

CFO/ASA BRONZE MEDAL AWARD PROGRAM

PURPOSE

To provide honorary recognition to employees for their outstanding and significant contributions to the mission of the Office of the Chief Financial Officer and Assistant Secretary for Administration (CFO/ASA) and the Department of Commerce.

TYPE OF RECOGNITION

Lucite-embedded Bronze Medals will be awarded to:

- Individuals;
- Groups (up to 10 individuals); or
- Organizations (single or joint).
 - *Single* — one office, division, subunit or ad hoc organization.
 - *Joint* — two or three offices, divisions or subunits.

CRITERIA

A Bronze Medal is the highest honorary award granted by an operating unit or Secretarial Officer or equivalent. A Bronze Medal is defined as *superior* performance characterized by outstanding or significant contributions that have increased the efficiency and effectiveness of the operating unit. To warrant a Bronze Medal, a contribution must focus on qualitative and quantitative performance measures reflected in the Department's Strategic Plan.

NOMINATION PROCEDURES

All Bronze Medal nominations must clearly describe the contributions being recognized in non-technical language, the impact on the CFO/ASA or Department's mission, and the degree to which the contributions exceed normal job responsibilities. Nominating officials must ensure only those individuals and organizations that have made exceptional contributions are nominated. Nominations must be reviewed and approved by the appropriate Directors or head of organizations identified under the Selection Procedures.

Nominations must be submitted on the Bronze Medal Nomination Form (attached) and include the appropriate nominee information and responses to the award justification questions.

SELECTION PROCEDURES

All eligible nominations will be forwarded to the CFO/ASA Awards Panel. The Deputy Assistant Secretary for Administration or designee will chair the panel. The Department's Incentive Awards Officer will serve as Executive Secretary. The panel members will consist of designated Senior Executive Service representatives in CFO/ASA.

The panel will review and vote on all nominations. The panel recommendations will be forwarded to the CFO/ASA.

The CFO/ASA will make the final selections.

AWARDS

Awards are granted based on the type of recognition as follows:

Individual and Group — Each recipient receives a Lucite-embedded Bronze Medal.

Single Organizational — The organization receives a Lucite-embedded Bronze Medal. If employees are from different Offices, the team receives the Lucite-embedded Bronze Medal.

Joint Organizational — Each organization receives a Lucite-embedded Bronze Medal.