Finance Office Star Award Nomination Certificate
INSTRUCTIONS

Purpose:
Use the Nomination Certificate to nominate another employee for going above and beyond what is expected of their regular job duties, resulting in a positive impact to you and/or others within the Finance Office.

When to Submit:
Submit nominations in the current month when the action occurs. To accommodate actions occurring in the last few days of any given month that warrant recognition, a three (3) business day grace period following the end of the nomination month is in effect. In other words, actions performed the first through the last day of a given month will be accepted from the first of the month to the third business day of the following month.

Where to Submit:
Submit the completed Nomination Certificate as an attachment via e-mail to the Finance Office Executive Assistant (Sharon.Daniels@noaa.gov) with the subject line "FOSA Nomination" and copy the employee that you nominated as well as their immediate Supervisor.

How to Complete the Certificate
The Nomination Certificate is a Read-Only file. Upon completion of the form, the file should be saved with the following naming convention for submission (the ".doc" extension will automatically be included in the filename):

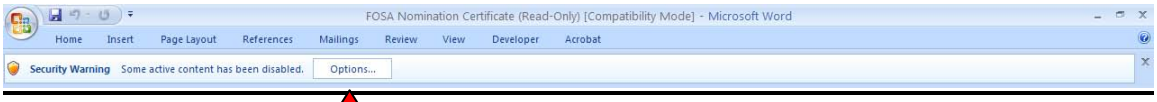
$$\underbrace{\text{FOSA}}_{①}\underbrace{\text{YYYYMMDD}}_{②}\underbrace{\text{FML}}_{③}$$

① Stands for Finance Office Star Award
② Represents the submission date (4 digit year, 2 digit month, and 2 digit day)
③ Represents the Initials of the Nominator (First, Middle, Last)

For example, if Jon Alexander were to nominate a Finance Office employee for an award on April 1, 2011, he would save the file as:

FOSA20110401JPA

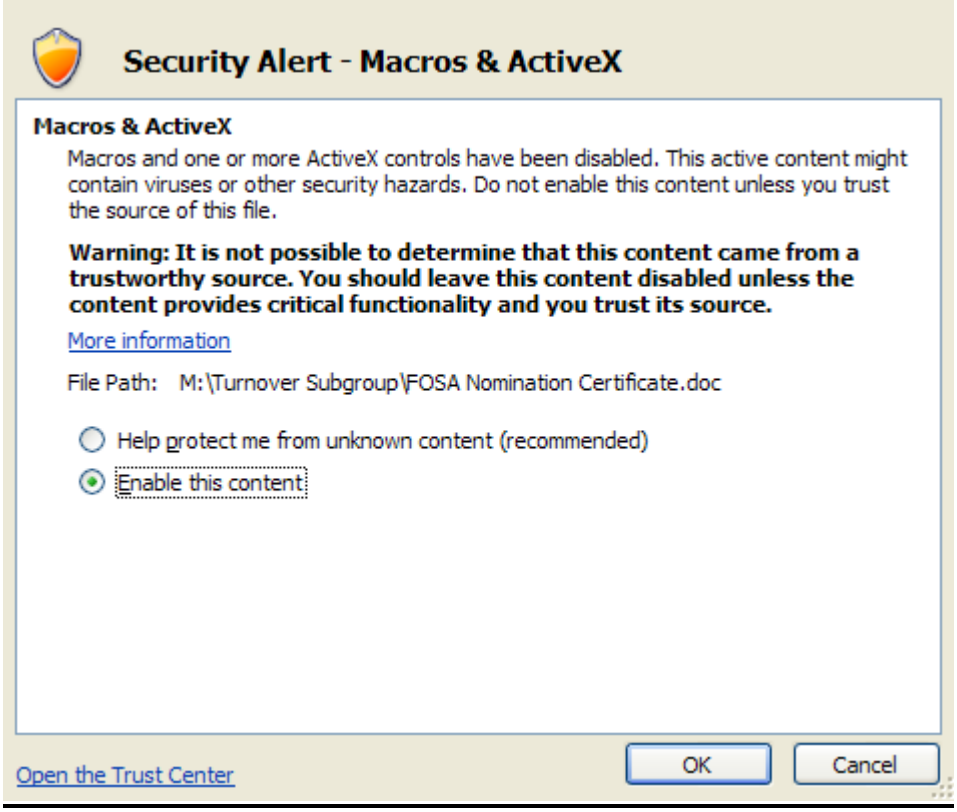
Upon opening the Nomination Certificate, a security warning appears at the top of the window below the menu bar as illustrated below:



Click on "Options…"

Click on the radio button next to "Enable this content" in the "Security Alert – Macros & ActiveX" pop-up window

Verify the "Enable this Content" radio button is green



Click "OK"

Follow the remaining instructions for each field on the form. Please note, to move from field to field, either TAB or use the mouse to click on the next field. Use the Shift-TAB key combination to move back to a previous field. You may use the Enter key in the text box. However, DO NOT use the Enter Key to move between fields. Upon completion of the Nominator's Name field, hit the TAB key to validate. Note the final field (Date Submitted) auto populates and will not allow changes.

Month Action Occurred: Month the nominated employee performed the task; the task **must** be performed in the month of the nomination

Employee's Name and Phone Number: The name and phone number of the nominated employee

Employee's Division/Branch/Team: The Division, Branch and Team of the employee that you are nominating (i.e., AOD/Receivables Branch/Reimbursable)

Brief Description of Action: Briefly summarize why you are nominating this employee for the Finance Office Star Award (FOSA)

Describe the Accomplishments of the Individual Nominated: Describe what the employee did and why this employee should receive the FOSA
******Be concise and to the point*******

Nominator's Name and Phone Number: Your name and phone number

Date Submitted: This filed auto populates the Nomination certificate completion date (MM/DD/YY)