



Architect  
of the  
Capitol

## Award Recommendation

Date of Award  
Recommendation:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month/day/year



### Award Category (check as appropriate)

**Special Contribution Award** (refer to Awards Policy page 15 "Scale of Awards for Special Contributions" and **identify value and extent of impact**)

AWARD AMOUNT  
\$

**Time Off Award**  
(refer to Awards Policy page 19 "Scale of Time Off Awards")

TOTAL # of HOURS  
#

**Architect's Honor Awards**  
(Check Award Category)

**Organizational Honor Awards** (Check Award Category)  
(Note: Approval is at the Jurisdiction Level Only)

ARCHITECT'S DISTINGUISHED CAREER AWARD

ARCHITECT'S CITATION

ARCHITECT'S COMMENDATION

LEADERSHIP

PROFESSIONALISM

JURISDICTION CAREER  
ACHIEVEMENT

QUALITY & INNOVATION

TEAMWORK

JURISDICTION  
COMMENDATION

VALOR

OUTSTANDING VOLUNTEER

CERTIFICATE OF  
APPRECIATION

EEO

PRODUCT/PROCESS EXCELLENCE

SERVICE EXCELLENCE

SAFETY

Name of Employee (Attach separate listing for group nominations)

Position Title, Pay Plan, Series, Grade, Step

Employee's SSN

Jurisdiction/Division

Period Covered by Recommendation

From \_\_\_\_\_ To \_\_\_\_\_

Signature of Recommending Official

Date Signed

Signature of Head of Jurisdiction

Date Signed

Recommendation/Approval of Honor or Monetary Awards Board

Signature of Awards Board Member

Date

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Architect of the Capitol

Signature of The Architect of the Capitol

Date

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Review

Signature of Human Resources Specialist

Date

\_\_\_\_\_ Ready to Process

Complete Justification for Award on Reverse Side

