

## Honor Awards Nomination Form

### Response to Question 14

Bureau:

Medal Type:

Category:

Nominee(s)/Organization(s) Name (*Must be entered in the same order as HANS*):

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

For the 2016 Honor Awards cycle, the response to Question 14 in HANS will be completed offline as a hard copy for each nomination and submitted with the Secretarial Officer's transmittal memo to the Department. You should insert "See Attached" as an online response in HANS.

**Section 3 — Describe how this accomplishment exceeds the performance expectations of the individual(s) or the organization(s).** (*Character limits which include spaces and punctuation, are noted below.*) This critical question will be used by the Department's Incentive Awards Board to determine whether this accomplishment is worthy of being recognized with the highest honorary awards granted by the Secretary of Commerce. Please note that merely meeting job expectations is not necessarily a basis for an award nomination. The nominator must demonstrate, in concrete terms, how the accomplishment is exceptional and substantially exceeds the nominee's job or the organization's role. Please describe the accomplishment in straightforward terms and refrain from using superlatives (i.e., outstanding, world-class) or repeating the category name (i.e., customer service, personal and professional excellence).

**14a.** What is the individual(s) job or organization(s) role? (Do not use position titles.) (*Limit of 120 characters.*)

**14b.** What is the accomplishment? (*Limit of 200 characters.*)

**14c.** How does 14b. substantially exceeds 14a. in qualitative and/or quantitative terms? (*Limit of 300 characters.*)