



Gold Level Requirements

2025 PCC Premier Certificate Award Nomination Form

Qualifying Period: **January 1, 2024, through December 31, 2024**

Nomination Form Deadline: **January 31, 2025**

Note: The PCC BlueShare site will be open for submissions between December 1, 2024 – January 31, 2025. The submission link is: <https://ca.blueshare5.usps.gov/sites/igo/pcc/Lists/Premier%20Award%20Submissions/AllItems.aspx>. It is the PCC's responsibility to ensure this nomination is approved by the District Manager (DM) to meet the above deadline.

Full Name of PCC:

Point of Contact:

Phone Number:

Email Address:

Dated Submitted:

IMPORTANT: This form **MUST** be approved, signed, and dated by your respective DM. Approval includes a review of supporting documentation and verification of each requirement by the DM. It is the sole responsibility of the PCC to provide supporting documentation to the DM.

To complete this form, insert an "x" next to the requirement in the **Achieved** column. **After** completion and DM signature is obtained, submit the form electronically using the PCC BlueShare site.

Administrative Requirements	Achieved
1. Establish a PCC Executive Board that consists of at least a Postal and Industry Co-Chair, Secretary, Postal Administrator, and Treasurer.	
2. Establish working committees (at a minimum): Education, Membership, and Communication.	
3. Establish and maintain an active/up-to-date local PCC website.	
4. Conduct a local PCC Recognition program.	
5. Minimum of 6 PCC events, excluding Executive Board meetings, must be posted in TeamSite . (e.g., Zoom educational events, tours, vendor shows, conferences, membership drives, etc.)	
6. Minimum of 20 postings on PCC Voice.	
7. Minimum of 3 PCC Leadership Award nominations.	
8. Minimum of 10 Postal Administrator Training calls (Open Calls) attended	
Meeting & Education Requirements	Achieved
9. Minimum of 8 Executive Board meetings. May be conducted in-person, virtual, or hybrid.	
10. Minimum of 6 PCC events, excluding Executive Board meetings. (e.g., general membership meetings, luncheons, educational training, etc.) May ONLY be conducted individually or jointly with other PCCs either in-person, hybrid, or virtual. Cannot use the HQ National Zoom events towards your PCC events.	
11. Participate in National PCC Week by hosting an individual or joint event that enables PCC members to view the PMG/Executive Leadership Team's corporate message . May be conducted in-person, virtual, or hybrid.	
12. Attend a minimum of 6 PCC virtual educational events hosted by either the National PCC Advisory Sub-Committees or the National PCC Program Office.	
13. Minimum of 3 PCC Events where your guest speaker is one of the following: Area Vice President, Area Customer Relations Manager, Area PCC Coordinator, District Manager, Manager Customer Relations, Postmaster, BME Manager, or Plant Manager. It can be a joint event with other PCCs.	
14. PCC Executive Board attends a minimum of 8 Area Monthly TouchPoint calls.	
15. Conduct a minimum of 4 (LexisNexis, etc.) PCC Membership outreach/recruitment activities.	
Communication Requirements	Achieved
16. Minimum of 4 times to communicate with PCC members via U.S. Postal Service mail. The G-10 Permit should be used for mailings.	
17. Minimum of 3 PCC success stories for possible inclusion in the PCC Insider Newsletter. (Send articles to the PCC mailbox at PCCMktg@usps.gov)	

District Manager's Name Printed:

District Manager's Signature:

Date:

(By signing this form, you are certifying that the information above is accurate, has been verified, and the requirements have been met by this PCC.)