OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER (OCAO)
AWARD OF EXCELLENCE

NOMINATION FORM

DATE SUBMITTED: _____

Name of Nominee: _____

Title: _____

_____**Employee** _____**Contractor** _____**Team** _____ **Organization** _____**Non-CAO employee**

Organization: _____

Address: _____

Telephone: _____

Email: _____

Name of Nominator:_____

Organization: _____

Address: _____

Telephone: _____

Email: _____

Reason for Nomination: On the attached sheet, provide a 1 page typed (double spaced - 12 points font size) description of the nominee's significant performance/accomplishment/contribution and explain why the nominee should be considered and receive the Award of Excellence.

Describe what makes the nominee's performance/accomplishment/contribution uniquely different from other employees. What was the impact of the accomplishment (i.e., time or costs savings, improved customer service, etc.) and what was the result? Include any challenges or difficulties the nominee may have had to overcome.

Nominations should be submitted with this page as a cover sheet. Nominations can be submitted by the end of February or by the end of August.

Send the cover sheet and narrative (as an e-mail and attachment) to:

AwardofExcellence@noaa.gov

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AWARD OF EXCELLENCE

NOMINATION FORM

Name of Nominee: _____