



## Baltimore Federal Executive Board

Fallon Federal Office Building - Suite 820A  
31 Hopkins Plaza  
Baltimore, Maryland 21201

*February 1, 2010*

*2010 Public Service Recognition Week Theme:  
"Government Innovation and Opportunity"*

*SPECIAL INVITATION TO  
Federal Agencies and Installations  
of the Baltimore Federal Executive Board*

*2010 EXCELLENCE IN FEDERAL CAREER AWARDS  
LUNCHEON AND CEREMONY*

*Date: Friday, May 7, 2010*

*Time: (Ballroom Doors Open) 11:00 a.m. to 3:00 p.m.*

*Location: Martin's West, 6817 Dogwood Road, Baltimore, MD.  
(I695, Exit 17 - Security Boulevard West, Right on Dogwood Rd)*

*\$40.00 per person*

*(Please see the new payment instructions on page 3 and page 4)*

*Please submit ticket request by: Friday, April 9, 2010*

On May 7, 2010, the *2010 Excellence in Federal Career Awards Program* will honor outstanding Federal employees in Central Maryland. For over forty years this event has been the highlight of agency and installation activities. It is held in conjunction with *Public Service Recognition Week May 3-9, 2010*. Although it is very rewarding to have an award winner from your agency/installation, the purpose of the event is to recognize *all* Federal civil service employees, regardless of their agency/installation affiliation. *We would appreciate your continued support of this program by circulating this invitation and encouraging attendance.* This event is also an all-agency meeting of the Baltimore Federal Executive Board member agencies and installations.

Please determine your Total/Bulk ticket requirements and request them using the attached Reservation Request Form. Tickets will be mailed to the ticket coordinator. If possible, recommend you may pick up the tickets at the FEB Office (address on letterhead). Please note the *new* payment instructions. This is an online purchase process.

## **2010 EIFC PROGRAM HIGHLIGHTS AND DETAILS**

- Reception:** *Cash Bar with complementary vegetables, dip and cheese display.  
Musical Entertainment by The Brass Express.*
- Start:** *Presentation of the Colors and Honors by the U.S. Coast Guard  
Baltimore Area Color Guard.  
National Anthem: Tyrone Wright, Social Security Administration  
Invocation: Ch (Col) Wm. S. Lee, Maryland National Guard*
- Seating:** *Round dining tables are set for 10 people. (Seating is assigned on a  
first-come basis front to rear of ballroom – no prior reservations)*
- Luncheon Menu:**
- . Seasonal Appetizer*
  - . Double entrée of:*
    - . Herb Encrusted Salmon and Herb Roasted Chicken*
    - . Seasonal Fresh Vegetables*
    - . Potato Martin*
    - . "Sky Scraper" (Chocolate cake layered) Cheese Cake w/chocolate icing.*
  - Coffee, Tea, Iced Tea (wine is available for purchase from the bar)*

**Note -** Luncheon expense for agency support personnel (i.e., van/bus driver, photographer, etc.) is the responsibility of your agency. Please include in your ticket order to ensure seating at your table(s).

**Special Meals:** Agency coordinator must call Martin's West (Dianne Bosse, (410) 944-9433) if any special meal is required. (e.g. vegetarian). **Children:** Age 12 & under are ½ price. Child's meal is Chicken fingers, french fries, & applesauce. Age 13+ same as adult.

**Special Accommodations:** Martin's West is accessible. Agencies must provide their own interpreters if required. Please advise if you have any one attending in a wheel chair to permit proper placement at the dining table or for an award presentation at floor level.

**Reminder:**

Your agency/command is encouraged to participate in the "Avenue of Flags". Bring your agency/command flag with stand to the awards platform when you arrive. An "avenue" will be formed to the right of the platform with the flags provided by the agencies. Following the program please retrieve your flag and stand. Flag/General officers may add their flag to the 'avenue' and place small flag on dining table if desired.

### **2010 EIFC AWARDS PRESENTATIONS (Continued)**

- The **Silver Finalists & Bronze winners** will be asked to assemble as a group alphabetically in a designated area behind a curtain followed by the.
- The names of the winners will then be announced. As their name is announced they move forward up the stairs to the recognition platform to receive their award. **(Bronze first - followed by the Silver Finalists)**. The one **Gold** winner among the finalists will be announced first. *Agencies are responsible for taking photographs of their individual employees. Family members may also take photographs as the awards are presented.*

### **RESERVATIONS & METHOD OF PAYMENT (Ticket order next page)**

*Checks & Money Orders are preferred – Payable to FEB. Cash discouraged.*

Credit card payments to: [www.leading-edge.us/FEB AwardsProgram.htm](http://www.leading-edge.us/FEB AwardsProgram.htm)

**Please attach the credit card receipt with your bulk ticket request form.**

- A Comptroller General Decision (BN-237040), October 9, 1990, determined that award recipients attending regional awards ceremonies sponsored by the local Federal Executive Board may be reimbursed the cost of the luncheon and related expenses under the Incentive Awards Act. This applies also to their supervisor and/or manager.
- The credit card system pays directly to the FEB's "merchant account". There is no 3<sup>rd</sup> party involvement. PayPal or other similar system is NOT used.
- Agency payment vouchers are no longer accepted. The FEB is an un-funded activity and must have funds readily available to pay for the event expenses. *Immediate payment by Credit Card (URL above), Check or Money Order payable to FEB is required.*

*. The Federal Executive Board is not a funded activity; therefore, it is necessary that activities, which require funds, be self-supporting. There are no refunds for this event. You assign the ticket/table number as determined by your agency. The FEB does not require the names of those attending.*

Enclosure:  
2010 Ticket Request Form

*Signed/Richard H. Howell*  
Richard H. Howell  
FEB Executive Director

**2010 RESERVATION REQUEST FORM**

**Return NLT April 9, 2009** to - (Recommend use of FedEx)

2010 Excellence in Federal Career Awards Program  
Baltimore Federal Executive Board  
Fallon Federal Building  
31 Hopkins Plaza, Suite 820A  
Baltimore, Maryland 21201

Will all your award recipients be attending? \_\_\_\_\_. If No, provide information below.  
**Yes/No**

Name of recipient not attending                      Name of person accepting the award for recipient  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_ Email address: \_\_\_\_\_

**Total Number of Tickets Requested:** \_\_\_\_\_ @ \$40.00 each  
Check/Money Orders payable to FEB:                      \$ \_\_\_\_\_  
Credit card receipts for those paid by credit card \*                      \$ \_\_\_\_\_  
Cash (use of cash is discouraged):                      \$ \_\_\_\_\_  
**Total Amount Enclosed**                      \$ \_\_\_\_\_

\*Credit Card Payments to: [www.leading-edge.us/FEB AwardsProgram.htm](http://www.leading-edge.us/FEB AwardsProgram.htm). Include payment receipts with your bulk ticket purchase. See \* above. Children Age 12 and under are half price (\$20.00) and must be paid by check only.

**Mailing my tickets to:**

Name \_\_\_\_\_  
Agency \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

