

NATIONAL WEATHER SERVICE INSTRUCTION 10-1314
NOVEMBER 26, 2019

Operations and Services

Surface Observing Program (Land), NDSPD 10-13
Cooperative Observer Awards

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SUMMARY OF REVISIONS: This directive supersedes National Weather Service Instruction 10-1314, *Cooperative Observer Awards*, dated December 6, 2016. The following changes were made:

1. Section 4.1.1, clarified the definition of the NWS Representative (NWSREP).
2. Section 4.1.3, reset the date of delivery of Length of Service awards to regional directors to month of March.
3. Section 4.1.3, add to the OBS responsibilities the need to request delegated authority every three years to manage an overlay file of the NWS Director's hand signature.
4. Section 4.1.4, removed reference to NWSI 1-801, because it was rescinded in 2017. In its place a URL is given to provide guidance on correspondence related to awards.
5. Section 5.3 (former), removed because Public Service Award policy was rescinded.
6. Section 6 and 6.2, updated the URL of the national headquarters COOP website.
7. Section 6.1, revised for how members are chosen for the Award Selection Committee.
8. Section 6.2, minor revision to instruction on Nomination Form and revised Figure 15.
9. Section 6.3, added a new section to instruct the field as to timeline to contact NCEI when corrections to climate record are requested through Datzilla.
10. Section 6.4, added 'families' to the list of observer types inappropriate for the Holm Award and the Jefferson Award.
11. Section 6.5, added task item 'h' to instruct the field how to return damaged award certificates to national headquarters for replacement.
12. Section 10, updated URLs for access to the National Cooperative Observer newsletter.

Signed
Thomas J. Cuff
Director, Office of Observations

11/12/2019
Date

Cooperative Observer Awards

<u>Table of Contents</u>	<u>Page</u>
1. Purpose.....	3
2. Scope.....	3
3. Awards	4
4. Length of Service Award (LoS).....	4
4.1 Responsibilities	4
4.1.1 Weather Forecast Office (WFO).....	4
4.1.2 Office of Observations (OBS)	5
4.1.3 Regional Headquarters (RH).....	6
4.1.4 Executive Affairs (EA)	7
4.2 Honored Institution Award	8
4.3 Individual Awards.....	9
4.3.1 Dick Hagemeyer Award	10
4.3.2 Edward H. Stoll Award.....	11
4.3.3 Benjamin Franklin Award.....	12
4.3.4 Helmut E. Landsberg Award	13
4.3.5 General Albert J. Myer Award.....	14
4.3.6 Ruby Stufft Award.....	15
4.3.7 Earl Stewart Award.....	16
4.3.8 Richard Hendrickson Award.....	17
4.4 Family Heritage Award.....	18
5. Awards for Special or Sustained Achievement	19
5.1 Letter of Appreciation.....	19
5.2 Special Service Award.....	18
5.3 John Campanius Holm Award	21
5.4 Thomas Jefferson Award	22
6. The Thomas Jefferson and John Campanius Holm Nominations.....	23
6.1 Award Selection Committee	24
6.2 Nomination Form.....	24
6.3 Quality Analysis Reports and Changes to Climate Records.....	26
6.4 Inappropriate Nominations	27
6.5 Regional Cooperative Program Manager.....	27
6.6 National Cooperative Program Manager (NCPM)	27
7. Presentation of Awards	28
7.1 Length of Service Presentation	29
7.2 Special Service Award Presentation	29

<u>Table of Contents:</u>	<u>Page</u>
7.3 Jefferson and Holm Award Presentation	29
8. Identifiable Information	29
9. Pictures and Media Coordination.....	30
10. The National Cooperative Observer (NCO) Newsletter.....	30
10.1 Filename Convention for Articles and Photos	30
10.2 Administrative Responsibility for Publication.....	31

<u>Exhibits</u>	<u>Page</u>
Figure 1 Honored Institution Award	8
Figure 2 Length of Service Award.....	9
Figure 3 Dick Hagemeyer Award	10
Figure 4 Edward H. Stoll Award.....	11
Figure 5 Benjamin Franklin Award.....	12
Figure 6 Helmut E. Landsberg Award	13
Figure 7 General Albert J. Myer Award.....	14
Figure 8 Ruby Stufft Award.....	15
Figure 9 Earl Stewart Award.....	16
Figure 10 Richard Hendrickson	17
Figure 11 Family Heritage Award.....	18
Figure 12 Special Service Award.....	20
Figure 13 John Campanius Holm Award	21
Figure 14 Thomas Jefferson Award	22
Figure 15 Nomination Form for the Holm and Jefferson Awards	25

1. Purpose

This instruction defines the guidelines and responsibilities for the National Weather Service (NWS) Cooperative Observer Awards program.

2. Scope

Recognition provided by awards is a very important process in the exchange of services by the observers and the NWS. The observer is recognized for length of service or for one or several significant achievements, and the NWS is delivered valuable data for operations and services.

3. Awards

Recognition for many years of service and for special or sustained achievements is part of the culture in a successful organization. Awards are a time honored, tangible method of showing appreciation for many years of dedication. The awards may be given to individual observers, families and institutions for length of service or in recognition of one or several significant achievements. The awards recognition program is the most visible way to honor sustained volunteer service and when combined with constructive feedback, is essential for the retention of observers.

4. Length of Service Award (LoS)

This award is given to observers regardless of whether they observe from an 'individual' site, an 'institution' site, or a 'government' site. Observers who are NWS employees at a government or institution site are excluded. The observer is identified with a service begin date as stored in the Station Profile in the Station Information System (SIS) database. The individual award is first granted after 10 years of service and every 5 years thereafter. Observers who are the descendants of observers who have taken observations at the same site for 50 or more years are qualified to receive the Family Heritage Award every 25 years. The Honored Institution award is first granted for 25 years' service and then every 25 years. For specific qualifications for each of these award categories, see Sections 4.2, 4.3, and 4.4, in this directive.

4.1 Responsibilities

4.1.1 Weather Forecast Office (WFO)

The NWS Representative (NWSREP) is the person who establishes, maintains, visits, and closes COOP stations. The NWSREP is usually the Observations Program Leader (OPL), or a designated Hydrometeorological Technician (HMT) or a Meteorologist (MET), or the Service Hydrologist (SH), or any NWS employee who conducts official visits to cooperative stations. In the first two weeks of January, the NWSREP queries the SIS at his/her WFO to list LoS

anniversaries and compare it to the lists emailed from NWS Headquarters (NWSH) of the individuals, institutions, and family heritage observers who are eligible for a length of service award.

In this way, the NWSREP identifies any observers who may be disqualified due to death, or discontinuation as a volunteer with the Cooperative Observer Program. Also, the NWSREP adds eligible observers who were missing from the NWSH lists.

The NWSREP has the responsibility to check for secondary observers (i.e., spouse) who may also qualify if s/he has the same service date as the primary observer.

In addition, the NWSREP has the responsibility to identify and/or confirm observers whose COOP site has a Family Start Date (FSD) anniversary. These families are qualified to receive the Family Heritage Award every 25 years beginning at 50 years of continuous service to the Cooperative Observer Program. For this reason NWSREPS are requested to record any changes (i.e., marriages, deaths) to the Internal Remarks section of the SIS Station Profile.

By the end of January, the NWSREP emails his/her Regional Manager (RCPM) to communicate that the lists from NWSH are acceptable as they stand or enters into the same document (sent by the Program Management Branch (OBS31) of NWSH) the proper names of the individuals, honored institutions, and family heritage observers who were incorrectly listed or missing.

By mid-March, the WFO will receive all signed LoS award materials via the RCPM. The WFO will be responsible for preparing the certificate for presentation and coordinate with the observers for an award presentation ceremony.

By the first week of July, the WFO will submit requests to regions to replace any LoS certificates and letters of appreciation which were damaged or lost.

4.1.2 Regional Cooperative Program Manager (RCPM)

In mid-December, the RCPM forwards the NWSREPs the three spreadsheets of possible LoS observers compiled by NWSH. The RCPM instructs NWSREPS to wait until after January 1st to scrutinize the preliminary list against their local SIS data base. In addition, the RCPM does the following:

- a. By mid-January, instruct all NWSREPs to compile a final list of all observers – with properly spelled names and length of service dates – who qualify in each of the three categories: Honored Institution Award, Individuals Award, and Family Heritage Award.
- b. Assign the NWSREPS the task of editing the spreadsheet of the Honored Institution Awards so the **proper spelling of the institution's name** can appear on the printed award certificate. For longer names, the NWSREP enters words onto the second line of certificate (underneath first). The NWSREP does this through the same spreadsheet distributed by NWSH and then returned to the

RCPM for return to NWSH.

- c. Assign the NWSREPS a due date on or about January 31 to respond to the RCPM in writing whether any changes were needed to be made against the spreadsheet.
- d. By the first week of February, ensures all NWSREPSs have responded and reminds offices who have not responded to respond, then emails NWSH all corrections and updates.
- e. By the first week of March, submits to the Regional Director all award certificates (i.e., Honored Institutions, Individual Observers with 45-years and more, and Family Heritage) for his/her hand signature.
- f. By mid-March, mails all signed awards to the WFO taking care to box and pad the award certificates, letters of appreciation, and lapel pins to prevent damage in shipping.
- g. By the first week of July, reviews all field requests for replacement of lost or damaged certificates and letters of appreciation, and submits qualified requests to NWSH.

4.1.3 Office of Observations (OBS)

The Program Management Branch (OBS31) of NWSH coordinates the LoS awards with the Regions. Once the due date for the field offices' review of the proposed wording on the certificates and letters has been reached, then OBS31 prints the certificates and letters of appreciation on official NWS Director's stationery. Then OBS31 prepares correspondence to the attention of the Office of Observations Director to request use of the signature of the Director of the National Weather Service. Authority for this action comes by way of EC-3855, dated March 15, 2011, when the NWS Director delegated to the Office Director in charge of the COOP Program the use of the electronic graphic overlay of the Director's handwritten signature. Upon approval, OBS31 applies the Director's overlay signature to approximately 200 certificates and letters of appreciation. An OBS31 staff member is responsible for the following:

- a. In mid-December, emails the RCPM three XLS tables to identify the possible LoS recipients according to category: institution, individual, and family heritage. The RCPM forward these tables to NWSREPs.
- b. By mid-February, submits the LoS correspondence folder to OBS Director to receive approval to print all award documents with the NWS Director's signature.
- c. By mid-February, produces a report listing the number of DOC certificates with foil embossed seal for the next five years, for each of these LoS categories: 10, 15, 20, 25, 30, 35, and 40-years of service.
- d. By the first week in March, mails the RCPM the signed individual observers

award certificates (45-yr to 80-yr) and letters of appreciation with the lapel pins for 45- and 50-year recipients, to the RCPM. At this time OBS31 also mails the RCPM the signed Family Heritage Award certificates with respective letters of appreciation. And at this time mails the RCPM the signed Honored Institution Award certificates.

- e. By the end of March, mails the RCPM a one year's supply of blank certificates with the DOC foil embossed seal for 10, 15, 20, 25, 30, 35, and 40 years lengths of service; and every five years purchase a bulk order of these same certificates.
- f. By mid-July, OBS31 reviews and approves the production of the replacement Awards. OBS Director permits one round of reprints for damaged or missing award certificates and letters of appreciation. In special circumstances, OBS31 will work with an RCPM to provide materials earlier than the mid-July reprint date.
- g. Four times per year will work with NWS Analysis and Mission Support Division (AFS1) to publish the National Cooperative Observer newsletter which includes articles and photographs related to the LoS awards.
- h. Every three years, or upon succession of the NWS Director, submit a decision memo to the NWS Director through the proper coordination clearance process to request the OBS Director be delegated the use of an electronic copy of the hand signature of the NWS Director. The electronic file will be retained on the National COOP Program Manager's or designee's workstation and not emailed nor saved on a shared platform.

4.1.4 Executive Affairs

If there is a coordinated request for an award certificate or letter of appreciation that requires the hand written signature of the NWS Director, then the request will be submitted to Office of Chief of Staff, Executive Affairs (nws.executive.affairs@noaa.gov), in accordance with procedures found in the NWS Insider, <https://sites.google.com/a/noaa.gov/nws-insider/nws-executive-affairs-1>.

4.2 Honored Institution Award

This is awarded to an institution or industrial organization in which several people have taken observations over a period of years. Honored Institution awards are presented every 25 years. A NWSREP presents the award to the institution, often with a ceremony. Figure 1 depicts the 25 year Honored Institution Award.



Figure 1 - Honored Institution Award

4.3 Individual Awards

These awards are granted to individual observers after completing 10 years of service and every 5 years thereafter. The OBS31 purchases the 10, 15, 20, 25, 30, 35, and 40-year, LoS blank certificates and supplies blank certificates to the RCPM by the end of December for the upcoming year. The RCPM may delegate to the NWSREP the responsibility for printing the 10 to 40-year certificates. The RCPM also provide the NWSREP the respective LoS lapel pins as appropriate. Figure 2 depicts a 10-Year Length of Service Award.

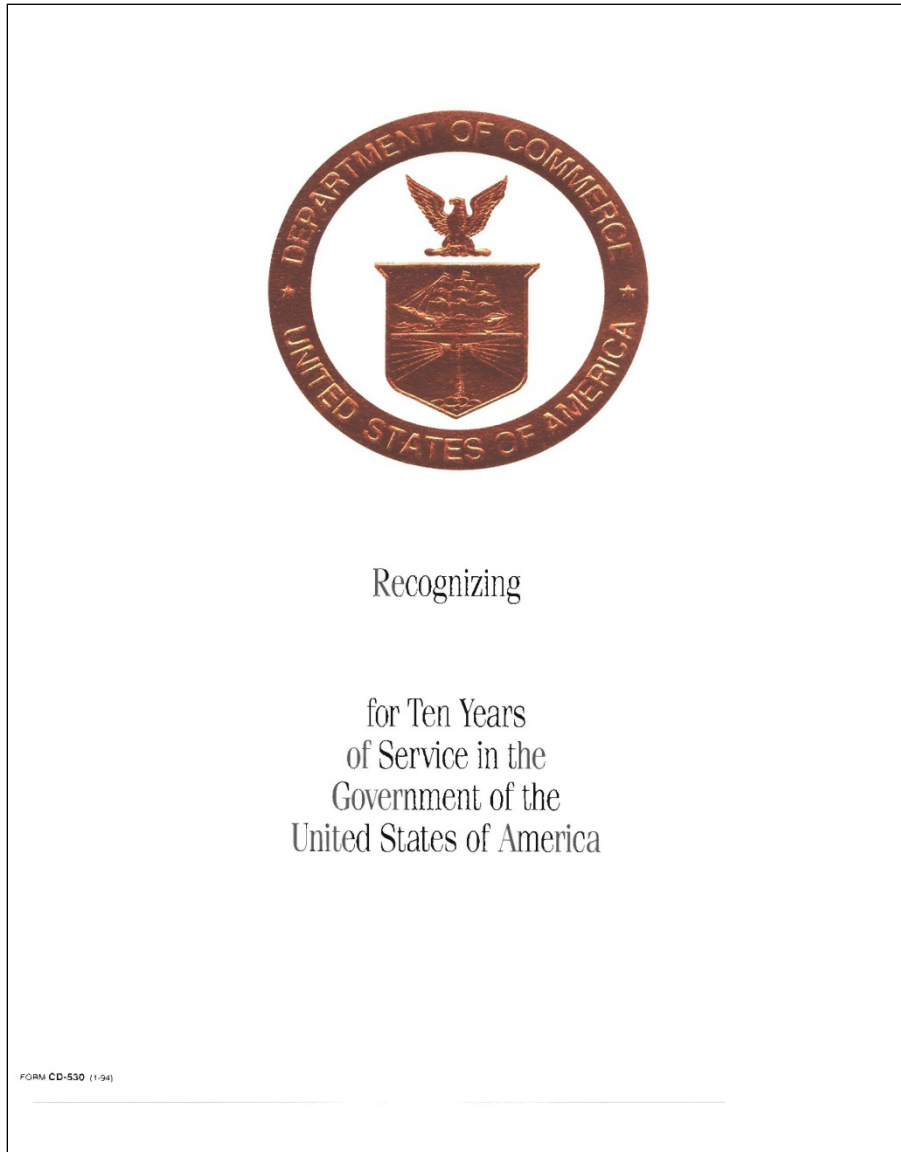


Figure 2 - Length of Service Award

4.3.1 Dick Hagemeyer Award

This award was established in honor of Dick Hagemeyer (1924-2001) whose career spanned 51 years with NOAA and his last 20 years were served as Director of the NWS Pacific Region. Prior to this position, he served as a Substation Network Specialist/ Cooperative Program Manager. This award is granted to an observer for 45 years of service. Figure 3 depicts the Dick Hagemeyer Award.



Figure 3 - Dick Hagemeyer Award

4.3.2 Edward H. Stoll Award

This award was established in honor of Edward Stoll who served as a cooperative observer without interruption for 76 years. This award is granted to an observer for 50 years of service. Figure 4 is a 50 year Edward H. Stoll Award.

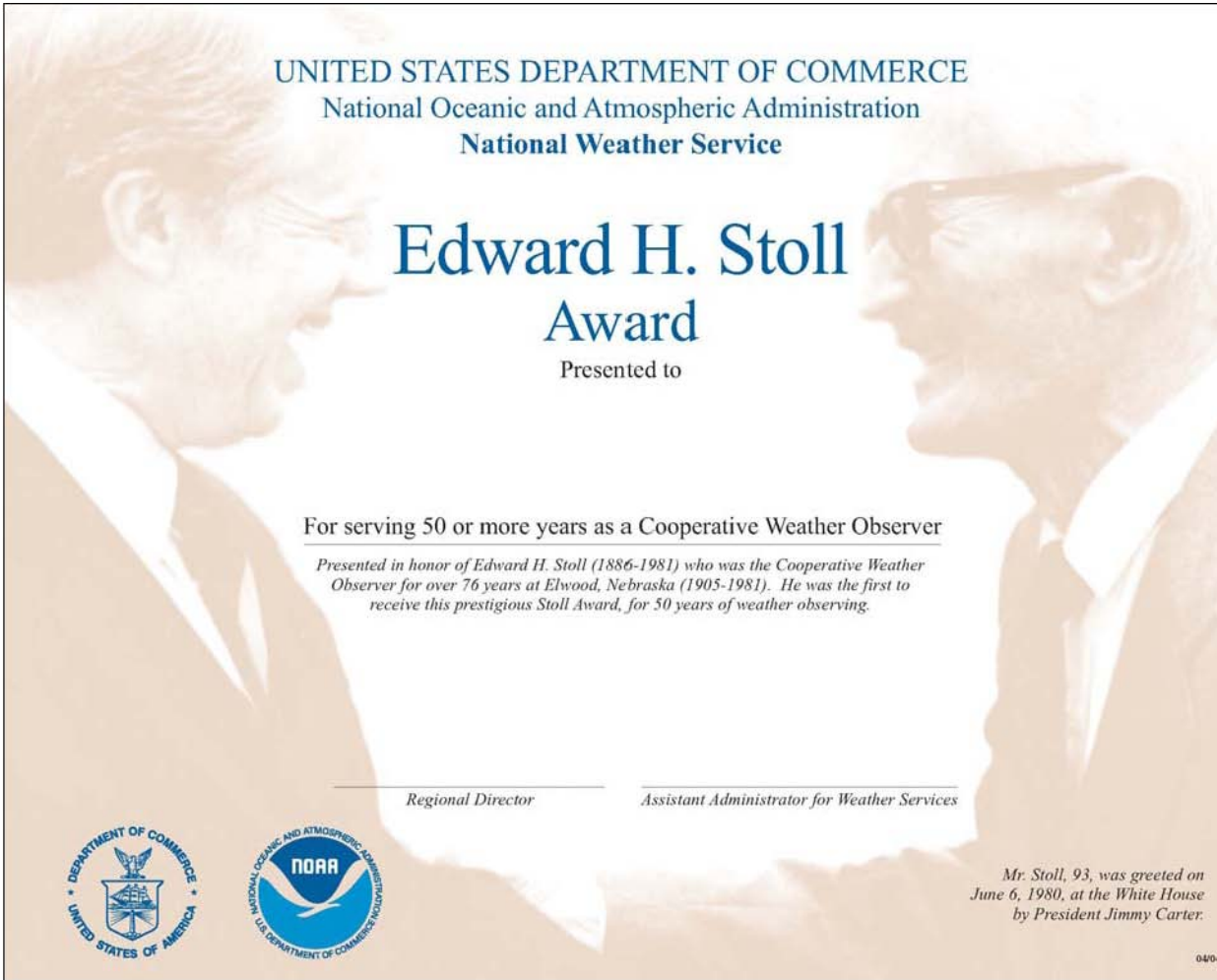


Figure 4 - Edward H. Stoll Award

4.3.3 Benjamin Franklin Award

This award was established in honor of Benjamin Franklin (1706-1790) who invented the lightning rod and was one of the first to describe the movement of large storm systems. As Postmaster General, he received weather reports from a network of observers along the coast. The reports are the first known record of hurricanes having been systematically tracked. This award is granted to an observer for 55 years of service. Figure 5 depicts the Franklin Award.



Figure 5 - Benjamin Franklin Award

4.3.4 Helmut E. Landsberg Award

This award was established in honor of Helmut E. Landsberg who was largely responsible for establishing the nationwide climatological network as we know it today. This award is granted to an observer for 60 years of service. Figure 6 depicts the Landsberg Award.



Figure 6 - Helmut E. Landsberg Award

4.3.5 General Albert J. Myer Award

This award was established in honor of General Albert J. Myer. General Myer was the observer at Eagle Pass, Texas and became the chief of the Signal Service. In 1870, by a joint resolution of Congress and signed by President Ulysses S. Grant, General Myer was appointed to establish and direct the Division of Telegrams and Reports for the Benefit of Commerce. This division is now known as the National Weather Service. This award is granted to observers completing 65 years of service. Figure 7 depicts the Myer Award.

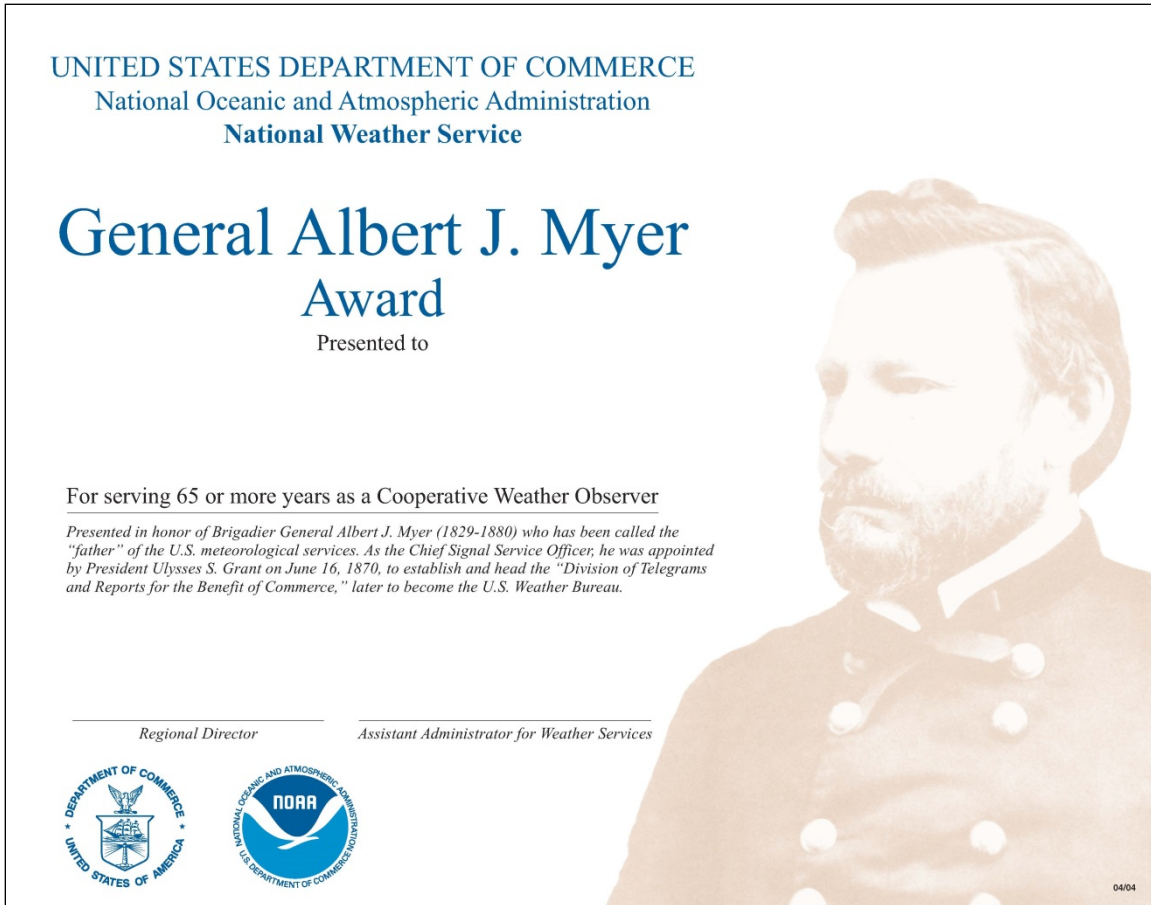


Figure 7 - General Albert J. Myer Award

4.3.6 Ruby Stufft Award

This Award was established in honor of Ruby Stufft. In 1991, Mrs. Stufft of Elsmere, Nebraska became the first woman to achieve 70 years of cooperative service. This award is granted to observers having completed 70 years of observations. Figure 8 depicts the Stufft Award.



Figure 8 - Ruby Stufft Award

4.3.7 Earl Stewart Award

This Award was established in honor of Earl Stewart. Mr. Stewart completed 75 years of continuous observations at Cottage Grove, Oregon in 1992. Observers receive this award after 75 years of observations. Figure 9 depicts the Stewart Award.



Figure 9 - Earl Stewart Award

4.3.8 Richard Hendrickson Award

This award was established in honor of Richard Hendrickson. Mr. Hendrickson completed 80 years of continuous observations at Bridgehampton, New York, in 2010. He continued his work into 2015 as a primary observer until he retired at age 103. Observers receive this award after 80 years of observations. Figure 10 depicts the Hendrickson Award.



Figure 10 – Richard Hendrickson Award

4.4 Family Heritage Award

This award is granted to a family upon achieving 50 years of continuous cooperative observations. Additional recognition is presented every 25 years thereafter. Figure 11 depicts the Family Heritage Award.

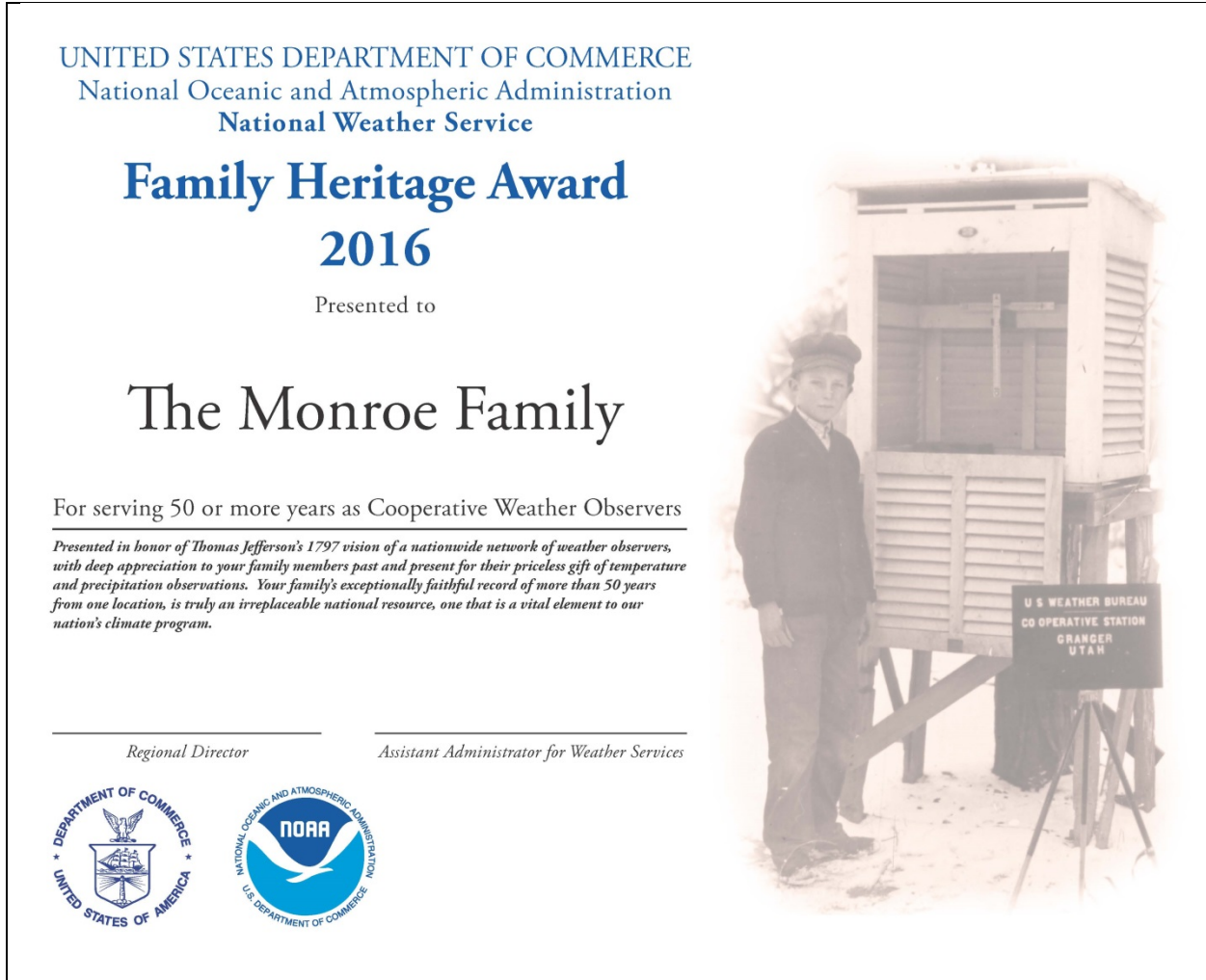


Figure 11 - Family Heritage Award

5. Awards for Special or Sustained Achievements

There are four methods of recognizing special accomplishments by cooperative observers:

- a. Letter of Appreciation
- b. Special Service Award
- c. John Campanius Holm Award
- d. Thomas Jefferson Award

5.1 Letter of Appreciation

A letter of appreciation may be presented to an observer by an NWSREP to express satisfaction with consistent, above average, or extraordinary services rendered.

5.2 Special Service Award

Figure 12 depicts the Special Service Award. The Special Service Award is granted to express appreciation for special services rendered by an individual or organization. It may be prepared and approved by the local supervisor, including an NWSREP, hydrologist, community preparedness staff or other official. It may be awarded for any significant service deemed appropriate by an official of the supervising office, including:

- a. Timely and unusual action to ensure receipt of weather records reports.
- b. Unusual assistance or ingenuity in maintaining equipment and observations in times of emergency.
- c. Consistent or unusual service rendered to a local office where other awards do not apply.
- d. As an intermediate award when significant services are rendered to warrant recognition, but the requirements of other awards have not been met (e.g., the Jefferson or Holm awards).



Figure 12 - Special Service Award

5.3 John Campanius Holm Award

This award was named in honor of John Campanius Holm, a Lutheran minister who was the first person known to have taken systematic weather observations in the American Colonies (1644-1645). Each year, up to 25 cooperative observers are honored with the John Campanius Holm Award for outstanding public service in the provision of daily observations in support of the climate and weather programs of the National Weather Service. Figure 13 depicts the Holm Award certificate.

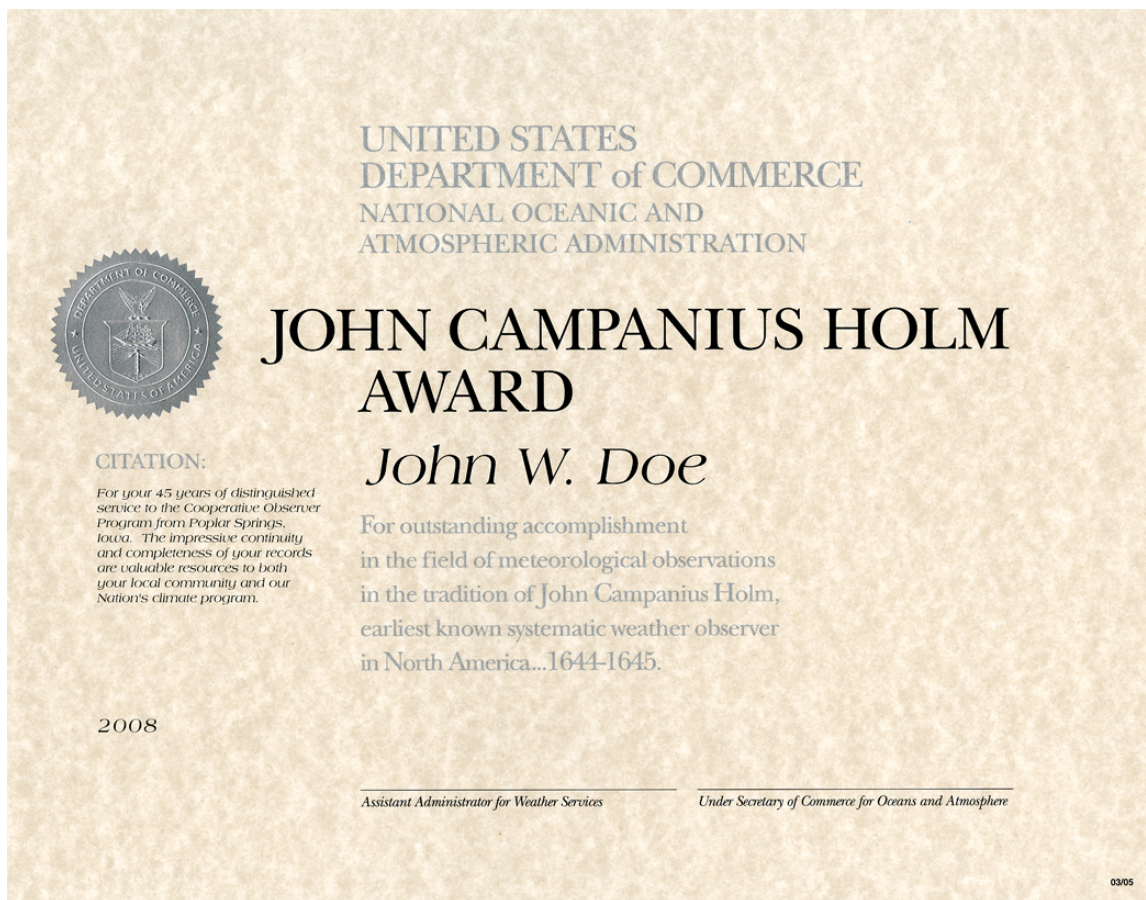


Figure 13 - John Campanius Holm Award

5.4 Thomas Jefferson Award

This award was named in honor of Thomas Jefferson, our third President, who kept an almost unbroken series of weather records from 1776 to 1816. The Thomas Jefferson Award is the most prestigious award a cooperative observer can receive. Five cooperative observers are honored each year with the Jefferson Award for outstanding and distinctive achievements. All candidates for the Jefferson Award are required to have been a recipient of the Holm Award five or more years before the year the nomination form is submitted for the Jefferson Award. Figure 14 depicts the Jefferson Award certificate.



Figure 14 - Thomas Jefferson Award

6. Nominations for the Thomas Jefferson and John Campanius Holm Awards

In the winter of each year, the NWSREPs are asked to consider nominating one or more of their best cooperative observers for either the Holm Award or Jefferson Award. The award nomination form is initiated and completed by the NWSREP. The NWSREPs download the COOP Award nomination form from: <https://www.weather.gov/coop/Training-Awards-Newsletter>. After completion scan the nomination form into a PDF file and email the nomination to their Regional COOP Manager.

Note: For each nomination, the RCPM receives a scanned PDF copy of this form as the official nomination record.

The WFO selects candidates for these two awards from among their observers who rank highest after having met these criteria:

- a. For the Jefferson Award, candidates shall have received the Holm Award five or more years ago.
- b. Served at least 20 years as an observer to be eligible for the Holm Award, and 25 years for the Jefferson Award.
- c. Consistently provides accurate and complete weather observations.
- d. Has taken and reported observations under hazardous or extreme weather conditions for an extended period of time.
- e. Has shown unusual effort to continuously provide observations despite illness, emergency absences, or equipment failure.
- f. Takes consistent and/or unusual efforts to ensure early receipt of data at collection centers.
- g. Independently prepares or publishes climatological data or summaries based on quality, consistency and length of time issued.
- h. Shows consistent and/or unusual efforts to disseminate weather information and care of instruments.
- i. Has been remarkably cooperative with NWS and other officials.
- j. Demonstrates outstanding enthusiasm for imparting observational knowledge.
- k. Is civic minded and respected by members of the community.

6.1 Award Selection Committee

The NCPM (or designee) requests several NWSHQ offices most familiar with COOP services, to provide at least one staff member to serve on the Award Selection Committee. The committee is comprised of as many as seven members. The members assign points to each nominated observer for the following criteria:

- a. Consistently reports accurate weather observations.
- b. Observes and reports during hazardous or extreme weather through many years in service.
- c. Shows unusual effort despite illness, emergency absence, or equipment failure.
- d. Provides reliable observations and cooperates with government officials.
- e. Submits completed observations forms (i.e., reports zero '0' when no precipitation is observed).
- f. Consistently ensures on-time or early delivery of the observations to the WFO.
- g. Has served a significant number of years with meritorious performance.
- h. Has shared knowledge and enthusiasm with community to promote the program.

6.2 Nomination Form

The NWSREP completes all 35 questions on the nomination form as illustrated in Figure 15 and selects one of the 12 citation narratives available at the end of the form. The NWSREP then copies and pastes the citation into the last block of the rating sheet. The rating sheet is then printed and collated with supporting materials. The selection process is highly competitive and small details can make the difference. The NWSREP may mention the observer's age, when in his/her good judgment, this fact should be taken into account. The Selection Committee expects a quality package to include these specific items:

- a. A properly completed Nomination Form downloaded from the NWS web site: <https://www.weather.gov/coop/Training-Awards-Newsletter>. Click on the title "Award Nomination Form" located below the link for the National Cooperative Newsletter.

The NWSREP enters the name of the observer, and addresses the quality factors. When completed, the NWSREP prints it, scans it to create a PDF file, and emails PDF file to RCPM.

- b. Each of the 35 questions are addressed and completed as applicable.

COOP Award Nomination Form:

Use this form to nominate an Observer for either the John Campanius Holm Award or the Thomas Jefferson Award.

INSTRUCTIONS: Observers with a minimum of 20 years of service who are highly esteemed for their high quality of service are eligible for the Holm Award. Eligibility for the Jefferson Award begins five years after the observer received the Holm Award. The Jefferson Award is conferred on the five best candidates nominated that year. The field office's NWSREP or his/her designee answers all questions in this form, and when completed, prints this form. The NWSREP supplements this form with three winter season monthly observation forms (Nov - Mar) and three summer season forms (May - Sep). In addition, letters of endorsement, examples of observer achievement, news articles, and photos, are strongly encouraged. This information is limited to ten (10) printed pages.

The complete package is limited to 25 printed pages. This includes six observational forms and pages resulting from the 35 question nomination form itself. **All printed pages including the supplements are scanned by the NWSREP into a single PDF and emailed to the Regional Cooperative Program Manager (RCPM) by March 31.** The RCPM will rank all received nomination packages and forward the PDFs and ranking list to NWS Headquarters, Office of Observations, Program Management Branch (W/OBS31) for official review and scoring.

1. **Name of Observer:** _____

Note: *To see a list of observers eligible for 2020 Holm Award and Jefferson Award, refer to the XLS spreadsheet emailed to you with this form, on/about January 15, 2020.*

2. **Type of Award:** (Check one box, only)

- Thomas Jefferson Award
- John Campanius Holm Award

3. **COOP Site Name:** _____

4. **COOP Site ID (i.e., 18-7411):** _____

5. **Member of Network:** (Check one box, only)

- CLIMATE (A , AB, ABC)
- HYDROLOGY (B, BC)
- WEATHER (C, AC)

6. **Your WFO SID (i.e., LWX):** _____

Figure 15 – Nomination Form for Either the Holm Award or Jefferson Award

- c. The best citation available to honor this observer's exceptional service is selected, copied and pasted into the 'Citation' block. The 12 citation templates are accessed at the end of the nomination form. In place of the blue bold-font words, the NWSREP types in the name of the observer's town and state, the number of years of service, and for some citations the name of the WFO's city. If the NWSREP believes none of the 12 are suitable, then the NWSREP coordinates with his/her RCPM and writes uniquely worded text and obtains the signed clearance of the Regional Director, or designated person.
- d. The NWSREP prints the nomination form and proofs it for quality. If a question does not pertain to this observer the NWSREP types "not applicable" rather than leaving it blank. The observer will lose valuable points if the Rating Sheet is incomplete or contains errors.
- e. The NWSREP includes six (6) WxCoder monthly observation reports (or if not a WxCoder user, then WS Forms B-91, B-92, and B-83): three from the months of November through March and three from the months of May through September.
- f. The NWSREP includes letters of endorsement, honorary letters, and other awards. There is a 10-page limit for this category.
- g. The NWSREP collates the printed pages of the Nomination Form, the six monthly observation reports, and supporting letters of endorsement, honorary letters, and awards (if any), and scans all pages to generate one PDF file for the nominated observer. When printed the nomination package should not exceed 24 pages. If the NWSREP is unable to scan the nominations package, assistance should be requested from the RCPM.
- h. By March 31, the NWSREP emails his/her RCPM one PDF file for each observer who is nominated for the Jefferson Award or the Holm Award.

6.3 Quality Analysis Reports and Changes to Climate Records

For all nominated observers the selection committee requests NCEI compile a 10-year review of Quality Analysis Reports (QAR) to assess total number of observations flagged as 'erroneous' for these categories: Max Temperature, Min Temperature, At-Ob Temperature, Precipitation, Snow Depth, and Snowfall. See Section 6.1, *Awards Committee*, for general criteria used by the committee to score each candidate's nomination.

For observers who have Fischer Porter recording rain gauge and do not submit WxCoder observation reports (or Forms B-91, B-92, or B-83a), the selection committee will request National Centers for Environmental Information (NCEI) to provide a record of the site's precipitation data availability.

If an NWSREP discovers a discrepancy in the observer's past submitted observation reports that warrants a correction be made to the archive record, then the NWSREP will submit a Datzilla

ticket. The NCEI requires the Datzilla request be submitted approximately six months in advance of the Nomination deadline of March 31.

6.4 Inappropriate Nominations

The Thomas Jefferson and John Campanius Holm awards are bestowed on individual observers. The following list is considered inappropriate for approval:

- a. Institutions.
- b. Families.
- c. Observers with less than 20 years' service for the Holm Award.
- d. Observers nominated for the Jefferson Award with less than 5 years of service after receiving the Holm Award.
- e. Observers who have previously received the Jefferson Award; or for a Holm nomination, the observer already received the Holm Award.

6.5 Regional Cooperative Program Manager (RCPM)

The RCPM will review the nomination packages and ensure they are complete. If the nomination form is incomplete, or it is missing a selected Citation (i.e., templates A through L), or missing any of the six sample WxCoder monthly records (or B-91 if necessary), the RCPM will return the package to the NWSREP. If the NWSREP is able to complete the nomination package before the March 31, due date, s/he may submit the nomination to the RCPM by this date. The RCPM or his/her designee will rank all candidates to identify the most worthy to receive these meritorious awards, and report the rankings to the National Cooperative Program Manager (NCPM). The RCPM will submit all valid nominations for the Jefferson Award, and the Holm Award, as individual PDF files via email by early-April to the NCPM. The due-in date will be specified each year by NCPM (or designee) through an email announcement.

6.6 National Cooperative Program Manager (NCPM)

The NCPM (or designee) selects committee staff and prepares the regional packages for distribution to each member. If packages are not complete, they will be returned to the RCPM. The NCPM or designee, determines the date to convene the committee, usually mid-May, and chairs the selection process. After selection, the list of award recipients is sent as an informational email to senior managers in NWSH and the regions.

- a. By June 1, the NCPM proofs the Jefferson and Holm award certificates for accuracy in name spelling and citation narrative content and prints the awards.
- b. The NCPM or his/her designee prepares a post-selection report with results of the judging to inform the regional managers and the field officers who submitted a

nomination. Each candidate's numerical score is listed and for the five highest scored candidates who were not selected for either the Jefferson, or the Holm Award, a brief evaluation is written to identify rating factors and nomination form responses that depressed the score.

- c. By July 1, the NCPM or his/her designee prepares and submits the executive correspondence to coordinate senior management in NWS, NOAA, and the Department of Commerce for the respective officials to impose their signatures to the respective award certificates.

The correspondence requests the NWS Director sign all certificates. It also contains a transmittal memo from the NWS Director to the NOAA Administrator for two actions: sign all award certificates, and forward the Jefferson Awards to the Secretary of the Department of Commerce for signature.

- d. The NWS Chief of Staff (COS), Communications Division (COS2) will coordinate the correspondence between the Assistant Administrator (NWS Director) and the NOAA Administrator and monitor the progress of the completion of this task. The Administrator's office returns the Holm Awards, once signed, to the Communications Division. The NCPM or designee will send an email in early July stating the approximate date the awards will be sent.
- e. By August 1, the office of the Secretary of Department of Commerce returns the Jefferson Awards, once signed, to the Communications Division.
- f. The NCPM or designee receives the signed awards and scans awards for record.
- g. By August 15, the NCPM or designee collates the certificates by Region and packages them in an envelope enclosed within a cardboard shipping box to prevent damage and mails them to the RCPM for distribution to the field offices.
- h. If any certificate is damaged or a printing error discovered, the field office mails the certificate to the NCPM at Headquarters in Silver Spring. The NCPM then returns the bad certificate to the Communications Division (COS2). A replacement certificate will be produced.

7. Presentation of Awards

The awards ceremony is an important expression of gratitude to the observer for his/her daily sacrifice of time and labor to report observations. The NWS management should also convey their appreciation for many years of commitment to high quality reports. The award is an heirloom of distinction that can be seen by many and also serves as a referral program to encourage others to share in the visibility and success of the NWS through his/her efforts.

7.1 Length of Service Presentation

- a. The NWSREP is the appropriate official to present awards for 25 years or less.
- b. The Meteorologist in Charge (MIC) should present the 30 to 50 year award accompanied by the NWSREP and other staff members, as available.
- c. The Regional Director or Designee should present the 55 year, or higher award, accompanied by the MIC, NWSREP, and other staff members as appropriate. This level award requires coordination with the Regional Director's office.

7.2 Special Service Award Presentation

The NWSREP or any staff member is suitable to present this award.

7.3 Jefferson and Holm Award Presentation

The Regional Director or designee should present this award. The Director or designee should be accompanied by the MIC, NWSREP, and other available staff members.

8. Identifiable Information

Posting awards and pictures of cooperative observers is permitted under the Privacy Provisions of the E-Government Act, provided the privacy of the observer is protected. In all the cases, the NWSREP ensures the observer has no objection to his/her name and photo being posted on a web site or made public. The NWSREP follows these guidelines for posting on a web site or public forum:

- a. Permitted:
 - (1) Picture of COOP observer, family, individuals involved.
 - (2) Picture of equipment, open area, inside home or building.
 - (3) Accompanying written article describing the history of the observer, name of town, name of observer, length of service, etc.
- b. Not Permitted:
 - (1) Picture of the outside of the home or a well-known landmark near the home.
 - (2) Exact site location such as 3 miles ENE of town, or a Lat/Lon datum.

- (3) Street address of observer. However, you may give the town and state.

9. Pictures and Media Coordination

Photos and articles may be submitted to the local news media. The articles are always coordinated with the MIC who may designate a reviewer in the WFO, e.g., Warning Coordination Meteorologist. Articles that describe presentations by Regional Representatives (Designee of the Regional Director) are coordinated with the RCPM at least one month in advance.

The best quality pictures are also sent to the *National Cooperative Observer* (NCO) newsletter. Instructions for how to properly assign filenames to photos and articles are described in Section 10.1 of this instruction.

10. The National Cooperative Observer (NCO) Newsletter

The purpose of the NCO newsletter is to recognize the extraordinary men and women who are cooperative observers, by sharing informative regional and national articles related to the observer program and by recognizing recent award recipients. The newsletter honors the vital service observers give in the generation of priceless data for agriculture, climate, and transportation industries.

The NCO newsletter is published as an electronic document in PDF format four times per year, and is accessed via the NWS web site: <https://www.weather.gov/coop/coopnewsletter>. Preparation of the NCO newsletter is a collaborative effort that involves contributions from the WFO, OBS, and the RCPM. Each of these offices is encouraged to submit articles on the modernization of instruments, interviews with the news media, milestones in an Observer's service work, meritorious awards, and stories of record-setting weather. Articles and photos (i.e., award ceremonies) are coordinated with the MIC and emailed to the RCPM for review. Upon the RCPM's approval of the content of photo and/or article, the RCPM emails the article and/or photo to the NWSH via: nws.coopobserver@noaa.gov.

Each issue devotes the majority of its pages to photographs of the presentation of the Thomas Jefferson Award, the John Campanius Holm Award, the Family Heritage Award, the Length-of-Service Awards, and any special honors bestowed by local, state, or federal offices.

To ensure publication deadlines can be met, the NWSREP should follow the instruction in Section 10.1, to properly assign filenames to articles, letters of appreciation, and photo images.

10.1 Filename Convention for Articles and Photos

NWSREP should send two files for each award; a Word document containing a short article about the awardee and a JPEG file with the photo. Each file will have the same name with a different extension. The NWSREP uses the following file naming conventions:

- a. Individual Award: Length of service-last name of observer, i.e., 10-Smith.docx

and 10-Smith.jpg.

- b. Institution Award: length-org-last name of observer or institution name, i.e., 25-org-wabcradio.docx and 25-org-wabcradio.jpg.
- c. Family Heritage Award: length-family-last name of observer, i.e., 100-family-Smith.docx and 100-family-Smith.jpg.
- d. Letter of Appreciation: Letter Appreciation-last name of observer, i.e., LetterAppreciation-Smith.docx and LetterAppreciation-Smith.jpg.
- e. Special Service Award: Length-Special Service-last name of observer, i.e., 14-SpecialService-Smith.docx and 14-SpecialService-Smith.jpg.
- f. Public Service Award: Length-Public Service-last name of observer, i.e., 28-PublicService-Smith.docx and 28-PublicService-Smith.jpg.
- g. Holm Award: Holm-last name of observer, i.e., Holm-Smith.docx and Holm-Smith.jpg.
- h. Jefferson Award: Jefferson-last name of observer, i.e., Jefferson-Smith.docx and Jefferson-Smith.jpg.

10.2 Administrative Responsibility for Publication

The NWS divides certain managerial responsibilities in order to regularly publish the NCO newsletter four times per year.

- a. The Analysis and Mission Support Division (AFS1) edits the material, lays out the copy, and desktop publishes in PDF format. The newsletter is posted to a NWSH website:

<https://www.weather.gov/coop/coopnewsletter>
- b. The OBS31 is responsible for overall accuracy and adequacy of the publication.
- c. The NWSREPs should email their RCPM the articles and related photos of their COOP observers. Tips for taking award photos are found on a link 'Let Your Photo Tell a Story' directly below the link for the National Cooperative Observer Newsletter, on this URL.

<https://www.weather.gov/coop/Training-Awards-Newsletter>
- d. The RCPM will review the field submitted articles and photos for acceptance in the publication. The RCPM submits only the approved articles and photos via email to NWSH, at: nws.coopobserver@noaa.gov.

- e. Subscription to the electronic version of the National Cooperative Observer (NCO).

Cooperative observers and other personnel may register to receive e-mails with a link to download the current edition.

Register to receive the electronic NCO by accessing the NWS web site:

<https://www.weather.gov/coop/coopnewsletter>

The recipient enters the appropriate e-mail address to subscribe or unsubscribe to the NCO newsletter.