

RECOMMENDATION FOR RECOGNITION

Available from NOAA WFMO at http://www.wfm.noaa.gov/Word/cd_326LF_AC.doc

Individual

Group

1. NAME OF EMPLOYEE <i>(Press TAB to move quickly to next blocks)</i>		Do Not Use This Space			
		Do Not Provide SSN			
3. ORGANIZATION		4. ACCOUNTING CLASSIFICATION CODE STRUCTURE			
		4a. Bureau	4b. Organization		
		4c. Fiscal Year	4d. Project	4e. Task	
		5. PERIOD OF RECOGNITION			
6. TYPE AND AMOUNT OF RECOGNITION:		<input checked="" type="checkbox"/>			
	Special Act or Service Award	\$			Administrator's Award
	Special Operating Unit Award	\$			Technology Transfer Award
	Time Off Award		(number of hours)		
	Spot Award	Level	(indicate Level A, B, or C)		
				Other:	

7. NARRATIVE *(If you need additional space, attach another sheet. Please print or type.)*

8. NOMINATOR [if not the Immediate Supervisor] (signature, typed name, and phone number required)	DATE:
9. IMMEDIATE SUPERVISOR (signature, typed name, and phone number)	DATE:
10. REVIEWING OFFICIAL (signature, typed name, and phone number if required by LO/SO)	DATE:
11. APPROVING OFFICIAL (signature, typed name, and phone number)	DATE:

Block No.	Instructions & Definitions Click to View Instructions Online
# 1. Name of Employee	If group award, put "See Attached List" in Blocks 1 and 3. Attach list with corresponding information for each nominee.
# 4d. Project	The 7 character CAMS project code. Example: - 5 2 N S 1 G L
# 4e. Task	The 3 character CAMS task code. Example . - P Q Q
# 5. Period of Recognition	The timeframe during which the contribution was made.
# 7. Narrative	Describe employee's accomplishments in concise, non-bureaucratic language; commensurate with amount of proposed award.
Submission	Email to WFMOAwardsEast@noaa.gov , WFMOAwardsWest@noaa.gov , or WFMOAwardsNCR@noaa.gov depending on your servicing HR office. See http://www.wfm.noaa.gov/awards/special_act/special_nominate.html to determine your servicing office.
Filing	File in Employee's Performance File (EPF).

PRIVACY ACT STATEMENT – Full name of Employee must be provided to ensure accurate recording and processing of this Award. The original form is to be filed in the Employee's Performance File which may be maintained and safeguarded by the supervisor, in accordance with CFR 293. The information is also maintained in accounting systems to process and reconcile disbursement of funds.

This form may be downloaded from: http://www.wfm.noaa.gov/Word/cd_326LF_AC.doc