



ROCKY MOUNTAIN EAGLE AWARDS

2010 Nomination Form

Colorado Federal Executive Board
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February 5, 2010

Dear Colorado Federal Executive Board Members:

The Colorado Federal Executive Board (formerly Denver Federal Executive Board) is proud to announce the rejuvenation of our Public Service Recognition Awards under the new name of Rocky Mountain Eagle Awards. These annual awards are one of the most important forms of non-monetary recognition available to Federal government employees within the State of Colorado, and they give us the opportunity to communicate to the public the outstanding achievements of Federal employees who have dedicated their careers to public service.

These awards afford you the opportunity to focus attention on those people within your organization whose exceptional performance warrants recognition. I encourage you to nominate deserving employees and ask that you share this nomination form with your managers and supervisors to solicit quality nominations. The success of your nominee is directly related to the effort made in documenting their accomplishments, and nominations should be written to an audience that has no knowledge of your agency's activities or the specific duties of the nominee.

Each agency may submit one (1) nomination for an individual in each of the following categories:

1. Communication and Outreach Award
2. Direct Customer Service Award
3. Distinguished Government Service Award (GS or equivalent military or postal grade)
 - a) GS 7 & Below
 - b) GS 8-11
 - c) GS 12-13
 - d) GS 14 & Above
 - e) Law Enforcement/Investigative
4. Distinguished Scientific Achievement Award
5. Outstanding Supervisor Award
6. Special Project or Achievement

Nominations are invited from all civilian, military, and postal agencies, and are open to all Federal employees within the State of Colorado at all grades of service from entry level through Senior Executive Service.

Please follow the nomination instructions carefully and contact Gay Page, 303.202.4588, gpage@denver.feb.gov with any questions.

I look forward to your participation in this very special CFEB initiative!

Sincerely,

Paul Sherbo
CFEB Chair



COLORADO FEDERAL EXECUTIVE BOARD

Rocky Mountain Eagle Awards

2010 Federal Employee of the Year Awards

Number of Awards: Ten (10) (non-monetary awards)

Nomination Deadline: Friday, March 5, 2010, 5:00 PM (MST).

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 by, and have the electronic signature of the Agency Director.

Eligibility: Nominees must be:

- ♦ An employee of a Federal government agency (civilian, military or postal), within the State of Colorado, for a minimum of twelve (12) months prior to the nomination deadline
- ♦ Military personnel from any military installation in Colorado, (Buckley AFB, Peterson AFB, Schreiver AFB, Air Force Academy, Fort Carson, and the Pueblo Chemical Depot)
- ♦ A legal resident of the State of Colorado or military personnel domiciled within the State of Colorado

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

- ♦ The selections will be based on an assessment of the scope, impact, and outcomes of the nominee's contributions
- ♦ The winners will be announced by April 30, 2010
- ♦ All nominees will receive a certificate of achievement.



Award Ceremony: Employers choice: May 20, 2010 at the Annual CFEB Professional Development Seminar and/or a presentation by a CFEB Executive Committee member at the recipient's agency.

Instructions: One nomination form per nominee:

- ♦ Each agency and military installation may submit one nomination per category
- ♦ The nomination form is a fillable .pdf and must be completed and submitted electronically
- ♦ Do not send a cover letter, any other attachments or supplemental materials
- ♦ Nomination forms must be electronically signed by the Agency Director and submitted via email to gpage@denver.feb.gov by 5:00 PM (MST), March 5, 2010
- ♦ *No mail or fax submissions accepted.*

Criteria: The nominee has:

- ♦ Been an integral or essential part of a significant improvement of public service (internal or external to his or her organization);
- ♦ Achieved a significant or positive outcome or result;
- ♦ Made efficient use of resources, including personnel, time, funding, or supplies while increasing quality or productivity;
- ♦ Set an example for other employees or volunteers;
- ♦ Had excellent performance and attendance records, exemplary overall service, and contributions to the region.

TIPS FOR WRITING AN EFFECTIVE NOMINATION

- ♦ Write clearly and concisely
- ♦ Use bullet points where possible
- ♦ Avoid acronyms or agency specific jargon
- ♦ Describe specific achievements with factual data
- ♦ Quantify achievements where possible.



Rocky Mountain Eagle Award 2010 NOMINATION FORM

NOMINEE

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

NOMINEE'S SUPERVISOR

NAME	TITLE
AGENCY	PHONE
ADDRESS	EMAIL
CITY / STATE / ZIP	

FEB AGENCY DIRECTOR SUBMITTING THE NOMINATION

NAME	TITLE
AGENCY	PHONE
ADDRESS	EMAIL
CITY / STATE / ZIP	AGENCY DIRECTOR ELECTRONIC SIGNATURE (REQUIRED)

PLEASE CHECK THE AWARD CATEGORY

- | | |
|---|---|
| <input type="checkbox"/> Communication and Outreach Award | <input type="checkbox"/> Distinguished Government Service Award |
| <input type="checkbox"/> Direct Customer Service Award | <input type="checkbox"/> GS 7 & Below |
| <input type="checkbox"/> Distinguished Scientific Achievement Award | <input type="checkbox"/> GS 8-11 |
| <input type="checkbox"/> Outstanding Supervisor Award | <input type="checkbox"/> GS 12-13 |
| <input type="checkbox"/> Special Project or Achievement | <input type="checkbox"/> GS 12-13 |
| | <input type="checkbox"/> Law Enforcement/Investigative |

