Memorandum for: Deputy Assistant Administrators and Corporate Office Directors

From: Eduardo J. Ribas
Director for Workforce Management

Subject: Call for Bronze Medal and Distinguished Career Award Nominations

The Workforce Management Office (WFMO) is now accepting nominations for both the Bronze Medal and the Distinguished Career Awards. These are two of the highest honors granted at NOAA, and recipients will be presented with plaques signed by the Under Secretary at a recognition ceremony held next Spring. NOAA is committed to ensuring that awards recipients reflect the full diversity of our workforce in all occupations and grade levels. I ask you to consider deserving employees from all groups for appropriate recognition under both the Bronze Medal and Career Award programs. Details regarding each award are listed below.

**Bronze Medal Awards**

Bronze Medals are awarded to individuals, groups (or teams), and organizations demonstrating superior performance which has increased the efficiency and effectiveness of NOAA or a component of NOAA. Individuals and members of groups each receive a signed plaque while organizational winners receive one plaque per nominated organizational unit. It is important to note that organizational nominees need not be official organizations, but may include working groups, cross-Line Office teams, and committees. In fact, NOAA’s emphasis during the 2006 awards cycle is to highlight the accomplishments of these cross-organizational, “Team NOAA” work units. Managers and supervisors are encouraged to canvass their organizations for nominations which represent collaborative efforts across Line and Corporate Offices and submit these for Bronze Medals.

Bronze Medal nominations must include the following information in a MSWord document:
1. Full name of nominee(s)
2. Major Line or Corporate Office for each nominee (NWS, NESDIS, etc.)
3. Position title and grade for each nominee
4. Past awards (excluding Cash-in-Your-Account and Special Act Awards) for each nominee
5. Nominator’s name and major Line or Corporate Office
6. Certificate citation (See: [http://www.wfm.noaa.gov/awards/admin_award/cert_citation.html](http://www.wfm.noaa.gov/awards/admin_award/cert_citation.html))

*Note: Each justification question must be answered separately.*

Further information about Bronze Medals can be found at: [http://www.wfm.noaa.gov/awards/bronze/bronze.html](http://www.wfm.noaa.gov/awards/bronze/bronze.html)
Distinguished Career Awards

The Distinguished Career Award is designed to recognize long-term achievement in advancing the goals and mission of NOAA. In other words, Career Awards nominations should highlight contributions which represent sustained excellence, rather than a single, defined accomplishment. Career Award nominees must be individuals with at least fifteen years of Federal service, with the ten most-recent years at NOAA. Fifteen Career Award recipients are chosen annually among five categories:

1. Management and Supervision
2. Scientific Achievement
3. Professional Achievement
4. Administrative or Technical Support
5. Clerical/Support Services

Nominations must be submitted electronically on the Career Award Submission Document located at:
http://www.wfm.noaa.gov/awards/dist_career/careersubmission.doc. This document should not exceed two pages.

Further information about the Career Awards can be located at:
http://www.wfm.noaa.gov/awards/dist_career/dist_career.html

Eligibility for both the Bronze Medals and the Career Awards is limited to Federal employees as defined by 5 USC 2105; a listing of eligible employees can be found at:
http://www.wfm.noaa.gov/awards/dist_career/dist_careereligible.html. As is always the case with NOAA’s major awards, all nominations must be vetted by the appropriate Line Office Performance Management Advisory Committee (PMAC) prior to submission. Corporate Offices must vet their nominations through the NOAA Management and Administration PMAC.

Due Date
All Bronze Medal and Career Award nominations are due to WFMO NLT Monday, July 17, 2006.

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