



# Chicago Federal Executive Board Federal Employee of the Year Awards Frequently Asked Questions (FAQs)

## **Is there a host agency this year?**

*No, the FEB leadership streamlined the process and the FEB staff performs the duties previously shared with the host agency team.*

## **Are nominees required to have a Chicago area duty station to be eligible for nomination?**

*No, since Agency geographic footprints differ, the Agency Director may determine they want an individual or team from an adjacent county or state to participate in the Chicago FEYO program and we will accommodate the requested alignment.*

## **Are nominees required to submit a photo?**

*Not with the initial nomination submission. If an individual or team is selected as a category winner, the FEB staff may request a photo for inclusion in the press release or on the FEB website. (It will be up to the discretion of the employee or team and management if a photo will be submitted.)*

## **Will there be a centralized award ceremony or event?**

*Yes, there will be one centralized ceremony via Zoom that will be sent to winners and agencies. Ceremony will take place May 5<sup>th</sup>, 10 AM to 12 PM. Delivery of awards will be coordinated with agency point of contact.*

## **Can an individual or team be nominated twice in the same category or for more than one category?**

*Yes, however an individual and/or team can only win in one category in a given year.*

## **Where can I find information regarding the Federal Employee of the Year Awards?**

*A description of the award categories, criteria, and a link to the nomination form is located on the Chicago Federal Executive Board's website - [Federal Employee of the Year Awards](#).*

## **What happens if my nomination is not submitted via the online nomination form?**

*Agencies can recognize employees within their agency, at any time, in accordance with their agency recognition guidelines. However, to be considered for a 2020 Employee of the Year Award, nominations must be submitted via the online form no later than COB April 2<sup>nd</sup>, 2021. If you are unable to access the online form, you may submit your nomination via a PDF form.*

## **Who do I contact if I have additional questions or need assistance with submitting a nomination?**

*Questions should be directed to [chicagofeb@qsa.gov](mailto:chicagofeb@qsa.gov) or 312-353-6790.*

## **Can FEB staff, reviewer, or judge review a nomination for someone in their agency?**

*No, the FEB staff member, detailee or volunteer reviewer or judge will recuse him or herself from any discussion, review, or evaluation of the nomination.*