2023 Samuel J. Heyman Service to America Medals

# Nomination Prep Form

This document may be used to prepare the nomination prior to submitting it online. Upon completion, please submit the nomination using the online nomination form at [servicetoamericamedals.org](http://servicetoamericamedals.org/).

## Medal Category

**Note:** For guidance, please read the category descriptions and criteria at: <https://servicetoamericamedals.org/nominate/awards-eligibility/>

The Partnership will determine and assign medal categories based on the nominations received. Please select a nomination category that most closely aligns with the nominee’s work and accomplishment. All finalists will automatically be considered for the Federal Employee of the Year and People’s Choice awards. You cannot specifically nominate someone for those categories.

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| * Career Achievement (nominee has more than 20 years of federal civil service as of Jan. 1, 2023) * Emerging Leader (nominee is 35 years old or younger as of Jan. 1, 2023) * Management Excellence * Safety, Security and International Affairs * Science, Technology and Environment * I’m not sure, please decide for me |

## Nominee Information

**Note:** If you are submitting a team nomination, please fill out the team lead’s information in nominee the sections. The team lead will serve as a spokesman for the team if selected as a finalist. You may provide additional team information in a later section.

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| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Job Title: |
| Employer (Federal Department or Agency): |
| Work Email: |
| Work Phone: |
| Alternate Phone (optional): |
| Alternate Email (optional): |

**Note:** Alternate contacts can be the nominee’s executive assistant or any other preferred secondary contact.

**Nominee’s age as of Jan. 1, 2023**

|  |
| --- |
| * Older than 35 * 35 or younger |

**Nominee’s total years of civil service as of Jan. 1, 2023**

|  |
| --- |
| * 1-5 years * 6-10 years * 11-15 years * 16-20 years * 20 or more years |

**Nominee Mailing Address**

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| Office Address: |
| Office Address Line 2 (optional): |
| Office City: |
| Office State: |
| Office Zip Code: |
| Office Country: |

## Team Information

**Is this a team nomination?**

* Yes
* No (if no, please skip to Nominator and Submitter Information.)

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| **Team name:** |

**Note:** If desired, up to two team members can be added to represent the team as individuals, in addition to the team lead. In total, a maximum of three named team representatives can be identified. For teams larger than three, or if you plan to identify fewer than three team leaders, all other team members will be referred to collectively. For example, see 2020 finalists [Christopher M. Janczewski, Zia Faruqui, Kimberly A. Reece and the W2V Team](https://servicetoamericamedals.org/honorees/christopher-m-janczewski-zia-m-faruqui-kimberly-a-reece-and-the-w2v-team/) or 2021 finalists [Ana Hinojosa, Eric Choy and team](https://servicetoamericamedals.org/honorees/ana-hinojosa-eric-choy/).

**Additional Team Member 1**

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| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Job Title: |
| Employer (Federal Department or Agency): |
| Work Email: |
| Work Phone: |
| Alternate Phone (optional): |
| Alternate Email (optional): |

**Note:** Alternate contacts can be the nominee’s executive assistant or any other preferred secondary contact.

**Additional Team Member 1’s age as of Jan. 1, 2023**

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| --- |
| * Older than 35 * 35 or younger |

**Additional Team Member 1’s total years of civil service as of Jan. 1, 2023**

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| --- |
| * 1-5 years * 6-10 years * 11-15 years * 16-20 years * 20 or more years |

**Additional Team Member 1 Mailing Address** (include only if different than team lead)

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| Office Address: |
| Office Address Line 2 (optional): |
| Office City: |
| Office State: |
| Office Zip Code: |
| Office Country: |

**Additional Team Member 2**

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| --- |
| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Job Title: |
| Employer (Federal Department or Agency): |
| Work Email: |
| Work Phone: |
| Alternate Phone (optional): |
| Alternate Email (optional): |

**Note:** Alternate contacts can be the nominee’s executive assistant or any other preferred secondary contact.

**Additional Team Member 2’s age as of Jan. 1, 2023**

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| * Older than 35 * 35 or younger |

**Additional Team Member 2’s total years of civil service as of Jan. 1, 2023**

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| * 1-5 years * 6-10 years * 11-15 years * 16-20 years * 20 or more years |

**Additional Team Member 2’s Mailing Address** (include only if different than team lead)

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| Office Address: |
| Office Address Line 2 (optional): |
| Office City: |
| Office State: |
| Office Zip Code: |
| Office Country: |

## Nominator and Submitter Information

**Note:** All nominations have nominators, someone familiar with the nominee's work and accomplishments. Some nominations also have submitters: individuals who are submitting this nomination on behalf of the nominator such as awards coordinators, assistants, etc.

**Submitter Information (Optional)**

**Note:** This section is optional and only applicable if the person submitting this form is NOT the nominator, such as an awards coordinator, assistant, etc.

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| Salutation (Mr., Ms., Dr., etc.): |
| First Name: |
| Last Name: |
| Job Title: |
| Employer: |
| Work Email: |
| Work Phone: |
| Alternate Contact Name: |
| Alternate Email (optional): |

**Note:** Alternate contacts can be the nominee’s executive assistant or any other preferred secondary contact. Please do not include your personal email address.

**Nominator Information (Required)**

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| Salutation (Mr., Ms., Dr., etc.): |
| First Name: |
| Last Name: |
| Job Title: |
| Employer: |
| Office/Bureau/Division (optional): |
| Relationship to nominee (supervisor, colleague, friend, family member): |
| Work Email: |
| Work Phone: |
| Would you like to receive email updates on the Sammies program? (Y/N): |

**Note:**We will utilize alternate contacts to assist with nominator communication. Alternate contacts can be the nominator's executive assistant or any other preferred secondary contact, but please do not include their personal email address. The Submitter is often the alternate contact for the Nominator. Feel free to enter the Submitter's information in the alternate contact field under the Nominator section.

## Reference Information

Identify and provide contact information for three references who can speak to the impact of the nominee's work. The nominator is automatically considered a reference and should **not** be repeated below.

We strongly recommend:

* A current supervisor or higher-level official who can verify the information contained in this nomination.
* Someone outside of the federal government who can speak to the nominee's accomplishments (e.g. a private sector partner the nominee collaborated with on the accomplishment or someone who benefited directly from their work.)

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| **Reference 1** |
| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Employer: |
| Job Title: |
| Email: |
| Phone: |
| Alternate Contact Name (optional): |
| Alternate Email (optional): |

NOTE: Alternate contacts can be the reference's executive assistant or any other preferred secondary contact, but please do not include their personal email address.

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| **Reference 2** |
| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Employer: |
| Job Title: |
| Email: |
| Phone: |
| Alternate Contact Name (optional): |
| Alternate Email (optional): |

NOTE: Alternate contacts can be the reference's executive assistant or any other preferred secondary contact, but please do not include their personal email address.

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| **Reference 3** |
| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Employer: |
| Job Title: |
| Email: |
| Phone: |
| Alternate Contact Name (optional): |
| Alternate Email (optional): |

NOTE: Alternate contacts can be the reference's executive assistant or any other preferred secondary contact, but please do not include their personal email address.

## Accomplishment Summary

In 200 words or less and using plain, jargon-free language, describe the concrete accomplishment for which this person or team should be recognized. The accomplishments must be related to the nominee's work as a federal employee (in other words, not community, volunteer or active-duty service).

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## Accomplishment Description

In 800 words or less:

* Describe the accomplishment and why it is important to the American public. Where possible, include quantifiable outcomes (such as dollars saved, or the number of people helped).
* Explain who the accomplishment benefits and how it benefits them.
* Indicate when the accomplishment occurred.
* Explain what the nominee did that was innovative.
* If this is a team nomination, include the team name and number of team members. If there are more than three team members, you do not need to identify them at this time.

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