

CFO/ASA
Bronze Medal Nomination Form

Nominee Information:

<u>Name</u> <i>(As should appear on award)</i>	<u>Pay Plan, Series, Grade</u>	<u>Bureau</u>	<u>Office</u>

Organizational Location:

Period of Performance:

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As the nominator, I certify, through checking the box to the left of this statement, that the nominee(s) listed have a minimum current rating record of Level 3 or higher or Eligible (CAPS).

I. Script Text (150 Characters)

II. Summary of Accomplishment (600 Characters)

Use this section to succinctly summarize the accomplishment. The first sentence should describe what the employee is being recognized for. For example, "Mr. Smith is honored for....." The body of the paragraph should detail the results; the final sentence should describe the overall importance of the accomplishment.

III. Justification

The following questions are designed to succinctly clarify the nominee’s accomplishment(s) and the reasons for this nomination. The justification should be concise and clear, written in Plain English, and should not rely on acronyms, jargon, or extremely technical text. In addition, the justification should be written for the lay reader, not an expert in the field. Complicated technical descriptions often serve to confuse the reader and are seldom necessary to describe accomplishment. Complete nominations must include responses to Section 1, if applicable, and to Sections 2, 3, and 4.

Section 1 - Definitions

Use this section to define all scientific/technical terms, acronyms, or terms-of-art whose meanings are not readily apparent to a lay reader. Limit definitions to terms not commonly understood (for example, OPM, GAO, OMB are commonly understood). This section is only for the definition of terms used in the justification below. (500 characters).

Section 2 - Award Justification (Maximum number of characters for all four questions in this section cannot exceed 2,000.)

- What was the specific goal, challenge, or problem related to the Department’s mission and/or strategic plan?

- What was the context in which the nominee addressed the goal, challenge, or problem?

- What specific actions did the nominee take to address the goal, challenge, or problem?

- What were the results of the actions in either quantifiable or qualitative terms?

Section 3 - Additional Information (Maximum number of characters for all six questions in this section cannot exceed 2,000.)

- How long did it take to complete the accomplishment? When was the accomplishment completed/implemented/deployed?

- What is the short-term impact (1-2 years) of the accomplishment on the bureau and/or Department's mission?

- What is the long-term impact (3-5 years) of the accomplishment on the bureau and/or Department's mission?

- Does the accomplishment affect other bureaus or other Federal agencies? If so, how?

- Did the accomplishment result in a major advancement in science, technology, or automation? If so, how?

- Did the accomplishment result in a major advancement in non-scientific areas such as customer service or administrative support? If so, how?

Section 4 - Describe how this accomplishment exceeds the performance expectations of the individual(s) or the organization(s). *(Character limits, which include spaces and punctuation, are noted below.)*

This critical question will be used by the CFO/ASA Office Directors to determine whether this accomplishment is worthy of being recognized with a Bronze Medal Award. Please note that merely meeting job expectations is not necessarily a basis for an award nomination. The nominator must

demonstrate, in concrete terms, how the accomplishment is exceptional and substantially exceeds the nominee's job or the organization's role. Please describe the accomplishment in straightforward terms and refrain from using superlatives (i.e., outstanding, world-class) or repeating the script citation.

14a. Describe the usual/assigned work duties or role of the nominated individual(s). (Do not repeat position titles - *Limit of 120 characters*)

14b. Describe the accomplishment. (Do not repeat the citation text - *Limit of 200 characters.*)

14c. Describe how the nominee(s) contribution to the accomplishment (described in 14b.) substantially exceeds typical assigned duties (described in 14a). (Limit of 300 characters)

Office Director Signature

Date