



**PARTNERSHIP  
FOR PUBLIC SERVICE**

# Your Guide to Writing a Winning Sammies Nomination

Do you know an outstanding career federal employee? Nominate that individual (or team) for the Samuel J. Heyman Service to America Medals.

The stories of all that the federal government does every day to make our nation safer, stronger, healthier and more prosperous are often untold or overlooked. But in fact, our government is powered by dedicated public servants working in cities and towns across the country to support and improve our daily lives.

Hosted by the nonpartisan, nonprofit Partnership for Public Service, the Samuel J. Heyman Service to America Medals® honor these exceptional public servants – and the program relies on hundreds of nominations to identify stories of the most exceptional and outstanding public service.

## How do you write a nomination that stands apart from the rest? **IT'S ALL IN THE S.A.M.M.I.E.S.**



**Significant Accomplishment:** Articulate how the nominee's work benefits the nation and focus on federal service achievements, not volunteer or military work outside the agency.



**Attention-Grabbing Headlines:** Capture the reviewer's attention in the first few sentences by starting with the outcomes and then provide supporting details.



**Measurable Impact:** Demonstrate scale and significance with concrete data like participants served, money saved or lives affected.



**Meaningful Innovation:** Highlight what's bigger, better, more effective or more efficient by describing new processes or collaborations.



**Inspiring Leadership:** Demonstrate how the nominee achieves results through their leadership, including cross-agency collaboration or public-private partnerships.



**Exceptional References:** Go beyond the nominee's colleagues and include external endorsers from private sector, academia or a beneficiary of the nominee's work.



**Simple and Clear Communication:** Explain the nominee's specific role in achieving the stated accomplishments, avoiding acronyms and insider jargon.

## FAQS

### **Q: Should I notify a reference that I am listing them in the nomination?**

**A:** Yes, you should check with references before listing them. Make sure they are comfortable speaking about the nominee's work and verify their contact information. References will only be contacted if the nomination moves forward in the review process.

### **Q: What is the difference between the Accomplishment Summary and the Accomplishment Description in the nomination?**

**A:** The Accomplishment Summary should provide a high-level overview of the nominee's accomplishment in 200 words or less, describing the problem that the nominee solved and how it was done. The Accomplishment Description should provide greater detail about the nominee's work, offering additional context of the problem, the approach the nominee used and any quantifying data about the impact.

### **Q: Can I nominate a team?**

**A:** Yes. If submitting a team nomination, you will list the team lead and can include up to two other individuals and a team name. Teammates do not have to be in the same office or agency to be nominated.



Interested in learning more?  
[Visit this link](#) to get started.