

APPENDIX A

DISTINGUISHED CAREER AWARDS

SECTION 1. PURPOSE.

To recognize individual NOAA employees who have made long-term contributions and commitments to accomplishing NOAA goals.

SECTION 2. ELIGIBILITY.

This award recognizes individual achievements only. At the time of the nomination the individual must:

- .01 Be a current or retired (less than one year after retirement) NOAA employee;
- .02 Have at least 15 years of government service with the 10 most recent of the 15 years being with NOAA.

SECTION 3. TYPES OF ACCOMPLISHMENTS.

This award honors contributions on a sustained basis--a body of work--rather than a single, defined accomplishment. In addition, the Distinguished Career Award recognizes significant accomplishments across all NOAA program areas and functions which have resulted in long-term benefits to the bureau's mission and strategic goals. This award stands in contrast to the Department of Commerce's Honor Awards program which recognizes specific contributions instead of collective career achievements over an extended period of time.

SECTION 4. SELECTION CRITERIA.

The following factors will be considered in evaluating nominations:

- .01 Outstanding contributions, on a sustained basis, rather than a single, exceptional accomplishment;
- .02 Exceptional skill, imagination, and creativity displayed in administration or performance of duties;
- .03 Importance of the career achievements to NOAA, Department of Commerce, or the Nation;
- .04 Extraordinary service or accomplishments demonstrating exceptional ingenuity and ability which have contributed significantly to the improved efficiency of operations;
- .05 Originality and uniqueness of the nominee's contributions to the agency and the inspiration it may serve to other employees in the pursuit of excellence;

.06 Development and improvement of methods and procedures demonstrating original thinking and resulting in extraordinary tangible and/or intangible benefits; and

.07 If a nominee is a supervisor, demonstration of significant leadership skills such as the ability to lead and guide a competent staff, develop staff talents, and/or successfully run a program.

SECTION 5. CATEGORIES OF ACHIEVEMENT.

.01 The following categories are intended to clarify the nominee's accomplishment(s) and are not meant to exclude any occupations, grades, or professions.

a. Management and Supervision.

Includes employees who accomplish work through the direction of other employees. Managers, supervisors, and team leaders from any occupational group or series may be nominated under this category. Nominees' achievements must reflect corporate vision, innovations in resources management, leadership, contributions to mission or strategic goals, and/or process and procedural improvement.

b. Scientific Achievement.

Includes employees working in the scientific occupational groups, such as Fishery Biologists, Hydrologists, or Meteorologists. The focus of these employees' work is to assess and predict environmental changes, protect life and property, provide decision makers with reliable scientific information, manage the Nation's living marine and coastal resources, and foster global environmental stewardship.

c. Professional Achievement.

Includes employees whose work requires the exercise of discretion, judgment, and personal responsibility in the application of an organized body of knowledge that is constantly studied to make new discoveries and interpretations, and to improve data, materials, and methods. While many scientists fall into this category, most nominees with notable scientific accomplishments should be nominated under the Scientific Achievement category. The Professional Achievement category is designed for Attorneys, Engineers, Accountants, and other positions described as professional in the [series definitions](#).

d. Administrative or Technical Support.

Includes employees working in positions of administrative or technical management (e.g., Budget or Program Analysts, IT or Human Resources Specialists, Electronics Technicians, etc.) for which the typical qualification for entry is a bachelor's degree or comparable experience, and which has a two-grade interval progression or its Commerce Alternative Personnel System (CAPS) equivalent.

e. Clerical/Support Services.

Includes employees whose typical responsibilities involve the processing of transactions, performing office support, and completing miscellaneous clerical and assistance duties within a framework of procedures, precedents, or instructions. Nominees must be in a series which normally follows a one-grade interval pattern of progression.

.02 There will be a maximum of fifteen winners annually. At least two winners will be chosen from each category.

.03 Previous recipients are not eligible.

SECTION 6. NOMINATION PROCEDURES.

.01 The call for nominations will coincide with the annual call for Honor Awards. Nominations must be submitted electronically on the Distinguished Career Award Nomination Form located at: <http://www.wfm.noaa.gov/Word/careersubmission.doc> (should not exceed two pages).

.02 The Distinguished Career Award Nomination Form requires a justification for the nomination which emphasizes specific examples of the continued, outstanding contributions and accomplishments of the nominee.

.03 The Distinguished Career Award Nomination Form requires the following information:

- a. Pay plan, series, and grade;
- b. Office name, location, and phone number;
- c. Total years of government service (from 19__ thru 20__);
- d. Years of service at NOAA (from 19__ thru 20__);
- e. Past Awards (from the past five years; not including Special Acts, Time-Off Awards, or Cash-in-Your Account Awards);
- f. Certificate Citation: 150 character statement summarizing the nominee's accomplishments.
 1. This statement must begin with the word "For."
 2. Example: For continued efforts in improving budgetary policies and procedures throughout twenty years of service to NOAA.

.04 The nominations should also be submitted in hard copy accompanied by an endorsement by the appropriate Assistant Administrator or Staff Office Director.

.05 All nominations must be sent to the NOAA Incentive Awards Program Manager by the established deadline.

SECTION 7. SELECTION PROCEDURES.

All eligible nominations will be forwarded to the NOAA Incentive Awards Board (NIAB) for review. The NIAB evaluates all nominations and forwards its recommendations to the Under Secretary of Commerce for Oceans and Atmosphere. The Under Secretary of Commerce for Oceans and Atmosphere determines the final selections.

SECTION 8. TYPE OF RECOGNITION.

Each recipient will receive an engraved plaque.

SECTION 9. PRESENTATION.

The awards will be presented annually at a formal recognition ceremony by the Under Secretary of Commerce for Oceans and Atmosphere.