



SERVICE *to* AMERICA MEDALS

2010 Service to America Medals Nomination Checklist

The online nomination form is available at www.servicetoamericamedals.org.
For more information, email sammies@ourpublicservice.org or call Jim Seymour at (202) 775-2758.

*Fields required to Save as Incomplete

*Fields required to Submit Nomination

*Medal Category:

- Citizen Services
- Homeland Security
- Justice and Law Enforcement
- National Security and International Affairs
- Science and Environment
- Call to Service
- Career Achievement

At the discretion of program administrators, all nominations will be considered for additional categories, if appropriate. If you would like to nominate the same candidate for multiple categories, you must repeat the nomination process for each category. All finalists will be considered for the Federal Employee of the Year award, you cannot specifically nominate someone for this category.

Nominee Information

In this section, please enter the nominee's employment and contact details.

*Team nomination? Yes No

Note: if yes, please enter the nominee information for the **team leader** only. Please also add "(Team Lead)" after the nominee's last name.

*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)

**First Name:

**Last Name:

*Employer: (agency and office / division)

*Job Title:
*Pay Category:
*Pay Grade:
*Total Years of Federal Service:
*Office Address:
Office Address Line 2:
*Office City:
*Office State:
*Office Zip Code:
Office Country:
*Office Phone: (###-###-####, ext. ###)
Home City:
Home State:
Alternate Phone: (###-###-####)
*Office Email:
Alternate Email:
*Year of Birth: (YYYY)

Nominator Information

In this section, please enter the nominator's employment and contact details.

*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
**First Name:
**Last Name:
*Job Title:

*Employer:
*Office Address:
Office Address Line 2:
*Office City:
*Office State:
*Office Zip Code:
Office Country:
**Phone: (###-###-####, ext. ###)
**Email:
Alternate Email:
*Relationship: (Nominator to nominee)
How did you hear about the Sammies?:

Submitter Information (if applicable)

Please complete this section if you are not the official nominator but are entering the nomination on his/her behalf. As the submitter, you will automatically receive program updates that are sent to the nominator. We will also contact you if we have questions regarding the completed nomination.

Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
First Name:
Last Name:
Job Title:
Employer:
Phone: (###-###-####, ext. ###)
Email Address:

References

In this section, please enter the details for the nominee's references.

Reference #1
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)
*Email:
Reference #2
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)
*Email:
Reference #3
*Prefix: (e.g., Mr., Mrs., Ms., Amb., Dr.)
*First Name:
*Last Name:
*Job Title:
*Employer:
*Phone: (###-###-####, ext. ###)

*Email:

Accomplishments Summary

***In one or two sentences, please identify the specific accomplishment(s) for which you are nominating this person or team.**

Accomplishments Description

***In 500 words or less, identify the specific accomplishment(s) for which you are nominating this person or team. In this essay:**

- Indicate when the accomplishment occurred.
- Explain who the accomplishment benefits and how it benefits them.
- Describe why the accomplishment is important to the nation.
- If this is a team nomination, provide the Team Name and Number of Team Members. If there are more than two or three team members, you do not need to identify them at this time.

Additional Information

In 300 words or less, describe any additional attributes or activities that exemplify the nominee's commitment to public service, such as:

- The nominee's role as a mentor or workplace leader.
- Other recognition or awards the nominee has received during his or her career.
- Community service or volunteer projects performed by the nominee during the last three years (since 1/1/07).
- If this is a team nomination, you may also name and highlight individual members.

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