



**HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE**

BULLETIN



NUMBER 20-06

5 February 2020

2020 Excellence in Government Awards

1. On behalf of the Honolulu-Pacific Federal Executive Board (HPFEB), we are pleased to announce the date for the 2020 Excellence in Government Awards Program and opening of the nomination process.
2. The Excellence in Federal Government Awards Program allows federal agencies to celebrate the innovation and quality of work performed by federal agencies and employees by honoring awards in seven categories, learn about other agencies' best practices, and promotes the excellent work of federal agencies and their top performers.
3. You are highly encouraged to review the awards nomination guidelines attached. Nominations are due no later than 16 March 2020.
4. All nominees and winners will be recognized at the 64th Annual Honolulu-Pacific Federal Executive Board Award Program and EXPO at:

Date: Friday, 1 May 2020

Time: EXPO and Reception: 11:00 – 1300

Location: Hickam Officers Club, 2000 Signer Blvd, Building 900/90 (near Worthington Avenue), Joint Base Pearl Harbor Hickam, HI 96860

5. Point of contact for this bulletin is the HRO Benefits Section, (808) 672-1888.



**HONOLULU-PACIFIC
FEDERAL EXECUTIVE BOARD**



**NOMINATION GUIDELINES
2020 EXCELLENCE IN FEDERAL
GOVERNMENT AWARDS**

<https://honolulu-pacific.feb.gov>

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February, 2020

To: Federal Executive Board Members

Subject: **64th Annual Excellence in Federal Government Awards Program and EXPO**

The Honolulu-Pacific Federal Executive Board (HPFEB) Executive Committee proudly announces the 64th Annual Excellence in Federal Government Awards Program and EXPO.

Date: Friday, May 1, 2020

Time: EXPO and Reception: 11:00 am – 1:00 pm
Award Ceremony: 1:00 pm – 3:30 pm

Location: Hickam Officers Club, 2000 Signer Blvd, Building 900/90 (near Worthington Ave), Joint Base Pearl Harbor Hickam, HI 96860

FEB Member Submissions: Due March 16, 2020

The Excellence in Federal Government Awards Program is one of the HPFEB’s most successful events; our goal is to recognize as many federal employees as possible. Each FEB Member nomination that is accepted will be recognized and honored at this prestigious event.

Please:

1. Review the attached HPFEB Directory and verify that we have the correct FEB member information.
2. Updates and questions regarding the HPFEB Directory **must be submitted at this website:**
<https://honolulu-pacific.feb.gov/who-we-are/update-hpfeb-federal-directory/>

The HPFEB Excellence in Government awards allows federal agencies to:

1. Celebrate the innovation and quality of work performed by federal agencies and employees by honoring and presenting awards in seven categories.
2. Learn about other agencies’ best practices.
3. Promote the excellent work of federal agencies and their top performers.

The award categories are linked to the President's Management Agenda strategy for improving:

1. Modern information technology (IT) will function as the backbone of how Government serves the public in ways that meet their expectations and keep sensitive data and systems secure.
2. Data, accountability, and transparency will provide the tools to deliver visibly better results to the public and hold agencies accountable to taxpayers.
3. A modern workforce that builds on the Administration's proposed civil service reforms to empower senior leaders and front-line managers to align staff skills with evolving mission needs.



By March 16, 2020:

1. Create your PDF cover sheets via HPFEB's [website link](#). The webform is user-friendly and generates a completed PDF for download and digital signature. (However, we understand that some agency's security provisions create issues with using the webforms. Please contact us if you have trouble accessing the site.) The nominee's narrative portion is included at this stage of the nomination process. Write up must not exceed 1200 characters (see sample page 13). Create cover sheet here: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>
2. Once the cover sheet is completed. Please digitally (preferred) or manually sign the document and submit the final application along with a photo (.jpg/.jpeg) at [this link](#).

Each FEB Member is allowed one (1) submission in each of the seven (7) award categories; however, there is no requirement for an agency to submit a nomination for all categories.

The HPFEB Executive Committee recognizes that you (the agency head) are in the best position to judge excellence within your agency. **To honor your judgment/decision, we will recognize each agency submission on stage.**

Their accomplishments, contributions, and best practices will be highlighted. Please:

1. Take the time to succinctly write about your agency's best people.
2. Take the time to celebrate your agency's accomplishments and share your "best practices."
3. Brand/market the excellence of your agency's decisions and actions that shape and guide what your agency does and why your agency is the best in what you do. The Awards program:
 - a. Builds new partnerships with other agencies.
 - b. Strengthens the image of federal agencies and their employees.
 - c. Shares practices that may be applied by other organizations; thus, being the catalyst for better government.

The HPFEB also invites federal agencies to submit, NLT April 15, 2020, one power point (.ppt) slide depicting events your agency participated in promoting "Public Service" i.e... Food Drives, Blood Drives, Make a Difference Day. This slide may be uploaded using the same awards submission web portal.

I invite you to champion the effort and accomplishments of your agency and share in the spotlight of the federal community in Hawaii.

Chris Conklin
Executive Director
Honolulu-Pacific Federal Executive
Board

Enclosures:

1-2020 Nomination Guidelines

2-HPFEB Member Directory dated 01/31/20

NOMINATION GUIDELINES

2020 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS

Background The Excellence in Federal Government Awards program recognizes outstanding federal employees for their efforts, leadership, and/or initiative. The program encourages innovation and excellence in government, reinforces pride in federal service, and helps call public attention to the broad range of services provided by federal employees. The program is recognized as an important form of appreciation for federal employees in the Honolulu-Pacific area.

There will be no overall winner for each category. Instead, the focus is on acknowledging that the agency knows who best represents their mission and goals and deserves recognition at this honorable annual interagency ceremony. Therefore, every agency submission will receive the HPFEB 2020 Award for that category. Each will be recognized at the program and featured in local media.

AWARD CATEGORIES

The seven (7) award categories are:

- Team Excellence (refer to Attachment A)
- Federal Leader/Supervisor/Manager of the Year (refer to Attachment B)
- 3 Federal Employee of the Year – Professional, Administrative, and Technical (refer to Attachment C)
- 4 Federal Employee of the Year – Clerical and Assistant (refer to Attachment C)
- 5 Federal Employee of the Year – Trades and Crafts (refer to Attachment C)
- Exceptional Community Service (refer to Attachment D)
- Mentor of the Year (refer to Attachment E)

AWARD NOMINATIONS

A. **Eligibility:**

1. Accomplishment Period: Specific agency/employee accomplishments (individual or group) during the previous calendar year (January - December 2019). Cite job accomplishments achieved “on” or “off” the job that were innovative and/or had significant impact and achieved cost savings or other mission critical goals.
2. HPFEB Members may submit **only one nomination for each of the seven (7) categories.**
3. Agencies/commands that are not members must submit their nominations to a HPFEB member. Members are then responsible for screening the applications of subordinate commands/agencies and selecting the best candidate for each of the seven categories
4. HPFEB Members must submit nominations by **16 March 2020:**
 - a. An individual may be nominated in only one category (exception - Team Excellence).
 - b. Federal Government *contractors* are not eligible to compete in this awards program.
 - c. See Category Attachments for additional eligibility criteria for specific award categories.

B. Format/Content:

1. Submissions: Accomplishment period covers performance in calendar year 2019.
2. Succinctly write no more than 1200 characters (please try and avoid extensive bullets for space concerns).
3. Cover Sheet must be created using the following webform: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>
4. Completed and signed coversheet along with photo must be uploaded at the website: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2020-excellence-in-federal-government-awards-submissions/>
5. **Photograph:**
Provide digital photograph of each named submission as follows:
 - a. head and shoulders shot
 - b. plain light background
 - c. .jpg/.jpeg file format only (photos will be used as submission for display during awards ceremony). Be sure to label the photo with persons' or team name and agency (spell out rank as appropriate). Please do not upload low quality or scanned photos.
 - d. For Team Excellence category you may submit a group photo, or if the group/team is too large use a photo of the agency's emblem/insignia/logo

C. Submit Applications (step-by-step instructions found on page 6-8):

1. Deadline to upload final submissions is **March 16, 2020**
2. Nomination package must be uploaded to the [Awards Submission Page](#) and include:
 - a. Nomination Cover Sheet created and downloaded using the webform found HERE: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>
 - b. Have HPFEB Member & Nominee Digitally Sign Cover Sheet and prepare package for submission.

Package includes:

- i. Signed Cover Sheet
 - ii. Photograph in digital format (.jpg or .jpeg file). Follow guidelines in Section B above.
 - c. Team Excellence category must also submit a list of Team Members (full standard name line: first MI, last, with rank spelled out as appropriate).
3. Upload final submission(s) (signed cover sheet with narrative & photo) to the following website. The website allows for multiple categories of submissions to be uploaded at the same time.

Award Submissions Page: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2020-excellence-in-federal-government-awards-submissions/>

D. Cost/Expenses:

This is a “No Cost Event” and parking is free. HPFEB Members will be sent an invitation for RSVP and will have VIP Parking in the front circle of Hickam Officers Club.

MISCELLANEOUS INFORMATION

- A. While the HPFEB is making media arrangements, agencies/commands are encouraged to send their photographers to capture the moment for their employees at the awards ceremony.
- B. We encourage members to liberally grant administrative leave for this event. As the venue has limited seating, there may be standing room only.
- C. For Joint Base Pearl Harbor Hickam installation access, personnel will present either their Common Access Card (CAC) or Public Key Infrastructure (PKI) federal identification card. It is the parent agency’s responsibility to ensure installation access. For information on installation access contact: JBPHH Pass and ID, Special Events section: **(808) 449-0870**.

STEP-BY-STEP INSTRUCTIONS USING HPFEB WEBSITE FOR NOMINATIONS

Phase 1: Create your Award Nomination Cover Sheet. The webform shown below is found at:

<https://honolulu-pacific.feb.gov/what-we-do/work-force-development/awards-cover-sheet>

#1 Select your Department and then your HPFEB Agency from the green dropdown boxes.

HPFEB Awards Nomination Cover Sheet

This is the cover sheet for the 2020 HPFEB awards program candidates. It will auto-generate a .pdf file for agency leadership and awardee signatures.

Department

Please Select Your Department

HPFEB Agency*

Nominating Agency

Seven Awards Categories*

- Team Excellence
- Federal Leader/Supervisor/Manager of the Year
- Federal Employee of the Year - Professional, Administrative, Technical
- Federal Employee of the Year - Clerical and Assistant
- Federal Employee of the Year - Trades and Crafts
- Exceptional Community Service
- Mentor of the Year

#2 Select the award category For each Nomination form cover sheet, the award categories must be selected and created separately.

Nominee or Team Full Name:* ⓘ

Title*

Grade or Rank: (If military, include branch of service)*

#3 Complete all relevant agency contact information, the HPFEB Member Name/Title/Contact Information should automatically populate after you select your agency. If the information is incorrect, you may change it in the field. Once the award category is selected, the instructions for the award justification for that category will auto-populate.

Nominee or Team Full Name:*

Title* Grade or Rank: (If military, include branch of service)*

Agency/Command/Organization:*

Agency/Command/Organization Mission:*

Office Address*

0 of 250 max characters

Office Telephone*

FEB Member Name* FEB Member Title*

#4 Each agency has it's own unique internal nomination process. If the completion of the nomination cover sheet is sent throughout the organization, please be sure to designate the Agency POC in your internal communications.

Then type or copy/paste the award justification into the text box. Please try and avoid too many extra spaces or gaps in the text or the space on the auto-generated PDF may not be large enough to include the full justification. It is also limited to 1200 characters. Once the information entered has been reviewed, complete the CAPTCHA and click the large blue "Submit" button.

FEB Members Name* FEB Members Title

FEB Members Phone*

Agency POC Email* Agency POC Phone*

MENTOR OF THE YEAR

Address the following in the submission: A desire to help others Has provided positive formal or informal experiences Has a good reputation for helping others develop their skills Provided time and mental energy to devote to the relationship Individuals who are still willing/ able to learn and who see the potential benefits of a mentoring relationship Individuals who have demonstrated effective coaching, counseling, facilitating and networking skills Skills of your agencies executives and other workers are your most valuable asset; describe how your mentor cultivates "skills" throughout your organization and/or within our community. How does awardee help others define individual goals, achieve their potential and discover their strengths.

Enter Justification

Award Justification*

0 of 1200 max characters

#5 Once submitted, you'll be given two links. The first is to download the completed PDF cover sheet for signatures. The second is a link to the final webform to submit nominations after the documents have been signed.

Thanks for preparing the Office of Federal Contract Compliance Programs, Hawaii Area Office award nomination for Brian Mikel.

Download a copy to distribute for signatures here: <https://honolulu-pacific.feb.gov?fgpdf=5e2791895000f&token=5550f34007fe5e0eae1f8f9b11b82e36>

You can submit the signed forms and documents for the submission here: [HPFEB 2020 Excellence in Federal Government Awards Submissions](#)

**The hyperlinks in graphic above are not active

#6 After the Cover Sheet(s) have been signed (digitally or written) by the HPFEB Member and the nominee, you may upload the final nomination package at the following site: <https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2020-excellence-in-federal-government-awards-submissions/>

#7 Select the agency and award category(s). Multiple award categories may be submitted at the same time.

Enter the name of the nominee or team, then use the upload links to add completed cover sheet and nominee photo.

For the Team Award, a third upload option will appear to include all of the team members who received the award.

2020 Excellence in Federal Government Awards Submissions

Agency coordinators upload the awards submissions to this page.

Department*
Please Select Your Department ▾

HPFEB Agency Submitting*
▾

Agency Awards Coordinator Email* Agency Awards Coordinator Phone*

Award Category Submission Choices

- Select All
- Team Excellence
- Federal Leader/Supervisor/Manager of the Year
- Federal Employee of the Year - Professional, Administrative, Technical
- Federal Employee of the Year - Clerical and Assistant
- Federal Employee of the Year - Trades and Crafts
- Exceptional Community Service
- Mentor of the Year

Pick categories for submission

Optional File Upload: If you would like to provide a slide of events your agency participated in promoting "Public Service" ⓘ
 No file chosen

Accepted file types: ppt, pptx.

Team Excellence Award Nominee*

Please list name of team, group, detail, etc.

Upload Cover Sheet - Team Excellence <input type="button" value="Choose File"/> No file chosen	Upload Group Picture - Team Excellence <input type="button" value="Choose File"/> No file chosen	Upload List of Team Members ⓘ <input type="button" value="Choose File"/> No file chosen
Accepted file types: pdf.	Accepted file types: jpg, jpeg.	Accepted file types: doc, docx, pdf.

2020 Excellence in Federal Government Awards

ATTACHMENT A

NOMINATION CRITERIA FOR

TEAM EXCELLENCE

This category is set up to recognize agencies who have given their employees opportunities to make a difference for their workplace and how the team members empowered themselves to not be satisfied with mediocrity.

Eligibility Criteria: Read pages 2-5 to ensure you have all the information necessary before submitting.

- Teams or groups of employees that performed significant acts, services or achievements that affected the successful accomplishment of their organization's mission.
- Teams/groups may include white and blue-collar and appropriated or non-appropriated fund employees, full or part-time employees, re-employed annuitants and military personnel.
- Team members may be any grade or rank.
- Accomplishments of the team/group must be performed in 2019, be work related and performed on the job.

Note: If the team is too large for a group photo, you may use your agency emblem/insignia/logo.

Use guidelines in Section B (page 4).

Address the following points in the submission:

- Describe what and how your organization and your employees expanded the common and the individual possibilities. How members of your organization identified and exploited the ordinary and took that opportunity to improve the end result.....doing and making things right. Address team's (clear and meaningful) accountability for results--cite tangible and/or intangible results.
- Describe a particularly difficult or important mission, operation or assignment accomplished by the group/team that demonstrated distinctive leadership and teamwork involvement.
- Describe how the accomplishment had major significance or provided innovative service to others or provided substantially increased productivity or improved quality in terms of customer focus and satisfaction and strategic planning.

2020 Excellence in Federal Government Awards

ATTACHMENT B

NOMINATION CRITERIA FOR

LEADER / SUPERVISOR / MANAGER OF THE YEAR (Military or Civilian)

This category is about agency identified leaders that serve as models in your organization. They do not hesitate to give their stamp of approval, nor do they withhold their directions or suggestions for improvement. Based on experience, they take vocal leadership role.

Eligibility Criteria: Read pages 2-5 to ensure you have all the information necessary before submitting.

- White and blue-collar civilian employees and military personnel responsible for leading/supervising the work of others and/or managing programs. This would include all leader, supervisory, and managerial levels.
- Nominees may be in any field and at any grade level.
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Use guidelines in Section B (page 4).

Address the following points in the submission:

- Address how the agency's excellent leader aligns performance incentives for individual employees, for teams, and/or for its leadership where accomplishments are tied to reaching agency's mission objectives.
- Describe exceptional management skill, leadership traits, and participation in developing/ implementing innovative, cost effective programs/operations that are reflected in improved service to customers or public that the organization serves.
- Describe how the individual empowers and challenges workforce; keeps open lines of communication.
- Describe how the individual is flexible and adapts to a rapidly changing environment.

2020 Excellence in Federal Government Awards

Attachment C (One person may be nominated per category)

NOMINATION CRITERIA FOR FEDERAL EMPLOYEE OF THE YEAR

1) PROFESSIONAL, ADMINISTRATIVE AND TECHNICAL (Military or Civilian)

2) CLERICAL AND ASSISTANT (Military or Civilian)

3) TRADES AND CRAFTS (Military or Civilian)

Eligibility Criteria: Read pages 2-5 to ensure you have all the information necessary before submitting.

Professional, Administrative, Technical

- General Schedule (GS) or equivalent employees and military personnel who are employed in ***non-supervisory work in any of the professions at any grade/rank.***
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Clerical and Assistant

- General Schedule (GS) or equivalent employees and equivalent military personnel who are employed in ***non-supervisory*** work in clerical/assistant, secretarial and support fields.
- Nominees must be ***GS-7 and below or military equivalent*** during calendar year 2019 and may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.

Trades and Crafts

- **Wage Grade (WG)** or equivalent blue-collar employees and equivalent military personnel who are employed in non-supervisory work in trade, craft, manual, laboring occupations and work leaders
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- General Schedule (GS) employees ***cannot*** compete in this category.

Use guidelines in Section B (page 4). Address the following points in the submission:

Briefly, describe how exceptional contributions:

- improved operations and the attainment of program objectives
- significantly contributed to technological progress/developments on the job
- and improvements impacted customers and/or the public
- and accomplishments enhanced the public image of government employees

ATTACHMENT D

**NOMINATION CRITERIA FOR
EXCEPTIONAL COMMUNITY SERVICE CATEGORY**

(One person category)

Volunteers are leaders who support the work of local community organizations to help achieve their goals. Community service continues to be a great way to contribute to the global community and gain experience, and also fosters personal growth. There are many organizations with opportunities that fit your interests, skills and schedule.

Eligibility Criteria: Read pages 2-5 to ensure you have all the information necessary before submitting.

- Civilian employees and military personnel who have devoted significant personal time and effort on an on-going basis to community activities, non-profit groups, or welfare organizations where participation is not part of a job requirement.
- Nominees may be appropriated or non-appropriated fund employees, full or part-time employees, or re-employed annuitants.
- Nominees may be any grade or rank.
- Service must be performed on the employee's own time and be uncompensated. Service cannot be part of employee's duties or performed on government time. Voluntary service within the agency or command does **NOT** apply.
- If an individual is nominated for an act of heroism, the person must have performed a valuable service to the community or to an individual that could have placed the employee in a hazardous or perilous situation.
- This is an individual award.

Use guidelines in Section B (page 4).

Address the following point in the submission:

- Describe leadership in community activities and personal achievements that resulted in distinct benefits to the community.

2020 Excellence in Federal Government Awards

ATTACHMENT E

NOMINATION CRITERIA FOR

MENTOR OF THE YEAR

(One person Category)

Especially when succession planning is an issue, mentoring can prepare the next generation of leaders while ensuring the transfer of knowledge. In a mentoring culture, knowledge is shared and leadership skills are learned, so that there is no “brain drain” when the organization’s leadership retires. Mentors are facilitators and teachers allowing the protégé to discover their own direction. “They let me struggle so I could learn.” “Never provided solutions—always asking questions to surface my own thinking and let me find my own solutions. Most significant thing the mentor did was "listened and understood me" and, "built my confidence and trust in myself, empowered me to see what I could do."

Eligibility Criteria: 5

- Civilian employee or military personnel who teach, lead, mentor, coach others to see the big picture by bringing it into focus, and provides expert counsel as they prepare others for challenges of ever increasing magnitude.
- Nominees may be appropriated or non-appropriated fund employees, full or part-time e
- Nominees may be any grade or

Use guidelines in Section B (page 4)

Address the following in the submission:

- A desire to help others
- Has provided positive formal or informal experiences
- Has a good reputation for helping others develop their skills
- Provided time and mental energy to devote to the relationship
- Individuals who are still willing/ able to learn and who see the potential benefits of a mentoring relationship
- Individuals who have demonstrated effective coaching, counseling, facilitating and networking skills
- Skills of your agencies executives and other workers are your most valuable asset; describe how your mentor cultivates “skills” throughout your organization and/or within our community.
- How does awardee help others define individual goals, achieve their potential and discover their strengths?



HPFEB 2020 EXCELLENCE IN FEDERAL GOVERNMENT AWARDS PROGRAM COVER SHEET- (Due 16 March 2020)

SEVEN AWARD CATEGORIES	
Please confirm the correct category is checked below.	
<input type="radio"/> Team Excellence	<input type="radio"/> Federal Employee of the Year – Clerical & Assistant
<input type="radio"/> Federal Leader/Supervisor/Manager of the Year	<input type="radio"/> Federal Employee of the Year – Trades & Crafts
<input checked="" type="radio"/> Federal Employee of the Year – Professional, Administrative & Technical	<input type="radio"/> Exceptional Community Service
	<input type="radio"/> Mentor of the Year
AGENCY NOMINEE’S INFORMATION	
Nominee or Team Full Name: Intern Extraordinaire	
Title: Communications Intern	Grade or Rank (If military, include branch of service): GS 9
Agency/Command/Organization: HPFEB	
Agency/Command/Organization Mission: The Honolulu-Pacific Federal Executive Board is the hub of the federal agencies in Hawaii, connecting through communication, coordination and collaboration.	
Office Address: 300 Ala Moana Blvd, Honolulu, HI 96850	
Office Telephone: (808) 541-2637	
Agency POC Email: brian.mikel@navy.mil	Agency POC Telephone: (808) 541-2637
HPFEB MEMBER INFORMATION	
Member’s Name: Christopher Conklin	
Title: Executive Director	
Agency/Command: HPFEB	
Telephone: (808) 541-2638	
FEB Member’s Signature:	Date: 2/4/20
<small>DN: c=US, o=U.S. Government, ou=DoD, ou=PKI, ou=USN, Date: 2020.02.04 11:29:49 -10'00'</small>	
Please review narrative summary on page 2 before signing.	
Narrative must follow Format/Content guidelines in Section B of Award Guidelines (page 4)----do not modify.	
NOMINEE’S RELEASE STATEMENT	
Release: “Under the provisions of the Privacy Act, I hereby authorize the use of personal information contained in the nomination by the Federal Executive Board for publicity and promotion for the 2020 Excellence in Federal Government Awards Program.”	
Nominee’s Signature: INTERN	Date: 2/4/20

NOTE: If Nominee is unavailable to sign by award submittal date of 16 March 2020, agency may forward the signature NLT 31 March 2020. Submissions without an nominees’ signature will be pulled from the awards program on 31 March 2020. Upload to: [HPFEB Awards Submissions Page](#)

EXAMPLE

The HPFEB Executive Committee recognizes that you, the agency head, is in the best position to judge excellence within your agency. To honor your judgment/decision, we will recognize each agency submission on stage. Nominee's accomplishments and contributions deserving of this award are highlighted below:

Our communications intern exceeded all expectations. Effectively manage excellence in gov awards, Pacific Leadership Academy, and outreach/promotion for all of our workforce development activities. She managed our linkedin, facebook, eventbrite, home website and other social media efforts.

Arranged three retirement training seminars at various DoD and non-DoD facilities, critiques were excellent. Accurately updated the HPFEB emergency notification system when a Category 2 storm was temporarily bearing down on Oahu, freeing up HPFEB leadership to focus on situational awareness. Furthered HPFEB efforts to run a "paperless" office and increased efficiency of all processed. Intern Extraordinaire consistently demonstrated strong technical skills in all assigned tasks, and added value to each associated process.

Photograph:

Provide digital photograph of each named submission as follows:

- a. Head and shoulders shot
- b. Plain light background
- c. Submit a .jpg/.jpeg** file only (photos will be projected on large display at the ceremony). Be sure to label the .jpg photo with nominee or team name and agency (spell out rank as appropriate). Please do not send low-quality photos.
- d. For Team Excellence category you may submit a group photo, or if the group/team is too large use a photo of the agency's emblem/insignia/logo.

**Upload digital photo as a separate labeled file from the submission (i.e. .jpg/jpeg file) **

Upload all awards submissions here:

HPFEB 2020 Awards Submission

<https://honolulu-pacific.feb.gov/what-we-do/work-force-development/2020-excellence-in-federal-government-awards-submissions/>



HONOLULU- PACIFIC FEDERAL EXECUTIVE BOARD

MEMBER DIRECTORY

(See Attached HPFEB Membership Directory, dated January 31, 2020)

Generally, membership is limited to senior officials of each department or agency whose supervisors are not located in the HPFEB metropolitan area. Currently there are over 125 members on the Honolulu-Pacific Federal Executive Board representing both the military and civilian workforce.

Annually, a major effort is made to update the HPFEB Members Directory; however, due to on going consolidations, reorganizations and/or realignments, we recognize that there are agencies that:

1. Should be in the directory as an HPFEB Member and are not.
2. Should be deferring to their “senior” agency on island (HPFEB Member) to screen applications of subordinate commands/agencies and select the best candidate for each of the seven categories.
3. **Please use the website below to make any changes of changes to your agency contact information:**
<https://honolulu-pacific.feb.gov/who-we-are/update-hpfeb-federal-directory/>