

U.S. Department of Energy Delegation of Awards Approval

1. Employee Name: _____	Social Security Number: _____
2. Title, Series and Grade: _____	Organization: _____
3. Type of Award: _____ (Monetary or Nonmonetary)	Amount: _____ (On-The-Spot or Time-Off up to One Day)
4. Date: _____	Appropriation Code: _____

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 3 above.

5. Initiator: _____ (Please print or type name)	Signature: _____	Date: _____
6. Title: _____	Organization: _____	
7. Immediate Supervisor of Employee: _____ (If different from line 5, please print or type name)	Signature: _____	Date: _____
8. Title: _____	Organization: _____	

Review of Regulations

I have reviewed this award and it is in compliance with the current Headquarters policies and procedures.

9. Authorizing Official: _____ (For regulatory review, please print or type name)	Signature: _____	Date: _____
10. Title: _____	Organization: _____	

Approval of Justification

The following award is hereby approved for issuance:

11. Approving Official: _____ (Please print or type name)	Signature: _____
12. Title: _____	Date: _____

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 or nonmonetary 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.