

1. AWARDEE INFORMATION

a. LAST NAME, FIRST NAME, MIDDLE INITIAL:		b. GRADE:	c. BRANCH OF SERVICE:	d. ORGANIZATION:
e. RECOMMENDED AWARD:		f. PERIOD OF AWARD:		g. PREVIOUS AWARDS: (During this period)
<input type="radio"/> SERVICE AWARD <input type="radio"/> ACHIEVEMENT AWARD		From: _____ To: _____ <input type="checkbox"/> MEMO OF LATENESS REQUIRED/ATTACHED (>120 DAYS FROM END OF PERIOD)		

3. JUSTIFICATION (Cite specific examples of qualifying service or action, including impacts to NOAA.)

4. PROPOSED CITATION (Limit 280 characters)

5. RECOMMENDER

a. RELATIONSHIP TO AWARDEE:	b. If "Other" Selected, Specify:	c. RECOMMENDER LINE OFFICE	
d. NAME AND SIGNATURE:	e. TITLE/POSITION:	f. GRADE:	g. DATE:

6. PRIMARY INTERMEDIATE AUTHORITY (Required):

a. RECOMMENDATION: <input type="radio"/> APPROVAL <input type="radio"/> DISAPPROVAL <input type="radio"/> UPGRADE TO: <input type="radio"/> DOWN GRADE TO:		b. COMMENTS (Required for disapproval or downgrade)	
c. NAME AND SIGNATURE		d. TITLE/POSITION	e. GRADE
			f. DATE

7. SECONDARY INTERMEDIATE AUTHORITY (Optional):

a. RECOMMENDATION: <input type="radio"/> APPROVAL <input type="radio"/> DISAPPROVAL <input type="radio"/> UPGRADE TO: <input type="radio"/> DOWN GRADE TO:		b. COMMENTS (Required for disapproval or downgrade)	
c. NAME AND SIGNATURE		d. TITLE/POSITION	e. GRADE
			f. DATE

8. UNIFORM AND AWARDS BOARD AUTHORITY (Required):

a. RECOMMENDATION: <input type="radio"/> APPROVAL <input type="radio"/> DISAPPROVAL <input type="radio"/> UPGRADE TO: <input type="radio"/> DOWN GRADE TO:		b. COMMENTS (Required for disapproval or downgrade)	
c. NAME AND SIGNATURE		d. TITLE/POSITION	e. GRADE
			f. DATE

9. APPROVAL AUTHORITY (Required):

a. DECISION: <input type="radio"/> APPROVAL <input type="radio"/> DISAPPROVAL <input type="radio"/> UPGRADE TO: <input type="radio"/> DOWN GRADE TO:		b. COMMENTS	
c. NAME AND SIGNATURE		d. TITLE/POSITION	e. GRADE
			f. DATE

INSTRUCTIONS**Section 1**

- a-d: Self-explanatory.
 e: Choose award; indicate whether Service (e.g. end of tour, retirement, etc.) or specific achievement.
 f: Enter period of award; indicate if memorandum of lateness is required/attached.
 g: List previous awards earned during this period.

Section 2

Provide brief context for the achievement including situation, billet responsibilities, etc.

Section 3

- Provide a detailed description of the accomplishment(s):
- Cite examples of how the awardee meets the requirements for the award.
 - Utilize bullet lists with concise descriptions and measurable outcomes.
 - For NCMS and end-of-career awards, narrative write-ups may be used.
 - It is not necessary to fill the entire block with text.

Section 4

Provide suggested citation text for award certificate. Should concisely summarize the achievement and be suitable for reading aloud during presentation of award.

Sections 5-7

Recommendation and signatory information of the recommender (required), primary intermediate authority (required), and secondary intermediate authority (optional but recommended; include Line Office Liaison officer if no other NOAA Corps Officer in submission chain)n Comments required for disapproval or downgrade recommendations, recommended for others.

Section 8

Signatory information of Uniform and Awards Board authority (usually the Chair of the UAB). Indicates recommendation of the UAB.

Section 9

Final decision and approval, and signatory information of approval authority.

SUBMISSION CHECKLIST

- ☐ [Review the NOAA Corps How-To: Awards document.](#)
- ☐ Does nomination and justification fulfill the requirements of the NOAA Corps Directives?
 - ☐ [Refer to the NOAA Corps Directives, Chapter 12 for award criteria.](#)
- ☐ Does the justification contain quantifiable actions or metrics?
 - ☐ Ensure justification matches award criteria.
 - ☐ Clearly state accomplishments, metrics, impacts.
 - ☐ Minimize unsubstantiated results or flowery rhetoric.
- ☐ Are all signature blocks complete and signed?
 - ☐ Recommender is usually the supervisor, but need not be.
 - ☐ Primary Intermediate Authority is usually the next-level supervisor or other senior official.
 - ☐ Secondary Intermediate Authority strongly encouraged for high-level awards. Include Line Office Liaison officer if no other NOAA Corps officer included in the submission chain.
 - ☐ There should usually be at least one senior NOAA Corps officer in among the signatories
- ☐ Is the period of performance accurate?
 - ☐ Must be in the past, or terminating within 2 months of submission (end of tour awards)
 - ☐ If the period of performance ended more than 120 days prior to submission, ensure that the submission is accompanied by a lateness memo (see How-To document).
- ☐ Have all approval/disapproval/recommendation boxes been checked by the submission chain?
- ☐ Submit final, signed recommendation by email to noaacorps.uab@noaa.gov.