



CFEB ROCKY MOUNTAIN EAGLE AWARDS

Federal Employee of the Year Awards

Number of Awards: Eight (8) non-monetary awards

Categories:

1. **Rookie of the Year** – Outstanding performance by a new employee, regardless of grade or series, who had *less* than 18 months of service as of 12/31/16.
2. **Employee of the Year** – Outstanding performance by any employee, regardless of grade or series, who had *more* than 18 months of service as of 12/31/16.
3. **Supervisor of the Year** – Outstanding performance by a supervisor, regardless of grade or series.
4. **Executive of the Year** – Outstanding achievement by an executive level manager, who demonstrably links supervisory leadership to outstanding group performance and achievement of the agency mission.
5. **Outstanding Customer Service** – Outstanding achievement by an employee, regardless of grade or series, who exemplifies the attributes of internal and/or external customer service to which all Federal employees' should strive.
6. **Improved Federal Image** – Achievement or action that resulted in a better public image and understanding of the Federal government.
7. **Special Project or Achievement** – Outstanding achievement by an individual or team, regardless of grade or series, leading to a significant accomplishment toward achieving the agency mission.
8. **Scientific Project or Achievement** – Outstanding achievement by an individual or team, regardless of grade or series, leading to a significant scientific accomplishment toward achieving the agency mission.

Performance Period: These awards recognize on the job performance from January 1 – December 31, 2016

Nomination Period: January 1 – February 24, 2017 (Deadline is 5:00 pm MST)

Award Ceremony: May 3, 2017 | 10:30 am – 1:00 pm
Denver CO



Who Can Nominate: Anyone can prepare a nomination providing that they have first-hand knowledge of the nominee and the nominee's duties, and they have permission from the nominee and the Agency Director to submit the nomination.

- ♦ Self-nominations are not accepted
- ♦ One nomination per agency, per category, multiple entries will result in disqualification
- ♦ *All nominations must be approved and authorized by the Agency Director*

Eligibility: Previous winners are not eligible.

Nominees must be:

- ♦ A legal resident of the state of Colorado or serving in Colorado, if military
- ♦ A full time employee of a federal government agency (civilian, military or postal) within the State of Colorado for a minimum of twelve (12) months prior to December 31, 2016.

Selection Process: The Selection Committee is comprised of members of the Colorado Federal Executive Board (CFEB) Executive Committee and federal agencies in Colorado.

- ♦ The selections will be based on an assessment of the scope, impact, and outcomes of the nominee's contributions
- ♦ The winners will be notified by March 31, 2017

Instructions: One nomination per nominee

- ♦ Nominations must be completed online by 5:00 pm (MST), 2/24/17
- ♦ We recommend that you read the following nomination information carefully and gather all the information you will need before starting the online nomination. Once you start the online nomination, you can't save it and come back later to finish.

NOMINATION INFORMATION

You will need the following information to complete the online nomination. We recommend you gather all of this information and prepare your answers prior to starting the online nomination. Once you start the online nomination, you can't save it and come back later.

NOMINEE

NAME

TITLE

AGENCY / ADDRESS / CITY / STATE / ZIP

PHONE

EMAIL



NOMINEE'S SUPERVISOR

NAME
TITLE
AGENCY / ADDRESS / CITY / STATE / ZIP
PHONE
EMAIL

AGENCY DIRECTOR AUTHORIZING & SUBMITTING THE NOMINATION

NAME
TITLE
AGENCY / ADDRESS / CITY / STATE / ZIP
PHONE
EMAIL

CATEGORY OF THE NOMINATION

- ♦ Rookie of the Year
- ♦ Employee of the Year
- ♦ Supervisor of the Year
- ♦ Executive of the Year
- ♦ Outstanding Customer Service
- ♦ Improved Federal Image
- ♦ Special Project or Achievement (Ind. or Team)
- ♦ Scientific Project or Achievement (Ind. or Team)

SPECIAL OR SCIENTIFIC PROJECT TEAM NOMINATIONS (MAX. 10 TEAM MEMBERS)

You will need the following information for each team member:

NAME
TITLE
PHONE
EMAIL

NOMINATION QUESTIONS *(Maximum 250 words per question)*

1. List nominee's specific achievements that resulted in significant positive outcomes for the agency.
2. Describe the scope and impact of the nominee's contribution (quantify where possible).
3. What leadership qualities does the individual or team possess that inspires others within your agency?