

FOR OFFICIAL USE ONLY

Award Nomination Transmittal Worksheet

Name of the Award:

I. NOMINEE'S INFORMATION

Name of the Nominee: _____

Position Title or Grade: _____

Grade Level: _____

Department/Agency: _____

Mailing Address: _____

Work Phone Number: _____

Fax Number: _____

Email Address: _____

II. NOMINATING OFFICIAL'S INFORMATION

Name: _____

Position Title or Grade: _____

Department/Agency: _____

Mailing Address: _____

Work phone number: _____

Work Fax Number: _____

Email Address: _____

“The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.”