



# Chicago Federal Executive Board Federal 2023 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 FEB EOY program and we will accommodate the requested alignment.*

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

*No, If an individual or team is selected as a category winner, the FEB staff may request a photo for press release and FEB website purposes. (Photo submission will be left to the discretion of the employee or team and management.)*

## **Will the ceremony be held in person or online?**

*This will be an in person event. An announcement of ceremony details will be provided by Monday April 3, 2023. Delivery of awards will be coordinated with the point of contact for each agency.*

## **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 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 nomination links are located on the Chicago Federal Executive Board's website - [Federal 2023 Employee of the Year Awards](#)*

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

*Agencies can recognize employees in accordance with the agency's recognition guidelines at any time. However, to be considered for a 2023 Employee of the Year Award, nominations must be submitted via the online form no later than COB Friday, March 31, 2023. If you are unable to access the online form, you may submit your nomination utilizing the provided [PDF form](#) to submit a Word Document nomination.*

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

*Questions should be directed to [chicagofeb@gsa.gov](mailto:chicagofeb@gsa.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.*