**Administrative Information**

**Award coordinator POC**

Name:

Telephone:

E-mail:

**Organization, Group, or Team**

Name:

Mailing Address:

Address (continued):

City: State: Zip:

**Primary Organization Point of Contact (POC)**

Name:

Title:

Telephone:

E-mail:

**Alternate POC**

Name:

Title:

Telephone:

E-mail:

**Current Number of Employees:**

**Your organization, group, or team's mission statement:**

**Brief description of your organizational structure:**

**Chain of command to whom your organization, group, or team reports:**

**Names and position titles of individual(s) contributing to organization, group, or team:**

**Award Narrative**

(Two pages maximum, 12-point Times New Roman, based on criteria described herein)

**Award Citation Abstract**

(Maximum 300 word summary that will be placed in award program for winning teams)