

<i>NATIONAL MARINE FISHERIES SERVICE INSTRUCTION 36-102-02 OCTOBER 1, 2003</i>	
<i>Human Resources Awards</i>	
<i>MONTHLY AWARDS</i>	
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<i>SUMMARY OF REVISIONS:</i>	



NOAA Fisheries

National Marine Fisheries Service



NOAA Employee of the Month Award

This award recognizes one NOAA employee each month that has made significant contributions to NOAA programs, and has demonstrated exceptional and sustained effort toward accomplishment of NOAA's mission.

Eligibility

With the exception of SES employees and Office Directors, all NOAA employees possessing a current performance rating of "Meets or Exceeds" or "Eligible" are eligible. Employees are chosen from all occupations and grade levels within the organization. Each Line Office and Staff Office selects an employee on a rotating basis that repeats every seventh month.

Factors Considered

- Enhancement of Line or Staff Office service;
- Importance of the contribution and extent to which it aides(d) Line or Staff Office programs; and
- Originality of the contribution and the inspiration it may serve to other employees toward excellence of performance.

Accomplishments Recognized

- Completed a short-term project or special assignment that required a unique or innovative approach;
- Contributed to improved public awareness and/or understanding of NOAA programs;
- Developed and implemented procedures that enhance office productivity;
- Enhanced office morale through teamwork;
- Exhibited flexibility in meeting new challenges under tight deadlines; or
- Provided front-line customer service that reflects favorably on the Line or Staff Office.

Nomination Package

• Contents of Nomination Package:

- One page narrative
 - Nominee name, position title, grade, and series;
 - Nominee's office location, routing code, and telephone number;
 - Period of recognition; and
 - Basis of the recommendation, include:
 - > description of recent achievement or service, and
 - > results of the contribution.

- Digital Photographs, high quality:
 - Use a mega pixel camera on the highest setting, minimum of 2000 by 2000 pixels
 - Use natural/outdoor lighting; or lighting with and without the flash
 - Take from the waist up, portrait style, in a "non-busy" setting
 - Save photos in a JPEG or TIF format for e-mailing
 - Provide at least three different photos
- Interview
 - The Selected Individual must be available to be interviewed by a representative from the NOAA Office of Communications the week following his/her selection.

Selection Process

- NOAA Line and Staff Offices rotate the role of selecting the NOAA Employee of the Month; NOAA Fisheries' months in 2007 are February and September.
- NOAA Fisheries supervisors and managers may nominate an individual for recognition as NOAA Employee of the Month when it is Fisheries' turn.
- The nomination is submitted to the respective Regional Administrator, Center Director, Office Director, or Deputy who, in turn, submits the nomination, accompanied with an endorsing memo, to the Assistant Administrator for Fisheries via the Headquarters Office of Management and Budget (F/MB). The nomination selected by the Assistant Administrator for Fisheries is e-mailed to the NOAA Office of Communications at: employee.month@noaa.gov by the fifteenth of the previous month, which, for 2007, is by January 15, 2007 and August 15, 2007.

Type of Recognition

- The recipient receives
 - A commemorative certificate signed by the Undersecretary of Commerce for Oceans and Atmosphere / Administrator of NOAA
 - Publicity in the form of poster displays
 - A page on NOAA website, and
 - A NOAA Report Article, which includes the names and photographs of those recognized

NOAA Team Member of the Month

This award recognizes one NOAA Team Member each month who has made significant contributions to NOAA programs, and has demonstrated exceptional and sustained effort toward accomplishment of NOAA's mission.

Eligibility

This award gives tribute to a NOAA partner, stakeholder, or contractor who has demonstrated excellence in serving NOAA. For a contractor, the individual must be in compliance with the performance goals or measurements of the contract. Each Line Office and Staff Office selects a NOAA Team Member on a rotating basis that repeats every seventh month. When it is NOAA Fisheries' turn, this award represents an opportunity to recognize an individual who is critical to our mission but who is not a federal employee.

Factors Considered

- Enhancement of Line or Staff Office service;
- Importance of contribution and extent to which it served to contribute to Line or Staff Office programs; and
- Originality of the contribution and the inspiration it may serve to NOAA employees toward excellence of performance.

Accomplishments Recognized

- Completed a short-term project or special assignment that required a unique or innovative approach;
- Contributed to improved public awareness and/or understanding of NOAA programs;
- Developed and implemented procedures that enhance office productivity;
- Enhanced program/project morale through teamwork;
- Exhibited flexibility in meeting new challenges under tight deadlines;
- Provided front-line customer service that reflects favorably on the NOAA Line or Staff Office.

Nomination Package

• Contents of Nomination Package:

- One page narrative
 - Nominee name, title;
 - Nominee's office address and telephone number;
 - Period of recognition; and
 - Basis of the recommendation, include:
 - description of recent achievement or service, and
 - results of the contribution.
- Digital Photographs, high quality:
 - o Use a megapixel camera on highest setting; minimum of 2000 by 2000 pixels

- o Use natural/outdoor lighting; or lighting with and without the flash
 - o Take from the waist up, portrait style, in a "non-busy" setting
 - o Save photos in a JPEG or TIF format for e-mailing
 - o Provide at least three different photos
- Interview
 - o The Selected Individual must be available to be interviewed by a representative from the NOAA Office of Communications the week following his/her selection.

Selection Process

- o NOAA Line and Staff Offices rotate the role of selecting the NOAA Team Member of the Month; NOAA Fisheries' month in 2007 is June.
- o NOAA Fisheries supervisors and managers may nominate an individual for recognition as NOAA Team Member of the Month when it is Fisheries' turn.
- o The nomination is submitted to the respective Regional Administrator, Center Director, Office Director, or Deputy who, in turn, submits the nomination, accompanied with an endorsing memo, to the Assistant Administrator for Fisheries via the Headquarters Office of Management and Budget (F/MB). The nomination selected by the Assistant Administrator for Fisheries is e-mailed to the NOAA Office of Communications at: teammember.month@noaa.gov by the fifteenth of the previous month, which, for 2007, is by May 15, 2007.

Type of Recognition

- o The recipient receives
 - A commemorative certificate signed by the Undersecretary of Commerce for Oceans and Atmosphere / Administrator of NOAA
 - Publicity in the form of poster displays
 - A page on NOAA website, and
 - A NOAA Report Article, which includes the names and photographs of those recognized