

DFD QUARTERLY RECOGNITION NOMINATION FORM

DATE OF SUBMISSION: _____

CHECK QUARTER FOR ACCOMPLISHMENT:

1ST (OCT-DEC) 2ND (JAN-MAR) 3RD (APR-JUN) 4TH (JUL-SEP)

Nominee must be in a permanent, continuing position at the time of nomination; have completed at least one (1) year of service in DFD; and have no active conduct action pending.

NAME OF NOMINEE: _____

DUTY TITLE: _____ JOB SERIES: _____

DIVISION/BRANCH/SECTION: _____

CHECK ONE (1) CATEGORY:

EMPLOYEE (Staff Support Position) CRAFTSMAN (Specialty Craft Position) SUPERVISOR (Supervisor Position)

JUSTIFICATION FOR NOMINATION

The nominee must demonstrate excellence in at least one of the following areas during the quarter that they are nominated:

CHECK ALL THAT APPLY:

- 1. Provided outstanding leadership
- 2. Excelled in creative thinking in carrying additional responsibilities beyond job
- 3. Demonstrated strong management or technical and operational knowledge
- 4. Contributed to a safe, orderly, and supportive climate
- 5. Displayed a customer-first positive attitude
- 6. Displayed a high degree of honesty, loyalty, initiative, and integrity
- 7. Promoted effectiveness and/or efficiency, high productivity, and commitment to quality
- 8. Maintained a positive work relationships with others to meet organizational goals and objectives through developing teamwork, momentum, enthusiasm, and pride

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Provide a brief description (not more than 250 words) of why you nominate this person for DFD's Employee of the Quarter Recognition. Tell how their contributions improved DFD's customer service, effectiveness and efficiency, met or exceeded organizational goals, or in general what the nominee accomplished to deserve this honor during this particular quarter.

If more space is needed for justification, feel free to use an additional page (nomination should be 250 words or less)

Name of Nominator: _____ Title: _____

Division/Branch/Section: _____ Signature _____

Email: _____ Telephone # _____

Forward nomination to: DFD/DMO, Attn: Awards Board Executive Secretary, Pentagon Room 2E1011, NLT the 2nd Monday in January, April, July and October. If you have any questions, please call 703-697-5422 .

DFD Awards Board Executive Secretary verification that Nominee is not pending any adverse action:

Date Received: _____

Signature: _____