

**U.S. DEPARTMENT OF ENERGY
NOMINATION FOR INCENTIVE AWARD**
(Use typewriter to complete form. Submit original and 3 copies.)
INSTRUCTIONS ON REVERSE

1. Employee (Complete Payroll Name):		2. Social Security Number:	3. Effective Date in Current Position:	4. Period of Service on Which Nomination is Based:
5. Type of Award for Which Nominated: <input type="checkbox"/> Award Justification Attached (See Instructions on Reverse). <input type="checkbox"/> Honorary or Nonmonetary Award (Specify): _____ <input type="checkbox"/> \$ _____ Monetary Award for Special Act or Service. <input type="checkbox"/> \$ _____ Monetary Award for Performance.			6. Dates and Types of Awards (including those granted under SES or PMRS regulations) and Quality Step Increases Received in Preceding 5 yrs:	
7. ORGANIZATION		8. TITLE		9. POSITION NUMBER
CURRENT				10. SERIES, GRADE, AND SALARY
COVERED BY NOMINATION				

CERTIFICATION

The position description of the nominee and the performance standards for the position were thoroughly reviewed before submitting this nomination. I certify that the performance of the nominee has been appraised and meets the criteria for the award recommended. Therefore, I nominate the employee for an award as indicated in item 5 above.

11. Initiator (Print or Type Name):		12. Title:		
13. Signature:		14. Organization:		15. Date:
16. Immediate Supervisor if different from block 11 (Print or Type Name):		17. Title:		
18. Signature:		19. Organization:		20. Date:
21. Reviewing Official (Print or Type Name):		22. Title:		
23. Signature:		24. Organization:		25. Date:
26. Reviewing Official (Print or Type Name):		27. Title:		
28. Signature:		29. Organization:		30. Date:

SERVICING PERSONNEL OFFICE

31. <input type="checkbox"/> Nomination complies with current statutes and regulations.			<input type="checkbox"/> Nomination does NOT comply with current statutes and regulations (see attached explanation).		<input type="checkbox"/> Other, specify:
32. Title of Authorizing Official:			33. Signature:		34. Date:

APPROVAL

The following award meets the Departmental requirements and is hereby approved:

Sufficient funds are available. The award is to be paid in the following amounts: (The total of the following amounts must equal the total award indicated in item 35.)	35. Total Monetary Award: \$	36. Based on Tangible Benefits: \$	Based on Intangible Benefits: \$	37. Based on Job Performance: \$	
	38. Allotment Number:		39. Budget and Reporting Number:	40. Appropriation Number:	
41. Title of Authorizing Official (DOE 3450.1A):			42. Signature:		43. Date:
44. <input type="checkbox"/> Payment of monetary award is authorized.			<input type="checkbox"/> Other, specify:		
45. Title of Authorizing Official (Personnel Office):			46. Signature:		47. Date:

PRIVACY ACT STATEMENT ON REVERSE



PRIVACY ACT STATEMENT

Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes the use of the social security number.

ADDITIONAL INFORMATION

1. Distribution of copies of nomination:
Original and three copies to servicing personnel office (including copies for employee and official personnel folder, if approved). Additional copies for initiator, reviewing officials, and approving official as desired.
2. If the nomination is for a group award, list the names of the group in item 1. List the complete payroll name, social security number, organization, position title and number, grade, salary, and previous recognition of each member of the group and the recommended division of a monetary award, if any, in the justification.
3. The employee's most recent performance rating (DOE F 3430.7 or DOE F 3430.7C as appropriate) must be attached to support certain award recommendations as required by DOE 3450.1A.
4. Compute a monetary award based on performance in accordance with DOE 3450.1A and local requirements.
5. To compute a monetary award based on a contribution of a one-time nonrecurring nature in accordance with DOE 3450.1A, provide the following information including detailed computations to support the figures in paragraph a(1) or a narrative explanation of the information required by paragraph a(2) below.
 - a. Kind of benefit.
 - (1) Tangible benefits (estimated net monetary savings to the Department for first full year of operation after implementation):
 - State labor cost, materials cost, and total cost of former method.
 - State labor cost, materials cost, and total cost of improved method.
 - State labor cost, materials cost, and total cost saved.
 - (2) Intangible benefits:
 - State whether value of the contribution is moderate, substantial, high, or exceptional; and explain.
 - State whether application of the contribution is limited, extended, broad, or general; and explain.
 - b. Deviation from award scale(s). If a monetary award based on a contribution of a one-time, nonrecurring nature exceeds the amount authorized by DOE 3450.1A, justify the deviation.
6. Give the proposed wording to be used in preparing an honorary or nonmonetary award or a certificate to accompany a monetary award. Use lower case; do not exceed five lines.
7. Do NOT use this form for recommending quality step increases or performance awards for Performance Management and Recognition System employees.