

It is again time to recognize a NESDIS employee with NOAA Employee of the Month award. This is a great opportunity to thank, recognize and further motivate a worthwhile performer who has made a contribution in the past year.

**\*Nominations are due to Christina Heyse, NESDIS Awards Coordinator, via email by April 15, 2010.\***

**PURPOSE:**

To recognize one NOAA employee each month who have made significant contributions to NOAA programs, and have demonstrated exceptional and sustained effort toward accomplishment of NOAA's mission.

**ELIGIBILITY:**

Employee of the Month. At the time of the nomination, the nominee:

- a. Must be a NOAA employee,
- b. May not be a member of the Senior Executive Service or an Office Director, and
- c. Must have received a meets expectations or eligible rating for the most recent rating cycle.

**TYPES OF ACCOMPLISHMENTS:**

Examples of worthy accomplishments that could lead to a nomination are as follows:

- a. Complete a short-term project or special assignment which requires a unique or innovative approach.
- b. Develop and implement procedures that enhance office productivity.
- c. Enhance office morale through teamwork, exhibit flexibility in meeting new challenges under tight deadlines.
- d. Provide front-line customer service which reflects favorably on the Line or Staff Office.
- e. Contribute to improve public awareness and/or understanding of NOAA programs.

**NOMINATION PROCEDURES:**

Any supervisory or non-supervisory employee may nominate an individual for recognition as Employee of the Month. Employees may nominate individuals from other

Line Offices during their rotation cycle. Nominations, which were submitted by an employee, will be forwarded to the supervisor of the nominee for assessment/confirmation of the information provided in the nomination.

Nominations should be submitted, via electronic mail, in narrative form, */not to exceed one page/*. The justification must describe a recent achievement or service, including the results of the contribution, which would qualify the employee for the award. In addition, the narrative needs to contain the following information:

- a. Nominee name, position title, grade and series,
- b. Nominee's office location and routing code,
- c. Period of recognition, and
- d. Basis of recommendation.

#### SELECTION CRITERIA\*:\*

The following factors will be considered in evaluating nominations:

The importance of contribution and extent to which it served to contribute to Line or Staff Office programs;

The enhancement of Line or Staff Office service; and

The originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.

#### SELECTION PROCEDURES:

#### TYPE OF RECOGNITION:

The recipients will 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. A presentation will be made monthly by the Under Secretary for Oceans and Atmosphere or a designee.

#### RECORD KEEPING:

Award recipients will receive a copy of the justification at the time of presentation. NOAA employees are responsible for distributing a copy of the justification to their first level supervisor for filing in the employee's performance folder.