

APPENDIX 3. SUGGESTIONS FOR PREPARING NOMINATIONS

1. Include the full, official name of each nominee.
2. In determining the award category, identify the best category. **DO NOT** submit more than one nomination for any single activity. There may be cases where the activity involved significant contributions in several award categories. In such a case, submit the nomination in the category that **BEST** describes what the employee(s) accomplished but do not submit a nomination in each category for that activity.
3. The nominator wants the nominee to win. Aim high. Prepare the nomination as if it is being reviewed for national consideration. It is important that the committee be given all the facts that support the selection criteria for the award category.
4. Detail the specific accomplishment and the road that led to the accomplishment. What did the nominee do that was above and beyond the job requirements? What was the scope -- did it have (or have potential for) local, regional, national, or international impact? Who was impacted (FAA employees, the agency, industry, safety, the public, etc.)? What makes the manager, supervisor, inspector, staff employee, or administrative employee exceptional and worthy of national recognition? Don't just say the employee does outstanding work. Tell what it is about the work or accomplishment that makes it outstanding.
5. Review the nomination (or have someone else review it) without names or other identifying information (names of offices, regions, operators, etc.). If you were on the Awards Committee, would this be a potential winner?
6. **DON'T BE INTIMIDATED BY THESE SUGGESTIONS.** They are only suggestions. You do not have to be a great writer to submit a winning nomination. You do not need a lot of ruffles and flourishes. In fact, keeping it short and to the point may help the Awards Committee identify pertinent actions and characteristics of the nominees. Use bullets if you desire. Remember, all nominees are winners.

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