

U.S. Department of Energy Nomination For Quality Increase

1. NAME OF NOMINEE	2. POSITION TITLE, GRADE AND STEP		
3. ORGANIZATION LOCATION OF POSITION			
4. RECOMMENDATION COVERS SERVICE FROM (DATE): TO:	5. HOW LONG IN PRESENT <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">POSITION</td><td style="width: 50%; padding: 2px;">GRADE</td></tr></table>	POSITION	GRADE
POSITION	GRADE		
6. DATE NEXT REGULAR STEP INCREASE IS DUE:	7. LIST ANY AWARDS OR QUALITY INCREASES RECEIVED IN LAST 5 YEARS (Date and kind of award)		

ATTACH A COMPLETED SF-52, "REQUEST FOR PERSONNEL ACTION," AND A COPY OF THE EMPLOYEE'S CURRENT RATING OF RECORD AS DOCUMENTATION THAT PERFORMANCE HAS MET ALL THE REQUIREMENTS FOR AN OUTSTANDING RATING.

NAME AND TITLE OF NOMINATING OFFICIAL (Employee's immediate supervisor)

SIGNATURE	DATE
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NAME AND TITLE OF REVIEWING OFFICIAL (If required by organization)

SIGNATURE	DATE
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SERVICING PERSONNEL OFFICE

Recommendation complies with law, regulations, policies.

Recommendation does not comply with law, regulations, policies.
Explanation attached.

NAME AND TITLE OF AUTHORIZING PERSONNEL OFFICIAL

SIGNATURE	DATE
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APPROVAL

NAME AND TITLE OF APPROVING OFFICIAL

SIGNATURE	DATE
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