

**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.