RECOMMENDATION FOR SECRETARIAL AWARD

Instructions for Completing Form *(Type All Requested Data)*
1. This form must accompany each nomination.
2. Submit eight copies of this form.
3. Please complete all blocks on this form.

Items 1. - 5. Complete all data.
Item 6. Identify in 25 words or less, the proposed citation for the award device.
Items 7. Signature of approving officials.
Items 8. Enter a brief description of the nominee's work history which should include special honors and awards. This should be in chronological order.
Item 9. Provide a nomination summary in space provided.

1. NAME OF EMPLOYEE/TEAM

2. POSITION

3. ADMINISTRATION

4. LOCATION (City and State)

Type of Award Recommendation

5. SECRETARY'S AWARD FOR:

- ☐ Partnering for Excellence
- ☐ Meritorious Achievement *(Silver Medal)*
- ☐ Excellence
- ☐ EEO/Affirmative Action
- ☐ Volunteer Service
- ☐ Team Award
- ☐ Valor
- ☐ Quality

6. PROPOSED CITATION: *(Brief one or two lines)*

7. APPROVED *(Name and Title)*	SIGNATURE	DATE

Final Action by Awards Review Board: _____

Form DOT 3200.2 (Rev. 5-00)

8. EMPLOYMENT HISTORY (Include Special Honors and Awards for the last 10 years.)

9. NOMINATION SUMMARY