



## The Commonwealth of Massachusetts

**HUMAN RESOURCES DIVISION**  
100 Cambridge Street, Suite 600  
Boston, MA 02114

### AGENCY COORDINATOR FORM

Please complete this form and return to [Nancy.Heidt@mass.gov](mailto:Nancy.Heidt@mass.gov) by May 30, 2019. The individual named below is designated as the Agency Coordinator for the 2019 Performance Recognition Program:

Agency:

Name:

Title:

Telephone Number:

Email Address:

Mailing Address:

If you will be serving as the coordinator for multiple agencies, please list other agencies:

\_\_\_\_\_  
Name of Agency Head or Designee

\_\_\_\_\_  
Date

**Return this form by May 30, 2019 to [Nancy.Heidt@mass.gov](mailto:Nancy.Heidt@mass.gov)**

There will be a ***Coordinator Call-In Meeting*** on ***June 5<sup>th</sup> at 2:00 p.m.*** The conference call number will be provided to coordinators in the days prior to the meeting.

If you have any questions regarding the Performance Recognition Program or your role as the Agency Coordinator, please contact Nancy Heidt at [Nancy.Heidt@mass.gov](mailto:Nancy.Heidt@mass.gov) or at 617-878-9897.

**THANK YOU!**

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