



# AST Awards Nomination Form

Nominee Name: \_\_\_\_\_ Org: \_\_\_\_\_

Nominating Individual: \_\_\_\_\_ Ext. \_\_\_\_\_

**Please select the award that you are nominating the individual/team for:**  
(Please check one)

☐ **Service Excellence Award** – This award honors an AST employee who is a team player and always there to assist, consult, and advise management, fellow employees, and stakeholders. The award recipient sets a positive example for other employees by being responsive, trustworthy, enthusiastic, friendly, and patient, and embraces a can-do attitude in providing a product or service. **Eligibility:** All AST Employees

☐ **Technical Excellence Award** - This award honors an AST employee as the recognized specialist in his/her field of expertise. This employee is the person you seek out for up-to-date, reliable information; the person who can make determinations on matters ranging from the mundane to those highly complex in the field of his/her expertise. This employee has the unique abilities to impart technical knowledge to a variety of audiences. Multiple technical disciplines may be awarded. **Eligibility** – All AST Employees

☐ **Team Excellence Award** - This award honors an AST team for their work in assisting the organization in fulfillment of its mission. This team has functioned in a professional manner; working to be all inclusive; providing an environment that recognized the value of input from all team members. **Eligibility** – All AST Employees

☐ **AST Innovation Award** - This award honors an employee or group, who has provided an innovation or process improvement that is of major significance/benefit to the AST organization. This innovation could be a change/improvement to an existing AST policy, procedure, or process. Upon implementation, this innovation will save time, cut red tape, or increase productivity. **Eligibility** – All AST Employees

☐ **Safety Leadership Award** – This award honors an AST employee whose contributions exemplify the highest degree of excellence in the pursuit of Safety. The employee/team has demonstrated a commitment and dedication to safety principles; actively raises safety issues, concerns or improvement ideas; identifies a new safety measure or difficult to recognize hazard and developed implementable solutions or methods to improve safety measures. **Eligibility** – All AST Employees or Team

☐ **AST New Employee of the Year Award** - This award honors an employee who started their tenure in the organization in the last two fiscal years and has demonstrated they are a team player and always there to support fellow employees, managers and stakeholders. The individual can be counted on to provide help/assistance in critical situations, for providing a breadth of knowledge and experience, be a problem solver, and brings their previous experience and innovative ideas to the betterment of AST. **Eligibility** – New AST Employees who started within last two fiscal years

☐ **AST Employee of the Year Award:** This award recognizes an employee who constantly goes above and beyond in support of the AST Mission. This individual is known throughout the organization for getting things done, for being the individual that can be counted on to provide help/assistance in critical situations, for providing a breath of knowledge and experience, and for being a problem solver. **Eligibility** – All AST Employees

**Justification:** (No more than one full page – 12 pitch)

Manager: \_\_\_\_\_

☐ Concur ☐ Non-Concur

Associate Administrator: \_\_\_\_\_

☐ Approve ☐ Disapprove