

**APPENDIX 2. NOMINATION FORM**

**NOMINATION COVER SHEET  
20XX AIRPORTS DIVISION AWARDS PROGRAM**

AWARD CATEGORY: \_\_\_\_\_

NAME(S) OF NOMINEES: \_\_\_\_\_

NOMINATOR/PHONE NO. \_\_\_\_\_  
(PLEASE PRINT)

**Nominations:** Use of this form is optional. However, narratives should address items listed on attached. Nominations should highlight specific accomplishments during the past year. Do not attach exhibits or work samples. Types of items to include:

- How accomplishment or sustained quality of performance exceeded normal job expectations (i.e., unusual amount of work completed, quality, ingenuity).
- To what extent performance had a direct impact on nominee’s job assignment, or impact on the organization, or work beyond local area, operations of the FAA, or the community at large.
- For EXTERNAL AWARDS, describe accomplishment or service and benefit to an individual, the community at large, or to an organization.

**Ceremony/Recognition:** All nominees will be recognized at the ceremony and are encouraged to attend. Winners will be announced at the ceremony. The winner in each category will receive a cash award and/or a plaque or some other form of recognition other than cash, commemorating their achievement.

DEADLINE FOR SUBMISSION OF NOMINATIONS: XXXXXXXX

Submit nomination packages to: **NAME, ASW-XXXX**  
Chairperson, Airports Division Awards Committee

**APPENDIX 2. NOMINATION FORM (CONTINUED)**

**20XX AIRPORTS DIVISION AWARDS JUSTIFICATION**  
**(Narrative is limited to one page in length)**

Award Category: \_\_\_\_\_

Challenge Presented:

Background:

Actions Taken:

Results Achieved:

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