

**NATIONAL WEATHER SERVICE MANUAL 1-401  
FEBRUARY 27, 2023**

**Administration and Management  
Human Capital, NWSPD 1-4**

**EMPLOYEE RECOGNITION**

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

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**SUMMARY OF REVISIONS:** This directive supersedes NWS Manual (NWSM) 1-401, *Employee Recognition*, dated September 26, 2006. The following changes were made:

1. On the Table of Contents: the New NWS Director's Award, the Gregg B. Rishel Award, and the NWS Peer Recognition Award were added;
2. Section 3.2, Links to Forms and Reference Information were added;
3. Section 3-8, The review requirements for the Gold, Bronze, Silver, Distinguished Career, Administrator's, and Technology Transfer Awards were updated to include the current DOC/NOAA submission requirements;
4. Section 8 item d, modified sentence to reflect what is described from Office of Human Capital Services (OHCS) webpage;
5. Section 9, NOAA Silver Sherman Award added;
6. Section 11, NWS Director's Award added;
7. Section 16, NWS On The Spot Award and Special Act updated
8. Section 18, Cash In Your Account (CIYA) updated;
9. Section 19, Surface Observing Program (Land) deleted;
10. Appendix B and Appendix C were removed because the information was redundant and/or contained awards that we no longer administer.

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**Employee Recognition**

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**1. Introduction**

This Manual provides guidance on employee recognition programs in the Department of Commerce (DOC), National Oceanic and Atmospheric Administration (NOAA), National Weather Service (NWS), and the NWS’s procedures for completing the processes. The intent is to ensure that individuals are knowledgeable of the processes and are able to complete them in accordance with DOC, NOAA, and NWS policy. Links to “Forms” and “Reference Information” are provided in Appendix A.

In addition, this Manual explains the Chief Financial/Chief Administrative Office, Management and Organization Division’s (W/CFO2) role in the processes and identifies the necessary actions of the Financial Management Centers (FMCs).

Questions about NWS awards procedures may be directed to CFO2 staff at [nws.honorawards@noaa.gov](mailto:nws.honorawards@noaa.gov).

**2. DOC Gold Medal Award**

- a. **Definition:** The Gold Medal is the highest honorary award granted by the Secretary of Commerce. A Gold Medal is defined as distinguished performance characterized by extraordinary, notable or prestigious contributions that impact the mission of DOC, NOAA, or its operating units, such as NWS.

- b. **Categories:** Employee can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative and technical support, and heroism.
- c. **Award Type:** Medals are given to individuals, group, or organizations (single or joint).
- d. **Eligibility:** All Federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a “meets or exceeds expectations” or “eligible” rating for the most recent rating cycle.
- e. **Criteria:** To warrant a Gold Medal award, a contribution must focus on qualitative and quantitative performance measures cited in the DOC’s Strategic Plan and be identified in one of the following categories meeting at least one of the following criteria:

- **Leadership**

Recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high quality service to the agency.

In addition, this area recognizes creativity and innovation, external awareness, flexibility, resilience, motivation, strategic thinking, and vision.

*Achievements may include, but are not limited to:*

- significant improvements in program effectiveness
- efficient use of resources
- sensitive and difficult assignments of major importance achieved through great personal initiative, commitment, effort, and competence
- improvement in labor-management relations
- leadership which encourages employee freedom to make decisions and to maximize the scope for individual initiative within a given job
- acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing the agency’s mission
- leadership in the productive use of the teams that cross organizational and agency boundaries
- leadership which models and rewards behaviors conducive to the effective management of diversity

- **Personal and Professional Excellence**

Recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency’s mission.

*Achievements are to be derived from all occupations and functional areas of the Department, including, but not limited to:*

- administration
  - information technology
  - labor-management relations
  - legal
  - trade
- **Scientific/Engineering Achievement**  
Recognizes scientific/engineering or technological breakthroughs that:
    - resolve long standing problems
    - radically advance the state-of-the-art
    - significantly impact commerce or the economy
    - significantly advance the understanding, knowledge, or mastery of a given discipline.

*Achievements may include, but are not limited to:*

- authorship or editorship that affects the primary principles of the discipline involved
  - opening up new fields of inquiry
  - redefining major issues of investigation
  - contributions to the body of knowledge in a given field
- **Organizational Development**  
Recognizes those whose accomplishments contribute to creating an organization culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards.  
  
*Achievements may include, but are not limited to:*
    - designing and implementing successful organization-wide programs which facilitate meeting management/supervisory responsibilities for mentoring and coaching
    - being widely recognized as an individual whose capabilities and relationships have had a direct and positive impact on the career development of a significant number of others
    - creating an environment in which teamwork thrives, one which reflects knowledge sharing, trust, pride, commitment, self- direction, and group identity, and one in which teams have produced extraordinary results

- **Customer Service**  
Recognizes those who provide or foster a culture which nurtures world-class customer service.  
  
*Achievements in customer service may include, but are not limited to:*
  - activities related to establishing measurements and standards for improving service
  - implementing and continuously assessing performance against standards for improvements

Accomplishments are expressed in measurable terms, such as cycle time, cost reduction, increased courtesy, and quality to customers.

- **Administrative/Technical Support**

Recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support.

*Achievements reflect dedication and hard work which enable or assist the work of their fellow employees and may include, but are not limited to:*

- advancing the goals of the team, office, division, operating unit or Department through outstanding performance
- creative or innovative problem solving
- developing new systems, methods or procedures

- **Heroism**

Recognizes a special one-time service or act of heroism by an employee or group of employees that is in the public interest or connected with or related to official employment. Heroism is defined as exhibiting courage, daring, and self-sacrifice.

*Achievements may include but are not limited to:*

- voluntarily risking one's own life, knowingly, while saving or attempting to save the life of another person
- displaying extraordinary skill or resourcefulness in assisting law enforcement officers, firefighters, or search and rescue professionals in saving or attempting to save the life of another person
- demonstrating courage in risking one's own life to protect or preserve government or private property

- f. **The Call:** DOC initiates the call. NOAA forwards the information to the Line Offices (LOs).
- g. **Nominator:** All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional Director must concur.
- h. **Package Requirements:** Nominations are sent electronically from the Office/Regional Director to CFO2.
- i. **Review Requirements:** Three reviews are held to approve/disapprove nominations. Reviews are done at the NWS, NOAA and DOC levels. The NWS review is conducted by the Personnel Management Advisory Committee (PMAC); this committee consists of Office/Regional Directors. The Deputy Assistant Administrator (DAA) or delegated authority chairs the panel. PMAC approved nominations are submitted to NOAA by W/CFO2. The NOAA Line and Staff Offices will each have a voting member to represent their interests. Board members serve at least two (2) years or two (2) full awards cycles, but no more than four (4)

years or four (4) full awards cycles. Staff Offices serve on this board for approximately a two (2)-year period. The NOAA review is conducted by the NOAA Incentive Awards Board (NIAB). The DOC review is conducted by the Department's Incentive Awards Board (DIAB); each bureau has a senior official to serve on this board.

- j. **Recognition:** Recipients receive a framed certificate distributed at a public recognition ceremony. Individuals and each member of a group receive a framed certificate. A single organization receives one framed certificate and each joint organization receives its own framed certificate.

### 3. **DOC Bronze Medal Award**

- a. **Definition:** The Bronze Medal is the highest honorary award granted by the Under Secretary of Commerce for Oceans and Atmosphere. A Bronze Medal is defined as superior performance characterized by outstanding or significant contributions, which have increased the efficiency and effectiveness of NOAA.
- b. **Categories:** Employees can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative and technical support, and heroism.
- c. **Award Type:** Medals are given to individuals, groups, or organizations (single or joint).
- d. **Eligibility:** All Federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a "meets or exceeds expectations" or "eligible" rating for the most recent rating cycle.
- e. **Criteria:** Contributions must focus on qualitative and quantitative performance measures cited in the DOC Strategic Plan and be identified in one of the following categories meeting one or more of the following criteria:
  - accomplishing improvements in management systems that make them more effective or more efficient;
  - demonstration of unusual or creative ability in the development and improvement of methods and procedures;
  - a significant contribution affecting major programs, or a scientific accomplishment; or
  - superior performance of assigned tasks with the operating unit for at least five consecutive years.
- f. **The Call:** DOC initiates the call. NOAA forwards the information to the LOs. W/CFO2 initiates the NWS call for nominations.
- g. **Nominator:** All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional Director must concur.

- h. **Package Requirements:** Nominations are sent electronically from the Office/regional Director to W/CFO2.
- i. **Review Requirements:** Three reviews are held to approve/disapprove nominations. Reviews are done at the NWS, NOAA and DOC levels. The NWS review is conducted by the PMAC. PMAC approved nominations are submitted to NOAA by W/CFO2. The NOAA review is conducted by the NIAB. The DOC review is conducted by the DIAB.
- j. **Recognition:** Recipients receive an engraved plaque at a public recognition ceremony. Individuals and each member of a group will receive an engraved plaque. A single organization receives one engraved plaque and each joint organization receives their own engraved plaque.

#### 4. **DOC Silver Medal Award**

- a. **Definition:** The Silver Medal is the second highest honorary award granted by the Secretary of Commerce. A Silver Medal is defined as exceptional performance characterized by noteworthy or superlative contributions, which have a direct and lasting impact within DOC, NOAA or NWS.
  - b. **Categories:** Employees can receive a Medal for leadership, personal and professional excellence, scientific/engineering achievement, organizational development, customer service, administrative and technical support, and heroism.
  - c. **Award Type:** Medals are given to individuals, groups, or organizations (single or joint).
  - d. **Eligibility:** All Federal, DOC employees are eligible; supervisory and non-supervisory. They must have received a “meets or exceeds expectations” or “eligible” rating for the most recent rating cycle.
  - e. **Criteria:** To warrant a Silver Medal Award, a contribution must focus on qualitative and quantitative performance measures cited in the DOC Strategic Plan and be identified in one of the following categories meeting at least one of the following criteria:
    - accomplishing improvements in management systems that make them more effective or more efficient;
    - demonstration of unusual or creative ability in the development and improvement of methods and procedures;
    - a significant contribution affecting major programs, or a scientific accomplishment; or
    - superior performance of assigned tasks with the operating unit for at least five consecutive years.
- **Leadership**

Recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high quality service to the agency.

In addition, this area recognizes creativity and innovation, external awareness, flexibility, resilience, motivation, strategic thinking, and vision.

Achievements may include, but are not limited to:

- significant improvements in program effectiveness
- efficient use of resources
- sensitive and difficult assignments of major importance achieved through great personal initiative, commitment, effort, and competence
- improvement in labor-management relations
- leadership which encourages employee freedom to make decisions and to maximize the scope for individual initiative within a given job
- acumen in developing breakthrough strategies or concepts in finding new and effective ways of accomplishing the agency's mission
- leadership in the productive use of teams that cross organizational and agency boundaries
- leadership which models and rewards behaviors conducive to the effective management of diversity

- **Personal and Professional Excellence**

Recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency's mission.

Achievements are to be derived from all occupations and functional areas of the Department, including, but not limited to:

- administration
- information technology
- labor-management relations
- legal
- trade

- **Scientific/Engineering Achievement**

Recognizes scientific/engineering or technological breakthroughs that:

- resolve long standing problem
- radically advance the state-of-the-art
- significantly impact Commerce or the economy
- significantly advance the understanding knowledge, or mastery of a given discipline

Achievements may include, but are not limited to:

- authorship or editorship that affects the primary principles of the discipline involved
- opening up new fields of inquiry



- redefining major issues of investigation
- contributions to the body of knowledge in a given field

- **Organizational Development**

Recognizes those whose accomplishments contribute to creating an organization culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards.

*Achievements may include, but are not limited to:*

- designing and implementing successful organization-wide programs which facilitate meeting management/supervisory responsibilities for mentoring and coaching
- being widely recognized as an individual whose capabilities and relationships have had a direct and positive impact on the career development of a significant number of others
- creating an environment in which teamwork thrives, one which reflects knowledge sharing, trust, pride, commitment, self-direction, and group identity, and one in which teams have produced extraordinary results

- **Customer Service**

Recognizes those who provide or foster a culture which nurtures world-class customer service.

*Achievements in customer service may include, but are not limited to:*

- activities related to establishing measurements and standards for improving service
- implementing and continuously assessing performance against standards for improvements

Accomplishments are expressed in measurable terms, such as cycle time, cost reduction, increased courtesy, and quality to customers.

- **Administrative/Technical Support**

Recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support.

*Achievements in customer service may include, but are not limited to:*

- advancing the goals of the team, office, division, operating unit or Department through outstanding performance
- creative or innovative problem solving
- developing new systems, methods or procedures

- **Heroism**

Recognizes a special one-time service or act of heroism by an employee or group of employees that is in the public interest or connected with or related to official employment. Heroism is defined as exhibiting courage, daring, and self-sacrifice.

- f. **The Call:** DOC initiates the call. NOAA forwards the information to the LOs. W/CFO2 initiates the NWS call for nominations.
- g. **Nominator:** All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the Office/Regional Director must concur.
- h. **Package Requirements:** Nominations are sent electronically from the Office/Regional Director to W/CFO2.
- i. **Review Requirements:** Three reviews are held to approve/disapprove nominations. Reviews are done at the NWS, NOAA and DOC levels. The NWS review is conducted by the PMAC. PMAC approved nominations are submitted to NOAA by W/CFO2. The NOAA review is conducted by the NIAB. The DOC review is conducted by the DIAB.
- j. **Recognition:** Recipients receive an engraved plaque at a public recognition ceremony. Individuals and each member of a group will receive an engraved plaque. A single organization receives one engraved plaque and each joint organization receives their own engraved plaque.

## 5. NOAA Distinguished Career Award

- a. **Definition:** The Distinguished Career Award is designed to recognize long-term achievement in advancing the goals and mission of NOAA. The award is honorary.
- b. **Categories:** Employees can receive an award for management and supervision, scientific achievement, professional achievement, administrative or technical support, and clerical/support services.
- c. **Award Type:** Awards are only given to individuals.
- d. **Eligibility:** Nominee must be designated as eligible for an Honor Award. Nominee must be a current or retired (less than one (1) year after retirement) NOAA employee. Nominee must have at least fifteen years of Federal service, the ten most-recent with NOAA.
- e. **The Call:** NOAA's Director for Office of Human Capital Services (OHCS) initiates the call. The Distinguished Career Award call for nominations will coincide with the annual call for the Bronze Medal Award nominations.
- f. **Nominator:** A supervisor and/or manager must nominate an employee. The Office/Regional Director must approve the nomination.

- g. **Package Requirements:** Nominations must be submitted electronically on the Career Award submission document, which includes a narrative in a word document that does not exceed two pages, including the award justification. The justification must emphasize specific examples of the continued, outstanding contributions and accomplishments of the nominee. Distinguished Career Form.
- h. **Review Requirements:** Two reviews are held to approve/disapprove nominations. The NWS review is conducted by the PMAC. PMAC approved nominations are forwarded to NOAA by W/CFO2. The NOAA review is conducted by the NIAB. A maximum of fifteen Career Awards winners will be selected annually. Two winners will be selected from each category with five additional recipients selected “at-large”.
- i. **Recognition:** Recipients receive an engraved plaque at a ceremony. The awards will be presented annually by the Under Secretary at the NOAA Honor Awards Ceremony.

## 6. NOAA Administrator’s Award

- a. **Definition:** The Administrator’s Award recognizes individuals or groups who have made significant contributions to NOAA’s mission. The award is a combination of honorary and monetary.
- b. **Categories:** Employees can receive an Award for equal employment opportunity, diversity, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.
- c. **Award Type:** Awards are only given to individuals and groups.
- d. **Eligibility:** Eligibility for the Administrator’s Awards includes all NOAA employees (only Federal employees, as defined in 5 USC 2105, are eligible); members of the Senior Executive Service may receive honorary recognition but remain ineligible to receive the monetary award.
- e. **Criteria:** The following criteria will be considered:
  - The importance of the nominee’s personal contribution to NOAA programs and the extent or degree to which it served an urgent need;
  - The uniqueness and originality of the nominee’s contribution;
  - Whether the contribution brought unusual credit to NOAA and the DOC;
  - whether the nominee’s contribution resulted in an unusually important and clearly demonstrated improvement in a NOAA program;
  - If a nominee is a supervisor, whether his or her specific contribution demonstrates significant leadership skills such as the ability to lead and guide a competent staff, develop staff talents, and successfully run a productive program;
  - Exceptional leadership, skill, ingenuity, or ability displayed in administration or

performance of duties, which accomplished significant savings in money, time, staff resources, or equipment;

- Creation or development of a major improvement in a service which results in a high degree of benefit to NOAA or the DOC;
- Successful implementation of new or improved policies in NOAA;
- Exceptional skill and ingenuity in focusing on policy needs;
- Contributions in engineering development in the areas of applied technology systems or equipment developed; and
- Important scientific research contributions.

f. **The Call:** NOAA's Director for OHCS initiates the call. W/CFO2 initiates the NWS call for nominations.

g. **Nominator:** A supervisor and/or manager must nominate an employee. The Office/Regional director must approve the nomination.

**Package Requirements:** Form CD-326 is required for the award and must include appropriate signatures. Submit the CD-326 and the nomination form electronically to W/CFO2.

h. **Review Requirements:** The following procedure will be followed during the selection review process:

- (1) The PMAC reviews the nominations Requirements. The AA for Weather Services approves the selectee.
- (2) Nominations will be submitted to the NOAA NIAB. The NOAA Incentive Award Program (IAP) Manager will review the nominations for basic eligibility.
- (3) The Under Secretary will make the final selection.

i. **Recognition:** Recipients receive a \$5,000 monetary award and an engraved plaque at a ceremony. In the case of a group award, the monetary award is split equally among the members.

## 7. NOAA Technology Transfer Award

a. **Definition:** The Technology Transfer Award recognizes NOAA scientific, engineering, and technical employees for: (1) inventions or other outstanding scientific or technological contributions of value to United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within NOAA and result in the use of such science and technology by American industry or business, universities, State or local Government, or other non-Federal parties.

b. **Categories:** None.

c. **Award Type:** Awards are only given to individuals and groups.

- d. **Eligibility:** NOAA scientific, engineering, and technical personnel, including personnel in research management positions, are eligible for this award. Former NOAA employees whose contribution(s) were made during employment with NOAA are also eligible. Employees in administrative positions are not eligible.
- (1) Inventions, innovations, or other outstanding contributions leading to commercial applications of NOAA research and development (R&D). Achievements under this criterion include, but are not limited to:
- The early recognition of potential commercial applications of NOAA R&D; submission of invention disclosures that result in patent applications; and the successful negotiation of Cooperative R&D Agreements.
- (2) Exemplary activities that lead to the use of NOAA R&D to increase productivity in American industry or business, universities, State or local Governments, or other Federal agencies. Achievements under this criterion include, but are not limited to:
- The transfer of NOAA-developed software; providing for training data interpretation, analysis and prediction techniques; and/or
  - Providing assistance through personnel exchanges and/or the use of NOAA unique facilities.
- e. **Criteria:** The following factors are to be considered as evidence that the award is deserved:
- the scope, difficulty, or uniqueness of the contribution or activity;
  - individual initiative or creativity and quality of the contribution or activity;
  - technical benefits to United States industry, business, universities, state or local governments, or other Federal agencies;
  - recognition of the achievement by organizations other than NOAA;
  - commercial adaptation or further utilization of the NOAA invention, innovation, or contribution; and
  - contributions leading to successful licensing or successful negotiation of Cooperative R&D Agreements.

The achievement must have taken place within three (3) years of the nomination. The nominee must not have received a NOAA Technology Transfer Award in the three previous years.

- f. **The Call:** The Technology Transfer Award call for nominations will coincide with the annual call for the Administrator's Award nominations.
- g. **Nominator:** Nominations may be initiated by any NOAA employee with the approval of the nominee's supervisor, the director of the nominee's office/region, and by the AA. Employees may not nominate their supervisor.
- h. **Package Requirements:** Nominations will be submitted on the Technology Transfer Nomination Form along with a Form CD-326, "Recommendation for Recognition". Nominations should be no more than two pages in length. The nomination must

include a certificate citation not to exceed 20 words. Technology Transfer Award Form.

- i. **Review Requirements:** The following procedure will be followed during the selection review process:
  - (1) The PMAC reviews the nominations. The AA for Weather Services approves the selectee.
  - (2) Nominations will be submitted to the NOAA NIAB. The NOAA IAP Officer will review the nominations for basic eligibility.
  - (3) Eligible nominations will be forwarded to the Technology Transfer working group. The Technology Transfer working group shall consist of:
    - Chief, Office of Research and Technology Applications
    - Chairman Representative from each NOAA LO/Staff Office (SO)/Program Office (PO)
    - NOAA Incentive Awards Office, Executive Secretary
  - (4) The Technology Transfer working group will meet, review all eligible submissions, and forward their recommendation to the Under Secretary for Oceans and Atmosphere.
  - (5) The Under Secretary will make the final selection.
- j. **Recognition:** A cash award of \$2,500 will be given, as well as a certificate signed by the Under Secretary for Oceans and Atmosphere. The maximum number of awards is one (1) per year, but if no outstanding candidate is nominated, no award need be made.

**8. NOAA Employee/Team Member of the Month Award**

- a. **Definition:** The Employee/Team Member of the Month Award recognizes one (1) NOAA and one (1) non-NOAA employee each month who have made significant contributions to NOAA programs. The Employee/Team Member of the Month Award is defined as exceptional and sustained effort toward accomplishment of NOAA's mission. The award is honorary.
- b. **Categories:** None.
- c. **Award Type:** Awards are only given to individuals.
- d. **Eligibility:** Nominees for the Employee of the Month must be employees at NOAA. They cannot be FMC Directors or members of the Senior Executive Service (SES).

Nominees for the Team Member of the Month are non-NOAA employees, e.g., contractors or affiliates from the Coastal Services Center in Charleston to our Joint Institutes in Boulder, the intention is to give credit to the outstanding people who make our NOAA programs a success and meet the goals of their contract or agreement.

- e. **Criteria:** The following criteria will be considered:

- the importance of the contribution and extent to which it served to contribute to NWS programs;
  - the enhancement of NWS service; and
  - the originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.
- f. **The Call:** Award opportunities are rotated throughout the LOs. NOAA generates a schedule for the calendar year. Each month, two LOs are responsible for selecting one employee and one team member. The selecting LO usually selects a winner every seven (7) months, for each category.
- g. **Nominator:** Any supervisory or non-supervisory employee may nominate an employee. NWS employees can also nominate employees from other LOs during their designated month. Nominations submitted by an employee must be forwarded to the supervisor of the nominee and his/her Office/Regional Director (for assessment and approval).
- h. **Package Requirements:** Nominations are submitted on the NOAA nomination form with appropriate signatures and submitted to W/CFO2 via e-mail. The nomination should not exceed one page.
- i. **Review Requirements:** The Review Board reviews the nominations (a formal meeting is not usually required). The AA for Weather Services approves the selectee.
- j. **Recognition:** Recipients receive a certificate signed by the Under Secretary for Oceans and Atmosphere, as well as publicity in the form of poster displays, a page on the NOAA website, and *NOAA Report* articles including the names and photographs of those recognized. Recipients receive their awards shortly after they are announced. They are formally recognized at other awards ceremonies (i.e., Administrator's, Bronze and *NWS Insider*, etc.).

## 9. NOAA Silver Sherman Award

- a. **Definition:** The Silver Sherman Award was instituted in December 2015 to empower members of the Senior Executive Services (SES), Senior Leaders (SL), Senior Scientific and Professionals (ST), and NOAA Corps Flag Officers to recognize accomplishments by NOAA employees above and beyond their normal responsibilities and in fulfillment of NOAA's mission.
- b. **Categories:** None.
- c. **Award Type:** Awards are for individual employees.
- d. **Eligibility:** All employees are eligible supervisory and non-supervisory. They must have received a "meets expectations" or "eligible" rating for the most recent rating cycle.

e. **Package Requirement:** Nominations should be submitted using the by COB on the first of each month (or COB the previous business day when the first of the month falls on a weekend or federal holiday).

#### 10. NOAA Unit Citation Award

a. **Definition:** The Unit Citation Award recognizes group of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's mission. The award is honorary.

b. **Categories:** None.

c. **Award Type:** Awards are only for a group of employees.

d. **Eligibility:** All employees are eligible supervisory and non-supervisory. They must have received a "meets expectations" or "eligible" rating for the most recent rating cycle.

e. **Criteria:** Consideration for a Unit Citation is given, but not limited to, those contributions which:

- are outstanding enough to bring unusual credit and/or favorable attention to NOAA and DOC;
- result in greatly advancing or furthering NOAA programs;
- accomplish significant savings or improvements in NOAA's operating programs; or
- represent outstanding service to the public.

f. **The Call:** Awards are generated when a nominating official deems it is appropriate ; no formal call is generated.

g. **Nominator:** A supervisor and/or manager must nominate the group. The Office/Regional Director must approve the nomination.

h. **Package Requirements:** Form CD-326 is required for the Awards. Nominations with appropriate signatures are submitted to W/CFO2 via e-mail.

i. **Review Requirements:** The NWS Review Board reviews the nominations. The DAA approves the nominations.

j. **Recognition:** Recipients receive one engraved unit plaque and individual certificates for each group member. Offices may have their own ceremony.

#### 11. NWS Director's Award

a. **Definition:** The Director's award is designed to recognize accomplishments of high significance and unique relevance to accomplishing NWS strategic and operational goals and improving the NWS service to the public. Employees and teams would



- receive this award for significant contributions outside the scope of or in lieu of the Isaac M. Cline Awards, DOC/NOAA Honor awards, NOAA Silver Sherman award, or other recognition.
- b. **Categories:** Reduce the impacts of weather, water, and climate events. Harness cutting-edge science, technology, and engineering. Investment in our people, partnerships, and organizational performance.
  - c. **Award Type:** Awards are given to individuals, teams or groups in all categories.
  - d. **Eligibility:** All NWS Federal employees – including General Schedule (GS), SES, SL, ST and wage grade – are eligible for the award. Contractors are not eligible.
  - e. **Criteria:** The following criteria would be recognized:
    - Achievement of notable significance and unique relevance to the NWS strategic plan and operational goals.
    - Noteworthy contributions accomplishing the NWS mission, and improving our services to the public, individuals and groups.
  - f. **The Call:** The call to submit nominations will be issued at least once per fiscal year during the first quarter.
  - g. **Nominator:** NWS Regional Directors, Portfolio Directors, NCEP Director, OWP Director, and members of the Executive Council (EC) may submit a predetermined number of nominations per fiscal year. The DAA, COO Director, and the Office of Planning and Programming for Service Delivery (OPPSD) Director each have unassigned nominations that they may use at large.
  - h. **Package Requirements:** Nominations submitted via Google Form. Nominations will be reviewed and endorsed by the EC. CFO2 collects nominations and presents to EC.
  - i. **Review Requirements:** EC endorsed nominations using the validation provided by the nominating director. The EC may ask for more clarification/supporting evidence if desired.
  - j. **Recognition:** The NWS Director will present awards at least once per year during an All Hands event. Recipients will also receive certificates signed by the NWS Director and the nominating Director.

## 12. NWS Isaac M. Cline Award

- a. **Definition:** The Isaac M. Cline Award recognizes operational excellence of line and program staff employees in the delivery of products and services supporting and enhancing the achievement of NWS strategic and operating plans. The awards are named in honor of Isaac M. Cline, one of the most recognized employees in weather service history. Mr. Cline made numerous contributions to the mission of the Weather Bureau. Most noteworthy of his accomplishments were the actions he took

- during the Galveston hurricane of 1900, the deadliest weather event in U.S. history. Mr. Cline's acute understanding of weather conditions, and his heroic forecasts and hurricane warnings saved several thousand lives. The award has three (3) levels of recognition. The first level recognizes deserving employees in the local office (Weather Forecast Offices (WFOs), River Forecast Centers (RFCs), Center Weather Service Units (CWSUs), etc.). The second level recognizes deserving employees within an Office/Region. The third level recognizes employees NWS-wide.
- b. **Categories:** Employees can receive an award for Meteorology; Hydrometeorology; Hydrology and Climate Services; Data Acquisition Management; Engineering, Electronics, and Facilities; Leadership; Program Management and Administration Services; Outreach; Equal Employment Opportunity and Diversity Management; and Support Services;
- c. **Award Type:** Awards are given to individuals, teams or groups in all categories.
- d. **Eligibility:** All NWS non-supervisors and non-managers are eligible for the award in all categories. Supervisors and managers (non-SES) are only eligible for the Leadership, Program Management/Administration, and Outreach categories. Members of the SES are ineligible for all categories.
- e. **Criteria:** The Awards recognize substantial accomplishments in support of the NWS mission, which demonstrate one or more of the following:
- Technical Proficiency – Demonstrating an outstanding level of accomplishment in furthering the agency's mission. Achievements can include: producing and delivering quality weather, hydrologic and climate forecasts and warnings you can trust when you need them most; using cutting edge techniques; eliminating weather related fatalities; and improving the economic value of weather information.
  - Initiative and Creativity – Demonstrating an outstanding level of accomplishment in creativity or innovative problem solving, or developing new systems, methods, or procedures.
  - Productivity — Providing or fostering a culture that provides services in a cost effective manner. Activities may include, but are not limited to: establishing measurements and standards for improving service; or, implementing and continuously assessing performance against standards for improvements. Accomplishments are to be expressed in measurable terms, such as cycle time, cost reduction, and/or quality to customers.
  - Teamwork – Demonstrating dedication and hard work enabling or assisting the work of their fellow employees (may include advancing the goals of the team, office, division, Center, Region, Office or the NWS).
- f. **The Call:** The award is announced by W/CFO2. The period of recognition is June 1st to May 31st for all categories.

- g. **Nominator:** Any NWS employee or customer may submit a nomination to the appropriate local level supervisor.
- h. **Package Requirements:** Nominations must be submitted on the Cline nomination form and include a CD-326 with appropriate signatures. Nominations must cite the category for which the nomination is being submitted. Please be sure to include a brief citation for the accomplishment; around 150 words. Specific instructions, forms and due dates are provided in the Call memorandum.
- i. **Review Requirements:** Three reviews are held to select winners for each level of competition. Level one, the local level, the Local Office Team (LOT) in the office reviews and selects one winner in each category. Winners at the local level are forwarded to the second level of competition; the Office/Regional level. The Office/Regional Director, in conjunction with the National Weather Service Employees Organization (NWSEO) Regional Chairpersons, will review and select one Office/Regional winner for each category. Winners at the Office/Regional level are forwarded to the third and final level of competition; the National level. The AA will serve only as the approving official. A rotating, designated Office/Region Director will replace the AA as an evaluator. The evaluation committee will consist of the DAA, Deputy Chief Financial Officer, designated Office/Region Director, NWSEO Vice President, and two NWSEO designees who will review the nominations and select one winner in each category (a formal meeting may be required).
- j. **Recognition:** Recipients receive a certificate of recognition (at the 1st level of competition), a Region or Office engraved plaque (at the 2nd level of competition), and a National award shadowbox and/or engraved certificate plaque (at the 3rd level of competition). **NOTE:** At the National level, individual winners receive a shadow box; groups receive one shadow box and individual engraved certificate plaques. National award recipients receive a \$5,000 monetary award. In the case of a group award, the award is split equally among the members.

**13. NWS Max Kohler Award**

- a. **Definition:** The Max Kohler Award recognizes meritorious service which goes above and beyond what is expected and is sustained for a period of 20 or more years contributing to the fulfillment of the water resources forecast and flood warning mission of the NWS. Individuals recognized by this award are honored primarily for sustained accomplishments in (1) the improvement of data observation, collection, and analysis, and (2) flood or water management forecast production, dissemination, and decision support services resulting in higher forecast accuracies and/or extension of warning lead times. The award is named in honor of Max A. Kohler, who was one of the most nationally and internationally renowned hydrologists of all time.
- b. **Categories:** None.
- c. **Award Type:** Awards are given to individuals.

- d. **Eligibility:** The award is primarily oriented toward recognizing the performance of general work force employees such as hydrologic or meteorological forecasters, service hydrologists, research hydrologists, technicians, etc. However, the award may at times be presented to supervisors, or possibly in very rare situations, to individuals external to the NWS who have made some significant sustained contribution to fulfill the NWS water resources mission. There is no implied intent that a person must be near retirement to merit the award.
- e. **Criteria:** To warrant a Max Kohler Award, a contribution must be made which meets at least one of the following criteria:
- Prepare and/or disseminate water resources products and decision support services which contribute to saving lives, reducing property damage, or increasing economic productivity.
  - Perform research, analysis, and/or development resulting in improved water resources forecasting capabilities.
  - Provide high quality water resources training/education for NWS or other personnel.
  - Develop, utilize, and improve cooperative efforts with communities, states, federal and other agencies.
  - Contribute toward maintaining, improving, and/or implementing high quality and effective water resources services.
  - Demonstrate significant public service in areas not connected with NWS which bring favorable publicity to the NWS and its employees while continuing to maintain effective professional competence.
- f. **The Call:** The Water Resources Services Branch (WRSB) in the Analyze, Forecast and Support Office (AFSO) initiates the call in January. The AFSO Director forwards the call for nominees via email to the NWS Governance members.
- g. **Nominator:** All employees may submit nominations; however, a supervisor and/or manager must approve the nomination and the regional headquarters manager responsible for overseeing the regional hydrology program must concur.
- h. **Package Requirements:** Nominations are sent electronically from the regional headquarters manager responsible for overseeing the regional hydrology program to the Chief of AFSO WRSB.
- i. **Review Requirements:** An evaluation board consisting of the Chief, AFSO WRSB, OWP Director and the five Regional Headquarters managers who oversee regional hydrology programs will consider nominations annually. The Board will make a recommendation to the AFSO Director, who will announce the recipient.

While nominations would be invited each year from all NWS managers of personnel working with the Water Resources Services Program, the award would be presented

only when the evaluation board considered there were candidates that truly merited the award.

- j. **Recognition:** Recipients receive an engraved plaque.

**14. NWS Gregg B. Rishel Award**

- a. **Definition:** The Gregg B. Rishel award recognizes outstanding contributions by an individual to water resources science and/or services which contribute to the fulfillment of the water resources services mission of the NWS within the past 12 months. The award is named in honor of Gregg B. Rishel, a highly respected hydrologist. Mr. Rishel made several important contributions to the water resources mission of the NWS, and was well known for his strong work ethic, passion for water resources, and commitment to improving water resources services.
- b. **Categories:** None.
- c. **Award Type:** Awards are given to individuals.
- d. **Eligibility:** While primarily oriented toward recognizing the performance of NWS employees, both government and private sector personnel are eligible to receive this award. An individual can receive the award more than once. There is no implied intent that a person must be near retirement to merit the award.
- e. **Criteria:** To warrant a Gregg B. Rishel Award, a contribution is made during the 12 months preceding the call for nominations which meets at least one of the following criteria:
- Develop and/or implement enhanced forecast and warning tools by novel or innovative uses of technology or science.
  - Develop and/or implement improved data observation, collection, and analysis techniques and/or services.
  - Expand and/or improve flood safety and/or water resources education and outreach.
  - Deliver timely and accurate life and/or resource saving operational water resources forecasts and/or flood, flash flood, or debris flow warning services.
  - Develop plans, policies or procedures, which enhance water resources services.
  - Establish and/or improve cooperative efforts with local, state, and federal agencies.
- f. **The Call:** The AFSSO Water Resources Services Branch (WRSB) initiates the call each April and October. While nominations will be invited every six months, the award will be presented only when the OWP Director determines there is a candidate that merits the award.
- g. **Nominator:** The AFSSO WRSB Chief, the senior Hydrologic Services Manager in each NWS Region, and the Chief of Programs in OWP may provide nominations.

- h. **Package Requirements:** Nominations should not exceed one typed page in length and will be provided electronically to the AFSSO WRSB Chief.
- i. **Review Requirements:** The OWP Director will evaluate candidates and select the award winner. While nominations will be invited twice a year, the award will be presented only when the OWP Director considers there are candidates truly meriting the award.
- j. **Recognition:** Recipients receive an engraved plaque.

**15. NWS Peer Recognition Award**

- a. **Definition:** The Peer Recognition Awards program is meant to recognize dedication, quality, and outstanding achievement as evidenced by one or more of the following: service above self; persistence/commitment through obstacles or hardship; and personal initiative and effort to achieve a goal. In lieu of cash awards, time off awards can be granted.
- b. **Type of Outstanding Achievement (one or more of the following):**
  - Developed a new program or procedure that improves office efficiency or performance. May be operational, administrative, or electronics/facility;
  - Researched and/or presented new science into operations improving forecast and warning operations or services;
  - Improved service or service delivery through work with customers to better understand their need;
  - Demonstrated exceptional forecast or warning service given a difficult or complex situation;
  - Provided exceptional support to another office or found a solution to a unique problem helping maintain NWS mission and operations;
  - Unique and innovative outreach work advancing Weather-Ready Nation;
  - Demonstration of excellence or new standard in providing risk communication to customers and Impact Decision Support Services (IDSS);
  - Unique or significant contributions toward outreach support diversity, minority institutions, or Science, Technology, Engineering, and Math (STEM); and
  - Demonstrating leadership within an office that supports improvement or implementation of a significant change, cultural shift, improved office communication, morale, teamwork, or operational performance.
- c. **Award Type:** Awards are given to individuals.
- d. **Eligibility:** All NWS employees are eligible. Each FMC's Peer Recognition Awards sub-team will recommend award recipients. The Office/Regional Director will then decide the award amount in consultation with the NWSEO steward/representative. The FMC Director's final approval is necessary prior to processing and distribution of any peer recognition award. Any staff member, supervisor, or member of management acting on their behalf, may nominate any

Bargaining Unit employee across NWS for recognition to honor an outstanding achievement. Nominations made outside an office shall be submitted to the nominee's appropriated FMC sub-team for consideration. Please see NWS/NWSEO Collective Bargaining Agreement March 16, 2021, Article 31, section 7.

- e. **Criteria:** Dedication (one or more of the following):
  - Service above self;
  - Persistence/commitment through obstacles or hardships;
  - Personal initiative and effort to achieve a goal.
  - Quality of work (one or more of the following):
  - Demonstrated professional excellence by going beyond the normal expected course of work to accomplish a goal;
  - Demonstrated resourcefulness working around obstacles and roadblocks or finding new resources to accomplish a goal; and
  - Demonstrated innovation and creativity to achieve a goal through a new means or avenue.
  
- f. **Period of Eligibility:** Activities nominated for recognition must be performed within the month previous to submission.
  
- g. **Nominator Requirements:** Nominations must be one page or less with at least 12-point font. Although the nomination is free format, employee's name(s), current position(s) grade(s), office location, nominee's supervisor's name, phone number, and the date should be listed at the top of the page. The nomination should be written such that it is suitable for publication on the Offices/Regions web page, as well as entry in the *NWS Insider* Newsletter, with minimal editing.
  
- h. **Selection Process:** Sub-teams will meet on a quarterly basis to review nominations and make selections. If no nominations are received that quarter, the sub-team does not have to meet. If a sub-team member is nominated for an award, the member must recuse themselves from the process and the NWSEO steward will select another bargaining unit member to serve as an alternate. Decisions will be based solely upon the justification write-up. Every person in the office has equal opportunity to provide input for the nomination. All decisions are made by consensus of the sub-team members. If agreement cannot be reached by consensus, then the LOT will decide.
  
- i. **Recognition:** At the discretion of the sub-team, a local monetary or time off award may be granted. Offices may also award a printed certificate to the recipient(s).

**16. NWS On-The-Spot-Award**

- a. **Recognition:** The On-The-Spot (OTS) Award Program provides another mechanism for recognizing exceptional performance that is in-line with the NWS mission and goals. It should be used along with other incentive programs to provide quick and meaningful recognition that may not rise to the level of other awards listed in this instruction. The use of this program is discretionary. The decision to participate

should be based on a careful examination of the requirements. An OTS Award may be monetary or non-monetary (i.e., time off or merchandise).

- b. **Categories:** An employee can receive an award for any worthy accomplishment. Examples that could lead to a nomination include, but are not limited to: planning an IDSS, professional or team special event which is particularly successful, completion of a short term project, handling an unusually heavy workload, exceptional service to customers, or exceptional commitment to quality and efficiency in a functional area.
- c. **Award Type:** Awards are given to individuals or groups.
- d. **Eligibility:** All NWS employees are eligible, except for members of the SES, FMC Directors, Presidential Appointees, Contractors, Volunteers, or Post-Secondary Interns. NOTE: Federal employees from other Federal agencies and private citizens are also ineligible.
- e. **The Call:** Each participating Office/Regional Director will take the necessary steps to publicize the program throughout their servicing offices.
- f. **Period of Eligibility:** Activities nominated for recognition may be performed in duration of as little as an hour, or more lengthy depending on the purpose of recognition.
- g. **Nominator/Package Requirements:** All employees may submit nominations on a CD-326 to the employee's immediate supervisor for consideration. A brief summary of activities or accomplishments shall be included in the CD-326 remarks section to support the nomination. The nomination is subsequently signed and forwarded to the approving official for requirements, review and endorsement.
- h. **Document Requirements:** Nominations are received by approving official, or his/her designee. After the form is approved, a copy will remain in the approving official's file (for the merchandise inventory process).  
  
Monetary and Time-Off Awards are submitted in HR Connect (or equivalent system) for processing, with the CD-326 as an attachment.  
  
For Merchandise Awards; the CD-326 is retained in the supervisory file for two (2) years.
- i. **Merchandise:** Using the government purchase card and following the "Home Portfolio Rule" outlined on the NWS Appropriations Reference Manual (ARM), the manager at each participating site will direct procurement of the merchandise item(s) following established procurement procedures outlined in the Commerce Acquisition Manual (CAM).



*\*Approving officials shall ensure that the merchandise meets the following guidelines: the merchandise shall be honorary in nature (something that the recipient will value), able to be worn, displayed, or used in the recipient's work environment, include the DOC, NOAA, or NWS seal or logo, not exceed \$75 in value, and not total more than \$125 per employee in a single performance year.*

- j. **Recognition:** The recipient will receive the specified merchandise determined by the approving official. The supervisor will present the merchandise to the recipient. The award should be presented to the recipient as soon after the contribution as possible. The presentation should be in full view of the recipient's peers in a way that ties the award directly to the performance.
- k. **Reporting:** The office will report annually on the quantity and value of merchandise procured, the disposition of merchandise, and the quantity and value of merchandise remaining on site. The report is due by October 30 and will cover the preceding fiscal year. The office will submit the report to their FMC Director, who will consolidate reports from their participating offices and forward a summary report to W/CFO2.

## 17. Special Act Award

This award recognize public interest accomplishments related to official duties, suggestions, inventions, or personal efforts that contribute to the efficiency, economy, or improvements in government operations. You can grant Special Act Awards to individual employees or a group of employees.

Examples of situations warranting a Special Act Awards include:

- Completing an absent coworker's major assignment with great skill and success that achieves an organizational goal
- Identifying an innovative solution to an issue outside of a planned work assignment that benefits the organization as a whole
- Saving a significant amount of money for the organization or government as a whole

Award values vary and require different levels of approval.

- Awards up to \$5,000 require approval from either the Line Office Assistant Administrator, Staff Office Directors, or delegated authority.
- Awards \$5,000 to \$10,000 require approval from the Secretary of Commerce.
- Awards over \$10,000 require approval from the Office of Personnel Management (OPM).

### Eligibility

All NOAA employees are eligible for Special Act Awards except:

- Presidential Appointees

- Senior Executives
- NOAA Corp Officers
- Contractors
- Volunteers or private citizens

To be eligible, employees must have current ratings of "Meets or Exceeds," or "Eligible."

NOAA employees covered by the [Commerce Alternative Personnel System \(CAPS\)](#) are eligible to receive annual performance bonuses for achievements that are outside of their performance plans. Therefore, CAPS employees may be eligible to receive Special Act Awards only in rare circumstances.

For more information, please go to [Contribution Awards](#).

### **18. Cash In Your Account Awards (CIYA)**

The CIYA award is an excellent tool for rewarding and encouraging continued hard work from employees. CIYA awards are typically processed at any point within the pay period, rather than held for a later date. The CIYA Award is a face value award that recognizes the employee with the actual value of the award. For example: a \$1,500 CIYA Award will represent an actual \$1,500 award in the employee's account. For this reason, supervisors must also understand the actual expense of the award against a budget is higher than the face value i.e., taxes are an added expense on top of the face value of the award.

For more information, please go to [Contribution Awards](#).

### **19. Responsibilities of the NWS Honor Awards Officers**

The NWS Honor Awards Officers are employees in the Management and Organization Division, of the Chief Financial/Chief Administrative Office (CFO2). They are responsible for overseeing the NWS awards process for various DOC, NOAA and NWS awards. They oversee the NWS nomination and review processes; serve as the focal point for NWS FMCs; work closely with the DOC and NOAA Awards Officers; work with the NWS, NOAA Incentive Awards Board members on the overall awards process for the DOC Medals, Administrator's, Technology Transfer, and Distinguished Career Awards; serve as the point-of-contact for award recipients, and assist and/or carry-out post selection activities.

#### **18.1 Overall Responsibilities**

- a. Keep FMC apprised of information related to the various awards:
  - Generate the initial call memorandum;
  - Answer any questions during the nomination and selection processes;
  - Follow up with FMC on incomplete nominations;
  - Attend the PMAC meeting (for the Medals, Administrator's, Technology Transfer, and Distinguished Career Awards) to record the results and convey details on current and previous nominees;

- Notify managers of selections; and
  - Convey post selection information.
- b. Receive and review nominations from NWS FMCs:
- Initial nomination packages; and
  - Manage nomination rewrites, (if necessary).
- c. Work with the DOC and NOAA Incentive Awards Officers:
- Receive the initial notification;
  - Request guidance for NWS senior managers on unclear matters;
  - Forward information on the final NWS nominees;
  - Serve as the focal point between DOC/NOAA and NWS senior managers; and
  - Assist in post selection activities.
- d. Work with the NWS, NOAA PMAC Incentive Awards Board member on the overall awards process for the Medals, Administrator's, Technology Transfer, and Distinguished Career Awards to ensure that he/she is kept abreast of changes to nominations, due dates, etc.
- e. Serve as the Point-of-Contact for award recipients:
- Convey details of post selection activities;
  - Receive travel expense information from recipients; forward information to the budget office; and
  - Handle other miscellaneous matters.
- f. Assist and/or carry-out post selection activities:
- Oversee the preparation of Regional Award Plaques;
  - Shadow Boxes and Certificate Plaques for the NWS National level Isaac M. Cline Awards, and forward plaques to non-attending recipients of DOC/ NOAA Ceremonies.

## 20. Responsibilities of the NWS FMCs in the Awards Process

The FMCs are responsible for:

- Forwarding the award calls to their offices;
- Answering any questions associated with the call or forwarding the questions to CFO2;
- Reviewing incoming nomination for completeness;
- Following up on incomplete nominations;
- Selecting the Office/Regional level winners for the Isaac M. Cline Awards;
- Forwarding nominations to CFO2;
- Facilitating the rewrite process (if needed) during the reviews;
- Inputting approved nominations into the Honor Awards Nomination System (HANS);
- Ensuring timely notification to the approved award recipients;
- Assigning the task of purchasing On-The-Spot (OTS) award merchandise items to individuals in their subordinate organizational units, and are responsible for ensuring

proper management of the program and adherence to Federal procurement regulations;

- Ensuring that the merchandise is kept in a secure storage location with limited, controlled access; a record of the OTS awards distributed is maintained; and
- Submitting required reports.

**APPENDIX A  
DEFINITIONS OF THE TYPES OF AWARDS**

<b>TYPES OF AWARD</b>	<b>DEFINITION</b>
<b>Individual</b>	Only one person.
<b>Group/Team</b>	A group consists of up to ten individuals working together, where each person makes a specific substantive contribution to the achievement being recognized (a written justification is required for groups/teams with more than ten individuals). <b>NOTE:</b> Group limitations do not apply to the Unit Citation or Isaac M. Cline Awards.
<b>Organization</b>	An organization may be either an office, division, or sub-unit, which is formally recognized as a separate entity, or an ad hoc organization assembled to work on a specific project. A single organization is one office, division, or sub-unit where all or most of the employees from that organization work together on a specific project. A joint organizational award consists of two or more offices, divisions, or sub-units working together to complete a specific project.

**Links to Forms and Reference Information:**

- a. [Gold and Silver Form](#)
- b. [Bronze Medal Form](#)
- c. [Distinguished Career Form](#)
- d. [Administrator's Award Form](#)
- e. [Technology Transfer Award Form](#)
- f. [Isaac Cline Form](#)
- g. [Silver Sherman Nomination Form](#)
- h. [DOC's Strategic Plan 2022-2026](#)
- i. [5 USC 2105](#)
- j. [NWS Peer Recognition Awards Program - Manager Guidelines](#)
- k. [Peer Recognition Award MOU](#)
- l. [NWS-NWSEO Negotiated Agreement](#)
- l. [Available awards for managers](#)