

## 2012 PROGRAM GUIDE



# SECRETARIAL AWARDS PROGRAM

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**U.S. DEPARTMENT OF ENERGY**  
**Washington, D.C. 20585**

June 29, 2012

The Department of Energy has a long-standing tradition of recognizing employees who go above and beyond the call of duty in their work endeavors. We believe that it is important to recognize employees and contractors who have provided exceptional service to the American people and citizens of the world. Since 2007, the Secretary of Energy has acknowledged significant individual and group accomplishments through the Secretary's Awards Program.

The Secretary's Awards Program is designed to recognize the career service and contributions of DOE employees to the mission of the Department and to the benefit of our Nation. The Program is comprised of three award types. The Secretary's Honor Awards represent the highest internal non-monetary recognition that our employees can receive. The Secretary's Departure Awards recognizes notable career dedication and outstanding service to the Department and the American public. The Secretary's Appreciation Awards are given to individuals and groups for superlative contributions to the Agency mission.

Each year, the Secretary recognizes a number of employees for their career service and accomplishments through the Secretary's Departure and Appreciation Awards, respectively. Additionally, once per year, typically in October, the Secretary hosts a special ceremony to present the Honor Awards to those within our workforce who have risen to the challenge and achieved notable mission successes during the previous year.

Each DOE Element, National Laboratory, Technology Center and Power Marketing Administration is encouraged to take full advantage of this program. Please use this guide as a reference for the Awards Program and nomination process and direct any questions to the Secretary's Awards Program manager in the Office of the Chief Human Capital Officer at [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov) or 202-586-1234.

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## GUIDE OVERVIEW

The purpose of this guide is to provide an updated overview of the Secretary's Awards Program and the nomination process.

## BACKGROUND

The Department of Energy has a long-standing tradition of recognizing employees who go above and beyond the call of duty in their work endeavors. In 2007, at the direction of the Secretary, the Office of the Chief Human Capital Officer enhanced this tradition by developing a new and more robust awards program – the Secretary's Award Program. This program is comprised of three distinct components:

1. A set of annual awards known as the **Secretary's Honor Awards**;
2. The **Secretary's Appreciation Award** that can be given at any time; and
3. A set of **Secretarial Departure Awards** that may also be given at any time.

The Secretary's Honor Awards, given annually, represent the highest level of internal non-monetary recognition for DOE employees. The recipients of these awards are nominated by the Heads of Departmental Elements and selected by the Secretary following a panel review headed by the Deputy or Associate Deputy Secretary. These awards are presented by the Secretary at a ceremony in Washington, DC.

The Secretary's Appreciation Award is presented to individuals and groups as a more immediate form of recognition for superlative achievement. They are awarded at the discretion of the Secretary, Deputy Secretary and Associate Deputy Secretary. This award is typically presented by the Secretary, Deputy Secretary or Associate Deputy Secretary (if possible) or the Departmental Element head.

Departure Awards are given to employees upon their departure from DOE (and typically the Federal government) in recognition of outstanding career service to the Agency and the Nation.

## POINTS-OF-CONTACTS

The Office of the Chief Human Capital Officer is responsible for managing the Secretary's Awards Program. Additional information on the Secretary's Awards Program is available online at [http://humancapital.doe.gov/resources\\_awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)

Comments and questions not addressed in this guide may be directed to the program manager at 202-586-1234 or [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov)

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The Awards Program has been modified for 2012 as it relates to recognizing contractors and updated guidance on official travel to attend the ceremony.
















## ELIGIBILITY OVERVIEW

The Secretary's Awards Program was created to recognize Departmental employees for their outstanding accomplishments and contributions to the agency and the Nation.

Federal Employees – All DOE Federal employees are eligible under the Secretary's Awards Program. Please note, however, that travel budget limitations may impact the manner in which presentation can be made.

Non-Federal Employees – The Department may not utilize appropriated funds to pay for the recognition of non-Federal personnel (i.e. former DOE employees, military personnel, contractors, the public). As such, contractors may be nominated and selected to receive a Departure Award, Appreciation Award, or a Secretarial Achievement Award. However, they may not be eligible to receive all of the standard award items.

Travel to attend the awards presentation ceremony should be kept to a minimum (i.e. one representative per team and/or only if the employee has other official business at HQ during the same timeframe as the awards ceremony). The Honor Awards ceremony will be broadcast across the DOE complex.

Award	Nomination Cycle		Feds	Contractors	Travel
	Annual Call by S1	Open/Anytime			
Schlesinger					
Excellence					
Achievement					Limited (Feds)
Departure					
Appreciation					Limited (Feds)

## AWARD COSTS

The nominating office is responsible for the cost of the award items. The cost will be billed back to the nominating office via the Working Capital Fund. In the case of teams comprised of employees from multiple organizations, the cost of the awards may be divided and billed to the employee organization. Organizations will be notified of the cost prior to any items being purchased.

## THE AWARDS

### The Secretary of Energy's Honor Awards

The Secretarial Honor Awards consist of three distinct awards – the James R. Schlesinger Award; the Secretary of Energy Excellence Award; and the Secretary of Energy Achievement Award – **given annually** (in October) at a Departmental ceremony held in Washington, DC. These awards represent the highest non-monetary level of internal recognition an employee or contractor can receive in the Department

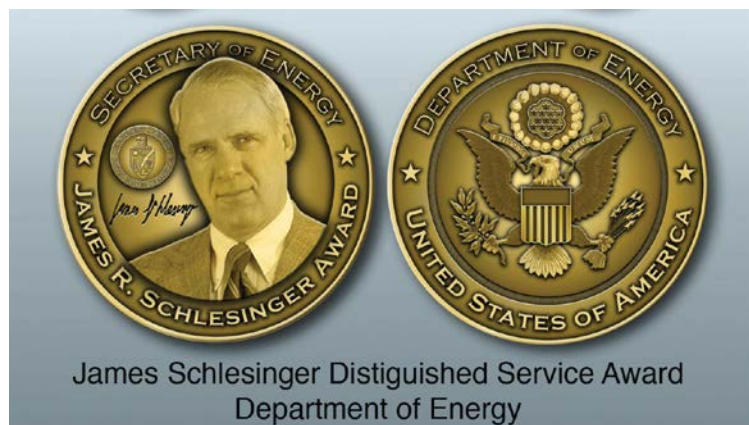
*The Secretary's Honor Awards are given at the sole discretion of the Secretary of Energy.*

#### Description and Criteria

**The James R. Schlesinger Award** is bestowed upon **one individual** each year whose outstanding performance is responsible for contributions of national importance or for affecting significant improvement to the successful implementation of the Department's mission. The award recipient should have an extensive record of consistently demonstrating outstanding leadership in public service and should exhibit the highest levels of integrity, professionalism, and dedication throughout their service to DOE.

All DOE employees who meet the criteria are eligible to receive this award; however, **it is intended for one individual recipient each year.**

The recipient will receive a framed calligraphy certificate signed by the Secretary of Energy and a commemorative medal honoring former Secretary of Energy James R. Schlesinger.



*(The Schlesinger Award is for Federal employees only.)*

**The Secretary of Energy Excellence Award** is designated for individuals who have a singular accomplishment that demonstrates a high level of performance and outstanding leadership in public service. In addition to the recognized accomplishment, the individual's overall contributions and achievements must be substantial; outside the normal course of duty; and must significantly benefit the Department's mission and the Nation.

This award is intended for individual recipients; however, there **may be multiple recipients** (typically four to ten; at the discretion of the Secretary) of this award each year.

Recipients will receive a medallion award and a certificate signed by the Secretary of Energy.

*(The Excellence Award is for Federal employees only.)*

**The Secretary of Energy Achievement Award** is bestowed upon a **group or team of DOE employees or contractors** who together accomplished significant achievements on behalf of the Department. These groups should demonstrate cooperation and teamwork in attaining their goals. This award is **typically awarded to one to five** (or more at the Secretary's discretion) **groups/teams** each year.

Each individual member of the team or group will receive a certificate suitable for framing signed by the Secretary of Energy.

### The Secretary of Energy's Annual Honors Awards



## Nomination Process

- ***The Secretary of Energy will solicit nominations for Honor Awards*** annually with a due date for submissions in July. ***Unsolicited nominations will not be accepted.***
  - Nominations may be initiated at any level of the organization (most typically the employee's immediate supervisor) and must go through the full supervisory channel;
  - **Each nomination MUST be approved by an Under Secretary, Assistant Secretary, Laboratory Director or equivalent;**
  - Nominations must be submitted under cover memorandum from the Departmental Element Head or Laboratory Director to the Secretary of Energy through the Deputy Secretary of Energy.
  - All nominations must be received in the Office of the Chief Human Capital Officer by the established due date.
  - Nomination packages (as described below) must be submitted to [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov) in pdf format. Electronic submission is preferred.
  - The Office of Chief Human Capital Officer will send an e-mail confirmation to the submitting office once the complete nomination packet has been received and is in process.
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## Nomination Package

The Secretarial Honor Award Nomination Packet must contain:

1. A **cover memorandum** (see Appendix A) to the Secretary of Energy, through the Deputy Secretary, from the approving Under Secretary, Assistant Secretary or equivalent noting the:
    - Award Level (Schlesinger, Excellence or Achievement)
    - Team/group name (if applicable)
    - A brief (one or two paragraphs) summary of the award justification
    - Full name (no nicknames or abbreviations) and organization of each nominee
  
  2. A **completed nomination form** signed by the initiator, manager/supervisor (if applicable and appropriate), and **the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director.**
    - A separate nomination form is NOT required for each member of a team/group nominated for the Achievement Award. However, the full name of each nominee must be listed in the cover memo and attached recipient list
    - Be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation
    - The nomination form is online at [http://humancapital.doe.gov/resources\\_awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)
  
  3. An **award justification narrative** (included on the nomination form or in an addendum attachment) that addresses the criteria outlined in the awards program, as well as provides a detailed outline of specific accomplishments upon which the award recommendation is being based.
    - Include detailed information on the specific accomplishment (i.e., specific results; impact on the DOE mission; significance at the National and/or International levels; cost savings or avoidance; obstacles overcome; expectations exceeded, etc.). Avoid submitting justifications written in general terms or describing normal job duties and responsibilities.
  
  4. The **award citation text.**
    - The text citation (See Appendix B) for the award item should be clear and concise and should not exceed two short paragraphs or 20 lines of text.
  
  5. A **listing of the award recipients**
    - Include (See Appendix C) the: 1) title (i.e. Mr., Ms. Mrs.); Full name; Position Title; Employment Status (i.e., federal, contractor, retired); Organization (if different from the nominating office); billing organization (if different from the nominating office); and email.
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**IMPORTANT:** Requesting Officials and or supervisors should refrain from notifying the nominee of the submission.

### Selection Process

The final decision on granting the award is at the sole discretion of the Secretary. Prior to Secretarial review, all nomination packages will be reviewed by the Office of the Chief Human Capital Officer for completeness. The Secretarial Awards Program manager will notify the nominating office of any packet deficiencies. Nominations are subject to vetting with the Inspector General, Labor Relations; General Counsel and others, as appropriate.

Following the solicitation period, a Secretarial Awards Review Committee comprised of the Senior Management Review Board (SMRB)) and Associate Deputy Secretary will review all Honor Award nomination packages and prepare recommendations for the Deputy Secretary. Final recommendations will then go to the Secretary.

The Secretary will make all final decisions on award recipients personally after receiving input from the Committee, the Associate Deputy Secretary and the Deputy Secretary.

### Notifications

Once the final award selections have been approved by the Secretary, the Secretary's Award Program manager will notify the initiating Senior DOE Official (or the designated point of contact) via electronic mail as to the selection/non-selection of each nomination. The nominating office will also be notified of the cost of the award items and asked to approved the purchase and preparation of the awards.

Requesting Officials may (at the Secretary's direction) inform Award recipients that they have been selected to receive the Honor Award and to expect additional information from the Office of the Chief Human Capital Officer relating to the Awards Ceremony.

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## Awards Ceremony

The Annual Secretary's Honor Awards Ceremony is typically held in October to coincide with the anniversary of the creation of the Department of Energy in 1977. The Secretary welcomes the Honor Award recipients, and their guests, to DOE Headquarters in Washington D.C. for the presentation of the awards. Whenever possible, the Awards Ceremony will be broadcast so that members of the DOE workforce may view the event. In addition, all award recipients receive a DVD copy of the ceremony.



The Awards Ceremony is a special event that may be shared with family and friends. Award recipients receive informal (email) and formal (mailed) invitations to the ceremony approximately four weeks prior to the event via mail. And, they may bring one guest (or more if space allows). Travel expenses for Federal employees duty stationed outside of the National Capital Region who receive the

Schlesinger or Excellence Awards will be paid by the employee's employing organization as budgets allows. Unfortunately, DOE may not pay for the travel costs of family members or other guests. Travel for all other award recipients to attend the Awards Ceremony are to be kept to a minimum.



## The Secretary of Energy's Appreciation Awards

### Description and Criteria

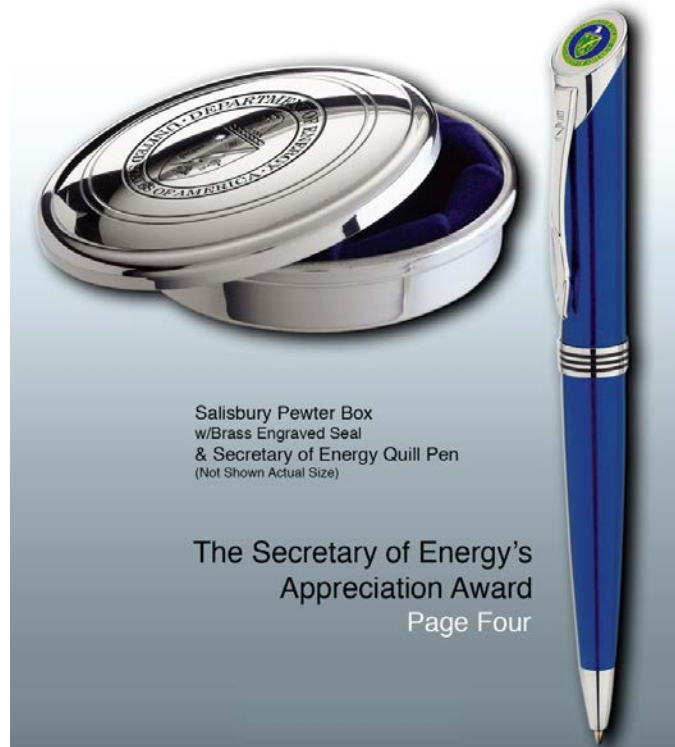
The ***Secretary of Energy's Appreciation Award*** was created to provide more immediate recognition for accomplishments. This award is given to employees or contractors for making a noteworthy contribution to the Department beyond the scope of their normal work responsibilities. This award may be given to individuals or teams or groups of employees.

***These awards are to be given at the discretion of the Secretary of Energy.***

The ***Secretary of Energy's Appreciation Award for Management Excellence*** was created in 2011 to recognize employees who demonstrate a sustained commitment to management excellence by putting the Department's management principles into action on a daily basis. Recipients of this award will demonstrate a relentless and tireless effort in one or more of the following areas: developing the most highly qualified, capable and flexible federal workforce; improving the rigor of our R&D management; improving project management and exercising our regulatory authorities in a strategic and efficient manner; fostering a performance-based culture that links work to agency goals, holds employees accountable for results and appropriately rewards their efforts; and making careful use of public resources with faithful compliance to the highest ethical and legal standards.

The ***Secretary of Energy's Appreciation Award for Management Excellence*** will be awarded on a quarterly basis.

Recipients will receive a certificate signed by the Secretary of Energy, and one of four items, based upon availability: a Department of Energy flag; a Department of Energy paperweight; a pewter box with a Secretary of Energy coin; or a Secretary of Energy pen.



## Nomination Process

- Nominations for Appreciation Awards may be submitted anytime at the discretion of the nominator.
- Nominations may be initiated at any level of the organization (most typically the employee's immediate supervisor) and must go through the normal supervisory channels;
- **Nominations MUST be approved by an Under Secretary, Assistant Secretary, Laboratory Director or equivalent;**

- The **Secretary's Appreciation Award for Management Excellence** should be submitted to the Office of the Chief Human Capital Officer (HC) via email to [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov))

- **All other nominations for the Secretary's Appreciation Award** must be submitted under cover memorandum from the Departmental Element Head or Laboratory Director to the Secretary via the following steps:
  1. Submit the completed nomination package to the Secretary's Award Program Coordinator in the Office of the Chief Human Capital Officer (HC) for concurrence (HC-1; Room 4E-084 Forrestal; or [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov))
  2. HC will review and concur on the nomination and return it to the nominating office within two business days.
  3. The nominating office then submits the complete nomination package TO THE OFFICE OF THE EXECUTIVE SECRETARIAT per established Controlled Correspondence procedures (i.e., eDOCS and hard copy).

## Nomination Package

### **Secretary's Appreciation Award for Management Excellence**

1. A **completed nomination form** (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation) signed by the initiator, manager/supervisor (if applicable and appropriate), and **the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director**.
    - If the nomination is for a group or team; a separate nomination form is **NOT** required for each member of the team/group nominated so long as the full name of each nominee is provided on the Nomination Form.
    - The nomination form is online at [http://humancapital.doe.gov/resources\\_awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)
-

2. A **brief description of the demonstrated commitment to management excellence** (not to exceed two paragraphs). This may be included on the nomination form or as an addendum attachment.

The nomination package above should be submitted to the Secretary's Award Program Coordinator in the Office of the Chief Human Capital Officer (HC) via email to [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov))

### **All other Secretary's Appreciation Award nominations**

1. A **justification cover memorandum** (see Appendix D) to the Secretary of Energy from the approving DOE Official noting the specific award for which the individual is being nominated and the Official's personal approval justifying the award nomination.
    - The memorandum must include the full name(s) and organization(s) (if different from the nominating office) of each individual employee being nominated.
    - The memorandum should also include a point-of-contact in the nominating office who will receive the award item and certificate following approval.
    - If desired, the memorandum should specifically request presentation of the award by the Secretary, Deputy Secretary or Associate Deputy Secretary. If no specific request is made; it is assumed that the award will be presented by the Departmental Element Head or Lab Director.
  2. A **completed nomination form** (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation) signed by the initiator, manager/supervisor (if applicable and appropriate), and **the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director**.
    - If the nomination is for a group or team; a separate nomination form is **NOT** required for each member of the team/group nominated so long as the full name of each nominee is provided on the Nomination Form and/or the cover memorandum.
    - The nomination form is online at [http://humancapital.doe.gov/resources awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)
-

3. An **award justification narrative** (included on the Nomination Form or in an addendum attachment) that addresses the criteria outlined in the awards program, as well as provides a detailed outline of specific accomplishments upon which the award recommendation is being based.
  - Include detailed information on the specific accomplishment (i.e., specific results; impact on the DOE mission; significance at the National and/or International levels; cost savings or avoidance; obstacles overcome; expectations exceeded, etc.). Avoid submitting justifications written in general terms or describing normal job duties and responsibilities.
4. The **award citation text**. The text citation (See Appendix D) for the award certificate should be clear and concise and should not exceed two short paragraphs or 20 lines of text.

Nominations for Appreciation Awards should **be submitted a minimum of four weeks prior to any scheduled award presentation.**

### Approval Process

*The Secretary's Appreciation Awards may be approved and awarded at the discretion of the Secretary of Energy.*

### **Secretary's Appreciation Award for Management Excellence**

Upon receipt of a nomination package for the **Secretary's Appreciation Award for Management Excellence**, HC will review the package for completeness and forward completed nominations to the Office of the Associate Deputy Secretary within two business days.

The Associate Deputy Secretary will review the nominations and make the award selections and/or provide recommendations to the Deputy Secretary or Secretary, at his/her discretion.

### **All other Secretary's Appreciation Award nominations**

Upon receipt of the nomination package from the initiating/approving office, the Executive Secretariat will route the nomination for S1 approval.

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## Notifications and Award Presentation

### **Secretary's Appreciation Award for Management Excellence**

This award will be presented by the Secretary, Deputy Secretary or Associate Deputy Secretary on a quarterly basis. Two weeks prior to each scheduled presentation, the Office of the Associate Deputy Secretary will provide a listing of the approved nominations to the Secretary's Awards Program coordinator in HC. HC will then provide a request to the Office of Management to prepare the award items and certificates for the presentation. HC will also notify the initiating office of the approval and information on the scheduled presentation for distribution to the recipient(s).

### **All other Secretary's Appreciation Awards**

Upon approval, the Executive Secretariat will route the nomination to the Office of Management for preparation of the Award and certificate.

The Office of Management will forward the Award item and certificate to the nominating office point of contact (provided in the nomination cover memorandum) for coordination of the presentation within that office.

If a presentation by the Secretary, Deputy Secretary or Associate Deputy Secretary is requested (in the nomination cover memorandum), it is the responsibility of the initiating office to work with the Office of the Secretary, Deputy Secretary or Associate Deputy Secretary to schedule the award presentation.

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## The Secretary of Energy's Departure Awards

### Description and Criteria

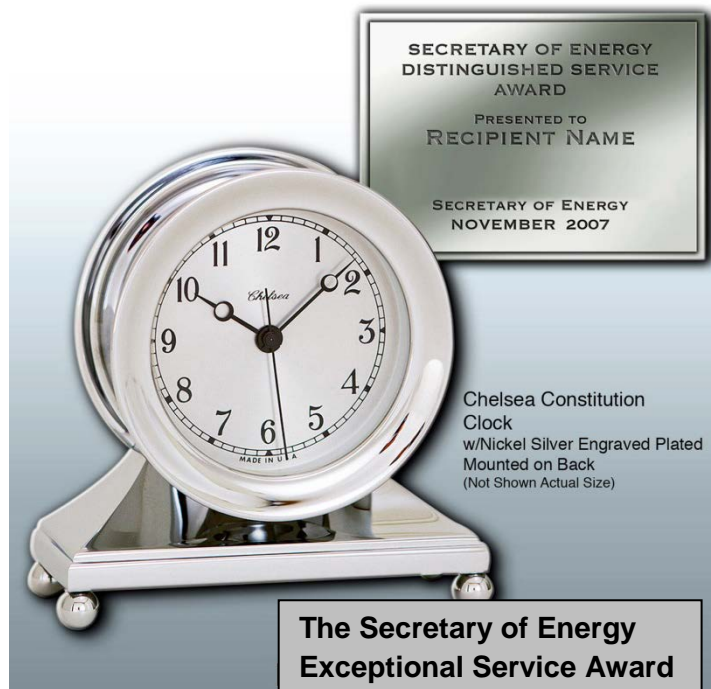
These awards are given to DOE employees in recognition of career service, accomplishment and contributions to the Department upon their departure from the Agency. These awards are given upon retirement or leaving the DOE workforce (typically also the Federal government; not upon transferring to another federal agency). **Departure awards are given at the discretion of the Secretary of Energy.**

These awards are typically given to the recipient by the employing office. When feasible (and requested), the initiating office may work with the Office of the Secretary to schedule a photo opportunity with the Secretary and award recipient.

There are three awards in this component of the program. They include:

### ***The Secretary's Exceptional Service Award***

This award is given in recognition of outstanding and unique accomplishment and leadership that exemplifies the highest standards of and dedication to public service and significantly benefits the Department and the Nation. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy and is the highest award that can be bestowed at that time. Recipients will receive a Nickel Plated Executive Clock and a certificate signed by the Secretary of Energy.



### ***The Secretary's Distinguished Service Award***

This award is given in recognition of continuous and distinctive achievements, within or beyond an individual's area of responsibility, which are of substantial value to the Department. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy. Recipients will receive a

certificate signed by the Secretary of Energy and a Department of Energy Medallion encased in a mahogany box.

### ***The Secretary's Meritorious Service Award***

This award is given in recognition of superior achievements which are within or beyond an individual's area of responsibility, and have significantly advanced the Department's mission. This honorary award is reserved for recognition of an individual's achievements upon departure from the Department of Energy. Recipients will receive a Department of Energy Bronze plaque and a certificate signed by the Secretary of Energy.

***Contractors may not be eligible to receive all of the award items.***

### **Nomination Process**

- Nominations for Departure Awards may be submitted anytime at the discretion of the nominator.
  - May be initiated at any level of the organization (most typically the employee's immediate supervisor) and must go through the normal supervisory channels.
  - Nominations for Departure Awards should be **submitted a minimum of four weeks prior to the award presentation.**
  - **Nominations must be approved by an Under Secretary, Assistant Secretary, or equivalent;**
  - Submission of all Departure awards should be submitted under cover memorandum from the Departmental Element Head or Laboratory Director to the Secretary via the following steps:
    1. Submit the completed nomination package to the Secretary's Award Program Coordinator in the Office of the Chief Human Capital Officer (HC) for concurrence (HC-1; Room 4E-084 Forrestal; or [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov))
    2. HC will review and concur on the nomination and return it to the nominating office within two business days.
    3. The nominating office then submits the complete nomination package TO THE OFFICE OF THE EXECUTIVE SECRETARIAT per established Controlled Correspondence procedures (i.e., eDOCS and hard copy).
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## Nomination Package

1. A **justification cover memorandum** (see Appendix E) to the Secretary of Energy from the approving DOE Official noting the specific award for which the individual is being nominated and the Official's personal approval justifying the award nomination.
  - The memorandum must include the full name and organization (if different from the nominating office) of the employee being nominated.
  - The memorandum should also include a point-of-contact in the nominating office who will receive the award item and certificate following approval.
  - The memorandum should include the presentation date.
  - If desired, the memorandum should specifically request presentation of the award by the Secretary, Deputy Secretary or Associate Deputy Secretary. If no specific request is made; it is assumed that the award will be presented by the Departmental Element Head or Lab Director.
  
2. A **completed nomination form** (be sure to include the correct spelling of the nominee's full name as it is to appear on the certificate, award or citation) signed by the initiator, manager/supervisor (if applicable and appropriate), and **the signature of the Under Secretary, Assistant Secretary, or equivalent Head of Departmental Element or Lab Director**.
  - The nomination form is online at [http://humancapital.doe.gov/resources\\_awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)
  
3. An **award justification narrative** (included on the Nomination Form or in an addendum attachment) that addresses the criteria outlined in the awards program, as well as provides a detailed outline of specific accomplishments upon which the award recommendation is being based.
  - Include detailed information on the career highlights and accomplishments of the individual (i.e., number of years of service to the Department and the Nation; leadership characteristics, specific results; impact on the DOE mission; significance at the National and/or International levels; etc.).
  
4. The **award citation text**. The text citation (See Appendix F) for the award certificate should be clear and concise and should not exceed two short paragraphs or 20 lines of text.

Nominations for Departure Awards should be **submitted a minimum of four weeks prior to any scheduled award presentation**.

***Contractors may not be eligible to receive all of the award items.***

### Approval Process

Upon receipt of the nomination package from the initiating/approving office, the Executive Secretariat will route the nomination for S1 approval.

### Notifications and Award Presentation

Upon approval, the Executive Secretariat will route the nomination to the Office of Management for preparation of the Award and certificate.

The Office of Management will forward the Award item and certificate to the nominating office point of contact (provided in the nomination cover memorandum) for coordination of the presentation within that office.

If a presentation by the Secretary, Deputy Secretary or Associate Deputy Secretary is requested (in the nomination cover memorandum), it is the responsibility of the initiating office to work with the Office of the Secretary, Deputy Secretary or Associate Deputy Secretary to schedule the award presentation.

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## FREQUENTLY ASKED QUESTIONS

**1. Is there a fillable nomination form online?**

Yes. The fillable form is online at [http://humancapital.doe.gov/resources\\_awards\\_dept.htm](http://humancapital.doe.gov/resources_awards_dept.htm)

**2. Who signs the nomination form?**

The Under Secretary, Assistant Secretary, or equivalent level Departmental Head must sign the nomination form. In addition, the local office/site manager should sign, along with the initiator.

**3. What are the criteria for each award?**

The award criteria are described in this program guide. They are, however, subjective criteria as the Secretary (or Deputy Secretary or Associate Deputy Secretary) will make the final determination on award winners. In addition, the awards are not limited to certain achievements, length of service, or other measured results. Nominations are evaluated based on the justifications provided, and the more detailed the description of the accomplishment(s) the easier it is for the review committee to assess the merits of the nominee(s).

**4. What is the proposed award date?** For the Departure and Appreciation Award categories, the proposed award date is the date that the award will be presented to the recipient. Typically, for Departure Awards this would be the employees last day at DOE or the date of a retirement or departure celebration event. For the Appreciation Award, this is a suggested award date but the final presentation date is subject to the Secretary's availability.

**5. Can the same nomination justification and nomination form be used for all nominees in a group award?** Yes, so long as the full names of each nominee are listed on the transmittal cover memorandum and/or nomination form.

**6. Can I include classified information in the award nomination?**

No. The nomination packet should only include unclassified information. If necessary, special arrangements may be made for the consideration of classified information as part of the Award nomination. Contact the S1 Awards Program Manager for further instruction.

**7. Can I (the initiator or management official) notify employees that they have been nominated?**

No. The selection of recipients is at the discretion of the Secretary (Honor and Departure Awards) and the Secretary, Deputy Secretary or Associate Deputy Secretary (Appreciation Awards). It is best to wait until you receive notification that the award has been approved.

**8. How will I know if my employee has been selected for an Honor Award?**

The Office of the Chief Human Capital Officer will notify the Heads of Departmental Elements with information on their selected (and non-selected) nominations after the Secretary has made the final decisions. HC will also notify the recipients after you have had the opportunity to share the news personally first.

**9. Who can answer other questions regarding this program?**

Contact the Secretary's Awards Program Manager at [honor.awards@hq.doe.gov](mailto:honor.awards@hq.doe.gov)

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**U.S. DEPARTMENT OF ENERGY**  
**Washington, D.C. 20585**

Date, Centered

MEMORANDUM FOR THE SECRETARY

THROUGH: DANIEL PONEMAN  
 DEPUTY SECRETARY

FROM: NAME OF ASSISTANT SECRETARY  
 TITLE

SUBJECT: Approval of Secretary's Honor Award Nomination for [Award Type] for [Name of Nominee or Group], [Nominee's Title and Organization]

**ISSUE:** Request approval of the nomination for the Secretary's Honor Award, [Award Type], for [Nominee or Group] Keep to one sentence, including names of all nominees.

**BACKGROUND:** Concisely provide the necessary background information to support the nomination, including any specific example of the effect of the individual(s) leadership. Also include any necessary analysis or argument. For groups or teams, provide a listing of the full name (no abbreviations or nicknames; position title; organization; and employment (federal or contractor) for each nominee.

**OPTIONS:** The options are to: 1) approve the award nomination as submitted; or 2) disapprove the award nomination.

**RECOMMENDATION:** Approve the Secretary's [Award Type] for [Nominee or Group].

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONCURRENCES:** HC/Chief Human Capital Officer

# UNITED STATES DEPARTMENT OF ENERGY

## SECRETARY OF ENERGY HONOR AWARD

### James R. Schlesinger Award

Presented to

[Nominee's full name]

[Nominee] has distinguished himself over the past two decades with his creative and effective leadership in the Department of Energy and its National Laboratories, addressing vital national security interests and advancing scientific understanding. Throughout his public service at senior levels over many administrations, he has pursued his charge with unwavering dedication.

In his capacity as Assistant Secretary of Energy for Defense Programs from 1993 to 1999, [Nominee] led the team that created science-based stockpile stewardship as an alternative to underground nuclear testing. This approach remains the keystone to ensuring the country's nuclear deterrent to this day. The formulation of the stockpile stewardship program also significantly advanced the science of simulation and has resulted in the United States being the world's leader in high performance computing.

More recently, as a Senior Advisor to the Department's leadership, his vision to use simulation and computing tools to develop advanced nuclear energy and security technologies will help ensure the clean, safe, secure expansion of nuclear power and serve the energy, security and environmental needs of this century. [Nominee] played a key role in the establishment of an international partnership to provide nuclear fuel services and further develop advanced nuclear fuel recycling. This partnership will develop more proliferation-resistant commercial nuclear power systems and enable significant cooperation between governments, industry, laboratories, and universities.

For his lasting impact on nuclear energy, supercomputing, the nuclear weapons complex, and the national security capabilities of the Department of Energy and the Nation, [Nominee] is presented the James R. Schlesinger Award.

## UNITED STATES DEPARTMENT OF ENERGY

### SECRETARY OF ENERGY HONOR AWARD

#### Excellence Award

Presented to

[Nominee's full name]

In recognition for his steadfast efforts to maintain the Department of Energy's sole operating research reactor, the Advanced Test Reactor at the Idaho National Engineering Laboratory. A longtime key element of Naval nuclear propulsion plant development and maintenance efforts, [Nominee] also realized the benefit of the facility to the science and nuclear energy communities. [Nominee] masterminded the concept of designating the Advanced Test Reactor as a National Scientific User Facility, enabling use of the facility by industry and academia. Through his ingenuity and resourcefulness, [Nominee] spearheaded Departmental, Administration and Congressional support of the plan, resulting in the allocation of sufficient funding and assuring the long-term viability of the facility. For his contributions to the Department of Energy and the Nation, [Nominee] is awarded the Secretary of Energy's Excellence Award.

Presented to

[Nominee's full name]

In recognition for his considerable efforts during the initial start up year of the Department's three Bioenergy Research Centers. These centers represent a diverse collection of multi-disciplinary, multi-institutional research teams focused upon the goal of achieving innovative and transformational research for the Department of Energy's bioenergy mission. [Nominee] has displayed the highest levels of commitment, energy, creativity, and management skill in facilitating consistent project management progress for all three centers – a significant challenge given their scientific, geographic, and cultural diversity. He has demanded rigor and accountability for center activities and has been proactive and creative in devising solutions to enable the three centers to coordinate their research activities. As a result, [Nominee] has positioned the centers to fuel America's future through transformational science. For his contributions to the Department of Energy and the Nation, [Nominee] is awarded the Secretary of Energy's Excellence Award.



## UNITED STATES DEPARTMENT OF ENERGY

### SECRETARY OF ENERGY HONOR AWARD

#### Achievement Award

Presented to

[Nominee's full name]

In recognition for his/her contributions to the U.S.-India Civil Nuclear Cooperation Initiative team that completed negotiations on India's national nuclear export controls, the bilateral Agreement for Peaceful Nuclear Cooperation, and Nuclear Suppliers Group agreement. These dialogues and the exceptional negotiations of the policy exception with 44 other nations were major steps along the path to bringing the Civil Nuclear Initiative into effect. The level of their expert knowledge of the United States statutory requirements for nuclear trade agreements and implications of the India Initiative on international safeguards, export controls, and nonproliferation policy were critical to the success of this important nonproliferation policy endeavor. For his/her contributions to the Department and the Nation, [nominee] is awarded the Secretary of Energy's Achievement Award.

#### Achievement Award

Presented to

[Nominee's full name]

In recognition of his/her contributions to the Bratislava Security Initiative team, recognized for their extraordinary dedication to implement the Presidential-level commitment to secure large amounts of weapons-usable material in Russia and around the world. Their efforts led to a significant acceleration of nuclear security upgrades at sensitive Russian facilities and a major increase in the rate of highly enriched uranium research reactor fuel conversions and material shipments. These accomplishments have made a major contribution to United States nonproliferation policy and significantly strengthened national and global security. For his/her contributions to the Department and the Nation, [nominee] is awarded the Secretary of Energy's Achievement Award.

**SAMPLE HONOR AWARD RECIPIENT LISTING**

The following information is required for ALL HONOR AWARD NOMINEES

<b>PREFIX</b>	<b>FIRST</b>	<b>MI</b>	<b>LAST</b>	<b>EMAIL</b>	<b>MAILING ADDRESS</b>	<b>EMPLOY STATUS</b>	<b>EMPLOY ORG SYM</b>	<b>BILLING ORG SYM</b>
Mr. / Ms. Mrs. / Dr. Mil Rank Rev. Other	Full name no nicknames		Include suffix if applicable	Work or personal email address for notification and ceremony information	Work or home mailing address for formal invitation	Contractor Federal Military Other Gov Private Other	DOE Org Rtg Sym or external org name	Nominating org will be billed for award items unless other DOE org is specified here



**U.S. DEPARTMENT OF ENERGY**  
**Washington, D.C. 20585**

Date, Centered

MEMORANDUM FOR THE SECRETARY

FROM: NAME OF ASSISTANT SECRETARY  
 TITLE

SUBJECT: Approval of Secretary's Appreciation Award Nomination for [Name of Nominee or Group], [Nominee's Title and Organization]

**ISSUE:** Request approval of the nomination for the Secretary's Appreciation Award Program for [Nominee or Group] Keep to one sentence, including names of all nominees and any applicable deadline.

**BACKGROUND:** Concisely provide the necessary background information to support the nomination, including any specific example of the effect of the individual(s) leadership. Also include any necessary analysis or argument. For groups or teams, provide a listing of the full name (no abbreviations or nicknames; position title; organization; and employment (federal or contractor) for each nominee.

**OPTIONS:** The options are to: 1) approve the award nomination; or 2) disapprove the award nomination.

**RECOMMENDATION:** Approve the Secretary's Appreciation Award for [Nominee or Group].

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONCURRENCES:** HC/Office of the Chief Human Capital Officer

## UNITED STATES DEPARTMENT OF ENERGY

### SECRETARY OF ENERGY APPRECIATION AWARD

Presented to

[Nominee's full name]

In recognition of your superior performance, leadership, resilience, and tenacity while serving for almost two years as the Chief Human Capital Officer (Acting) and simultaneously performing your regular duties as Deputy Chief Human Capital Officer. You embraced the challenge of serving in dual executive roles for the Department in the Office of the Chief Human Capital Officer without hesitation. Under your leadership, the OCHCO operated smoothly and was successful in accomplishing numerous innovative and high-level achievements such as obtaining direct hire authority for several critical job openings; spearheading an aggressive campaign to improve hiring across the Department; and implementing organizational structure changes to align functions to improve service delivery, increase accountability, eliminate redundancies and maximize the utilization of resources. For her enthusiastic willingness to go above and beyond the call of duty, [nominee] is awarded the Secretary of Energy's Appreciation Award.



**U.S. DEPARTMENT OF ENERGY**  
**Washington, D.C. 20585**

Date, Centered

MEMORANDUM FOR THE SECRETARY

FROM: NAME OF ASSISTANT SECRETARY  
 TITLE

SUBJECT: Approval of Secretary's [Award Level] Departure Award for [Name of Nominee],  
 [Nominee's Title and Organization]

**ISSUE:** Request approval of the nomination for the Secretary's [Award Level] Departure Award for [Nominee] Keep to one sentence, including names of all nominees and any applicable deadline.

**BACKGROUND:** Concisely provide the necessary background information to support the nomination, including any specific example of the effect of the individual(s) leadership. Also include any necessary analysis or argument. Also include a point-of-contact within the initiating office, information on the scheduled presentation of the award (i.e., date, time, location, and presenter) and if a photograph with the Secretary is requested.

**OPTIONS:** The options are to: 1) approve the award nomination; or 2) approve the nomination at a different award level; or 3) disapprove the award nomination.

**RECOMMENDATION:** Approve the Secretary's [Award Level] Departure Award for [Nominee].

APPROVE: \_\_\_\_\_ DISAPPROVE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CONCURRENCES:** HC/Office of the Chief Human Capital Officer

## UNITED STATES DEPARTMENT OF ENERGY

### SECRETARY OF ENERGY

#### [Award Type] DEPARTURE AWARD

Presented to

[Nominee's full name]

In recognition of nearly 38 years of Federal service at the U.S. Department of Navy, U.S. Customs Service and the U.S. Department of Energy. Ms. X has spent the past twenty years with the Department of Energy Office in the Chief Human Capital Officer as a personnellist and supervisor. She has garnered numerous awards and accolades for her work ethic and the quality of service she consistently delivered to customers throughout her career. As a lead examiner, X developed the HQ Delegated Examining procedures in 1999 that continue to be used at HQ and served as the basis for similar procedures used today in DOE field offices and other Federal agencies. X has continued to serve in this vital role to ensure that the HQ personnel operations office uphold the highest standars of merit system principles and statutory requirements in the employment process. X is a true asset to the Department and will be missed. For her dedication and service to the Department of Energy and the Nation, Ms. X is awarded the Secretary of Energy [award level] Service Award.