

Office of the Chief Administrative Officer (OCAO)

Award of Excellence Advisory Board Charter

PURPOSE

This purpose of this charter is to establish the OCAO Awards Advisory Board (the Board) and sets forth its responsibilities, authority, membership, duties, and procedural requirements. The Board will have oversight of administering the OCAO Award of Excellence nomination process.

The OCAO Award of Excellence is designed to recognize individuals/teams for significant achievements that further the NOAA/OCAO mission. The Award consists of a plaque. There is no monetary compensation associated with the Award. [NOTE: Managers and supervisors are encouraged to use Cash-in-Your-Account, Time-Off, Special Act or other available incentive awards for monetary compensation, as appropriate. Receipt of the Award does not preclude an individual being nominated for other recognition/awards (including Gold/Silver/Bronze awards).] The OCAO Award of Excellence will be presented to awardees semi-annually during OCAO all-hands meetings, or at ad hoc recognition ceremonies. Individuals (employees and contractors) and teams at all levels of the organization—including non-OCAO employees—and occupations are eligible to be nominated for the award.

The purpose of the Awards Advisory Board is to develop and oversee the administration of the nomination process for the OCAO Award of Excellence. Specifically, the Board will review nominations for the Award and make recommendations to the CAO and Deputy CAO for final Award decisions.

BOARD RESPONSIBILITIES

Board Responsibilities include:

1. Periodically review criteria for the OCAO Award of Excellence;
2. Solicit and review Award nominations;
3. Make final Award recommendations to the CAO and/or Deputy CAO for approval;
4. Periodically review and make recommendations to the CAO and/or Deputy CAO on suggested changes and improvements in the process.

AUTHORITY

The Board is established by the NOAA CAO. The Board functions as an advisory body and has specific and limited authority granted to it by the CAO and/or Deputy CAO.

AWARD BOARD MEMBERSHIP

1. The Board will consist of no more than 5 voting representatives from within OCAO; representatives must be federal employees. A non-voting staff support person will be appointed to provide logistics support to the Board.
2. The CAO/Deputy CAO will solicit nominations from across OCAO annually to replace expiring terms, or members' departure; and will seek to achieve appropriate representation across OCAO.

3. Members will generally serve for one (1) year terms; but may be appointed to consecutive terms.
4. The Board shall elect a Chairperson and an alternate, who will serve as the Chairperson in his/her absence.

AWARD BOARD OFFICERS DUTIES

1. Chairperson. The chairperson will be responsible for presiding over Advisory Board meetings, representing the Board at meetings with the CAO and/or Deputy CAO, and performing other duties necessary to affect the charter of the Board.
2. Staff Support Person. The Staff Support person will assist the chairperson in scheduling meetings and providing administrative support (preparing agenda, scheduling and notification of meetings, sending out materials/nominations, preparing minutes and/or other reports) for the Chairperson and/or Board members.

AWARD BOARD PROCEDURES

1. The Board will:
 - a. Solicit nominations for the OCAO Award of Excellence semi-annually with nominations due one month before the end of March (February) and one month before the end of September (August).
 - b. Evaluate the nominations received and determine (by vote) employee recommendations for the Award of Excellence. The Board will strive for consensus on its recommendations, but if consensus cannot be achieved, will act on majority voting—noting instances where consensus was not achieved. In the case of a tie vote, the Board chairperson casts the deciding vote.
 - c. Submit recommendations, in priority order, to the CAO and/or Deputy CAO.
2. The Board requires a quorum to make decisions; a quorum will be defined as at least 3 members.
3. Board meetings are open only to members. Members who cannot participate in the meetings may submit their recommendations and input electronically.
4. The Board will prepare a summary of all Board meetings, providing a copy to all members.
5. Deliberations and decision by the Board are considered confidential, and are not to be shared outside of the Board, or the CAO/Deputy CAO.

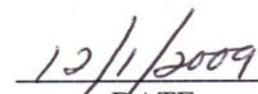
AMENDING THE CHARTER

The Board may propose to the CAO/Deputy CAO changes to this charter. Proposals for changes in the Board's charter must be submitted in writing to the CAO and/or Deputy CAO for consideration and approval.

EFFECTIVE DATE OF CHARTER:



William F. Broglie
Chief Administrative Officer



DATE