

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

FORMATS FOR FDA HONOR AWARDS NOMINATIONS

Transmittal Number: 87-65 -- Date: 12/29/1987

1. Purpose
2. References
 - Attachment A - Individual Nomination Format for FDA Award of Merit, FDA Commendable Service Award, FDA Equal Opportunity Achievement Award, and FDA Outstanding Achievement Award and Instructions for Completion
 - Attachment B - Group Nomination Format for FDA Award of Merit, FDA Commendable Service Award, FDA Equal Opportunity Achievement Award, and FDA Outstanding Achievement Award and Instructions for Completion
 - Attachment C - Nomination Format for Commissioner's Special Citation and Instructions for Completion
 - Attachment D - Format for Memorandum Required to Transmit Each FDA Honor Award Nomination

1. PURPOSE

This Guide contains the required formats for nominations for all FDA honor awards and the format for transmitting such nominations. They are provided in a separate Guide so as not to overburden the Guides on each respective award.

2. REFERENCES

- A. Staff Manual Guide FDA 3113.3, FDA Award of Merit.
- B. Staff Manual Guide FDA 3113.4, FDA Commendable Service Award.

- C. Staff Manual Guide FDA 3113.6, FDA Equal Opportunity Achievement Award.
- D. Staff Manual Guide FDA 3113.11, FDA Outstanding Achievement Award.
- E. Staff Manual Guide FDA 3113.13, FDA Group Recognition Award.
- F. Staff Manual Guide FDA 3113.5, FDA Commissioners Special Citation.

ATTACHMENT A

INDIVIDUAL AWARD NOMINATION

Prepare a data sheet.

The instructions in parentheses describe the information to be entered. Use 8-1/2" x 11" paper. Do **not** exceed one page, and do **not** photo reduce. Left margin must be no smaller than 1.5 inches.

NOMINATION FOR FDA (NAME OF AWARD) INDIVIDUAL

1. Name, title, organization, and Social Security Number of nominee:

2. Proposed citation:

3. Pay plan, series, and grade of current position:

4. Current summary rating of record is:

5. Length of service with DHHS:
Length of service with FDA:

6. Listing of pertinent previous honors and awards:

7. Brief summary of education:

8. Brief summary of work experience:

9. Identification of award criterion/criteria under which nominated:

Prepare a narrative justification.

The instructions in parentheses describe the information to be entered. Use 8-1/2" x 11" paper. Do **not** exceed one page, and do **not** photo reduce. Left margin must be no smaller than 1.5 inches.

ATTACHMENT A

Page 2 - Narrative Justification - (Insert name of individual)

(Describe the nominee's achievement(s) or distinguished service, showing clearly the manner in which the nominee has met the award criterion/criteria identified on page one. The justification must include sufficient detail to provide reviewing/recommending committees with enough information to effectively evaluate the nominee's contribution(s). Some points to include, if applicable, are: impact of the achievement on Agency mission, function, or activity affected; level of effectiveness before and after the nominee's action(s); results obtained by the nominee's action(s), including any quantifiable evidence of improvement; and degree of ingenuity, innovation, or exceptional skill demonstrated by the nominee. DO NOT EXCEED ONE SINGLE-SPACED PAGE.)

INSTRUCTIONS FOR COMPLETING NOMINATION OF AN INDIVIDUAL FOR THE FDA AWARD OF MERIT, FDA COMMENDABLE SERVICE AWARD, FDA EQUAL OPPORTUNITY ACHIEVEMENT AWARD, OR FDA OUTSTANDING ACHIEVEMENT AWARD.

Page 1 - General - Left margin must be no smaller than 1.5 inches. - Limit to only one page and do **not** photo reduce.

Item 1. Provide name exactly as it should appear on award token/certificate/letter/ memorandum including any degrees used by the nominee.

Examples:

James O. Bond
Laboratory Director
Region VI, Dallas
Office of Regulatory Affairs
Nutrition
000-00-0000

Suzanne E. Light, Ph.D.
Research Chemist
Office of Physical Sciences
Center for Food Safety and Applied
Nutrition
000-00-0000

Item 2. Provide a **proposed citation of 25 words or less** which summarizes the service or achievement which serves as the basis for this nomination. Begin the citation with words like, "In recognition of...", or "For..." and do not use personal pronouns such as his, her, their, etc. When formulating the proposed citation, take special care to ensure that it not only states what the award recognizes, but also that it is identifiable with the award criterion/criteria cited in Item 9.

Item 3. Examples: GS-318-6; WG-3511-4; GS-696-12; GM-1320-14; ES-696-04.

ATTACHMENT A

Item 4. Cite current summary rating of record; e.g., Excellent, Fully Satisfactory, etc.

Item 5. Self-explanatory.

Item 6. Self-explanatory.

Item 7. Self-explanatory.

Item 8. Self-explanatory.

Item 9. Refer to the pertinent FDA Staff Manual Guide on the award for which the nomination is being made and cite appropriate criterion/criteria.

Examples:

Criterion B

Criteria B and C.

Page 2 - General - Left margin must be no smaller than 1.5 inches. Limit narrative to only one page single-spaced. Do **not** attach written testimonials or endorsements.

Transmit each nomination separately under cover of its own transmittal memorandum - see sample at Attachment D to this Guide.

ATTACHMENT B

GROUP AWARD NOMINATION

Prepare a data sheet.

The instructions in parentheses describe the information to be entered. Use 8-1/2" x 11" paper. Do not exceed one page, and do not photo reduce. Left margin must be no smaller than 1.5 inches.

| NOMINATION FOR FDA (NAME OF AWARD) GROUP | | |
|---|---------------------|---|
| 1. Name of group: | | |
| 2. Proposed citation: | | |
| 3. Identification of award criterion/criteria under which nominated: | | |
| 4. Group member information: | | |
| Name, Degree Position Title Pay Plan, Series, Grade Social Security Number | Organization | Current Summary Rating of Record |
| 1. | | |
| 2. | | |
| 3. (etc.) | | |

ATTACHMENT B

Prepare a narrative justification.

The instructions in parentheses describe the information to be entered. Use 8-1/2" x 11" paper. Do not exceed one page, and do **not** photo reduce. Left margin must be no smaller than 1.5 inches.

Page 2 - Narrative Justification - (**Insert name of group**)

(Describe the nominees' achievement(s) or distinguished service, showing clearly the manner in which the nominees have met the award criterion/criteria identified on page one. The justification must include sufficient detail to provide reviewing/recommending committees with enough information to effectively evaluate the nominees' contribution(s). Some points to include, if applicable, are: impact of the achievement on Agency mission, function, or activity affected; level of effectiveness before and after the nominees' action(s); results obtained by the nominees' action(s), including any quantifiable evidence of improvement; and degree of ingenuity, innovation, or exceptional skill demonstrated by the nominees. The contributions of each member of the group need not be listed separately, but should be discussed in the narrative to clearly show what role each member played, e.g., "Archibald Arch and Barbara Brother were the primary scientific reviewers on this project, and they contributed to the noted achievement by...." **DO NOT EXCEED ONE SINGLE-SPACED PAGE FOR THE ENTIRE GROUP.**)

INSTRUCTIONS FOR COMPLETING NOMINATION OF A GROUP FOR THE FDA AWARD OF MERIT, FDA COMMENDABLE SERVICE AWARD, FDA EQUAL OPPORTUNITY ACHIEVEMENT AWARD.

Page 1 - General - Left margin must be no smaller than 1.5 inches. - Do not exceed one page unless necessary to list all group members. If more than one page is needed for list, type name of group at top of sheet.

Item 1. Provide name of group exactly as it should appear on award token/certificate/ letter/memorandum. Examples:

Research and Review Branch
Special Survey Group
James O. Bond and Suzanne E. Light

Item 2. Provide a **proposed citation of 25 words or less** which summarizes the service or achievement which serves as the basis for this nomination. Begin the citation with words like, "In recognition of...", or "For..." and do not use personal pronouns such as his, her, their, etc. When formulating the proposed citation, take special care to ensure that it not only states what the

ATTACHMENT B

award recognizes, but also that it is identifiable with the award criterion/criteria cited in Item 3.

Item 3. Refer to the pertinent FDA Staff Manual Guide on the award for which the nomination is being made and cite appropriate criterion/criteria.

Examples:

Criterion B.
Criteria B and C.

Item 4. Take care to ensure that all who should be included in the group are included in the listing so that all names can be included in awards ceremony booklet. Number the name entries, and provide names (including any degrees used by the nominees) in **alphabetical order** exactly as they should appear on the award certificate. Example:

| Name, Degree Position Title Pay Plan, Series, Grade Social Security Number | Organization | Current Summary Rating of Record |
|---|-----------------------------------|---|
| 1. Archibald A. Arch Clerk-Typist GS-322-4 000-00-000 | CVM | FM |
| 2. Barbara B. Brother Clerk-Typist GS-322-4 000-00-000 | CDRH | E |
| 3. Calvin C. Carton, Ph.D. Consumer Safety Officer GS-696-11 000-00-000 | ORA Region III Philadelphia | FM |

Page 2 - General - Page 2 may be a continuation of item 4 from page one or the beginning of the narrative justification. If a second page is needed for the listing, begin the narrative on page 3. Limit narrative to one page single-spaced, and do **not** photo reduce. Left margins must be no smaller than 1.5 inches. Transmit each group nomination separately under cover of its own transmittal memorandum -- see sample at Attachment D to this Guide.

ATTACHMENT C

NOMINATION FOR FDA COMMISSIONER'S SPECIAL CITATION

1. Name, title and organization of nominee:
2. Complete street mailing address of nominee:
3. Proposed citation:
4. Description of contribution/achievement:

INSTRUCTIONS FOR COMPLETING NOMINATION FOR FDA COMMISSIONER'S SPECIAL CITATION.

General - Left margin must be no smaller than 1.5 inches.

Item 1. Provide name of nominee exactly as it should appear on award token/certificate/ letter/memorandum including any degrees used by the nominee. If more than one person (i.e., a group), provide name of group and a separate listing of all included in the group in alphabetical order. Number names.

Item 2. Provide complete mailing address of nominee. If group nomination, provide addresses on separate sheet with names.

Item 3. Provide a proposed citation of 25 words or less which summarizes the service or achievement which serves as the basis for this nomination. Begin the citation with words like, "In recognition of...", or "For..." and do not use personal pronouns such as his, her, their, etc.

Item 4. Provide a concise, yet thorough, description of the nominee's contribution/ achievement. Limit Item 4 to the equivalent of one single-spaced page.

Transmit each nomination separately under cover of its own transmittal memorandum - see sample at Attachment D to this Guide.

ATTACHMENT D

MEMORANDUM REQUIRED TO TRANSMIT EACH FDA HONOR AWARD NOMINATION

Each nomination must have its own transmittal memorandum showing all necessary endorsements. The information in parentheses describes the kind of information to be entered. Use regular 8-1/2" memorandum paper. **One nomination per transmittal.**

MEMORANDUM

Date: (Insert current date)

From: (Nominator's title & organization)

Subject: Nomination for (insert name of award) - (Insert name of individual or group) (One nomination, individual or group, per memorandum)

To: FDA Awards Coordinator, HFA-430

Through: (Nominee's supervisory channels up to and including, as appropriate, the OC Office Director; Associate Commissioner; Center Director; or Director, National Center for Toxicological Research. Nominations of Field employees must be signed by the appropriate District and/or Regional Director before they are forwarded through the Director, Office of Regulatory Resource Management, to the Associate Commissioner for Regulatory Affairs.)

This memorandum transmits the nomination of (nominee's name or group's name for the (name of award)).

(Signature of Nominator)

Attachment
Nomination

ENDORSEMENTS/COMMENTS

(Prepare a space for each official listed in the through line to endorse, nonendorse, and/or make comments. Example below.)

ATTACHMENT D

Title_____ Endorse _____ Nonendorse_____ Date_____
