

- **Certificate of Appreciation**

A one-time nominal achievement by a contractor, RL/ORP employee, or other Federal employee outside RL/ORP may be recognized using the Certificate of Appreciation Program. An RL/ORP employee may request a certificate via e-mail to the Awards Administrator.

**Nomination Process**

1. Request a certificate of appreciation via an e-mail message to the Awards Administrator. Included in the message should be the recipient's name, what the citation should say (please make the message brief, 35 words or less), and who the signing official will be (including their title).
2. HRM notifies you when the certificate has been completed and is ready to be picked up. A minimum of 48 hours is needed to process certificates.
3. Pick up certificate from HRM.
4. If 10 or less certificates are requested, frames will be provided by HRM.
5. Arrange for presentation of the certificate. (Because of the glass, framed certificates cannot be placed in plant mail.)