial savings and efficiency to the customer/taxpayer, increases small business contract/subcontract participation, awards contracts under extreme challenges, and makes 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**

This category is for those who perform civil or criminal law enforcement and have shown exceptional performance and results. This category recognizes those who investigate suspected illegal 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**

This category is 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**

The nominees in this category show significant contributions to the mission of the organization. This category is open for managers, supervisors, or team leads. Examples of excellence include 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**

This category is for salaried nominees who have shown exceptional performance and results. Highlight the nominees 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 selected 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*