

U.S. DEPARTMENT OF ENERGY

Secretary's Awards Program Nomination Form

1. Type of Award (Check Applicable Box)					
Secretary's Honor Awards <input type="checkbox"/> James R. Schlesinger Award <input type="checkbox"/> Excellence Award <input type="checkbox"/> Achievement Award		Secretary's Departure Awards <input type="checkbox"/> Exceptional Service Award <input type="checkbox"/> Distinguished Service Award <input type="checkbox"/> Meritorious Service Award		<input type="checkbox"/> Secretary's Appreciation Award <input type="checkbox"/> Secretary's Appreciation Award for Management Excellence	
2. Nominee (Full) Name (As it is to appear on the certificate) <input type="checkbox"/> Check if Group list is attached			For Departure and Appreciation Awards Only		
			3. Certificate Date		4. Award Presentation Date
5. Current Position Title <input type="checkbox"/> (Check if nominee is not a current DOE Federal employee)					
6. Award Justification: Continue on blank sheet of paper and attach if you need more space.					
7. Award Citation: A citation of no more than 20 lines must be attached to nomination form. (A citation is not required for the Secretary's Appreciation Award for Management Excellence.)					
8. Requesting Office :					
9a. Local Approvals: One or more signatures is typical but not required					
Requesting DOE Employee/Official		Office Manager		Site or other Local Manager	
Print Name:		Print Name:		Print Name:	
Signature & Date:		Signature & Date:		Signature & Date:	
9b. DOE APPROVING OFFICIAL (REQUIRED)(Head of Departmental Element):					
Name and Title (Print):					
Signature/Date:					
(This Section for Award Program Use)		Recommendation (Initial and Date)		Award Recommended	
Reviewing Officials		Approve	Disapprove		
DOE Program Manager Office of the Chief Human Capital Officer					
(For Honor Awards) Secretarial Awards Committee:					
DOE Secretary:					

AWARD CITATION

**UNITED STATES DEPARTMENT OF ENERGY
SECRETARY OF ENERGY**

Presented to