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# **Honor Awards Nomination System (HANS)**

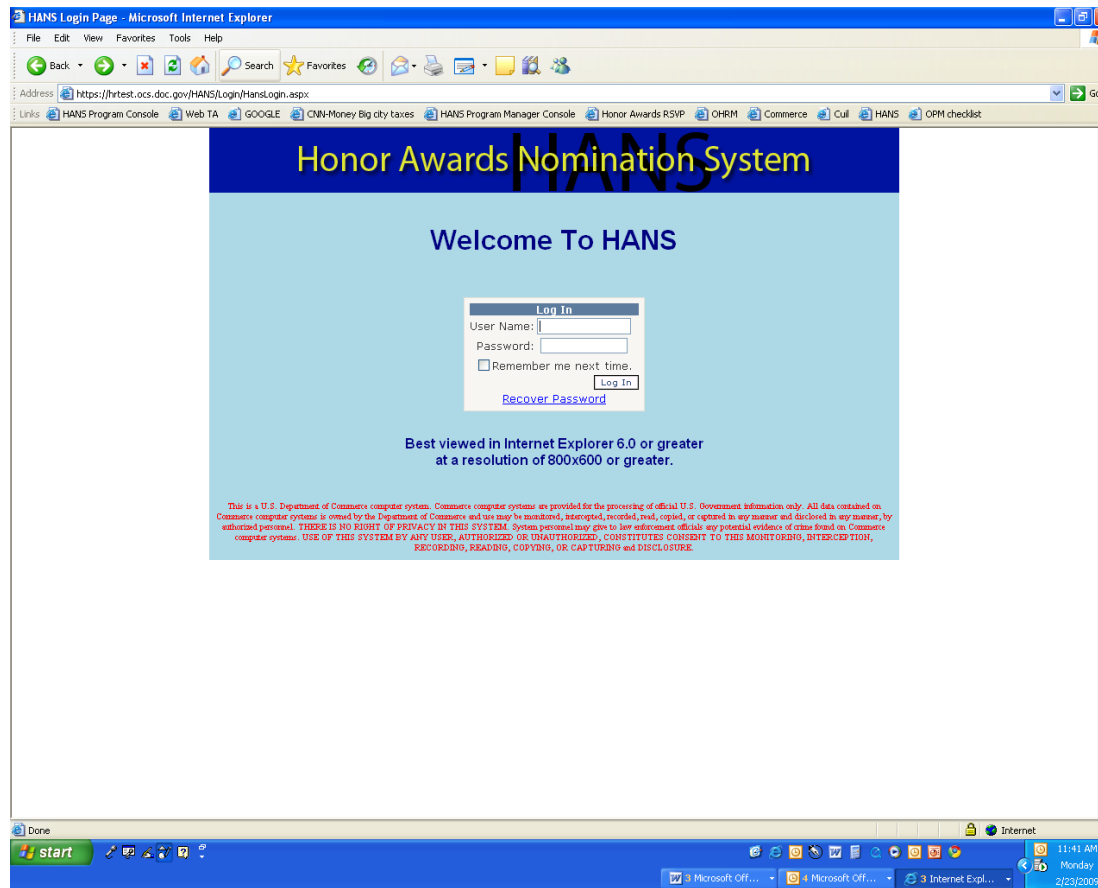
## **Nominator Training**

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# Learning Objectives

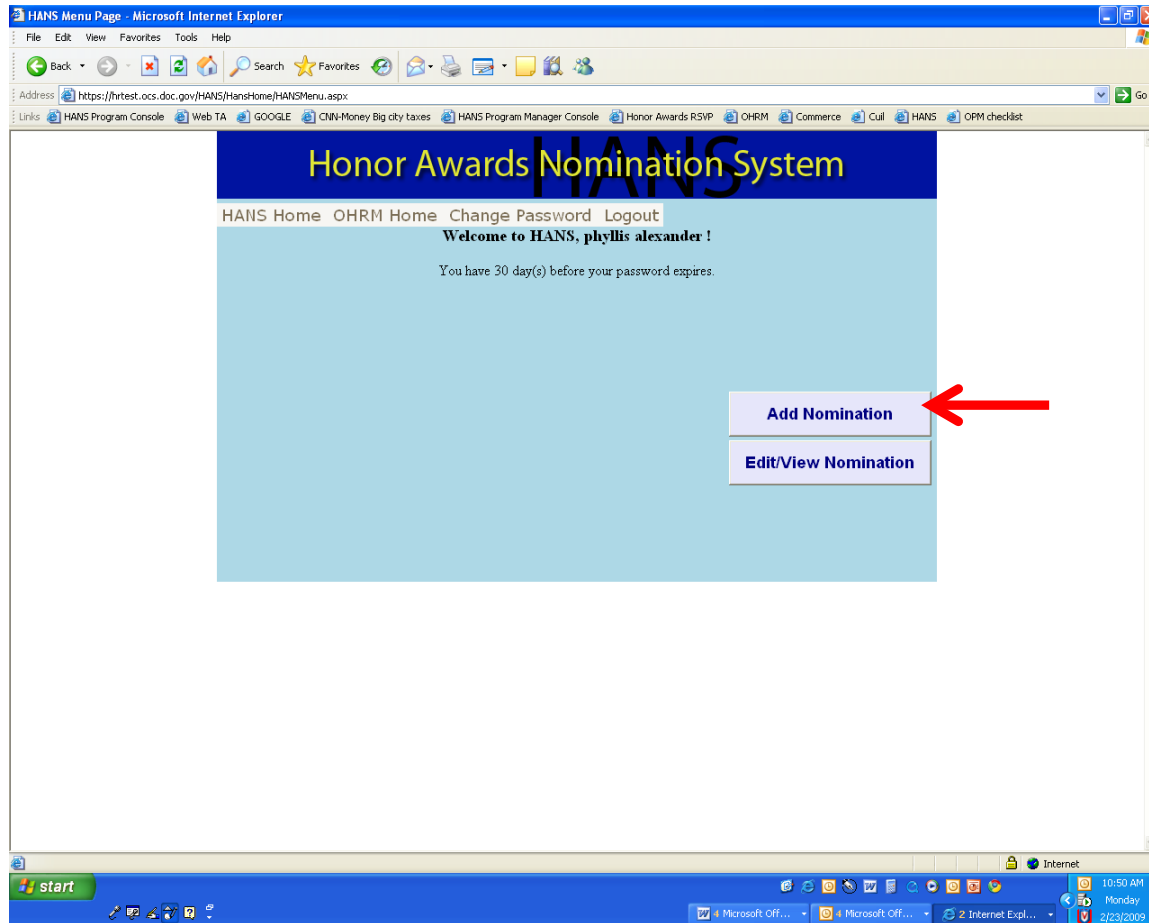
There are three learning objectives in this module. You will learn how to:

- Access the Honor Award Nomination System (HANS)
- Add an honor award nomination for an individual, group or organization
- View or edit previously entered honor award nominations

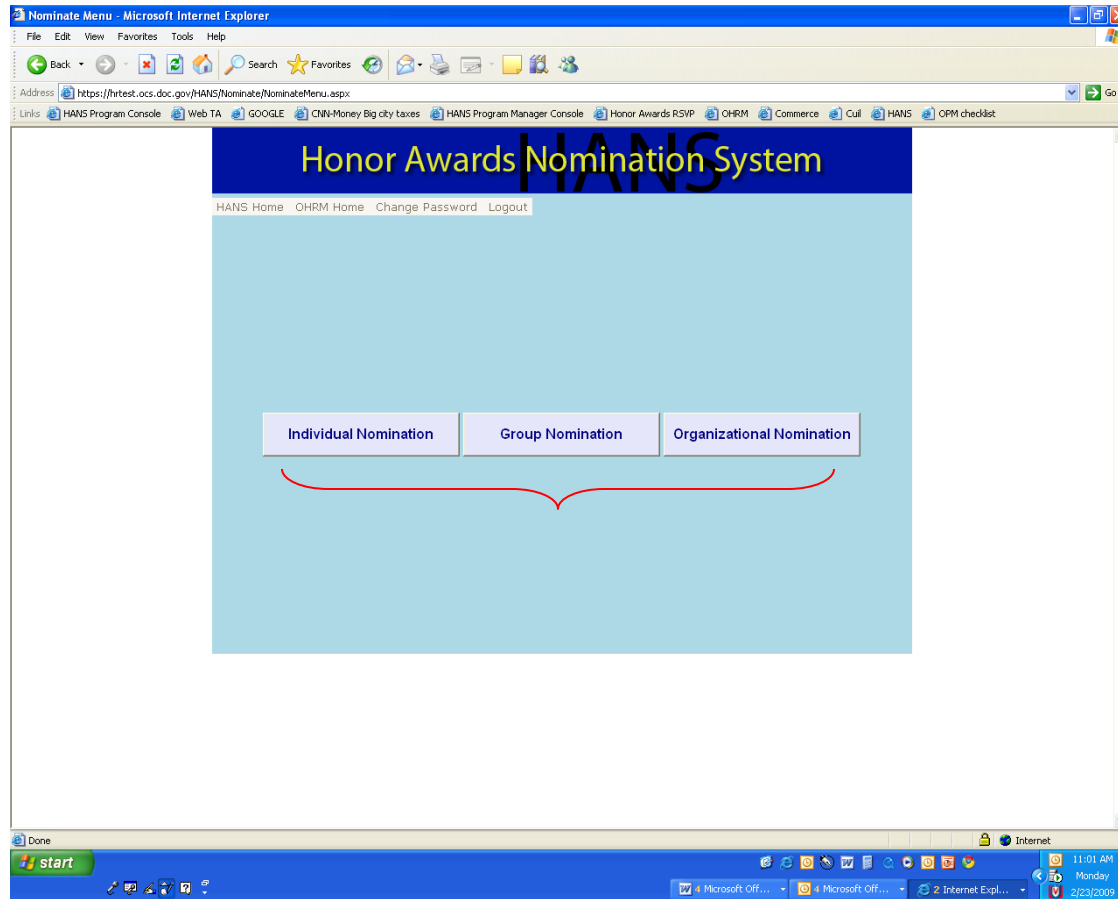


To access HANS (<https://hr.eas.commerce.gov/HANS/Login/HansLogin.aspx>) enter your User Name (DOC e-mail address) and Password. Your initial password is obtained from your HANS Bureau Administrator.

If you forget your password, select “[Recover Password](#)” to obtain a new password.



To “Add a Nomination”, select the appropriate button.



There are three types of nominations:

- Individual
- Group
- Organizational

Select the appropriate button to get started.

## Nominee Information Form

The first screen that appears after selecting the nomination type is the Nominee Information form where data is entered for either the individual nominee, the first nominee in a group, or the acceptor information for an organizational nomination.

Add/Edit Employee - Microsoft Internet Explorer

Address: https://hrtest.ocs.doc.gov/HANS/Nominate/AddEditEmployee.aspx?EmployeeID=62&NonEdk with Microsoft FrontPage Editor

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You must enter a value for the following:

- Salutation is required
- First Name is required
- Last Name is required
- Pay Plan is required
- Series is required
- Grade is required
- Title is required
- Bureau is required
- First Bureau Sub-division is required

Salutation  \* Required

First Name  \* Required

Middle Name

Last Name  \* Required

Suffix

Pay Plan  \* Required

Series  \* Required

Grade  \* Required

Title  \* Required

Bureau  \* Required

First Bureau Sub-division  \* Required

Nominee Is Eligible based on Current Rating of Record (check if Yes)? ☐ \* As the nominator, I certify, through checking the box to the left of this statement, that the nominee listed has a minimum current rating record of Level 3 or higher, Fully Successful or higher, Eligible (CAPS or AFMS), or Meets or Exceeds Expectations (Two-Level)

Past Awards (max 250 chars; any characters over max deleted upon save)

Save Cancel Continue to Nomination

## Nominee

Each type of nomination (individual, group, organizational) requires information on the nominee (or acceptor for an organization). Complete all required fields which are designated with an Asterisk (\*) and the word “**Required.**” As you complete each field and move to the next field the Asterisk and the word “**Required**” will disappear.

**NOTE:** If the nominee has no Past Awards, enter “N/A”.

**Add/Edit Employee - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <https://hrtest.ocs.doc.gov/HANS/Nominate/AddEditEmployee.aspx?EmployeeID=628&NomID=5458&NomType=i&Mode=New>

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## Honor Awards Nomination System

HANS Home OHRM Home Change Password Logout

### Nominee Information

Required Fields are denoted with an asterisk (\*)

Salutation	Mr. *
First Name	Jason *
Middle Name	
Last Name	Alexander *
Suffix	
Pay Plan	GS *
Series	301 *
Grade	13 *
Title	Director, Office of Ethics *
Bureau	CEN *
First Bureau Subdivision	Employment Branch *
Nominee Is Eligible based on Current Rating of Record (check if Yes)?	<input checked="" type="checkbox"/> * As the nominator, I certify, through checking the box to the left of this statement, that the nominee listed has a minimum current rating record of Level 3 or higher, Fully Successful or higher, Eligible (CAPS or APMS), or Meets or Exceeds Expectations (Two-Level)
Past Awards (max 250 chars; any characters over max deleted upon save)	Silver Medal; Service to America Medal

**Save** **Cancel** **Continue to Nomination**

## Nominee Information Form (continued)

After completing all the required nominee information fields, select “Save”.

**NOTE:** It is the nominator’s responsibility to enter the correct full name of the nominee(s).



**Honor Awards Nomination System**

HANS Home OHRM Home Change Password Logout

**Nominee Information**

Required Fields are denoted with an asterisk (\*)

Salutation	Mr. *
First Name	Jason *
Middle Name	
Last Name	Alexander *
Suffix	
Pay Plan	GS
Series	301
Grade	13 *
Title	Director, Office of Ethics *
Bureau	CEN *
First Bureau Subdivision	Employment Branch *
Nominee Is Eligible based on Current Rating of Record (check if Yes)?	<input checked="" type="checkbox"/> * As the nominator, I certify, through checking the box to the left of this statement, that the nominee listed has a minimum current rating record of Level 3 or higher, Fully Successful or higher, Eligible (CAPS or APMS), or Meets or Exceeds Expectations (Two-Level)
Past Awards (max 250 chars; any characters over max deleted upon save)	Silver Medal; Service to America Medal

Save Cancel **Continue to Nomination**

## Nominee Information Form (continued)

After selecting “Save” you will receive a pop-up window indicating the information you entered was saved. Select the “OK” button to close the window.

Select “Continue to Nomination” to proceed to the nomination form.

**NOTE:** You cannot proceed to the nomination form until all required nominee information fields are entered and saved.

Nomination Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNom.aspx?NomType=INomID=545&Mode=New

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## Honor Awards Nomination System

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Save your work frequently to guard against losing data.  
You must save your work at least once every 30 minutes or unsaved data will be lost.

Save Cancel

### Individual Nomination for Jason Alexander

#### Individual Nominee

- Click 'Edit' below to edit Individual Nominee Information

Name	Pay Plan Series Grade	Title	Bureau	First Bureau Subdivision	Is Eligible Based on Rating	Past Awards
<a href="#">Edit</a> Jason Alexander	GS 301 13	Director, Office of Ethics			<input checked="" type="checkbox"/>	Silver Medal; Service to America Medal

#### Nominator Information

Name: phyllis alexander

Phone Number: 202989708

#### Award Information

Medal Type:

Category of Award:

## Individual Nomination Form

Once you have entered the nominee information, their name will be displayed on the top of the nomination form. To edit the nominee information, select the “Edit” button located next to their name in the middle of the screen.

**Honor Awards Nomination System**

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Save your work frequently to guard against losing data.  
You must save your work at least once every 30 minutes or unsaved data will be lost.

Save Cancel

**Group Nomination for Elaine Benes Group**

**Group Nominees**

- Click 'Edit' to edit Nominee Information
- Click 'Add Nominee' button to add a group member to the nomination
- A minimum of 2 and maximum of 10 nominees may be added
- Only one individual may be designated as Head of Group. You can change the Head of Group designation at any time by clicking the checkbox under the 'Head of Group' column.

	Name	Pay Plan Series Grade	Title	Bureau	First Bureau Subdivision	Is Eligible based on rating	Past Awards	Head of Group
<a href="#">Edit</a> <a href="#">Delete</a>	Elaine Benes	GS 301 15	Director, Office of Ethics	OS	Office of the General Counsel	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
<a href="#">Add Nominee</a>								

**Nominator Information**

Name:

Phone Number:

**Award Information**

Medal Type:

## Group Nomination Form

Once you enter the nominee information for the first member of the group, it will be displayed on the top of the nomination form. To edit that nominee's information, select "Edit".

By default the first person entered is recorded as the head of the group. That designation means the group will be referred (in this example) as the "Benes Group" and that person will be listed first in all award publications.

A group consists of a minimum of 2 and a maximum of 10 nominees. To add nominees, select the "Add Nominee" button.

NOTE: You must add nominee information for all members of the group, but enter the nomination information only once.

**Nomination Form - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <http://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNom.aspx?NomType=INomID=573&Mode=EDIT>

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**Group Nominees**

- Click 'Edit' to edit Nominee Information
- Click 'Add Nominee' button to add a group member to the nomination
- A minimum of 2 and maximum of 10 nominees may be added
- Only one individual may be designated as Head of Group. You can change the Head of Group designation at any time by clicking the checkbox under the 'Head of Group' column.

**Nominee has been nominated more than once**

	Name	Pay Plan Series Grade	Title	Bureau	First Bureau Subdivision	Is Eligible based on rating	Past Awards	Head of Group
<a href="#">Edit</a> <a href="#">Delete</a>	Elaine Benes	GS 301 15	Director, Office of Ethics	OS	Office of the General Counsel	<input checked="" type="checkbox"/>	NA	<input checked="" type="checkbox"/>
<a href="#">Edit</a> <a href="#">Delete</a>	Art Vandalay	GS 301 14	Physicist	NIST	Physics Laboratory	<input checked="" type="checkbox"/>	Arthur S. Flemming Award	<input type="checkbox"/>

[Add Nominee](#)

**Nominator Information**

Name:

Phone Number:

**Award Information**

Medal Type:  \* Required

Category of Award:  \* Required

**Award Justification**

Please read the following information carefully before proceeding.

The following questions are designed to succinctly clarify the nominee's accomplishments(s) and the reasons this nomination merits

## Group Nomination Form (continued)

Each additional group nominee will be listed on the nomination form. Under the “Head of Group” column you have the option to reassign the head of the group to another nominee by checking (✓) the box next to their name.

NOTE: An employee may only be nominated once either as an individual nominee or as a member of a group. HANS will flag any duplicate nominees. In this case, the nominator should contact the HANS Bureau Administrator to discuss the situation.

**Honor Awards Nomination System**

HANS Home OHRM Home Change Password Logout

Save your work frequently to guard against losing data.  
You must save your work at least once every 30 minutes or unsaved data will be lost.

Save Cancel

**Organizational Nomination for  
The Field Operations Team**

**Organizations**

- To add an Organization, click the 'Add Organization' button below.
- An Organizational Nomination may not exceed a total of three components.
- Click 'Edit' to edit Organization and Acceptor Information.

Organization Name	Acceptor Name	Bureau	First Bureau Subdivision	Primary
The Field Operations Team	Sylvia J. Cooperman	NTIA	Office of Spectrum Management	<input checked="" type="checkbox"/>

Edit Delete Add Organization

**Nominator Information**

Name: phyllis alexander

Phone Number: 202989708

**Award Information**

Medal Type:

Category of Award:

## Organizational Nomination Form

Once you enter the acceptor information and the name of the organization being nominated, it will be displayed on the top of the nomination form. To edit that acceptor or organization's name, select "Edit".

By default the first organization entered is recorded as the primary. That designation means that organization will be listed first in all award publications.

An organizational award consists of a minimum of 1 and a maximum of 3 organizations. To add additional organizations, select the "Add Organization" button.

NOTE: The acceptor is the individual designated to accept the award for the organization. You must add acceptor information for all organizations.

Nomination Form - Microsoft Internet Explorer

Address: http://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNom.aspx?NomType=0&NomID=574&Mode=New

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- To add an Organization, click the 'Add Organization' button below.
- An Organizational Nomination may not exceed a total of three components.
- Click 'Edit' to edit Organization and Acceptor Information.

Organization Name	Acceptor Name	Bureau	First Bureau Subdivision	Primary
The Field Operations Team	Sylvia J. Cooperman	NTIA	Office of Spectrum Management	<input checked="" type="checkbox"/>

[Edit](#) [Delete](#) [Add Organization](#)

**Nominator Information**

Name: phyllis alexander

Phone Number: 202989708

**Award Information**

Medal Type: Gold

Category of Award: Scientific/Engineering Achievement

**Award Justification**

Please read the following information carefully before proceeding.

The following questions are designed to succinctly clarify the nominee's accomplishment(s) and the reasons this nomination merits either a Gold or Silver Medal.

- The justification should be concise and clear, be written in "Plain English", and should not rely on acronyms, jargon, or extremely technical text. The justification should be written for the lay reader, not an expert in the field.
- All nominations must include responses to:
  - the "Exceeds" question;
  - each question under Section 1 - "Award Justification" and Section 2 - "Additional Information";
  - the "Text for Certificate" field, and
  - the "Text for Program" field.

## Award Justification Form

The next step for all types of nominations is to select the "medal type" and "category of award" from the drop down menus.

Nomination Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://hrtest.ocs.doc.gov/HANS/Nominate/Adde.dtlNom.aspx?NomType=oa&NomID=5748&Mode=New

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- the "Exceeds" question;
- each question under Section 1 - "Award Justification" and Section 2 - "Additional Information";
- the "Text for Certificate" field; and
- the "Text for Program" field.

- All nominations except those in the "Heroism" Category must include responses to Section 2, "Additional Information".
- Use the "Definitions" section ONLY to define scientific/technical terms, acronyms, terms-of-art, etc. that are used in the other sections.

1. **Certificate Citation:** (150 character maximum)  
 The certificate citation must begin with the word "For" followed by a statement which summarizes the accomplishment.  
 (Example - For developing a technique to estimate current and historic rates of natural gas flaring through an effective use of satellite imagery data.)

For development of the measurement science and guidance required to protect buildings from airborne chemical and biological events.

131 characters entered

2. **Program Booklet Citation:** (450 character minimum and 600 character maximum)  
 The program booklet citation must adhere to the following format. Individual nominations (Mr. Smith is recognized for...); Group nominations (The group is recognized for...); Organizational awards (The organization is recognized for...) In lieu of "recognized for", the following may also be used, "honored for" or "cited for". The program booklet must begin with one of the above introductory phrases, which clearly states what is being recognized followed by details on the nominee's work, and conclude with a sentence on the impact or importance of the accomplishment.

0 characters entered

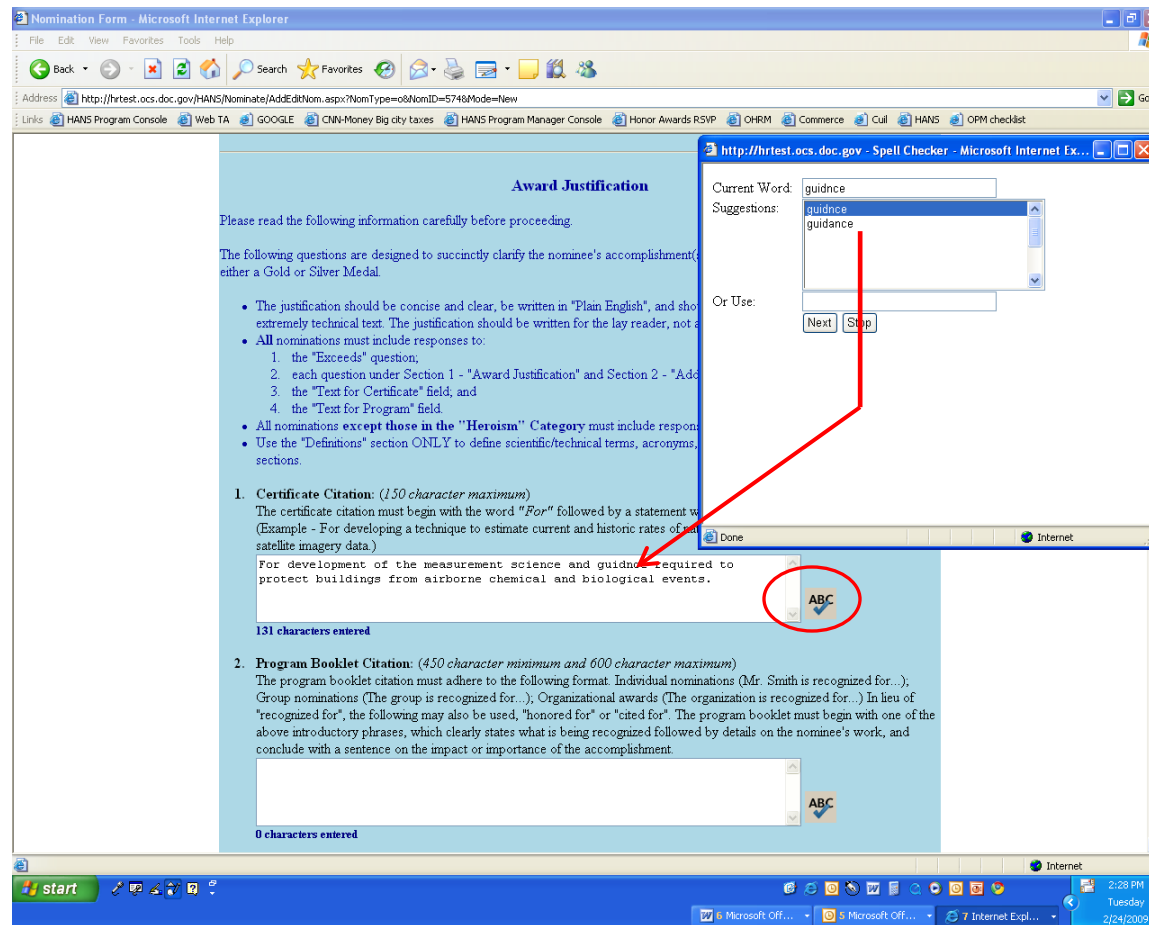
3. **Definitions:** (Do not add additional information unrelated to definitions in this section, maximum 500 characters)  
 Use this section to define all scientific/technical terms, acronyms, or terms-of-art whose meaning are not readily apparent to a lay reader. This section is only for the definition of terms used in the justification below. Do not define terms in common use within the Department, such as ITA, DOC, OFM, etc.

0 characters entered

Save Cancel

## Award Justification Form (continued)

There are character limitations for each of the responses in the awards justification section. A key feature of HANS is a simultaneous character count. As you type, the number of characters used is displayed in real time.



## Award Justification Form (continued)

Another feature of HANS is the ability to “spell check” each response by clicking on the spell check icon located at the bottom right of each text box. Any spelling errors will result in a pop-up with suggestions.



**Nomination Form - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address http://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNom.aspx?nominee=...

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0 characters entered

Save Cancel

**Section 1. Award Justification**

*NOTE: The maximum number of characters for all four questions in this section cannot exceed 2000 characters*

4. What was the specific goal, challenge or problem related to the Department's mission and/or strategic plan?  
 The challenge was to develop the essential overlay metrology standards and methods to enable future generations in US semiconductor manufacturing. Existing overlay targets were too large to be placed in the critical in-chip active areas. Simple down-scaling the target size would make them too small for accurate series-based registration.  
 403 characters entered

5. What was the context in which the nominee addressed the goal, challenge or problem?  
 The nominee worked on NIST and industry funded research efforts to advance overlay metrology. They worked closely with SEMATECH, the semiconductor manufacturer consortium, and with leading optical instrument makers to help them adopt and implement NIST-developed techniques and standards.  
 269 characters entered

6. What specific actions did the nominee take to address the goal, challenge or problem?  
 The nominees developed advanced optical instrument designs and overlay targets to enable ground-breaking methods for overlay metrology, resulting in many significant publications. The methods are now being widely adopted by the semiconductor industry. The group invented...  
 729 characters entered

7. What were the results of the actions in either quantifiable or qualitative terms?  
 In-chip targets and structured illumination designs based on NIST research are now used by several leading manufacturers and optical instrument makers. SRM 5000, the only overlay standard available, is used by SEMATECH and leading manufacturers for reference measurement systems. These methods and reference standards enable the increasingly...  
 575 characters entered

• Total Count for Section 1 : 1996

Save Cancel

Section 2. Additional Information

start

Internet

2:41 PM Tuesday 2/24/2009

7 Microsoft Off... 6 Microsoft Off... 7 Internet Expl...

## Award Justification Form (continued)

In Section 1, you must answer four questions (Numbers 4-7) and cannot exceed a total of 2000 characters for all four questions. To assist you in tracking the total character counts for this section, there is a text box at the bottom of the section entitled “Total Count for Section 1.”

**NOTE:** If you cut and paste information into a text box, the character total will not immediately appear beneath that box. You need to use your mouse to click in the text box or click elsewhere on the form for the character count to appear. If you type directly into the text box, the characters will record in real time.

**Nomination Form - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNom.aspx?NomID=574> Go

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**Section 2. Additional Information**

*NOTE: The maximum number of characters for all six questions in this section cannot exceed 2000 characters)*

8. How long did it take to complete the accomplishment? When was the accomplishment completed/implemented/deployed?  
*\* Required except when Category is Heroism*

0 characters entered

9. What is the short-term (1-2 years) impact of the accomplishment on the bureau and/or Department's mission?  
*\* Required except when Category is Heroism*

0 characters entered

10. What is the long-term (3-5 years) impact of the accomplishment on the bureau and/or Department's mission?  
*\* Required except when Category is Heroism*

0 characters entered

11. Does the accomplishment affect other bureaus or Federal agencies? If so, how?  
*\* Required except when Category is Heroism*

0 characters entered

12. Did the accomplishment result in a major advancement in science, technology or automation? If so, how?  
*\* Required except when Category is Heroism*

0 characters entered

13. Did the accomplishment result in a major advancement in non-scientific areas such as customer

start

Internet

2:48 PM  
 Tuesday  
 2/24/2009

## **Award Justification Form (continued)**

In Section 2, you must answer six questions (Numbers 8-13) and cannot exceed a total of 2000 characters for all six questions. To assist you in tracking the total character counts for this section, there is a text box at the bottom of the section entitled "Total Count for Section 2."

**NOTE:** If you cut and paste information into a text box, the character total will not immediately appear Beneath that box. You need to use your mouse to click in the text box or click elsewhere on the form for the character count to appear. If you type directly into the text box, the characters will record in real time.

Nomination Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://hrtest.ocs.doc.gov/HANS/Nominate/AddEditNominationForm.html?nomID=574>

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12. Did the accomplishment result in a major advancement in science, technology or automation? If so, how?  
\* Required except when Category is Heroism

0 characters entered

13. Did the accomplishment result in a major advancement in non-scientific areas such as customer service or administrative support? If so, how?  
\* Required except when Category is Heroism

0 characters entered

• Total Count for Section 2: 0

14. Describe how this accomplishment exceeds the performance expectations of the individual(s) or organization(s).  
(Maximum of 300 characters)  
Use this section to provide a compelling statement describing how the nominee exceeded performance expectations as opposed to merely doing his or her job. Please note, while exceeding a performance metric and contributing to the accomplishment of the Department's organizational mission and strategic goals is laudable, it does not necessarily evidence exceptional work above that which would have been expected by the nominee in the normal course of his or her job. The impact of the nominee's accomplishment must be truly exceptional and reflect only the highest level of achievement in the Department. \*Required

0 characters entered

Save Cancel

## Award Justification Form (continued)

After completing Section 2 of the Award Justification form, enter "See Attached" in Question 14 at the bottom of the form. You must complete a supplemental Question 14 response for each nomination and attach it to the bureau transmittal memo.

**Honor Awards Nomination System**

HANS Home OHRM Home Change Password Logout

Save your work frequently to guard against losing data.  
You must save your work at least once every 30 minutes or unsaved data will be lost.

Save Cancel

**Organizational Nomination for  
The Field Operations Team**

**Nomination is NOT Complete**

- Question 2 (Program Booklet) is required
- The maximum number of combined characters for the Award Justification Section (Questions 4 - 7) cannot exceed 2000
- Question 14 (Accomplishment) is required

- Question 8 is required except when Category is Heroism
- Question 9 is required except when Category is Heroism
- Question 10 is required except when Category is Heroism
- Question 11 is required except when Category is Heroism
- Question 12 is required except when Category is Heroism
- Question 13 is required except when Category is Heroism

**Organizations**

- To add an Organization, click the 'Add Organization' button below.
- An Organizational Nomination may not exceed a total of three components.
- Click 'Edit' to edit Organization and Acceptor Information.

Organization Name	Acceptor Name	Bureau	First Bureau Subdivision	Primary
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## **Award Justification Form (continued)**

The system will display an error message (**in RED**) if one or more required responses have not been completed. You will also receive an error message if you have exceeded the total character count for each section.

**NOTE:** An incomplete nomination will not be forwarded for review and approval.

**Honor Awards Nomination System**

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Save your work frequently to guard against losing data.  
You must save your work at least once every 30 minutes or unsaved data will be lost.

Save Cancel

**Individual Nomination for David Rogers**

**Nomination is Complete**

**Individual Nominee**

- Click 'Edit' below to edit Individual Nominee Information

Name	Pay Plan Series Grade	Title	Bureau	First Bureau Subdivision	Is Eligible Based on Rating	Past Awards
David R. Rogers	GS 201 13	Director of Doctors	NIST	Physics Laboratory	<input checked="" type="checkbox"/>	None

**Nominator Information**

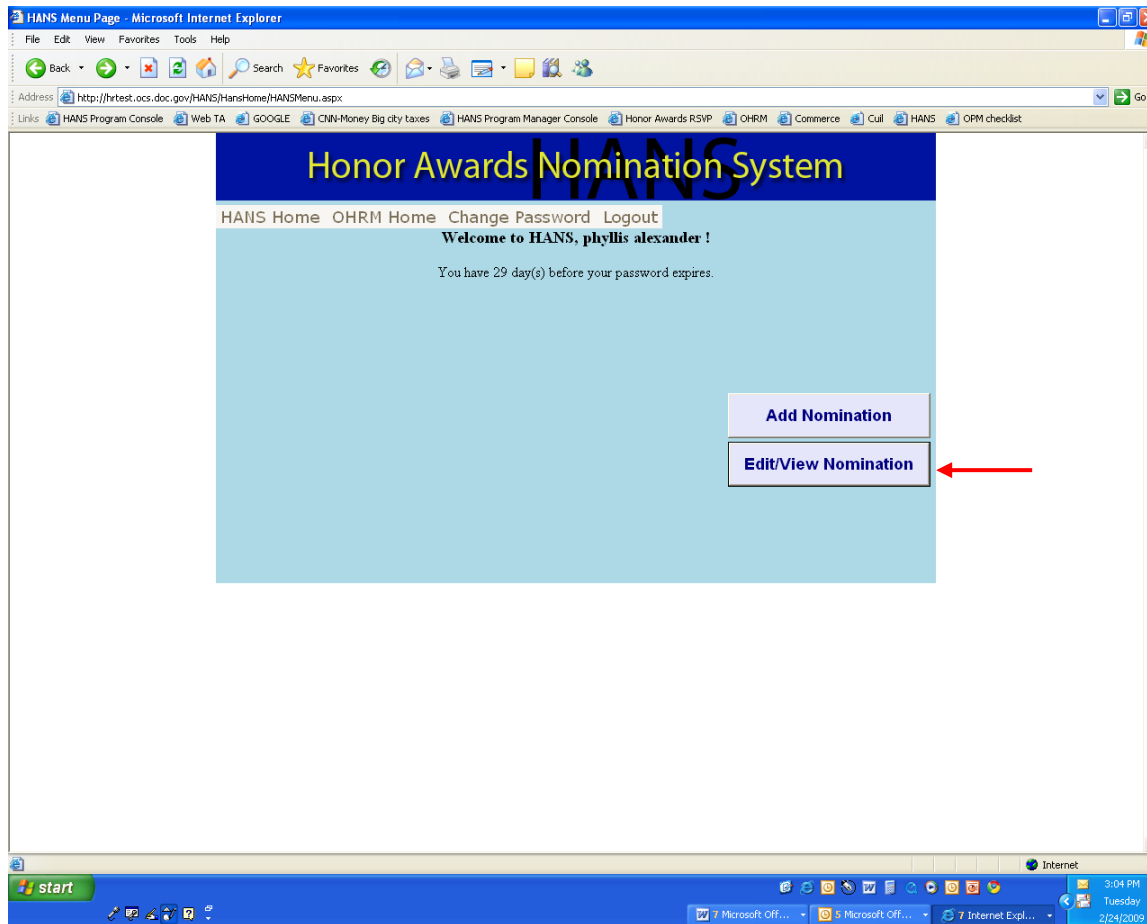
Name: Adam Osver  
Phone Number: 57656

**Award Information**

Medal Type: Gold  
Category of Award: Heroism

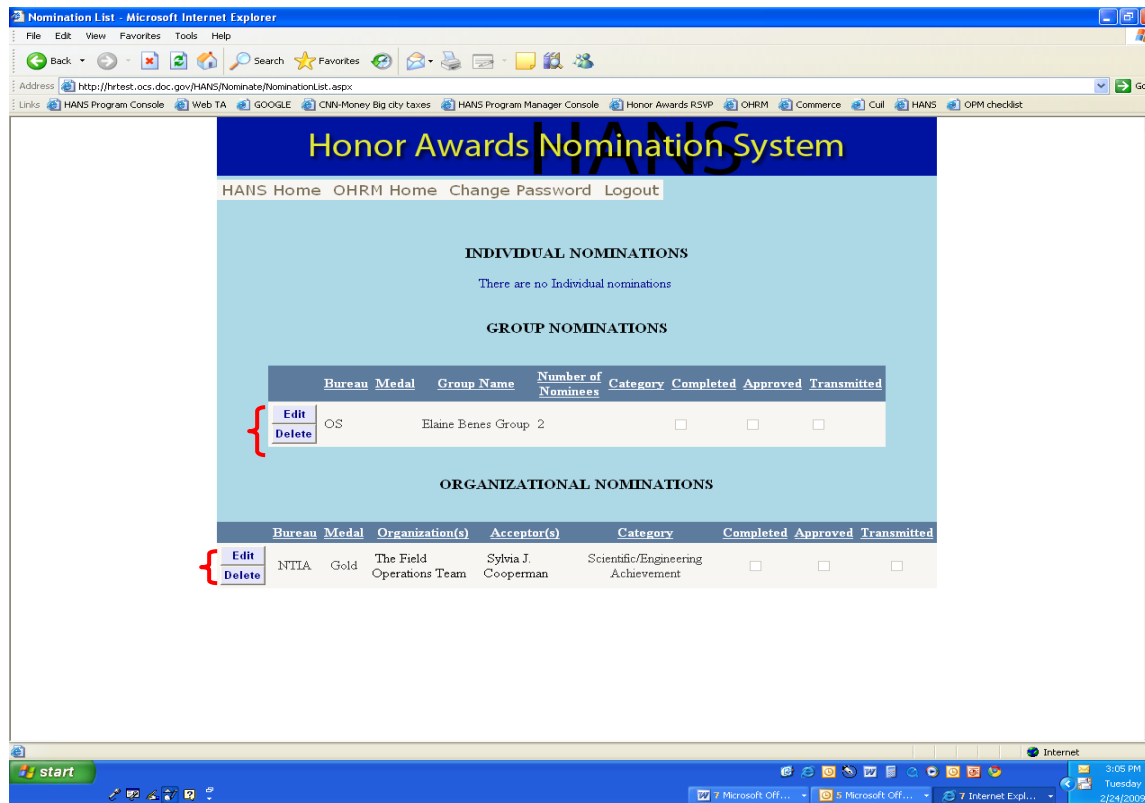
## Award Justification Form (continued)

After you have completed all the necessary information and saved the nomination, with no errors, a message (in Green) will appear at the top of the nomination form – **Nomination is Complete**. The nomination is now ready for review and approval.



## **Edit or View Nominations**

After entering one or more nominations, you may access HANS to edit or view any nomination. To do so, select the “Edit/Review Nomination” button on the main HANS menu.



## Edit or View Nominations (continued)

After selecting the Edit/View Nomination button, a screen will appear listing all the nominations you entered into HANS separated by type of nomination.

To edit a nomination, select the “Edit” button.

You may also Delete the nomination from this screen.

**NOTE:** Once all the nominations are entered, the nominator’s role is complete. The next phase in the process involves the Approving Official who will approve each nomination prior to transmitting the bureau’s nominations to the Department.