



NEW ORLEANS FEDERAL EXECUTIVE BOARD

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Phone: (504) 426-0106 • Fax: (303) 205-3005



March 8, 2013

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National Finance Center
(504) 426-0106

TO: Federal Executive Board Members

SUBJECT: Public Service Recognition Week – Schedule of Events

Public Service Recognition Week (PSRW) will be observed May 5-11, 2013. This week of recognition provides us with an opportunity to focus the community's attention on the dedication and allegiance of public servants who serve our country and communities. It also provides you, as leaders, with an opportunity to focus your attention on the distinguished service that is being provided by many in your organizations. The New Orleans Federal Executive Board (NOFEB) will sponsor a Distinguished Service Awards Luncheon Program on Wednesday, May 8, 2013; an interagency Mall Exhibition Program on Thursday, May 9, 2013; and other interagency community outreach activities. We invite your agency or military organization to participate in these activities.

The **Distinguished Service Awards Nomination Packet** (Enclosure 1) contains the criteria/guidelines and the nomination form needed to nominate individuals and/or teams for distinguished service. With shrinking budgets and limited award money, public recognition programs (such as this one) can help to demonstrate how much you value and appreciate *distinguished service* in your organization. I am sure that each agency and military organization has many employees whose talents and contributions meet or exceed the criteria.

If you have any questions regarding the nomination process, please contact Kathy Barré, Executive Director, by telephone at (504) 426-0106, or e-mail her at Kathy.Barre@usda.gov. Nominations are due no later than close of business, **Wednesday, April 10, 2013**, and should be sent via email to kathy.barre@usda.gov; faxed to (303) 205- 3005 or submitted to the address shown below.

NEW ORLEANS FEDERAL EXECUTIVE BOARD
ATTN: PSRW DISTINGUISHED SERVICE AWARD NOMINATIONS
P. O. BOX 53206
NEW ORLEANS, LA 70153-3206

The **Distinguished Service Awards Luncheon Program** will be held on **Wednesday, May 8, 2013**, at the NASA Michoud Assembly Facility, 13800 Old Gentilly Road, New Orleans, Louisiana 70129 (Eastside of the Cafeteria - Bldg. 351) from 11:30 a.m. (11:00 a.m. check-in) until 1:30 p.m. The Distinguished Service Awards Luncheon Program will begin in the Eastside of the cafeteria at 11:30 a.m., (11:00 a.m. check-in).

The cost to attend the Distinguished Service Awards Luncheon Program is \$15.00. Both awardees and all those who are nominated will be recognized during the awards program. Therefore, we ask that the cost for nominees and awardees be paid by the nominating agency. Each year, employees and awardees leave these activities extremely appreciated, motivated, and re-charged. So, there is a significant return on a very minimal investment. The PSRW Awards Program Registration Form (Enclosure 2), and the PSRW Credit Card Billing Form (Enclosure 3), provides additional registration and payment instructions. In order to effectively plan for this program, **registration by no later than Wednesday - May 1, 2013 is requested.**

Our annual interagency **Mall Exhibition Program** will be held at the Lakeside Shopping Mall (Metairie, Louisiana) on **Thursday, May 9, 2013**, from 10 a.m. until 4 p.m., and will feature booth displays by local agencies and military organizations. This is an excellent opportunity for your organization to inform the public about your mission, new programs or initiatives and/or promote your value to the public. This can potentially be a wonderful marketing, public relations and public outreach opportunity. In the past, some agencies also used this as a recruitment opportunity or to introduce new or existing services, the choice is yours. To participate in the program, simply complete and return the Mall Exhibition Program - Agency Participation Form (Enclosure 4).

If you have any questions regarding any of the upcoming activities, please feel free to also contact Kathy Barré, by telephone at (504) 426-0106, or e-mail her at Kathy.Barre@usda.gov. As always, we appreciate your continued support, and thank you in advance for making 2013 Public Service Recognition Week a success!

Sincerely,



Dr. Thomas Ed Cleveland
Chair

Enclosures:

- (1) Distinguished Service Awards Nomination Packet - 2013
- (2) PSRW Awards Program Registration Form
- (3) PSRW Charge Card Billing Form
- (4) Mall Exhibition Program – Agency Participation Form