

FOR OFFICE USE

 State USAID

Date Received by Awards Office (mm-dd-yyyy)

Date Related to Personnel Records (mm-dd-yyyy)



U.S. Department of State

NOMINATION FOR AWARD

PART I - NOMINATION

Name of Nominee (Last, First, MI.)

Social Security Number

ORG Symbol or Post

Present Position Title and Grade

Position held during period covered by nomination if different than present

REASON FOR AWARD

 Performance Customer Service Teamwork Special Act Innovation Crisis Management Other _____

TYPE OF AWARD RECOMMENDED

 The Secretary's Award Superior Honor Award Time Off From Duty Award Award for Heroism Meritorious Honor Award Cash Secretary's Career Achievement Award Franklin Award Other _____ Distinguished Honor Award Foreign Affairs Award for Public Service

Recommended Amount (Cash/Time Off Hours)

Approved Amount

Approved Award

Justification for Award (Include a concise citation to be used on the award certificate. Additional sheets may be used.)

Nominated By (Name, Title, Signature)

Date (mm-dd-yyyy)

Approved By (Supervisor's Name, Title, Signature) Applicable only if nominated by other than supervisor

Date (mm-dd-yyyy)

NOMINATION FOR AWARD

Name of Nominee *(Last, First, MI.)*

Justification for Award Continuation Sheet *(Include a concise citation to be used on the award certificate.)*

PART II - ACTION TAKEN/TIME OFF FROM DUTY AWARD - *Optional - For period not to exceed one work day.*

Bureau/Post Approval (<i>Name, Title</i>)	Date (<i>mm-dd-yyyy</i>)
Bureau/Post Approval (<i>Signature</i>)	

PART III - ACTION TAKEN BY JOINT COUNTRY AWARDS COMMITTEE

<input type="checkbox"/> Approve	Date (<i>mm-dd-yyyy</i>)	Remarks
<input type="checkbox"/> Disapprove		
Cash Awards Only - Approved Amount		
Typed Name of Committee Chairperson		
Signature of Committee Chairperson		

PART IV - ACTION TAKEN BY CHIEF OF MISSION

<input type="checkbox"/> Approve	Date (<i>mm-dd-yyyy</i>)	Remarks
<input type="checkbox"/> Disapprove		
Cash Awards Only - Approved Amount		
Typed Name of Chief of Mission		
Signature of Chief of Mission		

PART V - ACTION TAKEN BY AREA AWARDS COMMITTEE

<input type="checkbox"/> Approve	Date (<i>mm-dd-yyyy</i>)	Remarks
<input type="checkbox"/> Disapprove		
Cash Awards Only - Approved Amount		
Typed Name of Committee Chairperson		
Signature of Committee Chairperson		

Certification: All Committee members reviewing this nomination have attended Diversity Awareness Training for awards committee members.

PART VI - ACTION TAKEN BY DEPARTMENT AWARDS COMMITTEE

<input type="checkbox"/> Approve	Date (<i>mm-dd-yyyy</i>)	Remarks
<input type="checkbox"/> Disapprove		
Cash Awards Only - Approved Amount		
Typed Name and Title		
Signature		

PART VII - FISCAL DATA

Bureau/Post Budget Officer (<i>Name, Signature</i>)	Date (<i>mm-dd-yyyy</i>)												
Accounting Classification (<i>Completed by Bureau/Post Budget Officer</i>)													
<table style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width:10%;">Agency</td> <td style="width:10%;">Appropriation</td> <td style="width:10%;">Allotment</td> <td style="width:10%;">Obligation No.</td> <td style="width:10%;">Org. Code</td> <td style="width:10%;">Function</td> <td style="width:10%;">Object</td> <td style="width:10%;">Award Amount</td> </tr> </table>	Agency	Appropriation	Allotment	Obligation No.	Org. Code	Function	Object	Award Amount	<table border="1" style="width:100%; border-collapse: collapse; font-size: x-small;"> <tr> <th align="center" colspan="2">For Gift Cheque Use Only</th> </tr> <tr> <td style="width:50%; padding: 2px;">Obligation</td> <td style="width:50%; padding: 2px;">Net</td> </tr> </table>	For Gift Cheque Use Only		Obligation	Net
Agency	Appropriation	Allotment	Obligation No.	Org. Code	Function	Object	Award Amount						
For Gift Cheque Use Only													
Obligation	Net												

PART VIII - PAYROLL OFFICE INFORMATION - FOR GIFT CHEQUE USE ONLY

Bureau/Post Awards Officer (<i>Name, Signature</i>)	Date (<i>mm-dd-yyyy</i>)				
Payroll Information (<i>Completed by FMP</i>)					
Gross Amount	Federal Tax Withheld	State Tax Withheld	OASDI Tax Withheld	FHI Tax Withheld	Net Amount