

# Nomination for the 2010 - 2011 Federal Mail Best Practice Awards

**Nominations must be received no later than October 31, 2011**

Nomination Date \_\_\_\_\_

Award Category (check one):       Mail Manager of the Year       Federal Mail Center Excellence

Please complete this nomination and attach a narrative summary that addresses the selection criteria.

**Nominee** (Person or Team) \_\_\_\_\_

Office/Service/Division \_\_\_\_\_

Department/Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Name (Person/Office/Team)  
to Appear on the Award Plaque: \_\_\_\_\_

**Team Members:** For the Federal Mail Center Excellence Award, list the individuals responsible for the project. If you need to list additional people, please type and attach a page to this nomination form.

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Office \_\_\_\_\_ Office \_\_\_\_\_

Department/Agency \_\_\_\_\_ Department/Agency \_\_\_\_\_

Street Address \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

Office \_\_\_\_\_ Office \_\_\_\_\_

Department/Agency \_\_\_\_\_ Department/Agency \_\_\_\_\_

Street Address \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Agency Authorizing Official's Certification and Signature Sponsoring the Nomination (Signature is required)

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Department/Agency \_\_\_\_\_

Office/Service/Division \_\_\_\_\_

E-mail address \_\_\_\_\_ Telephone \_\_\_\_\_ Date submitted \_\_\_\_\_