Administrator’s Award Nominations
Tips for Nominators and Evaluation Factors

1. **Results:**
   a. The nomination justification must address the results of the nominee’s work.
   b. The results of the work should not be projected to occur in the future; there must have been proven or documented results completed by the time of the nomination. *(Note: The exception to this requirement of proven results is excellence in project/program planning. See Item e below).*
   c. Cost savings or other metrics should be included, if possible.
   d. Testimonials from the NOAA or DOC workforce or other stakeholders also help to bolster a justification.
   e. If the nomination concerns excellence in project/program planning, focus on results, such as: completion of major milestones, tasks that allowed other project milestones to begin, and/or innovative approaches to planning.

2. **Above and Beyond Normal Responsibilities:**
   a. Receipt of an Administrator’s Award requires that the nominee performed above and beyond his/her normally expected duties and responsibilities. The justification should address this.
   b. Descriptions of accomplishments that went “above and beyond” can be framed in terms of:
      i. Level of effort;
      ii. The establishment of new partners and/or stakeholders;
      iii. Working with senior leaders/stakeholders that are not normally in the nominee’s sphere of influence;
      iv. The time it took to complete the work (Was it faster than normal? Did the project take an unusually long time and require long-term effort?);
      v. Cost or time savings; or
      vi. Unique or innovative approaches.

3. **Challenges:**
   a. The context in which the nominee completed his/her work should be described.
   b. Were there unexpected challenges that arose during completion of the work? How did the nominee react to these unexpected challenges?
   c. Did challenges already exist such that the nominee suggested and implemented solutions that allowed work to progress further than it had in the past?
   d. Were the challenges faced by the nominee within his/her locus of control or did the nominee have to find alternative methods for influencing others to help him/her overcome these challenges?

4. **Organizational Goals:**
   a. The work of an Administrator’s Award recipient must support established organizational goals. These goals can be work unit or division goals, office goals, Line/Staff office goals, NOAA strategic goals, or DOC strategic goals.
   b. Identification of the goals supported by the nominee’s accomplishments should be included in the justification.