

FORMAT FOR PREPARING DON HONORARY AWARD NOMINATIONS

NOMINATION OF (EMPLOYEE'S NAME) FOR

- DON SUPERIOR CIVILIAN SERVICE AWARD
- NAVY DISTINGUISHED CIVILIAN SERVICE AWARD
- NAVY AWARD FOR DISTINGUISHED ACHIEVEMENT IN SCIENCE

RESUME

(Employee's Name)

(Title/Grade)

Current Job Responsibilities:

Summary of federal & non-federal employment: (Include dates and position title)

Education:

Published papers, articles or books, inventions, participation in professional and civic organizations:

Honorary Awards (include dates):

NARRATIVE SUMMARY (not to exceed two pages)

Areas of achievement upon which the nomination is based:

Scope and importance of mission, function, service or task affected:

Extent of ingenuity, innovation or dedication demonstrating initiatives which exceed job responsibilities:

Results achieved, including benefits to the government and impact on the organization:

Be as concise as possible, but do convey the full impact of the responsibilities and achievements. Describe the nominee's significant contributions to the Command, Navy, and/or DoD, and explain why the accomplishment is noteworthy. Explain how the Command, Navy, and/or DoD have benefited from the nominee's accomplishments, and/or efforts. In preparing the nomination, keep in mind that those reading/approving the award know nothing about the nominee, her or his background or accomplishments; this makes it more evident that the significance of those accomplishments and efforts needs to be highlighted. Additional supporting documentation (i.e., letters of recommendation, description of the nominee's duties, papers and articles by and about the nominee, etc.) may also be submitted.