

PROGRAM GUIDE



SECRETARY'S AWARDS PROGRAM

December 2017



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

The Department of Energy (DOE) has a long-standing tradition of recognizing employees who go above and beyond the call of duty in their work endeavors. The Department believes 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 and contractors 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, the Secretary hosts a special ceremony to present the Honor Awards to those within our workforce who have risen to the challenge and achieved significant results 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 (HC) at honor.awards@hq.doe.gov or 202-586-1234.

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GUIDE OVERVIEW

The purpose of this guide is to provide an 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, HC enhanced this tradition by developing a new and more robust awards program – the Secretary's Awards 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 review by the Executive Resources Board. These awards are presented by the Secretary at a ceremony in Washington, D.C.

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 and/or Deputy Secretary. This award is typically presented by the Secretary, Deputy Secretary or the Head of the Departmental Element.

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 CONTACT

HC is responsible for managing the Secretary's Awards Program. Additional information on the Secretary's Awards Program is available [online](#).

Comments and questions not addressed in this guide may be directed to the Secretary's Awards Program Manager at 202-586-1234 or honor.awards@hq.doe.gov.

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 preclude all award recipients from attending the Secretary’s Honor Awards presentation ceremony.

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 an Achievement Award, but they may not be eligible to receive all of the standard award items. In addition, travel to attend the awards presentation ceremony should be kept to a minimum (i.e., one representative per office and/or only if the employee has other official business at HQ during the same timeframe as the awards ceremony). Efforts will be made to broadcast the Honor Awards ceremony 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 billed to the employees’ organizations. Organizations will be notified of the cost prior to any items being purchased.

THE AWARDS

THE SECRETARY OF ENERGY'S HONOR AWARDS

The Secretary's 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** at a Departmental ceremony held in Washington, D.C. 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 may be 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 his/her 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 shadow box-framed calligraphy certificate signed by the Secretary of Energy and a commemorative medal honoring former Secretary of Energy James R. Schlesinger.

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 crystal medallion award and a leather-encased certificate signed by the Secretary of Energy.

The Secretary of Energy Achievement Award is bestowed upon a **group or team of DOE employees and/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.

NOMINATION PROCESS

- The Secretary of Energy will solicit nominations for Honor Awards annually. **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 (if applicable and required), 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 HC by the established due date.
- Nomination packages (as described below) must be submitted to honor.awards@hq.doe.gov in PDF format.
- HC will send an e-mail confirmation to the submitting office once the complete nomination packet has been received and is in the review process.

NOMINATION PACKAGE REQUIREMENTS

The Secretary's Honor Awards Nomination Package must contain:

1. A **cover memorandum** (see Appendix A) to the Secretary of Energy, through the Deputy Secretary, from the approving Under Secretary (if applicable and required), Assistant Secretary, or equivalent, noting:
 - Award Level (Schlesinger, Excellence, or Achievement)
 - Individual or Team/group name
 - 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 Under Secretary (if applicable and required),

Assistant Secretary, or equivalent Head of Departmental Element or Laboratory 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 can be found [online](#).
3. An **award justification narrative** (included on the nomination form or in an attached addendum) that addresses the criteria outlined in the awards program and provides a detailed outline of specific accomplishments upon which the award recommendation is 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** (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** (see Appendix C).
- For each employee, be sure to include: 1) Title (i.e. Mr., Ms., Mrs., Dr.); 2) Full name; 3) Position Title; 4) Employment Status (i.e., federal, contractor, retired); 5) Organization (if different from the nominating office); 6) Billing Organization (if different from the nominating office); and 7) Email Address.

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 HC for completeness. The Secretary's Awards Program Manager will notify the nominating office of any packet deficiencies. Nominations are subject to vetting with the Inspector General, General Counsel, and others, as appropriate.

Following the solicitation period, the Executive Resources Board (ERB) 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 final decisions on award recipients after receiving input from the Deputy Secretary.

NOTIFICATIONS

Once the final award selections have been approved by the Secretary, the Secretary's Awards Program Manager will notify the initiating Senior DOE Official, or the designated point of contact, via email 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 approve 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 HC relating to the Awards Ceremony.

AWARDS CEREMONY

The Annual Secretary's Honor Awards Ceremony is typically held in April or May to coincide with Public Service Recognition Week. 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.

The Awards Ceremony is a special event that may be shared with family and friends. Award recipients receive informal (email) invitations to the ceremony approximately four weeks prior to the event. Recipients may bring one guest (or more if space allows). Unfortunately, DOE may not pay for the travel costs for employees, family members or other guests. Employees who are already scheduled to be on approved travel to the Washington, DC area for other Department-related business may attend. Travel for contractors to attend the Awards Ceremony is paid by the employer and should 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/groups of employees.

The *Secretary of Energy's Appreciation Award for Management Excellence* was created to recognize employees who demonstrate a sustained commitment to management excellence by putting the Department's management principles into action on a daily basis. This award is given to employees who have demonstrated 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, as nominations are received and approved.

These awards are to be given at the discretion of the Secretary or Deputy Secretary at any time.

Recipients will receive one of four items (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), based upon availability, and a framed certificate signed by the Secretary of Energy.

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 (if applicable and required), Assistant Secretary, Laboratory Director or equivalent.**

- The **Secretary's Appreciation Award for Management Excellence** should be submitted to HC via email to honor.awards@hq.doe.gov. HC will route the package to the Secretary.
- **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 Awards Program Manager in HC for concurrence (Forrestal Room 4E-084; or 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 completed nomination package **to the Office of the Executive Secretariat** per established Controlled Correspondence procedures (i.e., eDOCS and hard copy).

NOMINATION PACKAGE REQUIREMENTS

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 Under Secretary (if applicable and required), Assistant Secretary, or equivalent Head of Departmental Element or Laboratory 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 may be found [online](#).
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 attached addendum.

The nomination package should be submitted to the Secretary's Awards Program Manager in HC via email to 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 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 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 or Deputy Secretary. If no specific request is made, it is assumed that the award will be presented by the Departmental Element Head or Laboratory 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 Under Secretary (if applicable and required), 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 available [online](#).

3. An **award justification narrative** (included on the Nomination Form or in an attached addendum) that addresses the criteria outlined in the awards program and provides a detailed outline of specific accomplishments upon which the award recommendation is 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** (see Appendix E) 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 to the Secretary's Awards Program Manager in HC 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 or Deputy Secretary at any time.

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 Executive Secretariat within two business days.

The Chief of Staff 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 directly from the initiating/approving office, the Executive Secretariat will route the nomination for S1 approval.

NOTIFICATIONS AND AWARD PRESENTATION

Secretary's Appreciation Award for Management Excellence

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

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 or 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 or Deputy Secretary to schedule the award presentation.

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 or 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 or Deputy Secretary to schedule the award presentation.

THE SECRETARY OF ENERGY'S DEPARTURE AWARDS

DESCRIPTION AND CRITERIA

Departure Awards are given to DOE employees (federal and contractor) 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 at any time.

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.

The Secretary's Exceptional Service 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 the highest Departure Award that can be bestowed. Recipients will receive a Nickel Plated Executive Clock and a leather encased certificate signed by the Secretary of Energy.

The Secretary's Distinguished Service 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. Recipients will receive a Department of Energy Medallion encased in a mahogany box and a certificate signed by the Secretary of Energy.

The Secretary's Meritorious Service 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. Recipients will receive a Department of Energy Bronze plaque and a certificate signed by the Secretary of Energy.

NOMINATION PROCESS

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

Nominations must be approved by an Under Secretary (if applicable and required), 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 Awards Program Manager in HC for concurrence (Forrestal Room 4E-084; or 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 REQUIREMENTS

1. A **justification cover memorandum** (see Appendix F) 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 or 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 (if applicable and required), Assistant Secretary, or equivalent Head of Departmental Element or Lab Director.
 - The nomination form is available [online](#).

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 G) 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**.

APPROVAL PROCESS

Upon receipt of the nomination package from the initiating/approving office, the Executive Secretariat will route the nomination for approval by the Secretary of Energy

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 or 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 or Deputy Secretary to schedule the award presentation.

FREQUENTLY ASKED QUESTIONS

1. Is there a fillable nomination form online?

Yes. The fillable form is online at <http://energy.gov/hc/downloads/secretarial-awards-program>.

2. Who signs the nomination form?

The Under Secretary (if applicable and required), 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 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 Departure and Appreciation Awards, the proposed award date is the date the award will be presented to the recipient. Typically, for Departure Awards this would be the employee's last day at DOE or the date of a retirement or departure celebration event. For Appreciation Awards, 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. Names of each nominee should be listed on the cover memorandum and/or nomination form and the attached recipient list.

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 Secretary's 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 or 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?

HC 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.



Department of Energy

Washington, DC 20585

Date, Centered

MEMORANDUM FOR THE 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] Limit to one sentence, including names of all nominees.

BACKGROUND: Concisely provide the necessary background information to frame the issue. 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

PREFIX	FIRST	MI	LAST	EMAIL	MAILING ADDRESS	EMPLOY STATUS	EMPLOY ORG SYM	BILLING ORG SYM
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



Department of Energy

Washington, DC 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]. Limit to one sentence, including names of all nominees and any applicable deadline.

BACKGROUND: Concisely provide the necessary background justification information to frame the award nomination. 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.



Department of Energy

Washington, DC 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]. Limit to one sentence, including names of all nominees and any applicable deadline.

BACKGROUND: Concisely provide the necessary background justification information to frame the award nomination. 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. [Nominee] 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, [Nominee] 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. [Nominee] 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. [Nominee] is a true asset to the Department and will be missed. For her dedication and service to the Department of Energy and the Nation, [Nominee] is awarded the Secretary of Energy [Award Level] Service Award.