

Seattle Federal Executive Board

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Chair

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Executive Director

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February 14, 2019

SFEB Public Service Recognition Awards Nominations due March 28, 2019

Dear Members of the Seattle Federal Executive Board,

The Celebration of Public Service is the Seattle Federal Executive Board's most highly regarded event. The purpose of the event is to recognize outstanding deeds of public service. We invite you to nominate individuals and teams for exceptional accomplishments achieved during this past year.

Nominations need to describe contributions made by the employee or team of employees that far exceed normal expectations.

Specifically we ask that agencies ensure individual and group awards fit one of the following criteria:

- extraordinary contributions in the accomplishment of the agency's mission
- extraordinary contributions that have resulted in a significant cost savings
- extraordinary contributions in the improvement of customer service
- extraordinary contributions that have resulted in a significant impact on the community at large.
- extraordinary contributions that have resulted in environmentally sustainable operations or programs

Nomination Guidelines:

- ❖ Agencies are asked to review and carefully evaluate each nomination prior to submission to the SFEB office. We depend on you to carefully screen your

nominations to insure that they meet the criteria above. PSR awards are intended to recognize only truly outstanding deeds.

- ❖ Selection process is at the discretion of the participating agencies and may include nominations from supervisors and peers. Accomplishments should have taken place between April 1, 2018 and March 31, 2019.
- ❖ A brief description, 100 words or less, of the accomplishment is to be included with the nominations. The SFEB retains the right to edit all submissions. Questions to consider in the description:
 - What was done? What was achieved?
 - What was the impact of the achievement on the agency and federal community?
 - What was the impact of the achievement on customers and the wider community?
- ❖ ***Agency executives are asked to make a final review of the award nominations. While we have many excellent employees, these awards are intended to recognize truly exceptional deeds and meritorious achievements.***
- ❖ Nominations must be submitted through your agency via email to seattlefeb@gsa.gov. Nomination deadline is **Thursday, March 28, 2019**.

Event Information:

Celebration of Public Service awards event

Wednesday, May 8, 2018

10:00 a.m. to Noon.

Jackson Federal Building, 915 Second Avenue, Fourth floor
Auditorium

Please join us in recognizing the outstanding federal employees in our community for their superior accomplishments. If you have any questions or need additional information, please contact Paul Carlson at (206) 220-6171 or at paul.carlson@gsa.gov.

Very sincerely,

Wayne C. Benjamin

Wayne C. Benjamin, Chair

Seattle Federal Executive Board