

# Celebrate Public Service Recognition Week

May 9, 2007

The Center  
at Cathedral Plaza  
555 W. Temple Street  
Los Angeles, CA 90012

Registration:/Music: 11:30 a.m.  
Lunch Served at 12:30  
Program 12:00- 2:00 p.m.  
Cost: \$40.00  
(Self-Parking \$8.00)

- Award Nominations accepted in 7 categories
- All public service employees eligible for consideration
- Details attached
- Deadline April 4, 2007

## Highlights

- Guest Speaker
- Award Presentations
- Workplace Giving Accomplishments
- Graduation of FEB Leadership Associates, Class of 2007



**Registration Due May 1, 2007**  
Registration Form Attached  
Directions Available Upon Request  
FEB Staff Office (562) 951-6970



Public Service Recognition Week celebrated the first week in May since 1985, is a time set aside to honor the men and women who serve America as Federal, State and Local Government employees. Source: [www.theroundtable.org](http://www.theroundtable.org)

**Complimentary tickets are given each year to members of the Armed Services. Should you or your agency wish to sponsor their attendance, individual tickets may be purchased along with your registration. Please indicate if you are buying extra ticket(s) for military personnel to attend. Your generosity will be acknowledged at the Event. Thank you for Supporting Our Troops!**

**PSRW Purchase Form—Deadline May 1, 2007  
Please Fax or Mail this form to the FEB Staff Office  
501 W. Ocean Blvd., Suite 3200, Long Beach, CA 90802  
or FAX (562) 951-6902  
Event Tickets and Invoice will be mailed prior to the event**

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please list names of those who will attend (if known) below: (Table = 8 tickets)**

1. \_\_\_\_\_ 5. \_\_\_\_\_  
2. \_\_\_\_\_ 6. \_\_\_\_\_  
3. \_\_\_\_\_ 7. \_\_\_\_\_  
4. \_\_\_\_\_ 8. \_\_\_\_\_

Method of payment:             Enclosed Check:             Credit Card

Credit Card Information:     Master Card                     Visa

Full name as it appears on credit card: (Please Print)

Approving Signature:

Credit Card No.:

Expiration Date:            Mo.                    Year

FEB EIN # 33-0819324 \* FEB DUNS # 07-744-7196

**Total amount authorized for this purchase \$**



## Public Service Recognition Week 2007 Awards Nomination Form



### Individual or Group Nominated

Name of Individual or Group: \_\_\_\_\_  
Title/Organization: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
\_\_\_\_\_  
Organization Phone and Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Nominated for the following award (See attached page for Award Descriptions & Criteria):**

- Partnership Award
- Leadership Award
- Team Accomplishment Award
- Individual Accomplishment Award
- Community Service Award
- Self Development Award
- Distinguished Public Service Career Award

**NOTICE: Please provide a brief description of the Nominee's qualifications for this award on page two of this application, giving particular attention to criteria listed for each award and to distinctive achievements or contributions.**

Name of Nominator: \_\_\_\_\_  
Title/Organization: \_\_\_\_\_  
Organization Address: \_\_\_\_\_  
\_\_\_\_\_  
Organization Phone and Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**AWARD RECIPIENTS WILL BE ANNOUNCED AT THE MAY 9, 2007  
PUBLIC SERVICE RECOGNITION WEEK LUNCHEON**

**Please submit by April 4, 2007**  
Greater Los Angeles Federal Executive Board  
501 W. Ocean Boulevard, Suite 3200  
Long Beach, CA 90802

by fax at (562) 951-6902, or via email to [Veronica.Cook@dhs.gov](mailto:Veronica.Cook@dhs.gov)

Questions may be directed to the FEB Staff Office at (562) 951-6970





## Public Service Recognition Week Award Description and Criteria



**Partnership Award:** Award is presented to individuals or organizations that exemplify the true spirit of partnership. Emphasis will be placed upon mission-based impact, results and inclusiveness of partners. (Internal/External).

Criteria:

- a. How the individual worked directly with different organizations to communicate, compromise or achieve all agency mission goals.
- b. What ability did they demonstrate to increase relationships while partnering, i.e., give examples.
- c. Demonstrates skill in negotiating and consensus building.
- d. The ability to motivate others jointly. Works together toward a common goal.
- e. Significant and measurable mission-based accomplishments.

**Leadership Award:** Award is presented to leaders (managers, supervisors & employees) who have made the greatest contributions to public service.

Criteria:

- a. Developed new and innovative ideas, which resulted in significant organizational changes (can include cost savings, organizational development and partnerships).
- b. Promotes creativity and risk-taking by creating a broad set of intentions and supporting the result.
- c. Promotes empowerment and inspires trust.
- d. Understands and develops diversity within the organization with the focus on community.
- e. Participation in and development of partnerships within the community emphasizing customer service.

**Team Accomplishment Award:** Award is presented to teams, groups or organizations that have made exceptional accomplishments within their organizations. Teams will be evaluated on the basis of performance and their overall dedication to public service.

Criteria:

- a. Developed new and innovative ideas, which resulted in improved overall job effectiveness and performance.
- b. Promotes creativity and risk-taking resulting in a wide range of accomplishments.
- c. Commitment to partnership, team effectiveness and team building.
- d. Enhancement of public service image or a special act or service in the public interest other than responsibility to own organization.
- e. Establish and practice empowerment.

**Individual Accomplishment Award:** Award is presented to an individual who has demonstrated exceptional individual achievement. Through their commitment and leadership, this individual has made significant contribution to our communities by taking great strides to enhance different programs.

Criteria:

- a. Developed new and innovative ideas, which resulted in improved overall job effectiveness and performance.
- b. Promote creativity and risk-taking resulting in a wide range of individual accomplishments.
- c. Enhancement of public service image or a special act or service in the public interest other than responsibility to own organization.
- d. Establishes and practices empowerment.

**Community Service Award:**

Award is presented to individuals, teams or groups who distinguished themselves through their acts of community service that is so outstanding as to attract special attention to public service and highlight the beneficial contributions.

Criteria:

- a. Exemplifies the best traditions of public service through their humanity or charitable acts.
- b. Acts, which in themselves, focused special favorable attention on the employee's organization without special recognition to the employee.
- c. On-going charitable/community service activities, to include or workplace giving programs.

**Self-Development Award:** Award is presented to individual who has made significant strides in personal development, career advancement, and continuation of education related to their career field. (Employees who receive agency-funding support for continuing education are eligible for nomination)

Criteria:

- a. Initiative to seek further education.
- b. Attaining educational goals.
- c. Dedication to self-development despite obstacles.

**Distinguished Public Service Career Award:** Award is presented to individuals who distinguished themselves through their dedication to public service.

Criteria:

- a. Submission of a suggestion or innovation that has far reaching results.
- b. A lifetime of dedication to a chosen profession or public service.