

***NATIONAL WEATHER SERVICE INSTRUCTION 1-203
OCTOBER 17, 2003***

***Administration and Management
Delegation of Authority, NWSPD 1-2***

DELEGATION OF AUTHORITY FOR AWARDS

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

OPR: CFO3 (D. Hamilton)
Type of Issuance: Initial

Certified by: CFO3 (N. Scheller)

SUMMARY OF REVISIONS:

<u> Signed </u>	<u> October 3, 2003 </u>
I. T. David	Date
Chief Financial Officer/ Chief Administrative Officer	

DELEGATION OF AUTHORITY FOR AWARDS

Table of Contents

1. Introduction 2

2. Awards Program 2

 2.1. Managers’ Authority 2

 2.2. Eligibility 2

 2.3. Non-Eligibility 3

3. Responsibilities 3

 3.1. DOC/NOAA Initiated Awards 3

 3.1.1. Directors’ Responsibilities 6

 3.2. Self Initiated Awards 3

 3.3. NWS Awards Procedures and Criteria 3

4. Grievability 4

1. Introduction. The purpose of this procedure is to provide guidance and information to all National Weather Service (NWS) personnel regarding the delegation process for the various Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA) and NWS awards. NWS follows other NOAA and DOC guidelines as applicable (see NAO 202-451 and DAO 202-451).

2. Awards Program. The awards program provides a way to recognize employees’ significant achievements and ideas that benefit NOAA, the Department of Commerce (DOC), and the Federal government. As a management tool, it provides a visible and effective way to communicate and reinforce those objectives most important to organizational success. By encouraging goals related to growth, creativity, and innovation, awards can maintain and reinforce the importance of productivity and customer service.

2.1. Managers’ Authority. Managers are encouraged to recognize superior achievement, and have the authority to grant recognition based on the high-level performance of employees or on the value of their contributions.

2.2. Eligibility. All Federal Government employees, supervisory and non-supervisory, are eligible for recognition as provided in the DOC Performance Management Handbook. They must have received a “pass” rating for the most recent rating cycle. In some cases, private citizens and employees of other agencies are eligible for recognition as provided in the chart displayed in Exhibit 3 of the DOC Performance Management Handbook. Any non-Federal

Government employee (e.g., contractor) covered under an official government contract is eligible for the NOAA Team Member of the Month Award.

2.3. Non-Eligibility. Non-Federal Government employees (e.g., contractors) are not eligible for recognition of any award outlined in the DOC Personnel Management Handbook, other than the NOAA Team Member of the Month Award, and the Official DOC Certificate of Appreciation.

3. Responsibilities.

3.1. DOC/NOAA Initiated Awards. The DOC initiates the call for awards. NOAA receives the call information and in turn delegates the Line Offices (LO) to further disseminate. The NWS Assistant Administrator for Weather Services delegates the call announcement to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO) for solicitation of nominations. The CFO/CAO announces the call and then delegates the authority to the Directors at the Office/Regional level to conduct the awards nomination process.

3.1.1 The Directors are responsible for:

- a. Forwarding the award call throughout their offices.
- b. Responding to any questions associated with the call or forwarding the questions to CFO3.
- c. Reviewing all incoming nominations for completeness.
- d. Following up on incomplete nominations.
- e. Forwarding nominations to CFO3.
- f. Facilitating the re-write process (if needed) during the reviews.
- g. Inputting approved nominations, as appropriate, into the Honor Awards Nomination System (HANS) and the Bronze Honor Awards Nomination System (BrHANS).
- h. Notifying the approved award recipients.

3.2. NWS Initiated Awards. Supervisors and managers are able to initiate and approve some incentive awards (i.e., Special Act, Cash-In-Your-Account, etc). Supervisors and managers have the major responsibility for assuring the effective use of incentive awards and preserving the program's credibility. Effective use means:

- a. Encouraging better performance and employee ideas for improvement.
- b. Rewarding superior achievement promptly.
- c. Being fair and objective in granting awards.
- d. Publicizing what awards are granted, to whom, and why.
- e. Considering wider application of contributions.

3.3. Procedures and Criteria. A complete description of NWS procedures and criteria can be found in NWSM 1-401 on *Employee Recognition*.

4. Grievability. DAO 202-771, “Employee Grievances,” describes the applicability of grievance procedures to awards and other forms of recognition covered by this Instruction.