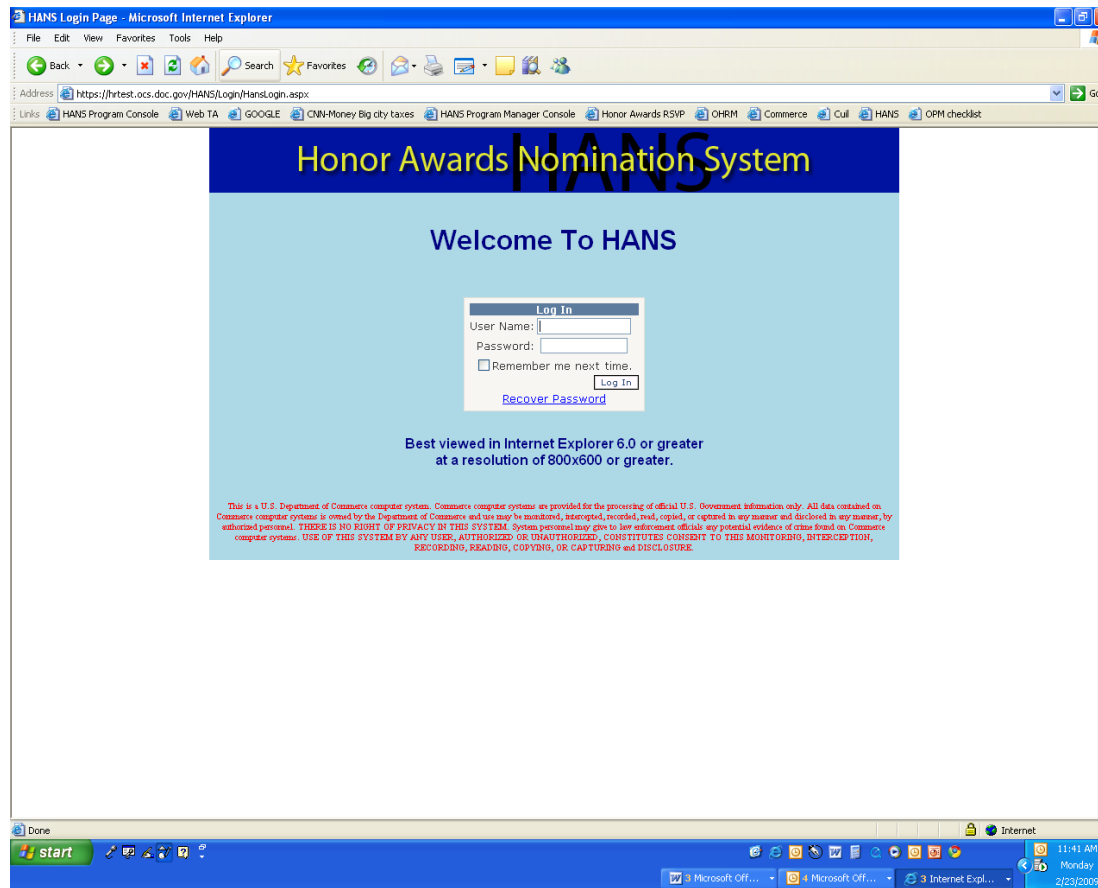# Honor Awards Nomination System

(HANS)

Nominator Training

Learning Objectives

There are three learning objectives in this module. You will learn how to:

- Access the Honor Award Nomination System (HANS)
- Add an honor award nomination for an individual, group or organization
- View or edit previously entered honor award nominations

To access HANS (https://hr.eas.commerce.gov/HANS/Login/HansLogin.aspx) enter your User Name (DOC e-mail address) and Password. Your initial password is obtained from your HANS Bureau Administrator.

If you forget your password, select "Recover Password" to obtain a new password.
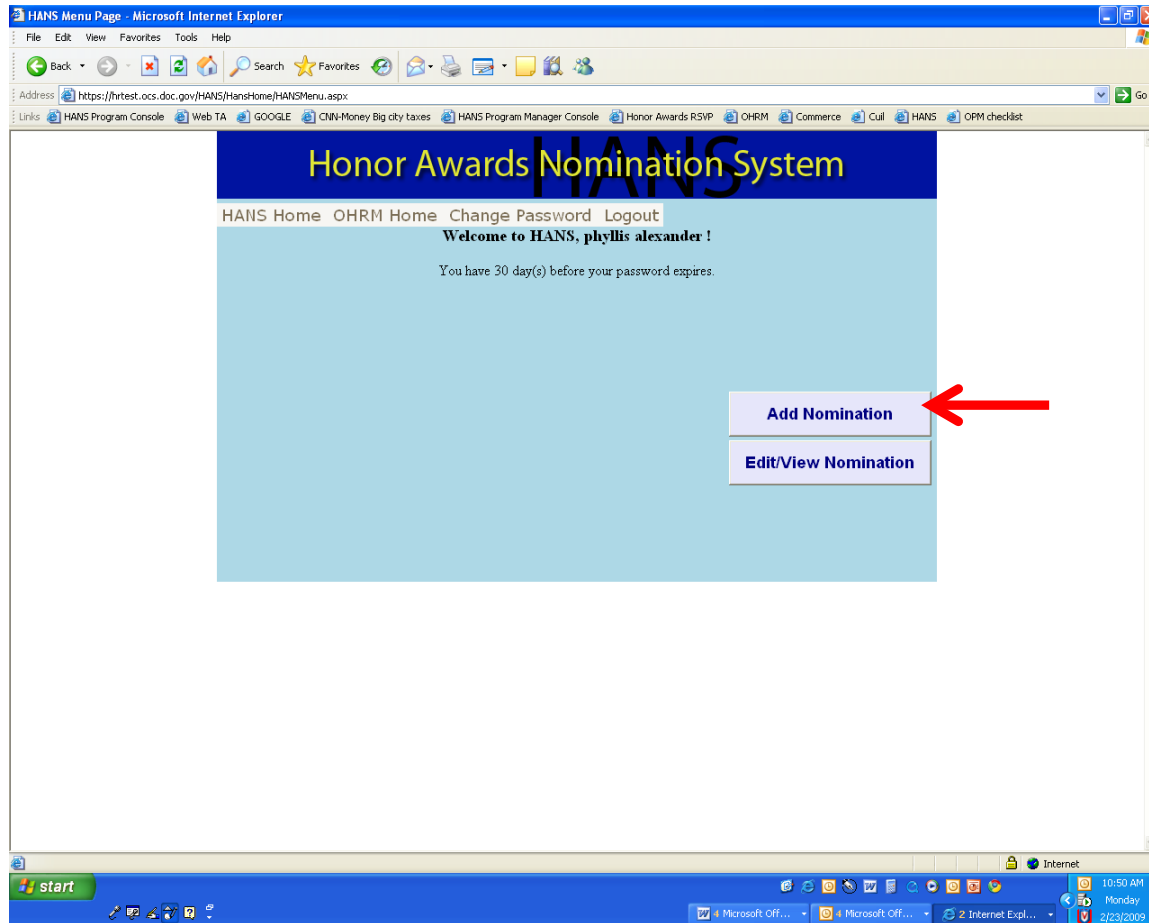
To "Add a Nomination", select the appropriate button.
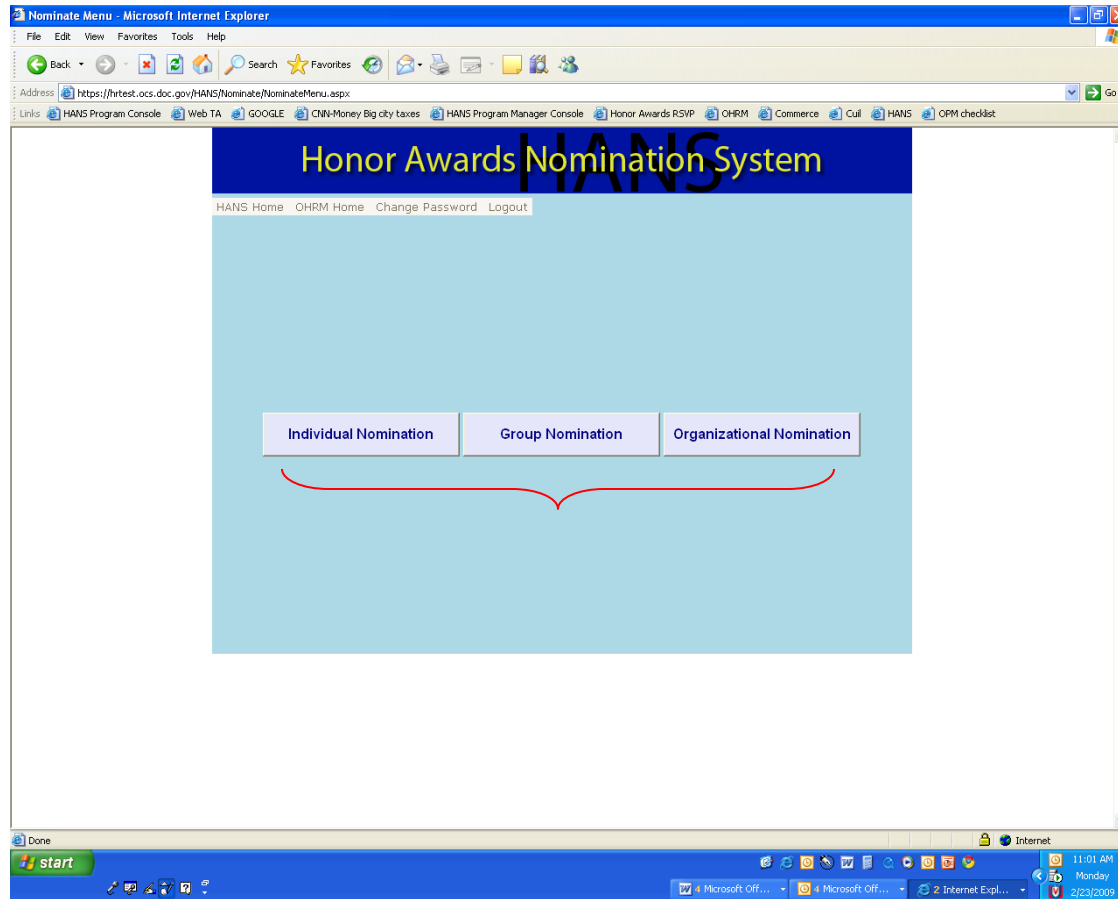
There are three types of nominations:
- Individual
- Group
- Organizational

Select the appropriate button to get started.

Nominee Information Form

The first screen that appears after selecting the nomination type is the Nominee Information form where data is entered for either the individual nominee, the first nominee in a group, or the acceptor information for an organizational nomination.

Nominee

Each type of nomination (individual, group, organizational) requires information on the nominee (or acceptor for an organization). Complete all required fields which are designated with an Asterisk (*) and the word "Required." As you complete each field and move to the next field the Asterisk and the word "Required" will disappear.

NOTE: If the nominee has no Past Awards, enter "N/A".

Nominee Information Form (continued)

After completing all the required nominee information fields, select "Save".

NOTE: It is the nominator's responsibility to enter the **correct** full name of the nominee(s).

Nominee Information Form (continued)

After selecting "Save" you will receive a pop-up window indicating the information you entered was saved. Select the "OK" button to close the window.

Select "Continue to Nomination" to proceed to the nomination form.

NOTE: You cannot proceed to the nomination form until all required nominee information fields are entered and saved.

Individual Nomination Form

Once you have entered the nominee information, their name will be displayed on the top of the nomination form. To edit the nominee information, select the "Edit" button located next to their name in the middle of the screen.

Group Nomination Form

Once you enter the nominee information for the first member of the group, it will be displayed on the top of the nomination form. To edit that nominee's information, select "Edit".

By default the first person entered is recorded as the head of the group. That designation means the group will be referred (in this example) as the "Benes Group" and that person will be listed first in all award publications.

A group consists of a minimum of 2 and a maximum of 10 nominees. To add nominees, select the "Add Nominee" button.

NOTE: You must add nominee information for all members of the group, but enter the nomination information only once.

Group Nomination Form (continued)

Each additional group nominee will be listed on the nomination form. Under the "Head of Group" column you have the option to reassign the head of the group to another nominee by checking (√) the box next to their name.

NOTE: An employee may only be nominated once either as an individual nominee or as a member of a group. HANS will flag any duplicate nominees. In this case, the nominator should contact the HANS Bureau Administrator to discuss the situation.

Organizational Nomination Form

Once you enter the acceptor information and the name of the organization being nominated, it will be displayed on the top of the nomination form. To edit that acceptor or organization's name, select "Edit".

By default the first organization entered is recorded as the primary. That designation means that organization will be listed first in all award publications.

An organizational award consists of a minimum of 1 and a maximum of 3 organizations. To add additional organizations, select the "Add Organization" button.

NOTE: The acceptor is the individual designated to accept the award for the organization. You must add acceptor information for all organizations.

Award Justification Form

The next step for all types of nominations is to select the "medal type" and "category of award" from the drop down menus.

Award Justification Form (continued)

There are character limitations for each of the responses in the awards justification section. A key feature of HANS is a simultaneous character count. As you type, the number of characters used is displayed in real time.
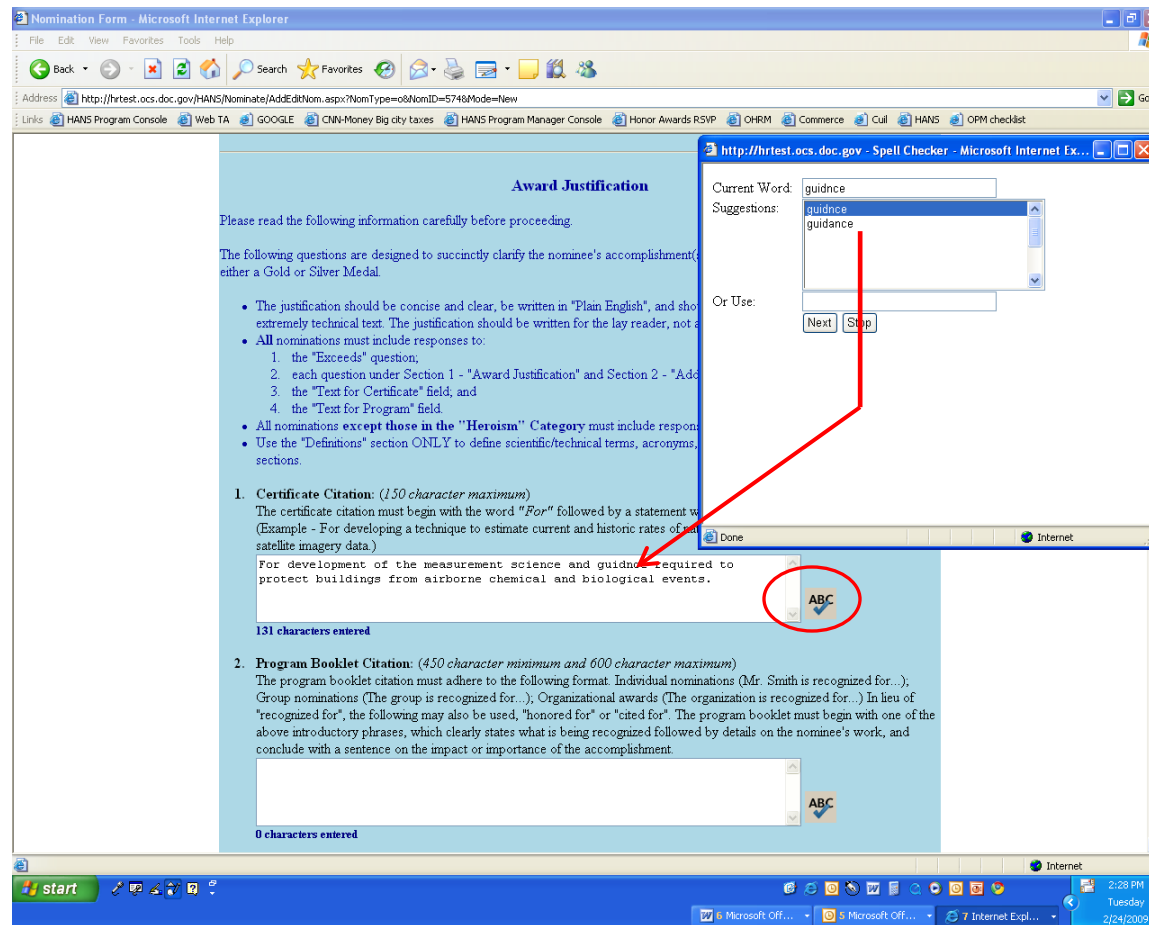
Award Justification Form (continued)

Another feature of HANS is the ability to "spell check" each response by clicking on the spell check icon located at the bottom right of each text box. Any spelling errors will result in a pop-up with suggestions.

Award Justification Form (continued)

In Section 1, you must answer four questions (Numbers 4-7) and cannot exceed a total of 2000 characters for all <u>four</u> questions. To assist you in tracking the total character counts for this section, there is a text box at the bottom of the section entitled "Total Count for Section 1."

NOTE: If you cut and paste information into a text box, the character total will not immediately appear beneath that box. You need to use your mouse to click in the text box or click elsewhere on the form for the character count to appear. If you type directly into the text box, the characters will record in real time.

Award Justification Form (continued)

In Section 2, you must answer six questions (Numbers 8-13) and cannot exceed a total of 2000 characters for all six questions. To assist you in tracking the total character counts for this section, there is a text box at the bottom of the section entitled "Total Count for Section 2."

NOTE: If you cut and paste information into a text box, the character total will not immediately appear Beneath that box. You need to use your mouse to click in the text box or click elsewhere on the form for the character count to appear. If you type directly into the text box, the characters will record in real time.

Award Justification Form (continued)

After completing Section 2 of the Award Justification form, enter "See Attached" in Question 14 at the bottom of the form. You must complete a supplemental Question 14 response for each nomination and attach it to the bureau transmittal memo.

Award Justification Form (continued)

The system will display an error message (**in RED**) if one or more required responses have not been completed. You will also receive an error message if you have exceeded the total character count for each section.

NOTE: An incomplete nomination will not be forwarded for review and approval.

Award Justification Form (continued)

After you have completed all the necessary information and saved the nomination, with no errors, a message (**in Green**) will appear at the top of the nomination form – **Nomination is Complete**. The nomination is now ready for review and approval.
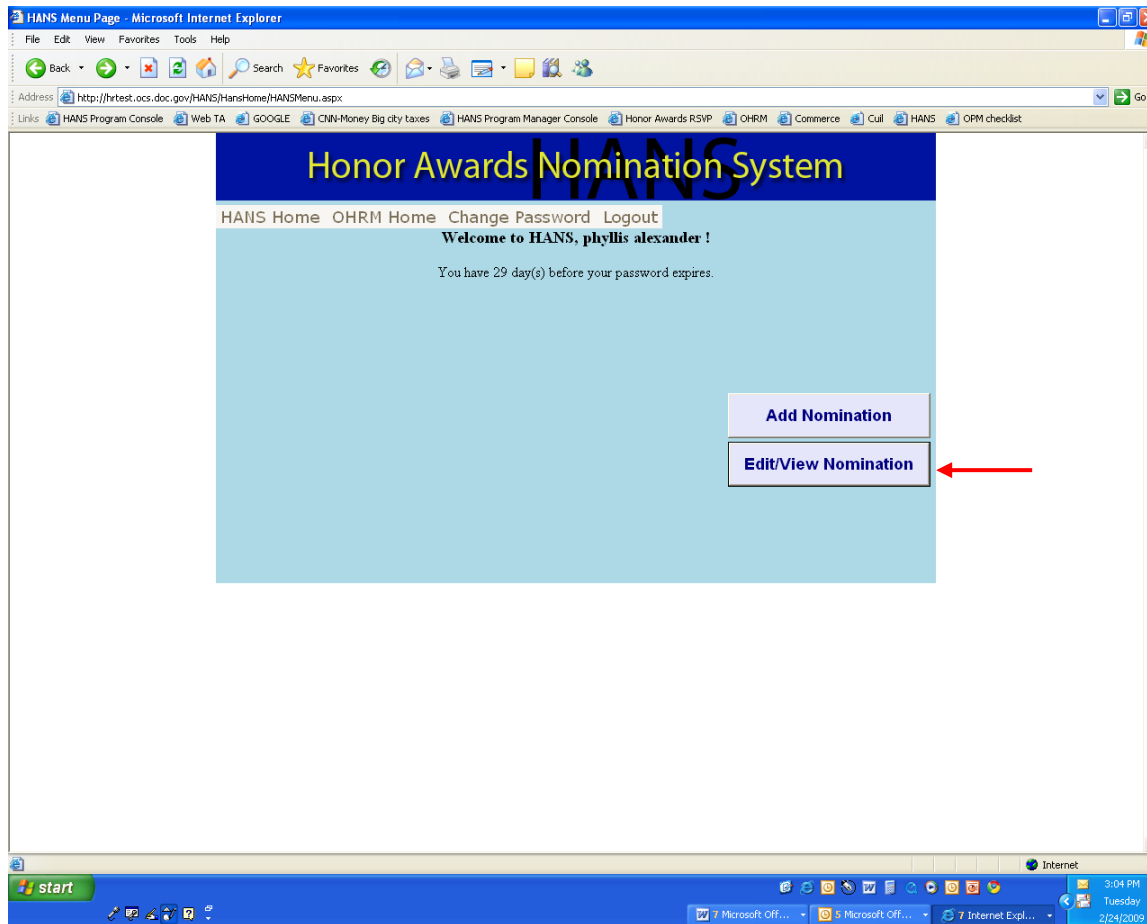
Edit or View Nominations

After entering one or more nominations, you may access HANS to edit or view any nomination.
To do so, select the "Edit/Review Nomination" button on the main HANS menu.
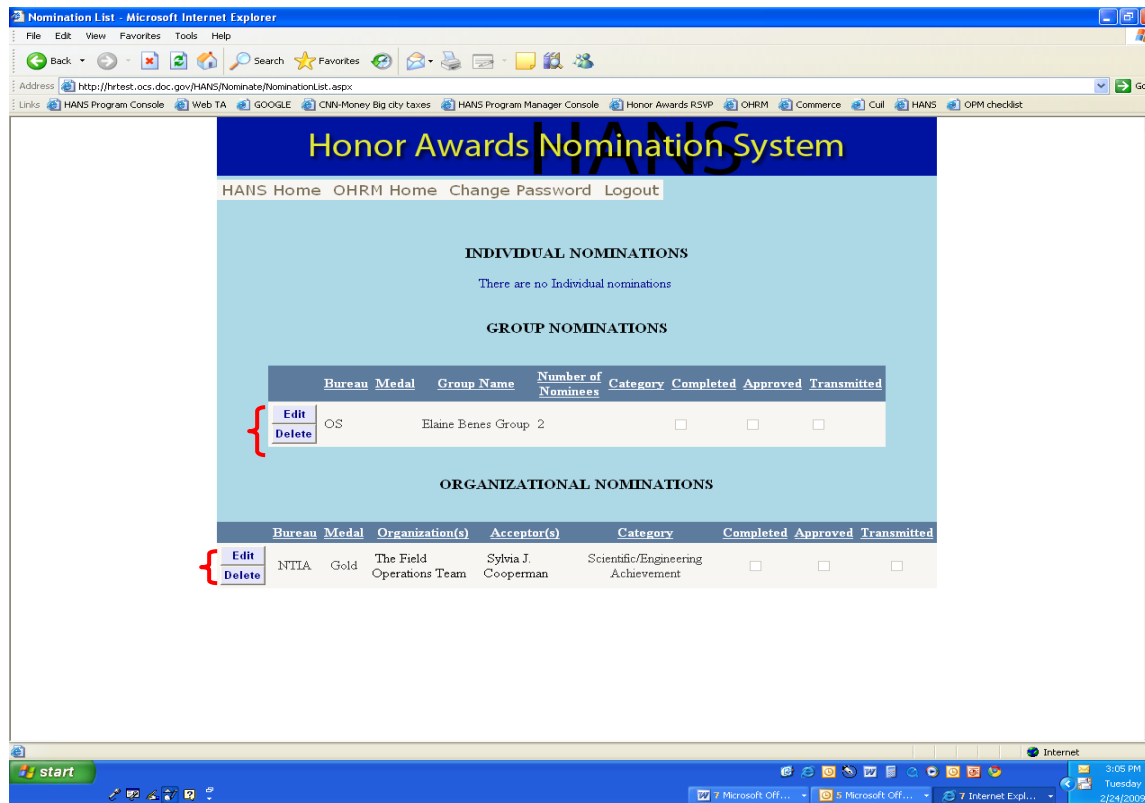
Edit or View Nominations (continued)

After selecting the Edit/View Nomination button, a screen will appear listing all the nominations you entered into HANS separated by type of nomination.

To edit a nomination, select the "Edit" button.

Your may also Delete the nomination from this screen.

NOTE: Once all the nominations are entered, the nominator's role is complete. The next phase in the process involves the Approving Official who will approve each nomination prior to transmitting the bureaus nominations to the Department.