2025 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.

|  |
| --- |
| * Career Achievement (nominee has more than 20 years of federal civil service as of Jan. 1, 2025)
* Emerging Leader (nominee is 35 years old or younger as of Jan. 1, 2025)
* 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.

The nominated individual must be a federal employee at the time of nomination or December 31, 2024, whichever comes first.

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| --- |
| Salutation (Mr., Ms., Dr.): |
| First Name: |
| Last Name: |
| Job Title:  |
| Employer (Federal Department or Agency): |
| Work Email:  |
| Work Phone:  |
| Alternate Contact Name (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, 2025**

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

**Nominee’s total years of civil service as of Jan. 1, 2025**

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

**Nominee Mailing Address**

|  |
| --- |
| 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/).

**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 Contact Name (optional): |
| Alternate Email (optional): |

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

**Team Member 2’s age as of Jan. 1, 2025**

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

**Team Member 2’s total years of civil service as of Jan. 1, 2025**

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

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

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

**Team Member 3**

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

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

**Team Member 3’s age as of Jan. 1, 2025**

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

**Team Member 3’s total years of civil service as of Jan. 1, 2025**

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

**Team Member 3’s Mailing Address** (include only if different than team lead)

|  |
| --- |
| 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 submitter’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: |
| Alternate Contact Name (optional): |
| Alternate Email (optional): |
| 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 supervisor who can verify the nominee’s employment status and help us better understand the true nature and scope of the accomplishment.
* An agency head or other senior leader who can give the agency’s stamp of approval. This person might not have a personal relationship with the nominee but is willing to give a strong endorsement.
* An external validator who can speak to the impact of the nominee's work, for example, a private sector or nonprofit colleague, a researcher, or an individual served by or directly benefitting from the nominee's 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 military service).

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## Accomplishment Description

In 800 words or less:

* Describe the challenge/ problem, how the nominee solved it and why it is important to the American public.
* Where possible, include quantifiable outcomes such as dollars saved or number of people helped.
* Explain who the accomplishment benefits and how it benefits them.
* Indicate when the accomplishment occurred. Except for career achievement nominees, nominations should be timely.
* Explain how the work was innovative.

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