

FOR OFFICE USE		
<input type="checkbox"/> State <input type="checkbox"/> USAID	Date Received by Awards Office (mm-dd-yyyy)	Date Related to Personnel Records (mm-dd-yyyy)
 <b>U.S. Department of State</b> <h2 style="margin: 0;">NOMINATION FOR AWARD</h2>		
PART I - NOMINATION		
Name of Nominee (Last, First, MI.)	Social Security Number	ORG Symbol or Post
Present Position Title and Grade	Position held during period covered by nomination if different than present	
REASON FOR AWARD		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Performance</div> <div style="width: 33%;"><input type="checkbox"/> Customer Service</div> <div style="width: 33%;"><input type="checkbox"/> Teamwork</div> <div style="width: 33%;"><input type="checkbox"/> Special Act</div> <div style="width: 33%;"><input type="checkbox"/> Innovation</div> <div style="width: 33%;"><input type="checkbox"/> Crisis Management</div> <div style="width: 33%;"><input type="checkbox"/> Other _____</div> </div>		
TYPE OF AWARD RECOMMENDED		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> The Secretary's Award</div> <div style="width: 33%;"><input type="checkbox"/> Superior Honor Award</div> <div style="width: 33%;"><input type="checkbox"/> Time Off From Duty Award</div> <div style="width: 33%;"><input type="checkbox"/> Award for Heroism</div> <div style="width: 33%;"><input type="checkbox"/> Meritorious Honor Award</div> <div style="width: 33%;"><input type="checkbox"/> Cash</div> <div style="width: 33%;"><input type="checkbox"/> Secretary's Career Achievement Award</div> <div style="width: 33%;"><input type="checkbox"/> Franklin Award</div> <div style="width: 33%;"><input type="checkbox"/> Other _____</div> <div style="width: 33%;"><input type="checkbox"/> Distinguished Honor Award</div> <div style="width: 33%;"><input type="checkbox"/> Foreign Affairs Award for Public Service</div> </div>		
Recommended Amount (Cash/Time Off Hours)	<div style="display: flex; justify-content: space-between;"> <span><b>Approved Amount</b></span> <span><b>Approved Award</b></span> </div>	
Justification for Award (Include a concise citation to be used on the award certificate. Additional sheets may be used.)		
Nominated By (Name, Title, Signature)		Date (mm-dd-yyyy)
Approved By (Supervisor's Name, Title, Signature) Applicable only if nominated by other than supervisor		Date (mm-dd-yyyy)

# NOMINATION FOR AWARD

Name of Nominee *(Last, First, MI.)*

**Justification for Award Continuation Sheet** *(Include a concise citation to be used on the award certificate.)*

<b>PART II - ACTION TAKEN/TIME OFF FROM DUTY AWARD -</b> <i>Optional - For period not to exceed one work day.</i>									
Bureau/Post Approval ( <i>Name, Title</i> )						Date ( <i>mm-dd-yyyy</i> )			
Bureau/Post Approval ( <i>Signature</i> )									
<b>PART III - ACTION TAKEN BY JOINT COUNTRY AWARDS COMMITTEE</b>									
<input type="checkbox"/> Approve    Date ( <i>mm-dd-yyyy</i> ) <input type="checkbox"/> Disapprove		Remarks							
Cash Awards Only - Approved Amount									
Typed Name of Committee Chairperson									
Signature of Committee Chairperson									
<b>PART IV - ACTION TAKEN BY CHIEF OF MISSION</b>									
<input type="checkbox"/> Approve    Date ( <i>mm-dd-yyyy</i> ) <input type="checkbox"/> Disapprove		Remarks							
Cash Awards Only - Approved Amount									
Typed Name of Chief of Mission									
Signature of Chief of Mission									
<b>PART V - ACTION TAKEN BY AREA AWARDS COMMITTEE</b>									
<input type="checkbox"/> Approve    Date ( <i>mm-dd-yyyy</i> ) <input type="checkbox"/> Disapprove		Remarks							
Cash Awards Only - Approved Amount									
Typed Name of Committee Chairperson									
Signature of Committee Chairperson									
<b>PART VI - ACTION TAKEN BY DEPARTMENT AWARDS COMMITTEE</b>									
<input type="checkbox"/> Approve    Date ( <i>mm-dd-yyyy</i> ) <input type="checkbox"/> Disapprove		Remarks							
Cash Awards Only - Approved Amount									
Typed Name and Title									
Signature									
<b>PART VII - FISCAL DATA</b>									
Bureau/Post Budget Officer ( <i>Name, Signature</i> )						Date ( <i>mm-dd-yyyy</i> )			
<b>Accounting Classification</b> ( <i>Completed by Bureau/Post Budget Officer</i> )						<b>For Gift Cheque Use Only</b>			
Agency	Appropriation	Allotment	Obligation No.	Org. Code	Function	Object	Award Amount	Obligation	Net
<b>PART VIII - PAYROLL OFFICE INFORMATION - FOR GIFT CHEQUE USE ONLY</b>									
Bureau/Post Awards Officer ( <i>Name, Signature</i> )								Date ( <i>mm-dd-yyyy</i> )	
<b>Payroll Information</b> ( <i>Completed by FMP</i> )									
Gross Amount	Federal Tax Withheld	State Tax Withheld	OASDI Tax Withheld	FHI Tax Withheld	Net Amount				