

## **Award Recommendation Submissions**

Please follow the procedures listed below when submitting award recommendations. Doing this will ensure the most timely review of the award recommendation.

If the award recommendation is being submitted by a ship it must go to the Marine Center for endorsement before being sent to CPC. If an award recommendation is coming from a Line Office it must be sent through the Line Office liaison prior to being forwarded to CPC. If the award recommendation is being submitted 120 days after the ending period, a letter of lateness must be submitted with the recommendation. An example of a letter of lateness is located at <http://www.corpscpc.noaa.gov/perservices/awards.html>. Do not submit award recommendations directly to the Uniform and Awards Board (UAB). All award and decoration questions or suggestions should be sent to Mr. Gregory Raymond at [gregory.raymond@noaa.gov](mailto:gregory.raymond@noaa.gov) for consolidation and presentation to the UAB. Thank you for your cooperation.

The NOAA Association of Commissioned Officers administers the annual Junior Officer of the Year, Science, and Engineering awards. The ACO recognizes the wide range of accomplishments and contributions of NOAA's uniformed personnel, and encourages all commands consider nominating officers for these honors. Nominations for the 2009 awards are due on December 4, 2009.

### **Junior Officer of the Year**

This award is presented annually to a single NOAA Corps officer, below the grade of lieutenant commander, for outstanding contributions to NOAA, outstanding performance, and/or the positive reflection cast upon the Corps. NOAA Corps officers who are promoted to lieutenant commander during the calendar year are eligible for the award.

### **Science Award**

The ACO Science Award recognizes officers who make outstanding scientific contributions which distinguish them above their peers. All NOAA Corps officers and members of other uniformed services assigned, detailed, or attached to NOAA are eligible.

### **Engineering Award**

The ACO Science Award recognizes officers who make outstanding engineering contributions which distinguish them above their peers. All NOAA Corps officers and members of other uniformed services assigned, detailed, or attached to NOAA are eligible.

### **Nomination Procedure**

A nomination for a NOAA ACO award shall consist of at least two pages. The first page shall be a cover memo addressed to the National ACO, stating the the name, grade, billet title, and job description of the nominated officer. The following page(s) shall be the personal comments of the nominator, which reflect the basis for the nomination. Nominations should include a detailed description of the officer's duties and

accomplishments, and the positive impact of those achievements on the Agency and the Service.

All commands and field offices are encouraged to submit officer nominations for these awards. Candidates for Junior Officer of the Year must be nominated by a supervisor in their chain of command, while the Science and Engineering awards nominations may be made by the supervisor or any commissioned officer. Please submit nominations via e-mail to [gregory.bass@noaa.gov](mailto:gregory.bass@noaa.gov) and [ricardo.ramos@noaa.gov](mailto:ricardo.ramos@noaa.gov), by COB December 4, 2009. In the nomination email please have the supporting files attached as .PDF or readable by Microsoft Word.

The subject line of the nomination email should be Junior Officer of the Year, Science Award, or Engineering Award, as appropriate. This will assist the selection committee with accurate tracking and sorting of the nominations.

Junior officers with civilian supervisors are encouraged to forward them this information.

For more information on the awards please refer to the NOAA Corps Directives on Awards (pages 20 through 22).

[http://www.corpscpc.noaa.gov/procedures/corps\\_directives/chapter\\_12/ncd\\_ch12part7.pdf](http://www.corpscpc.noaa.gov/procedures/corps_directives/chapter_12/ncd_ch12part7.pdf)