

<i>NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-102-01 OCTOBER 1, 2003</i>	
<i>Human Resources Awards</i>	
<i>EMPLOYEE OF THE YEAR AWARD</i>	
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OPR: F/ Type of Issuance: Renewed 07	Certified by: F/
<i>SUMMARY OF REVISIONS:</i>	



NOAA Fisheries Employee of the Year Award

Presented by the Assistant Administrator for Fisheries to employees from the NOAA Fisheries Service, the NOAA Office of General Counsel, the NOAA Office of Communications, the NOAA Office of Legislative Affairs, or the NOAA Marine and Aviation Operations Office for their contributions to the Nation towards the stewardship of living marine resources as recognized by their NOAA Fisheries peers.

Eligibility

- o All NOAA Fisheries employees at each Regional Office, Science Center, and Headquarters Office as well as employees from the NOAA Office of General Counsel, the NOAA Office of Communications, the NOAA Office of Legislative Affairs, or the NOAA Marine and Aviation Operations Office are eligible.
- o Senior Executive Service employees may **NOT** be nominated.
- o Employees must possess a current performance rating of "Meets or Exceeds" or "Eligible." Groups of employees are not eligible for a specific category.

Award Categories
Administrative/Support Employees GS 1-10; WG and Demo Pay Band Equivalents
Administrative/Support Employees GS 11-15; WG and Demo Pay Band Equivalents
Program Employees – Management/Scientific/Technical GS 1-10; WG and Demo Pay Band Equivalents
Program Employees – Management/Scientific/Technical GS 11-15; WG and Demo Pay Band Equivalents
Supervisors All Employees Whose Position of Record is that of Supervisor

- o Employees will be recognized in up to five different categories in the following organizational units:

- | | |
|---------------------------------|--|
| Northeast Regional Office | Northeast Fisheries Science Center |
| Southeast Regional Office | Southeast Fisheries Science Center |
| Northwest Regional Office | Northwest Fisheries Science Center |
| Southwest Regional Office | Southwest Fisheries Science Center |
| Alaska Regional Office | Alaska Fisheries Science Center |
| Pacific Islands Regional Office | Pacific Islands Fisheries Science Center |
| Headquarters Offices | |

Descriptions of Award Categories

- **Administrative/Support Employees** (GS 1-10, WG, and Demo pay band equivalents)
Non-supervisory positions in the administrative and office management fields including: finance, procurement, human resources, budget, program management and analysis, administrative support through the application of office management skills, assistants and student positions for training in these disciplines, Wage Grade employees, and team leaders in this category.
- **Administrative/Support Employees** (GS 11-15, WG, and Demo pay band equivalents)
Non-supervisory positions in the administrative and office management fields including: finance, procurement, human resources, budget, program management and analysis, Wage Grade employees, and team leaders in this category.
- **Program Employees – Management/Scientific/Technical** (GS 1-10, WG, and Demo pay band equivalents)
Non-supervisory program positions such as resource management and fishery biologists and others in fields such as the physical, biological, computer and social sciences, including non-professional technical positions that support these disciplines, assistants and student positions for training in these disciplines, Wage Grade employees, and team leaders.
- **Program Employees – Management/Scientific/Technical** (GS 11-15, WG, and Demo pay band equivalents)
Non-supervisory program positions such as resource management and fishery biologists and others in fields such as the physical, biological, computer and social sciences, including non-professional technical positions that support these disciplines, assistants and student positions for training in these disciplines, Wage Grade employees, and team leaders.
- **Supervisors**
All employees whose position of record is that of a supervisor.

Factors Considered

- Contributions to NOAA and NOAA Fisheries programs that resulted in:
 - Clearly demonstrated improvements in the accuracy, reliability, or reproducibility of scientific results;
 - Enhanced public appreciation for the mission of the agency;
 - Enhanced safety or health of NOAA Fisheries employees;
 - Improved customer service;
 - Increased efficiency and/or reduced cost of operations;
 - Strengthened ties to other NOAA elements or NOAA Fisheries constituents; and/or
 - Unusual credit to NOAA Fisheries or its staff.
- Contributions that significantly enhanced staff morale or inspired NOAA Fisheries personnel to excel in the performance of their duties.
- Contributions that significantly enhanced the economic viability of commercial and/or recreational fishing.
- Contributions that significantly enhanced the stewardship of species managed or protected by NOAA Fisheries and/or the habitats upon which these organisms rely.
- Contributions that significantly improved equal employment opportunity or diversity in NOAA Fisheries.
- Contributions that demonstrate exceptional leadership, staff development, and/or program management (for managers and supervisors).

Nomination Package:

Contents of Nomination Package:

- **2006 EOY Nomination Form** that includes the following information:
 - Nominee's name, position title, organization, office location, routing code and telephone number;
 - Category for which candidate is nominated; and
 - Nominator's name(s), position title, grade and series, organization, telephone number, and relationship to the nominee.
 - Narrative, not to exceed 2 pages, addresses items in "Factors Considered."
- **Submitted by** any NOAA Fisheries employee or group of employees to the Assistant Administrator for Fisheries via the Headquarters Office of Management and Budget (F/MB) with a copy to the appropriate Regional Administrator, Science Center Director, or Office Director.
- [NOAA Fisheries Employee of the Year Nomination Form](#)

Selection Process

- The 2006 EOY Nomination Form is reviewed by the nominee's Personnel Management Advisory Committee (PMAC) at the respective Regional Office, Science Center or at Headquarters.
- Nominations for employees, who are located in the Field, but report to a Headquarters Office, will be reviewed by the Headquarters PMAC.
- Recommendations made by the PMAC's are forwarded to the Assistant Administrator for Fisheries, who makes the final selections.

Award

- Commemorative Plaque presented at an All Hands Award Ceremony in the spring of each year and monetary award of \$3,000.