

Chapter 12 – Uniform and Awards

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Part 1 – General Uniform Information**12101 GENERAL**

- A. NOAA Corps uniforms are distinctive visual evidence of the authority and responsibility vested in the wearer by the United States. All NOAA Corps officers shall dress in accordance with the traditions and customs of the uniformed service. NOAA Corps officers shall present a professional appearance that reflects positively on the individual, the NOAA Corps, and the United States.
- B. NOAA Corps officers are responsible for procuring and maintaining an adequate supply of uniforms appropriate to their assigned duties.
- C. Professional standards of personal hygiene shall be demonstrated at all times.
- D. Uniforms shall be kept clean, with lace, devices and insignia bright and free from tarnish and corrosion.
- E. Accessory Articles:
 - 1. No accessory articles shall protrude from or be visible on the uniform, including cellular phones (except when required in the performance of duty and issued by the command).
 - 2. Bags (i.e. briefcases, gym bags, backpacks, lunch bags, suit cases, garment bags, etc. (this does not include women's handbags/purses) shall be solid black or navy blue in color, without personal ornamentation, and not distract from the uniform. Bags shall be hand carried in the left hand to facilitate saluting. The exceptions to hand carrying bags are as follows:
 - a. Computer bags/brief cases may be worn with the strap across the left shoulder of the Service Khaki and ODU uniform to facilitate saluting. When wearing a bag, the strap must be worn (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally).
 - b. Backpacks / gym bags may be worn (fore and aft) while wearing working uniforms.
 - c. Women's handbags shall be carried over the left shoulder or forearm, placing the top of the handbag at waist level.

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d. Bags may be worn while riding a bicycle or motorcycle, but shall be hand carried upon dismounting provided they do not meet the requirement to wear as outlined in this section.

e. A full seabag may be carried/worn on the shoulders.

F. Glasses and Eyewear

1. Prescription Glasses are authorized provided the lenses are not eccentric, faddish, or distract from the uniform's appearance. Retainer straps are authorized for Foreign Object Debris (FOD) prevention and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.
2. Sunglasses are authorized as long as they are conservative in design and do not detract from the uniform's appearance. Mirrored lenses are prohibited. Sunglasses are not authorized for military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.

G. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

H. Uniforms may be tailored to provide a well-fitting, professional bearing. They shall not be altered to the extent of detracting from an appearance or altering their utility, nor shall they be tailored to the point of presenting a tight form fit.

I. Suggested changes to these Uniform Directives shall be submitted via memorandum through the chain of command, Chair, UAB and to the Director. The following format is required:

1. Provide a brief statement addressing the uniform issue;
2. A full statement outlining the reason for the suggestion to change:
 - a. outline the costs and benefits to the NOAA Corps,

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- b. list alternatives; and
 - c. if appropriate, pictures / drawings of the recommended changes.
- J. All questions concerning uniforms not resolved by these Directives shall be referred to the UAB Chair, via email at noaacorps.uab@noaa.gov.

12102 AUTHORIZED UNIFORMS

- A. Authorized uniforms are those uniforms or uniform items that appear within these directives. Uniforms or uniform items not listed in these directives shall not be worn.

- B. Authorized uniforms are:

Formal Dress	Service Dress Blue
Dinner Dress Blue Jacket	Service Dress White
Dinner Dress White Jacket	Summer White
Dinner Dress Blue	Service Khaki
Dinner Dress White	Operational Dress Uniform
Full Dress Blue	Flight Suit
Full Dress White	

- C. Optional items are accessory items that may be worn in addition to the basic uniform, and alternate items that may be substituted for a basic uniform component (See NCD, Chapter 12, Parts 4 and 5), at the discretion of the officer. Prescribed items are those optional items that a command may require based on a duty station, climate, nature of the assignment, or other factors. Maintenance of prescribed items is required.

12103 REQUIRED UNIFORMS

- A. NOAA Corps officers shall maintain the basic and prescribed components of the required uniform.
- B. Required uniforms are outlined below:
 - 1. Service Dress Blue (SDB)
 - 2. Summer White
 - 3. Service Khaki

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4. Operational Dress Uniform (ODU)
 5. Flight Suit (Aviation Only)
- C. All NOAA Corps officers in the grade of lieutenant commander or above are required to maintain the following uniforms and uniforms prescribed in NCD 12103(B):
1. Dinner Dress Blue Jacket
 2. Dinner Dress White Jacket

12104 UNIFORM OF THE DAY

- A. The Uniform of the Day is the uniform prescribed for wear by all NOAA Corps officers within a Command or geographical area. NOAA Corps officers assigned to ships shall wear the Uniform of the Day aboard ships at sea or on duty aboard ships in port.
- B. The Uniform of the Day shall be in line with the corresponding equivalent Navy or USCG Uniform of the Day within the geographic area.
- C. Uniforms of the Day shall be designated in the terms outlined in this Chapter.
- D. Alternate Uniforms of the Day may be designated. Alternate uniforms may be worn at the discretion of the individual NOAA Corps officer, in compliance with prescribing criteria.

12105 AUTHORITY TO PRESCRIBE

- A. Center commanding officers, commanding officers, aircraft commanders, or senior officers present shall prescribe the uniform of the season, day, or special occasion to be worn by all personnel within the limits of their command. Such prescription shall be made with the knowledge and consent of the Director. The Director shall prescribe the uniform to be worn in the Washington, D.C. metropolitan area.
- B. Commanding officers or aircraft commanders may authorize NOAA Corps officers under their command to deviate from uniforms prescribed when adverse or unusual field conditions render the prescribed uniforms impractical or inappropriate.

Part 1 – General Uniform Information

1. Protective clothing and equipment, not normally part of the uniform, may be issued, authorized, or required. The wearing of motorcycle helmets, industrial hats, safety shoes, coveralls, foul-weather gear, flotation jackets, blue or green working jackets (A-2), knit watch caps, sneakers, rubber boots, etc., to meet industrial and personal safety requirements is authorized, and may be mandatory at times.
2. Civilian clothing may be authorized or required for special operations and billets, only after receiving the Director's approval.

12106 UNIFORM HEADGEAR

A. The cover is an integral part of the uniform. Out-of-doors, personnel should remain covered at all times except as defined below. Thus, unless ordered to uncover, personnel shall remain covered during change of commands, ship commissioning, launchings, military burials, etc. The Chaplain conducting the religious portion of the ceremony will be guided by church customs with respect to wearing of head covering. Covers are typically removed indoors. NOAA Corps officers may remove covers when traveling inside a private or government automobile. Covers are mandatory when entering or within a military reservation.

1. Covers shall not be worn when outside under the following circumstances:
 - a. when ordered to uncover;
 - b. when wearing formal dress, Dinner Dress Blue jacket, or Dinner Dress white jacket uniforms;
 1. If outer garments are worn with these uniforms, then an appropriate cover is required.
 - c. while seated to dine; and
 - d. during religious services not associated with a military ceremony.

12107 UNIFORM MATERIAL

A. Uniform coats, shirts, trousers or skirts, belts, and garrison caps (if worn) shall be made of matching material. The mixing of types of fabric is prohibited.

Part 1 – General Uniform Information**12108 CIVILIAN CLOTHING**

- A. Civilian clothing may be worn on leave or liberty; when leaving or returning to a ship, office or other work site; or in any off-duty status in port. NOAA Corps officers shall ensure their civilian dress and personal appearance is appropriate for the occasion and will not bring discredit upon the NOAA Corps and the United States.
- B. Uniform items may be worn when off duty with civilian attire provided all rank and service insignia have been removed from the item. The resulting (civilian + uniform) attire must not give the impression of being in uniform.

12109 NOAA CORPS OFFICERS ON DUTY WITH OTHER SERVICES

- A. NOAA Corps officers assigned to duty with other uniformed services shall wear the NOAA Corps uniform equivalent to that prescribed for personnel of the service concerned.
- B. NOAA Corps officers who are transferred to the Armed Forces by Executive Order may wear, with the approval of the service concerned, the uniform of the service to which they have been transferred, and shall comply with the uniform regulations of such service.
- C. NOAA Corps officers visiting military installations in uniform shall wear the NOAA Corps equivalent of the designated Uniform of the Day, unless circumstances of the visit render the designated uniform impractical or inappropriate.

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Part 2 – Officer Bearing and Grooming Standards**12201 NOAA CORPS OFFICER BEARING**

- A. NOAA Corps officers shall wear their uniforms with personal pride and honor to the NOAA Corps. NOAA Corps officers shall maintain proper uniform decorum at all times. NOAA Corps officer bearing includes, but is not limited to, the following:
1. proper uniform;
 2. neat appearance;
 3. proper personal grooming and hygiene;
 4. personal posture;
 5. appropriate civilian attire when not in uniform; and
 6. proper conduct and interaction with public officials and private citizens.
- B. Placing hands in pockets, smoking, eating, or drinking while in uniform as a pedestrian detracts from the appearance and is inappropriate. The use of hand held electronic devices (i.e. cell phones) is inappropriate. In the event of an emergency or need to conduct official business, officers shall stop and step aside.
- C. Public displays of affection while in uniform shall be short and discrete in nature.

12202 GENERAL GROOMING STANDARDS

- A. Grooming standards are based on several elements, including neatness, cleanliness, safety, and appearance. The standards established herein are not intended to be overly restrictive. The primary consideration is to present a neat appearance while wearing the uniform.
- B. Articles such as pens, pins, jewelry, handkerchiefs, pipes, etc., shall not be worn or carried, exposed upon the uniform, except as authorized in these Directives.

12203 GROOMING STANDARDS (MALE)

- A. Hair will be neat, clean, and well groomed. Hair shall be no longer than 4 inches.

Part 2 – Officer Bearing and Grooming Standards

1. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least 3/4 inch and outwards not greater than 3/4 inch to blend with hairstyle. Hair may not touch the ears or collar, extend below eyebrows when headgear is removed, or interfere with the proper wear of uniform headgear. The bulk of the hair (the distance that the mass of hair protrudes from the scalp) shall not exceed 2 inches. Hair in front shall be groomed so that it does not fall below the band of properly worn headgear.
 2. Hair coloring must look natural and compliment the individual. Faddish or outrageous multicolor hair is not authorized.
 3. The unique quality and texture of curled, waved, and straight hair is recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and officers may combine the taper with a line at the back of the neck.
 4. Varying hairstyles are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Braided hair shall not be worn while in uniform or in a duty status.
- B. Sideburns, if worn, shall be neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the bottom of the earlobe, shall be of even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain," or similar grooming styles are not authorized.
- C. Mustaches, if worn, will be kept neatly and closely trimmed. The face will be clean-shaven. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inch. Handlebar mustaches, goatees, beards, or eccentricities are not permitted.
- D. Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these Directives. They shall not interfere with the proper performance of duty or present a safety hazard.
- E. Fingernails shall not exceed 1/4" measured from the fingertip. They shall be kept clean.
- F. Jewelry in good taste is authorized as outlined below:
1. One ring per hand, plus a wedding ring, is authorized;

Part 2 – Officer Bearing and Grooming Standards

2. One necklace may be worn but it may not be visible;
3. Earrings are not authorized for men in uniform.
4. Body piercings are not authorized while in uniform;
5. One wristwatch and/or one bracelet may be worn; and
6. Ankle bracelets are not authorized.

12204 GROOMING STANDARDS (FEMALE)

- A. Hair will be clean and neatly arranged. When in uniform, hair at the back of the head may touch but not fall below the lower edge of the collar.
 1. No hair shall show under the front brim of the combination or garrison cap. Conservative hairstyles are permitted, but exaggerated styles, including those of excessive fullness or extreme height, are not authorized. In no case shall the bulk of hair interfere with the proper wear of uniform headgear.
 2. Pins, combs, elastic bands or barrettes black or similar in color to the individual's hair color may be worn. Hair ornaments such as ribbons are not authorized.
 3. Hair coloring must look natural and compliment the individual. Faddish or outrageous multicolor hair is not authorized.
 4. All ponytails and long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head and must not fall below the lower edge of the collar. No portion of the bulk of the hair as measured from the scalp will exceed two inches.
- B. Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these Directives. They shall not interfere with the proper performance of duty or present a safety hazard. Visible hair nets may be worn only if authorized for specific duty.
- C. Cosmetics, if used, shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles shall not be worn with the uniform.
- D. Fingernails shall not exceed 1/4" measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

Part 2 – Officer Bearing and Grooming Standards

E. Jewelry in good taste is authorized as outlined below:

1. One ring per hand, plus a wedding and/or engagement ring, is authorized.
2. One necklace may be worn but it may not be visible.
3. One earring per ear, centered on the earlobe, is authorized. Earrings shall be small gold-colored balls, pearls, or diamond stud as specified in these Directives. Visible body piercings are not authorized.
4. One wristwatch and/or one bracelet may be worn. Ankle bracelets are not authorized.

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Part 3 – Special Circumstances

12301 TRAVEL

- A. When traveling in uniform Service Dress Blue (SBD) may be worn during any season of the year. This uniform is authorized, when in a travel status, for periods of actual travel, and for wear during the conduct of business at the destination.
- B. Commuting is taking a direct route between place of residence and place of work. Commuting is not considered travel for the purposes of this section. The prescribed or alternate Uniform of the Day may be worn when commuting.
- C. When traveling domestically and in uniform, the prescribed or alternate Uniform of the Day for destination or point of departure, or Service Dress Blue is authorized.
(see NCD 12301(A)) Conducting business at the destination, the prescribed uniform or alternate Uniform of the Day for that area, or Service Dress Blue is authorized.
 - 1. The black v-neck pullover sweaters are authorized for travel with service dress blue and service khaki. The blue garrison cap is authorized for travel with service dress blue only when wearing a black v-neck pullover sweater and/or the black jacket.
- D. When traveling to and in foreign countries in an official capacity, a low profile shall be maintained. Service Dress Blue is the preferred uniform while on foreign travel, however, the uniform worn will be dictated according to the Security Assessment and official business the NOAA Corps officer is engaged in while in a foreign country.

12302 MATERNITY

- A. Maternity uniforms are required for all pregnant women in the NOAA Corps when a uniform is prescribed and regular uniforms no longer fit. Pregnant women may wear outer garments (raincoat, overcoat, reefer, etc.) unbuttoned if they no longer fit properly when buttoned.
- B. The only difference between regular and maternity uniform is the proportion of the fit. Components, optional items, and occasions for wear are described in Part 5, of this chapter.
- C. The equivalency for maternity uniform to the prescribed uniforms is as follows:

Part 3 – Special Circumstances

Prescribed Uniform	Equivalent Maternity Uniform
Formal Dress	Maternity Service Dress Blue with miniature medals
Dinner Dress Blue Jacket / Dinner Dress Blue	Maternity Service Dress Blue with miniature medals
Dinner Dress White Jacket / Dinner Dress White	Maternity Summer White with ribbons
Full Dress Blue	Maternity Service Dress Blue with large medals
Full Dress White	Maternity Summer White with ribbons
Service Dress Blue	Maternity Service Dress Blue
Service Dress White	Maternity Summer White
Summer White	Maternity Summer White
Service Khaki	Maternity Service Khaki
Operational Dress Uniform (ODU)	Maternity ODU
Working Coveralls	Maternity ODU
Flight Suit	Maternity ODU

12303 FUNERALS

- A. NOAA Corps officers attending funerals in uniform shall wear Service Dress Blue or Service White as appropriate, unless directed otherwise by local competent authority.
- B. NOAA Corps officers shall wear mourning badges when serving as honorary pallbearers at military funerals, or when attending military funerals in an official capacity. NOAA Corps officers attending other funerals may wear mourning badges. Mourning badges shall be worn on the left sleeve of the outer garment, halfway between the shoulder and elbow. Badges shall be made of black crepe, 3 inches wide and sufficiently long to fit around the arm.
- C. NOAA Corps officers may be required to wear white gloves at military funerals. NOAA Corps officers may wear white gloves at other funerals, but shall do so only during the actual ceremonies unless white gloves are an authorized part of the uniform being worn.

Part 3 – Special Circumstances

12304 RETIRED AND SEPARATED NOAA CORPS OFFICERS

- A. Retired and separated NOAA Corps officers may wear the prescribed uniforms of the grade held at retirement or separation. The uniform may be worn at ceremonies or official functions when the dignity of the occasion and good taste dictate. Wearing a uniform is appropriate for memorial services, weddings, funerals, balls, patriotic or military parades, ceremonies in which any active or reserve United States uniformed component is participating, and meetings or functions of military associations.
 - 1. For officers who have separated (not retired), their service must be terminated under honorable conditions, earning an honorable or general discharge. Former officers who have been dishonorably discharged are prohibited from the wearing of NOAA Corps uniforms.
- B. Retired and separated NOAA Corps officers are prohibited from wearing the uniform in connection with personal enterprises, business activities, or while attending or participating in any demonstration, assembly, or activity for the purpose of furthering personal or partisan views on political, social, economic, or religious issues.
- C. Retired and separated NOAA Corps officers not on active duty, residing in or visiting a foreign country, shall not wear the uniform except when attending, by formal invitation, ceremonies or social functions at which the wearing of the uniform is required by the terms of the invitation or by the Directives or customs of the country.
- D. The uniform worn by retired and separated NOAA Corps officers may be as prescribed herein or as authorized at the time of retirement. Retired and separated NOAA Corps officers in uniform shall comply with the grooming standards prescribed for active-duty NOAA Corps officers.
- E. Retired NOAA Corps officers ordered to active duty shall wear the uniform prescribed for officers on active duty.
- F. Retired and separated NOAA Corps officers may wear miniature medals and breast insignia on civilian evening dress (white tie) or civilian dinner dress (black tie) in the same manner as on dinner dress jacket uniforms.
- G. Miniature replicas of personal decorations may be worn on the left lapel of civilian clothes.

Part 3 – Special Circumstances

12305 OTHER SITUATIONS

A. The following guidelines for uniforms are provided for officers who are planning or participating in weddings.

1. Attire

- a. Groom and Best Man – NOAA Corps officers may wear either civilian attire or uniforms corresponding to accepted civilian customs, i.e., tuxedo equates to Dinner Dress Jacket, business suit equates to Service Dress, etc..
 - b. Bride and Maid-of-Honor – NOAA Corps officers may wear either civilian attire or uniforms corresponding to civilian customs.
 - c. Ushers and Bridesmaids – NOAA Corps officers should all wear the same uniform, which may be different from those worn in subparagraphs (1)(a) or (1)(b) above.
 - d. Immediate Family – NOAA Corps officers may wear uniforms that correspond to subparagraphs (1)(a) or (1)(b) above.
 - e. Guests – NOAA Corps officers may wear appropriate service dress uniforms.
2. Swords are not usually carried in a house of worship, but the sword belt without scabbard may be carried with full dress uniforms with end clips fastened together. For this occasion, if a NOAA Corps officer plans to form an arch of swords through which the bridal party will pass, draw swords outside the house of worship.

B. Dirtywork

1. Working Coveralls may be authorized for wear by command in situations where normal work clothing would be rendered unserviceable due to irreparable damage or soiling. Working Coveralls will not be authorized for convenience, nor are they to merely replace work uniforms for normal daily use. The coverall will be the standard Navy coverall available through Federal supply sources, coveralls available from the Coast Guard Uniform Distribution Center (UDC), or working coveralls of similar style and color available from commercial sources.

Part 3 – Special Circumstances

12306 THE NOAA CORPS SWORD

- A. The NOAA Corps Sword is a naval style sword to honor NOAA’s mission, service and history. It is worn for special occasions with the Full Dress Blue and Full Dress White uniforms.
- B. The designs of the blade includes the following features:
 - 1. Present on both sides of the sword:
 - a. 17 stars representing the number of States in the Union when President Thomas Jefferson commissioned “The Survey of the Coast”, establishing the United States Coast Survey, the earliest scientific institution in the US Government and predecessor to the NOAA Corps.
 - b. Scroll work of wind and waves embody the elements in which NOAA Corps officers labor at sea and in the air. These are forces NOAA Corps officers must endure to fulfill their role as stewards of the oceans and atmosphere.
 - 2. Present on the “Heritage Side” of the sword:
 - a. The name of the service “NOAA Corps” is engraved near the hilt;
 - b. The arrow, which represents true north for all surveyors and navigators;
 - c. The sextant, used by officers for celestial navigation;
 - d. The lightning bolt intertwined with a trident represents the sea and sky where our missions have led us since our inception; and
 - e. The geodetic triangle represents our heritage as surveyors and the foundation of the NOAA Corps.
 - 3. Present on the “Legacy Side” of the sword:
 - a. The compass rose, which is found on all charts to assist navigation;
 - b. The hurricane symbol, representing the severe weather which often drives our missions and research;

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- c. The fouled anchor represents our maritime heritage and camaraderie among all mariners; and
- d. The NOAA Corps Seal represents the modern NOAA Corps.

C. Sword Accessories

1. The Sword Belt is made of plain black grain leather, or synthetic material presenting the same appearance, 1-3/4" wide, with sling straps of the same material, 3/4" wide. The buckle and mounting are gold plated with the buckle 2" in diameter.
2. The Sword Knot consists of a loop of 1/2" gold lace, 24" long with slide and tassel. It is identical to the Navy Sword Knot. It shall be attached to the sword in the following manner:
 - a. While holding the blade handle to the left, pass the lace through the slit in the guard of the hilt. When forming the initial bight of lace the suspended lengths should be somewhat disproportionate. (One end should be 1/4 inch - 1/2 inch longer than the other.)
 - b. After taking one turn of the remaining lace and knot around the sword handle, pass the sword knot through the protruding initial bight and adjust the lace slide, as illustrated below.
 - c. Take two or more additional turns. Upon completion, the knot should hang free as illustrated.

Part 3 – Special Circumstances



D. Proper Wear

1. The sword belt is worn under the Full Dress Blue or White coat with strap and hook passing through the opening provided on the left side of the coat. Belt straps are snapped to rings on the sword scabbard and upper ring is hooked to the belt with sword hilt to the rear.
2. When wearing an overcoat (bridge coat) with Full Dress Blue, the sword goes through the slit in the overcoat and the lower loop goes through the back vent in the coat and the sword attached same as Full Dress Blue.
3. A sword is not worn with the All-Weather Coat.
4. When the sword is worn at a military funeral, a mourning badge that is 3" wide and 20" long, knotted in the middle at the sword hilt, shall also be worn. A mourning badge is made of black crepe material.
5. The swords handle faces aft (to the rear) when properly worn.
6. A sword is not routinely worn in a house of worship.

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Appendix I – Male Uniform Items	

12401 FORMAL DRESS



Required Basic Uniform Items

Reference

Coat, Blue Jacket, Dinner Dress	412
Shirt, White Formal Wing Collar	437
Trousers, Blue Evening	449
Shoes, Black Dress	440
Studs, Mother of Pearl	443
Cuff Links, Mother of Pearl	416
Necktie, White Bow	429
Waistcoat	457
Jacket Closure, Dinner Dress Jacket	425
Gloves, White	421
Undershirt, White	454
Under shorts	455
Socks, Black	442
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	410
Tailcoat, Blue Formal**	446
Suspenders, White	479
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue**	401
Overcoat, Blue**	431
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

* Required with outer garment only

** Prescribed Items

Occasions for Wear

Formal Dress is worn to official formal evening functions when civilian men normally wear evening clothes (white tie). This uniform may be prescribed for flag officers, captains and others assigned to duty where required by protocol, optional for all other officers.

12402 DINNER DRESS BLUE JACKET



Required Basic Uniform Items

Reference

Coat, Blue Jacket, Dinner Dress	412
Shirt, White Formal Turndown	436
Trousers, Blue Evening	449
Shoes, Black Dress	440
Studs, Gold	443
Cuff Links, Gold	416
Necktie, Black Bow	428
Cummerbund, Gold	417
Jacket Closure, Dinner Dress Jacket	425
Undershirt, White	454
Under shorts	455
Socks, Black	442
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	410
Suspenders, White	479
Gloves, White**	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue**	401
Overcoat, Blue**	431
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

* Required with outer garment only

** Prescribed Items

Occasions for Wear

Dinner Dress Blue Jacket is worn to official functions when civilian men normally wear a black tie. This is a prescribed winter uniform for lieutenant commanders and above, optional for lieutenants and below. Dinner Dress Blue is worn to official, semi-formal functions when civilian men normally wear dinner jackets or conservative business suits. This is the prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

12403 DINNER DRESS WHITE JACKET**Required Basic Uniform Items****Reference**

Coat, White Jacket, Dinner Dress	414
Shirt, White Formal Turndown	436
Trousers, Blue Evening	449
Shoes, Black Dress	440
Studs, Gold	443
Cuff Links, Gold	416
Necktie, Black Bow	428
Cummerbund, Gold	417
Jacket Closure, Dinner Dress Jacket	425
Undershirt, White	454
Under shorts	455
Socks, Black	442
Shoulder Boards (Hard)	12602(B)
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	410
Suspenders, White**	479
Gloves, White**	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue**	401
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

* Required with outer garment only

** Prescribed Items

Occasions for Wear

Dinner Dress White Jacket is worn to official functions when civilian men normally wear a black tie. This is a prescribed summer uniform for lieutenant commanders and above, optional for lieutenants and below.

12404 DINNER DRESS BLUE**Required Basic Uniform Items****Reference**

Cap, Combination, White	410
Coat, Blue, Service Dress	413
Shirt, White Dress	435
Trousers, Blue Dress	448
Belt, Black, with Gold Clip	404
Buckle, Gold	407
Shoes, Black Dress	440
Necktie, Black Bow	428
Undershirt, White	454
Under shorts	455
Socks, Black	442
Medals, Miniature	12606

Optional Items

Shirt, White Formal Turndown*	436
Studs, Gold (with White Formal shirt)*	443
Cuff Links, Gold (w/ White Formal shirt)	416
Suspenders, White	479
Gloves, White*	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue*	401
Overcoat, Blue*	431
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Prescribed Items

Occasions for Wear

Dinner Dress Blue is worn to official, semi-formal functions when civilian men normally wear dinner jackets or conservative business suits. This is a prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

12405 DINNER DRESS WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Coat, White, Service Dress	415
Trousers, White Summer	452
Belt, White, with Gold Clip	404
Buckle, Gold	407
Shoes, White Dress	440
Undershirt, White	454
Under shorts	455
Socks, White	442
Shoulder Boards (Hard)	12602(B)
Medals, Miniature	12606

Optional Items

Gloves, White*	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue*	401
Overcoat, Blue*	431
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Prescribed Items

Occasions for Wear

Dinner Dress White is worn to official, semi-formal functions when civilian men normally wear summer dinner jackets or lightweight conservative business suits. This is a prescribed summer uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress White Jacket.

12406 FULL DRESS BLUE



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Coat, Blue, Service Dress	413
Shirt, White Dress	435
Trousers, Blue Dress	448
Belt, Black, with Gold Clip	404
Buckle, Gold	407
Shoes, Black Dress	440
Necktie, Black Four-in-Hand	427
Gloves, White	421
Undershirt, White	454
Under shorts	455
Socks, Black	442
Medals, Large	12605
Ribbon Bars	12607

Optional Items

Cuff Links, Gold*	416
Tie Clasp/Tack*	447
Sword*	444
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue*	401
Overcoat, Blue*	431
Umbrella, Black	481
Command Insignia, Large	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Full Dress Blue is worn on formal occasions such as assuming or relinquishing command, or participating in a ceremony; ceremonial visits to foreign men-of-war and foreign officials, occasions of state, and solemnities.

12407 FULL DRESS WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Coat, White Service Dress	415
Trousers, White Summer	452
Belt, White, with Gold Clip	404
Buckle, Gold	407
Shoes, White Dress	440
Gloves, White	421
Undershirt, White	454
Under shorts	455
Socks, White	442
Shoulder Boards (Hard)	12602(B)
Medals, Large	12605
Ribbon Bars	12607

Optional Items

Sword*	444
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue*	401
Umbrella, Black	481
Command Insignia, Large	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Full Dress White is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials, occasions of state, and solemnities.

12408 SERVICE DRESS BLUE (SDB)



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Coat, Blue, Service Dress	413
Shirt, White Dress	435
Trousers, Blue Dress	448
Belt, Black, with Gold Clip	404
Buckle, Gold	407
Shoes, Black Dress	440
Necktie, Black Four-in-Hand	427
Undershirt, White	454
Under shorts	455
Socks, Black	442
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Cap, Garrison, Blue*	411
Sweater, Black V-neck Pullover	476
Earmuffs (with outer garment only)	462
Cuff Links, Gold**	416
Tie Clasp/Tack**	447
Gloves, Black (White for funerals)**	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue**	401
Reefer	473
Overcoat, Blue**	431
Jacket, Black**	424
Umbrella, Black	481
Shoulder Boards (Soft)	12602(B)
Command Insignia, Miniature	12603
Qualification Insignia, Large****	12604

* With pullover sweater or jacket only

** Prescribed Items

*** Required on shirts with epaulets

****With exception of diving insignia where miniature size is worn

Occasions for Wear

Service Dress Blue (SDB) is standard office attire and may be prescribed for year-round wear to official functions when civilian men's equivalent dress is coat and tie.

12409 SERVICE DRESS WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Coat, White, Service Dress	415
Trousers, White Summer	452
Belt, White, with Gold Clip	404
Buckle, Gold	407
Shoes, White Dress	440
Undershirt, White	454
Under shorts	455
Socks, White	442
Shoulder Boards (Hard)	12602(B)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Gloves, White*	421
Earmuffs (with outer garment only)	462
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue*	401
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Service Dress White may be prescribed for summer wear when civilian men's equivalent is coat and tie.

12410 SUMMER WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	410
Shirt, White Summer	438
Trousers, White Summer	452
Belt, White, with Gold Clip	404
Buckle, Gold	407
Shoes, White Dress	440
Undershirt, White	454
Under shorts	455
Socks, White	442
Shoulder Boards (Hard)	12602(B)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Sweater, Black V-neck Pullover	476
All-Weather Coat/Raincoat, Blue*	401
Reefer	473
Jacket, Black*	424
Umbrella, Black	481
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Summer White is normally worn in summer for office work, watchstanding, liberty, or business ashore when prescribed as Uniform of the Day.

12411 SERVICE KHAKI



Required Basic Uniform Items

Reference

Cap, Combination, Khaki	410
Shirt, Service Khaki	434
Trousers, Service Khaki	451
Belt, Khaki, with Gold Clip	404
Buckle, Gold	407
Shoes, Black Dress *	440
Undershirt, White	454
Under shorts	455
Socks, Black	442
Collar Grade Insignia, Metal	12602(C)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Cap, Garrison, Khaki**	411
Sweater, Black V-neck Pullover	476
Earmuffs (with outer garment only)	462
Gloves, Black**	421
Scarf (with outer garment only)	475
All-Weather Coat/Raincoat, Blue**	401
Reefer	473
Jacket, Brown Leather (aviators only)	469
Jacket, Black**	424
Umbrella, Black	480
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Aviators are authorized to wear Brown Service Shoes with Khaki socks.

** Prescribed Items

Occasions for Wear

Service Khaki is typically worn for office work, watchstanding, liberty, or business ashore when prescribed as Uniform of the Day.

12412 OPERATIONAL DRESS UNIFORM (ODU)



Required Basic Uniform Items

Reference

Cap, Ball (Standard or Unit)	409
Blouse, ODU	405
Trousers, ODU	450
Belt, Black Rigging	403
Boots, Safety Toe, Black	406
Undershirt, Blue	454
Socks, Black	442
NOAA Corps Tape	12609(A)
Name Tape	12609(A)
Collar Grade Insignia*	12602(D)

Optional Items

Cap, Knit Watch**	460
Gloves, Black***	421
Earmuffs (with outer garment only)	462
Scarf, Blue (with outer garment only)	475
Foul Weather Parka II, Blue	464
Fleece Liner (with Foul Wx Parka only)	465
Jacket, ODU Utility	471
Umbrella, Black	481
Command Insignia, Miniature*	12603
Qualification Insignia, Large*	12604

* Embroidered

** Inclement weather only

*** Prescribed Item

Occasions for Wear

Operational Dress Uniform (ODU) is the year-round uniform for officers and is the appropriate uniform to wear when visiting other DOD agencies when the ODU is the comparable uniform to what is the authorized at other agencies. When traveling on TDY (on commercial – air, bus, train, etc.), ODU's are authorized to wear with the standard ball cap. It is not a liberty uniform.

12413 FLIGHT SUIT



Required Basic Uniform Items

Reference

Cap, Garrison, Khaki	411
Flying Suit, NOMEX, Blue	419
Boots, Safety Toe (Black or Brown)	406
Gloves, Flyer's, NOMEX, Sage Green	421
Undershirt, White	454
Under shorts	455
Socks, Black	442
Shoulder Grade Insignia**	12602(D)
Name Tag, (Leather or Cloth)	12609(A)

Optional Items

Cap, Ball (Unit or Standard)*	409
Cap, Knit Watch	460
Glove Shells, Flyer's, Leather	467
Jacket, Brown Leather	469
Jacket, NOMEX, Green	470
Undershirt, Black*	454

*Prescribed Items

**Embroidered

Occasions for Wear

Flight suits are worn for day-to-day operations by NOAA flight crews. The uniform is approved for year round wear and is authorized for public interaction. While not on an active flight line, a garrison cap or ball cap is required.

12414 PHYSICAL TRAINING UNIFORM (PTU)



Required Basic Uniform Items

Reference

Shirt, Physical Training	433
Shorts, Physical Training	441
Under shorts	455
Shoes, Athletic	439
Socks	442

Optional Items

Cap, Knit Watch	460
Sweatpants	477
Sweatshirt, Hooded	478

Occasions for Wear

Physical Training Uniform (PTU) is designed primarily for group/unit physical training activities. However, it can be worn both on and off base for fitness and/or leisure unless determined otherwise by regional coordinators or commanding officers. At sea, the wearing of the PTU will be at the discretion of the Commanding Officer. The PTU will not be worn while in a duty status or when conducting official business on base (e.g. Medical Treatment Facilities unless specified, Galleys, Legal). Moreover, the PTU is not authorized to be worn in lieu of the working, service or dress uniform while in a limited or light duty status. In all cases, the PTU will be worn in such a manner so as to reflect credit upon the NOAA Corps and individual wearing the PTU.

APPENDIX I – MALE UNIFORM ITEMS
REQUIRED AND/OR PRESCRIBED (LISTED ALPHABETICALLY)

401. All-Weather Coat/Raincoat

- A. Description: A double breasted black all weather coat made of polyester/cotton (65/35) material. The coat is double breasted, with seven button closures, a belt, convertible collar that buttons at the neck, gun flap, shoulder loops, adjustable sleeve straps, welt pockets with two inside hanging pockets, and a zip-out liner. The back of the coat has a yoke and center vent. The coat is one-quarter lined with basic material and the sleeve lining is made of nylon taffeta.
- B. Correct Wear: May be worn with or without the liner. The coat shall be buttoned, except for the neck closure which personnel may close during inclement weather. When wearing the all-weather coat/raincoat, the plastic combination cap rain cover may be worn. Wear coat with metal shoulder grade insignia. (see NCD 12602(B)(3))

402. Reserved

403. Belt, Black Rigging

- A. Description: The Basic Riggers belt is made of 1-3/4 inch wide black nylon fabric with a sewn on subdued, fast cinch buckle.
- B. Correct Wear: The basic riggers belt comes in one length and needs to be cut to size. Singe the end to avoid unraveling. When worn the bitter end should be behind but not past the first belt loop on the wearer's left.

404. Belt with Gold Clip (Black, White, Khaki)

- A. Description: Plain cloth or webbing, same color as uniform, 1-1/4 inch wide, and fitted with gold-colored clip.
- B. Correct Wear: Wear the belt through all loops with clip to the left of the buckle. Certified Navy Twill (CNT) belts are required with the CNT uniforms.

405. Blouse, ODU

- A. Description: The ODU top is a Coast Guard blue variation of the Navy Battle Dress Uniform (BDU). It has two flap closure pockets on each side of the chest and a flap covering the buttons. An embroidered NOAA CORPS tape is worn over the left chest pocket and an embroidered name tape is worn over the right chest pocket.
- B. Correct Wear: It is worn untucked over the trousers. The hem of the untucked shirt will cover buttocks, with an allowable tolerance of one inch above or below the bottom of the buttocks. Sleeves may be worn long or rolled neatly and evenly to the width of the cuff to the mid bicep portion of the upper arm. Sleeves are rolled accordion fashion, so as to leave the outer cuff and button showing on the surface of the roll. Embroidered collar grade insignia shall be worn on the collar points in the manner prescribed for an open-collared shirt. (see NCD 12602(D)(1))
 - 1. Note: For most officers, the bottom hem of the shirt will extend to approximately the top of the cargo pocket on the ODU trousers.
 - 2. To fold sleeves, start by folding cuff over itself creating a neat fold up to the armpit. Then fold the sleeve up again, leaving about 3” of the first fold exposed. Finally, pull the cuff back down over the entire fold. This results in a 3” cuff about 2” above the elbow. Folds will vary based on the size and length of the arm.
 - 3. During high heat conditions, either outdoors or indoors, the temporary removal of the ODU top is authorized for heat stress relief. This is a temporary solution for the period that personnel are working in the hot climate. It shall not be prescribed as the uniform of the day and is not authorized for wear outside the workspace. The standard undershirt as listed in 454 must be worn and tucked in at all times.

406. Boots, Safety Toe (Black, Brown)

- A. Description: Black or brown high topped (8” – 10”) boots with safety toes. Boots may be made of leather, leather and fabric, or black brushless suede. Boots for aviation shall be flight approved by the Commanding Officer at AOC.

Correct Wear: Lace through all eyelets and tie. Keep clean, well blackened or browned, and in good repair. Brown boots may only be worn by aviators.

407. Buckle, Gold

- A. Description: The prescribed buckle is plain and gold colored.
- B. Correct Wear: Wear the buckle so the belt clip end touches the left side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight "gig" line.

408. Reserved

409. Cap, Ball (Standard, Unit)

- A. Description: This cap is made of the same Coast Guard blue material as the ODU. The cap may be adjustable with a rear hook and loop adjusting tab or semi-adjustable and sized for the wearer (e.g. Flexfit). The lettering will be placed on the cap to allow proper placement of the required rank insignia.
 - 1. Standard Ball Cap: Cap will have NOAA CORPS embroidered in an arch across the front of the cap face in 1/2-inch gold "Block Caps".
 - 2. Unit Ball Cap: Cap will have the unit name embroidered in an arch across the front of the cap face in 1/2-inch gold "Block Caps". Accompanying hull/tail numbers may be embroidered centered under the arch in ¼-inch "Block Caps", provided it does not interfere with proper placement of rank insignia.
- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inch above the eyebrows. The unit cap may be worn within the unit and corresponding area of operation / responsibility. Unit caps may not be worn while away from the unit on TDY or where not authorized by local command. Wear with metal or embroidered grade insignia. (see NCD 12602(C)(1) and 12602(D)(3), respectively.)

410. Cap, Combination (White, Khaki)

- A. Description: A military cap with black visor, rigid standing front, flaring circular rim and black cap band worn with detachable khaki or white cap cover. Two versions exist, the

“standard” version and the Alternative Combination Cover (ACC) which is smaller with an oval vice round opening to facilitate a more comfortable and stable fit on the head when worn. Both are approved for wear by male and female officers. For visor ornamentation and cap Insignia. (see NCD 12601(B))

- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inches above the eyebrows. No hair shall show under the front bill of the cap. When wearing a raincoat, the clear plastic combination cap rain cover may be worn.

411. Cap, Garrison (Blue, Khaki)

- A. Description: A plain, flat, folded, fore and aft cap made of navy blue (black in appearance) or khaki fabric matching the uniform with which it is worn.
- B. Correct Wear: Wear squarely on the head, with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. No hair shall show under the front of the cap. Wear with miniature cap device and metal collar grade insignia (see NCD 12601(C)(1))

412. Coat, Blue Jacket, Dinner Dress

- A. Description: A mess jacket made of authorized fabric with semi-peaked, narrow lapels of the same fabric as the jacket, and the back tapered to a point. There are three 35-line, gilt buttons down each side of the front. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).
- B. Correct Wear: Wear with Jacket Closure, Dinner Dress Jacket (425).

413. Coat, Blue, Service Dress

- A. Description: A double-breasted coat made of authorized navy blue fabric, with three outside pockets, one on each hip and one on left breast, and a sword slit over the left hip. There are three 35-line gilt buttons down each forefront. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).

- B. Correct Wear: All buttons shall be fastened. The coat may be removed once in the immediate office space. Commanding officers shall specify the areas within the command where coats are required.

414. Coat, White Jacket, Dinner Dress

- A. Description: A mess jacket made of authorized fabric with semi-peaked, narrow lapels of the same fabric as the jacket, loops for hard shoulder boards, and the back tapered to a point. There are two 35-line gilt buttons on each side of the front. Buttons are described in NCD 12601(D).
- B. Correct Wear: Wear with Jacket Closure, Dinner Dress Jacket (473). Wear with hard shoulder boards. (see NCD 12602(B)(1))

415. Coat, White, Service Dress

- A. Description: A single-breasted, standing collar coat made of authorized fabric, form fitting, with sword slit over left hip, and loops for hard shoulder boards. There are two breast patch pockets with pointed button down flaps fastened by detachable 22-1/2-line gilt buttons. Five detachable 35-line buttons are on right front. Buttons are described in NCD 12601(D).
- B. Correct Wear: All buttons shall be fastened and fasten the collar. Wear with hard shoulder boards. (see NCD 12602(B)(1))

416. Cuff Links (Gold, Mother-of-Pearl)

- A. Description: Link or stud pattern of conservative design. Cuff Links may be gold colored or mother-of-pearl as required.
- B. Correct Wear: Wear with the face of the cuff link directed outboard from the wearer.

417. Cummerbund, Gold

- A. Description: Plain, gold-colored, pleated, to fasten in the back. Adjustable cummerbunds are authorized.

- B. Correct Wear: Wear with pleats up, around the waist overlapping the trouser top at least 1 inch.

418. Reserved

419. Flying Suit, NOMEX, Blue (CWU-73/P)

- A. Description: Full-length flight coveralls of high-temperature resistant, blue NOMEX with two zippered chest pockets, two zippered thigh pockets, two zippered leg pockets, and zippered sleeve pocket.
- B. Correct Wear: Fasten all fasteners and close all zippers at least three-quarters of the way. Sleeves may be worn full length or rolled a maximum of 2 outward rolls. The uniform shall contain the following patches: An American flag on the left shoulder 1 inch below the seam, a leather or embroidered name tag worn over the left breast and a NOAA Corps patch or NOAA patch on the right breast over the pocket. (see NCD 12609(A)(2) and 12609(A)(3)) On the right shoulder, an AOC approved aircraft, mission, or morale patch may be worn. Patches shall be sewn or attached with hook and pile (Velcro) attachment. Embroidered shoulder grade insignia shall be worn. (see 12602(D)(2))

420. Reserved

421. Gloves (Black, White)

- A. Description: Black gloves are made of leather; white gloves are made of authorized fabric. Glove stitching is the same color as the basic glove material.
- B. Correct Wear: Wear or carry white gloves when prescribed with formal or dinner dress uniforms. Wear white gloves with full dress uniforms, or if prescribed with other uniforms. Black gloves may be worn with reefers, overcoats, all-weather coats/raincoats, windbreakers, and black jackets unless white gloves are authorized with the uniform over which the garment is worn. Outdoors, black leather gloves are worn, never carried. Remove gloves to shake hands.

422. Gloves, Flyer's, NOMEX, Sage Green (GS/FRP-2)

- A. Description: Knit, fire-resistant NOMEX backs with leather palms.

- B. Correct Wear: Wear during flight operations.

423. Reserved

424. Jacket, Black

- A. Description: Also known as “Eisenhower Jacket”, made of 55/45% polyester/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closure, two inverted slant pockets, and epaulets.
- B. Correct Wear: Close the zipper at least three-quarters of the way. May be worn with liner. Wear with metal shoulder grade insignia. (see NCD 12602(B)(3))

425. Jacket Closure, Dinner Dress Jacket

- A. Description: Two 28-line gilt buttons connected by a gold link chain approximately 3 to 4 inches long. Buttons are described in NCD 12601(D).
- B. Correct Wear: Wear with Dinner Dress Blue Jacket and Dinner Dress White Jacket. Closure should nearly close jacket, leaving approximately a 1 inch gap.

426. Reserved

427. Necktie, Black Four-in-Hand

- A. Description: Made of authorized fabric measuring no more than 3-1/4 inches wide. May be clip-on or hand tied.
- B. Correct Wear: Wear hand tied knotted with a four-in-hand, half Windsor or Windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle.

428. Necktie, Black Bow

- A. Description: Shall be plain style with square ends, not to exceed 2-1/4 inches in vertical width. May be clip-on or hand tied.

- B. Correct Wear: Bow tie should cover the top shirt button.

429. Necktie, White Bow

- A. Description: Shall be plain style with square ends, not to exceed 2-1/4 inches in vertical width.
- B. Correct Wear: Bow tie should cover the top shirt button.

430. Reserved

431. Overcoat, Blue (Bridge Coat)

- A. Description: A double-breasted coat made of blue woolen fabric. The coat may be water repellent treated and fitted with a removable sleeveless liner and extends 1/3 the distance from kneecap to ground, shaped at waist, held by a two section half-belt at back with the end of the belt overlapped and fastened with two 40-line gilt buttons. There is a sword slit over the left hip, a vertical slash side pocket on each front, and a single row of five 40-line gilt buttons down each forefront. The collar hides the top button on each forefront. The collar is made so the coat may be buttoned to the neck. There are two loops on each shoulder for hard shoulder boards. Buttons are described in NCD 12601(D).
- B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. Wear with hard shoulder boards. (see NCD 12602(B)(1))

432. Reserved

433. Shirt, Physical Training

- A. Description: 90/10 cotton/poly blend (sport grey in color) or 100% polyester (silver in color). NOAA CORPS crest logo is on left chest in navy and is 3.5" - 3.75" in diameter. Back print is NOAA CORPS text, two lines, in Player Pro font. Text should be 12" wide, and at least 6.5" tall (without distorting the font).
- B. Correct Wear: PTU shirt will be tucked into the shorts. During individual PT, shirts may be worn in or out of shorts. Long sleeved PTU shirts are authorized when weather conditions warrant.

434. Shirt, Service Khaki

- A. Description: Made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck.
- B. Correct Wear: All buttons shall be fastened. The shirt and trouser fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with metal collar grade insignia. (see NCD 12602(C)(2))

435. Shirt, White Dress

- A. Description: Made of plain white authorized fabric, with long sleeves with plain buttons, convertible or French cuffs, with epaulets, and with a single left breast pocket without pocket flap. Collar points measure no more than 3-1/4 inches with a medium spread.
- B. Correct Wear: All buttons shall be fastened. Wear appropriate soft shoulder boards on the epaulets. (see NCD 12602(B)(2))

436. Shirt, White Formal Turndown

- A. Description: A dress shirt with a turndown collar and a plain stiff or wide pleated soft front.
- B. Correct Wear: Wear with all studs, buttons and cufflinks fastened. Plain gold shirt studs and cufflinks are required with Dinner Dress jacket uniforms.

437. Shirt, White Formal Wing Collar

- A. Description: A stiff-bosomed plain or pique unpleated white dress shirt, with a wing collar.
- B. Correct Wear: All buttons, studs and cufflinks shall be fastened. Plain white shirt studs (mother-of-pearl) and cuff links (mother-of-pearl) are required.

438. Shirt, White Summer

- A. Description: Short sleeve shirts are made of authorized fabric. Loops for hard shoulder boards, and an open collar forming a V-neck. Collar points measure no more than 3-1/4 inch and with a medium spread.

- B. Correct Wear: All buttons shall be fastened. The shirt and trouser fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with hard shoulder boards. (see NCD 12602(B)(1))

439. Shoes, Athletic

- A. Description: Black is preferred, but in all cases running shoes will be comfortable and support the planned exercise.
- B. Correct Wear: Lace through all eyelets and tie. Keep clean, polished and in good repair.

440. Shoes, Dress (Black, White, Brown)

- A. Description: Plain, black, white, or brown, low quarter, laced shoes with no stitching, decoration or seam across the toe. The heel shall be an outside heel 3/4 inch - 7/8 inch high, with a flat sole.
- B. Correct Wear: Lace from inside out through all eyelets and tie. Keep clean, polished and in good repair.
 - 1. Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g. Corfam) shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions. Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.
 - 2. Brown leather shoes and khaki socks are optional for officers assigned to aviation units. NOAA Corps officers with aviation designators, assigned to non-aviation units, may wear brown shoes and khaki socks, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black shoes and socks with Summer Khaki for specific occasions.

441. Shorts, Physical Training

- A. Description: Navy blue 100% cotton jersey (provided for on-ship use per fire regulations prohibiting polyester apparel) with 6" inseam. Print is in white ink. Left leg print at hem is NOAA over CORPS, in Player Pro font. (see NCD 12414) Text should be 3.5" wide, and

letter should be 0.75” - 1” tall (without distorting the font). Alternatively, not for use on ship, a navy blue 100% polyester mesh with 9” inseam may be substituted.

- B. Correct Wear: Shorts will be worn fully on the waist. The length of the shorts shall not extend below the top of the knee.

442. Socks (Black, White, Khaki)

- A. Description: Made of undecorated, plain or ribbed knitted material. Knee length or mid-calf socks are authorized. Low cut socks are authorized for PTU. When worn during flight or in hazardous environments, socks shall be of 100% cotton or natural fibers for safety.
- B. Correct Wear: Wear right side out.

443. Studs (Gold, Mother-of-Pearl)

- A. Description: Shall be plain without design or ornamentation. Studs shall be gold colored or mother-of-pearl as required.
- B. Correct Wear: Wear fastened on formal wing collar and formal turndown collar shirts.

444. Sword

- A. Description: The NOAA sword shall have a cut and thrust blade, from 26 inches to 36 inches long, half basket hilt, and fit in a scabbard of plain black grain leather or synthetic material presenting the leather appearance. It may be prescribed for all officers in the rank of lieutenant commander and above. The sword is optional for lieutenants and below.
- B. Correct Wear: Sword length shall be based on the officer's height and shall be worn with sword belt and sword knot. The sword shall be worn on the left side with the handle facing aft. The sword belt or shoulder sword sling shall be worn under the coat so that neither is visible. The sword, accessories, and proper wear are described in more detail in NCD 12306.

445. Reserved

446. Tailcoat, Blue Formal

- A. Description: Made of authorized fabric, conventional cut, shaped to figure, with a double row of three 35-line gilt buttons. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).
- B. Correct Wear: Wear held together in front by two buttons and link. This coat may be prescribed for captains and admirals to meet certain unique protocol requirements. Miniature medals and other appurtenances shall conform to those required with Dinner Dress Blue Jacket. Coat hem falls approximately to the hollow behind the knee.

447. Tie Clasp/Tack

- A. Description: Shall be gold-colored, plain or decorated with appropriate insignia to which the wearer is entitled. Tie clasp shall be not more than 5/16-inch wide. Tie tack shall be no more than 5/8 inch in diameter.
- B. Correct Wear: Wear on the four-in-hand tie, 1 inch below the center of the tie in a horizontal position. The center of the tie is defined as the half way point from bottom tip of the tie to the bottom of the knot in the tie. The uniform coat should cover it.

448. Trousers, Blue Dress

- A. Description: Made of plain, authorized blue fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. May be either straight legged or slightly flared. Fabric of trousers shall match the uniform coat/shirt worn (i.e., Service Dress Blue trousers must match the Service Dress Blue coat).
- B. Correct Wear: All buttons shall be fastened, close all fasteners and wear a belt through all loops. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

449. Trousers, Blue Evening

- A. Description: Made high-waist, without cuffs, belt loops, or back pockets, of the same fabric as the Dinner Dress Blue jacket.
- B. Correct Wear: All buttons shall be fastened and close all fasteners. Trousers should cover the top of the shoe by approximately 1 inch at the heel.

450. Trousers, ODU

- A. Description: ODU trousers are a Coast Guard blue variation of the Navy Battle Dress Uniform (BDU). They have two hip pockets, two back pockets with flaps, and two expandable cargo pockets with flaps. Trouser waist is adjustable.
- B. Correct Wear: Worn bloused between the second and third eyelets from the top when worn with high-topped (8 - 10 inch high) black safety-toe boots. Elasticized or Velcro type blousing bands will be used and blousing bands should not be visible. Blousing bands are optional; if not used, trousers can be tucked into boot and then adjusted to appear bloused. May be worn straight leg fashion when low- topped shoes or boat shoes are required.

451. Trousers, Service Khaki

- A. Description: Made of authorized fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. May be straight legged or slightly flared. The shirt and trousers fabric shall match (i.e. poly/cotton with poly/cotton, CNT with CNT and poly/wool with poly/wool).
- B. Correct Wear: Fasten all buttons, close all fasteners, and wear a belt through all loops. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

452. Trousers, White Summer

- A. Description: Made of authorized fabric, with fore and aft creases, without cuffs. May be either straight legged or slightly flared.
- B. Correct Wear: Fasten all buttons, close all fasteners, and wear a belt through all loops. Trousers shall cover the top of the shoe by approximately 1 inch at the heel and made of the same fabric as the coat when worn with Service Dress White, and of the same fabric as the shirt when worn with Summer White.

453. Reserved

454. Undershirt (White, Blue, Black)

- A. Description: Made of cotton or polyester/cotton blend, when worn during flight or in hazardous environments undershirts shall be of 100% cotton or natural fibers for safety. Shirts may be sleeveless when worn underneath a dress or formal shirt and have a crew or V-neck.
- B. Correct Wear: Wear right side out, front of shirt to front of body. Crew neck shirts shall be worn with ODU's.

455. Under shorts

- A. Description: White boxer shorts or knitted brief style shall be worn when wearing the white uniforms. Color is optional with other uniforms. When worn during flight or in hazardous environments under shorts shall be of 100% cotton or natural fibers for safety. Compression shorts/modesty liners are authorized for additional comfort and support while wearing PTU gear but must not be visible while standing and will be black or navy blue in color.
- B. Correct Wear: Wear right side out.

456. Reserved

457. Waistcoat

- A. Description: Made of white, conservatively-woven pique or other suitable material, with set-in lapel of same fabric, single-breasted with a welt pocket in each front section. Three 22-1/2-line gilt buttons on right front. Buttons are described in NCD 12601(D).
- B. Correct Wear: All buttons shall be fastened.

458. Reserved

459. Reserved

OPTIONAL AND/ OR PROTECTIVE CLOTHING

460. Cap, Knit Watch

- A. Description: Made of black or navy blue wool, closely knitted, bell-shaped, pullover style, 11- to 12- inches long, 8-1/4-inches wide at bottom with 5/8-inch border.
- B. Correct Wear: Wear squarely on the head, double-folded approximately 2-1/2 to 3 inches, with the bottom parallel to and 1-1/2 inches above the eyebrows. The knit watch cap may be worn during cold weather conditions that could result in personal injury if not worn. Authorization for wear will be granted by unit commanding officers (at sea) or regional commanders (ashore). The black knit watch cap is authorized for wear with service dress, service, and working uniforms with the exception of service dress white and summer white uniforms. Appropriate outer wear (specifically, foul weather parka, all weather coat, reefer, pea coat and bridge coat) shall be worn with the knit watch cap. The Eisenhower jacket is not considered cold weather outerwear.

461. Reserved

462. Earmuffs

- A. Description: Plain, navy blue or black earmuffs with black attachment.
- B. Correct Wear: Wear earmuff attachment underneath the cap.

463. Reserved

464. Foul Weather Parka II (FWP)

- A. Description: The all-weather parka has a Coast Guard blue waterproof, laminated supplex nylon and Gore-Tex outer shell with foldaway hood. It has a tab on the front for placement of the embroidered fabric rank device.
- B. Correct Wear: Zipped a minimum of two-thirds closed. Foldaway hood must be stowed away if not in use and wear with embroidered fabric rank device. (see 12602(D)(4))

465. Foul Weather Parker Fleece Liner

- A. Description: Made of Polartec® fleece material, it zips in and out of the parka and also features a full zip-through collar and two zip-front welt pockets. Waist drawstrings have

barrel locks. FWP shall be the same material, color and military specifications as determined by the USCG.

- B. Correct Wear: May be worn with the parka or as a standalone outer garment when not interacting with the public. When worn alone, all zippers will be zipped. Sleeves are to reach about 3/4 of distance from the wrist to the knuckles when arms hang naturally at side. Main zipper shall be at least ¾ of the way closed and shall not be worn open/unzipped.

466. Reserved

467. Glove Shells, Flyer's, Leather (HAU-6/P)

- A. Description: Made of dark brown leather.
- B. Correct Wear: Wear over NOMEX flyer's gloves to provide additional warmth and protection.

468. Reserved

469. Jacket, Brown Leather Bomber Style (USNG1)

- A. Description: Made of brown leather, with zipper closure, snap front pockets, faux fur collar, knit cuffs and bottom. The jacket is fully lined.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. (see NCD 12609(A)(2))

470. Jacket, NOMEX, Green (CWU-36/P and CWU-45/P)

- A. Description: Made of authorized fabric, with zipper closure, one large pouch pocket on each front, wind flap and zippered pencil holder/pocket on left sleeve, and knit cuffs and bottom.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. (see NCD12609(A)(2))

471. Jacket, ODU Utility

- A. Description: A Foul Weather Parka (FWP) II fitted blue Polartec Power Shield liner, made of 70% polyester, 30% nylon. That is a 98% windproof, water repellant, breathable, stretch fabric and has a tab on the front for placement of the embroidered fabric rank device.
- B. Correct Wear: Wear standalone or fitted within the FWP. When worn standalone, jacket shall be zipped a minimum of two-thirds closed. Only carry small items in the pockets as to not distort the look of the jacket. Wear with embroidered fabric rank device. (see 12602(D)(4))

472. Reserved

473. Reefer

- A. Description: A double-breasted, hip-length coat made of dark blue authorized fabric with a convertible collar. It has a set-in pocket in each forefront, and a single row of three 40-line buttons on left front, and four on right (one for collar closure). Two loops are required on each shoulder to hold hard shoulder boards. Buttons are described in NCD 12601(D).
- B. Correct Wear: Fasten all buttons except collar button. Collar button may be buttoned in inclement weather. Sleeves are to reach about three-quarters of distance from the wrist to the knuckles when arms hang naturally at the side and worn with hard shoulder boards. (see NCD 12602(B)(1))

474. Reserved

475. Scarf

- A. Description:
 - 1. Navy Style: A plain white scarf made of knitted or woven silk or synthetic fabric.
 - 2. USCG Style: The “blue” scarf is actually black in color and must be of conventional size and made of plain or unadorned tightly woven wool, silk, or synthetic material.
- B. Correct Wear: Wear tucked in under coats, matching style of scarf to uniform (e.g. Navy style with Navy based uniforms, and USCG style with USCG based uniforms).

476. Sweater, Black V-neck Pullover

- A. Description: Blue (black in appearance), V-neck pullover sweater, in light or heavy weave, with fabric epaulets, shoulder, and elbow patches. A Velcro-backed, black leather name tag is required on the left breast.
- B. Correct Wear: The sweater is authorized for travel, in public places, on board ship, and for attending working level meetings/briefings. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn. Soft shoulder boards shall be worn on the epaulets. (see NCD 12602(B)(2))

477. Sweatpants

- A. Description: Navy blue 50/50 cotton/poly fleece sweatpants with no side seam and elastic cuffs. Print is in white ink. Left thigh print is NOAA CORPS crest and is 3.5” - 3.75” in diameter. Left leg side print is NOAA stacked vertically, and is 13” tall and 2.25” wide.
- B. Correct Wear: Sweatpants should end within 1/2 inch of the shoe and are made of the same fabric as the sweatshirt.

478. Sweatshirt, Hooded

- A. Description: 50/50 fleece pullover hooded sweatshirts; double lined hood with drawcord; front pouch pocket. Left chest is NOAA CORPS crest in white, and is 3.5” - 3.75” in diameter. Back print is NOAA CORPS text, two lines, in white ink, Player Pro font. Text should be 12” wide, and at least 6.5” tall (without distorting the font).
- B. Correct Wear: Wear right side out, front of sweatshirt to front of body. Drawcords shall hang even. Hood is used when weather conditions warrant.

479. Suspenders, White

- A. Description: Shall be plain white without design or ornamentation.
- B. Correct Wear: Wear fastened to the top of the trousers and may be crossed in the back.

480. Reserved

481. Umbrella, Black

- A. Description: Plain, solid black, without design or ornamentation.
- B. Correct Wear: May be carried when weather conditions warrant, provided safety directives or practices are not violated. The umbrella will be carried in the left hand to permit saluting. The umbrella will not be used as a cane or walking stick.

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Appendix I – Female Uniform Items	

12501 FORMAL DRESS

*Required with outer garment only

**Requires Black Formal Shoes or Flats

***Prescribed Items

Required Basic Uniform Items**Reference**

Coat, Blue Jacket, Dinner Dress	515
Shirt, White Formal	541
Trousers, Blue Formal	562
Shoes, Service Black	547
Studs, Mother of Pearl	558
Cuff Links, Mother of Pearl	519
Necktie, Black Dress	531
Cummerbund, Gold	520
Gloves, White	524
Brassiere	508
Underpants	571
Socks, Black	557
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	512
Skirt, Blue Formal**	550
Shoes, Black Formal	544
Shoes, Black Formal, Flat	545
Earrings, White Pearl	578
Handbag, Black Dress	586
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue***	501
Overcoat, Blue***	533
Umbrella, Black	599
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

Occasions for Wear

Formal Dress is worn to official formal evening functions when civilian men normally wear evening clothes (white tie). This uniform may be prescribed for flag officers, captains and others assigned to duty where required by protocol, optional for all other officers.

12502 DINNER DRESS BLUE JACKET**Required Basic Uniform Items****Reference**

Coat, Blue Jacket, Dinner Dress	514
Shirt, White Formal	541
Trousers, Blue Formal	562
Shoes, Service Black	547
Studs, Gold	558
Cuff Links, Gold	519
Necktie, Black Dress	531
Cummerbund, Gold	520
Brassiere	508
Underpants	571
Socks, Black	557
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	512
Skirt, Blue Unbeltd**	551
Skirt, Blue Formal**	550
Shoes, Black Formal	544
Shoes, Black Formal, Flat	545
Earrings	578
Handbag, Black Dress	586
Gloves, White***	524
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue***	501
Overcoat, Blue***	533
Umbrella, Black	599
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Required with outer garment only

**Requires Black Formal Shoes or Flats

***Prescribed Items

Occasions for Wear

Dinner Dress Blue Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed winter uniform for lieutenant commanders and above, optional for lieutenants and below. Dinner Dress Blue is worn to official, semi-formal functions when civilian men normally wear dinner jackets or conservative business suits. This is the prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

12503 DINNER DRESS WHITE JACKET**Required Basic Uniform Items****Reference**

Coat, White Jacket, Dinner Dress	517
Shirt, White Formal	541
Trousers, Blue Formal	562
Shoes, Service Black	547
Studs, Gold	558
Cuff Links, Gold	519
Necktie, Black Dress	531
Cummerbund, Gold	520
Brassiere	508
Underpants	571
Socks, Black	557
Medals, Miniature	12606

Optional Items

Cap, Combination, White*	512
Skirt, Blue Unbelted**	551
Skirt, Blue Formal**	550
Shoes, Black Formal	544
Shoes, Black Formal, Flat	545
Earrings	578
Handbag, Black Dress	586
Gloves, White***	524
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue***	501
Umbrella, Black	599
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Required with outer garment only

**Requires Black Formal Shoes or Flats

***Prescribed Items

Occasions for Wear

Dinner Dress White Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed summer uniform for lieutenant commanders and above, optional for lieutenants and below.

12504 DINNER DRESS BLUE**Required Basic Uniform Items****Reference**

Cap, Combination, White	512
Coat, Blue, Service Dress	515
Shirt, White Dress	539
Trousers, Blue Unbelted	561
Shoes, Service Black	547
Necktie, Black	530
Brassiere	508
Underpants	571
Socks, Black	557
Medals, Miniature	12606

Optional Items

Shirt, White Formal*	541
Skirt, Blue Unbelted**	551
Skirt, Blue Formal**	550
Shoes, Dress, Black	546
Shoes, Black Formal	544
Shoes, Black Formal, Flat	545
Studs, Gold	558
Cuff Links, Gold	519
Earrings	578
Handbag, Black Dress	586
Gloves, White***	524
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue***	501
Overcoat, Blue***	533
Umbrella, Black	599
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Requires Studs and Cuff Links

**Requires Black Formal Shoes or Flats

***Prescribed Items

Occasions for Wear

Dinner Dress Blue is worn to official, semi-formal functions when civilian men normally wear dinner jackets or conservative business suits. This is a prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

12505 DINNER DRESS WHITE



Required Basic Uniform Items	Reference
Cap, Combination, White	512
Coat, White Service Dress	518
Shirt, White Dress	539
Trousers, White Unbelted	568
Shoes, Service White	547
Necktie, Black	530
Brassiere	508
Underpants	571
Socks, White	557
Medals, Miniature	12605
Optional Items	
Shirt, White Formal*	541
Skirt, White Unbelted (Requires Dress shoes)	555
Shoes, Dress, White	546
Studs, Gold	558
Cuff Links, Gold	519
Earrings	578
Handbag, Black Dress	586
Gloves, White**	524
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue**	501
Umbrella, Black	599
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Miniature	12604

*Requires Studs and Cuff Links

**Prescribed Items

Occasions for Wear

Dinner Dress White is worn to official, semi-formal functions when civilian men normally wear summer dinner jackets or lightweight conservative business suits. This is a prescribed summer uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress White Jacket.

12506 FORMAL DRESS



Required Basic Uniform Items	Reference
Cap, Combination, White	512
Coat, Blue, Service Dress	515
Shirt, White Dress	539
Trousers, Blue Unbelted	561
Shoes, Service Black	547
Necktie, Black	530
Gloves, White	524
Brassiere	508
Underpants	571
Socks, Black	557
Medals, Large	12605
Ribbon Bars	12607

Optional Items

Skirt, Blue Unbelted (Requires Dress shoes)	551
Shoes, Dress, Black	546
Earrings	578
Handbag, Black Dress	586
Sword* (Only worn with Trousers)	559
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue*	501
Overcoat, Blue*	533
Umbrella, Black	599
Undershirt, White*	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Large	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Full Dress Blue is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, and solemnities.

12507 FULL DRESS WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	512
Coat, White Service Dress	518
Shirt, White Dress	539
Trousers, White Unbelted	568
Shoes, Service White	547
Necktie, Black	530
Gloves, White	524
Brassiere	508
Underpants	571
Socks, White	557
Medals, Large	12605
Ribbon Bars	12607

Optional Items

Skirt, White Unbelted*	555
Shoes, Dress White	546
Earrings	578
Handbag, White	585
Sword** (Only worn with Trousers)	559
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue**	501
Umbrella, Black	599
Undershirt, White**	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Large	12603
Qualification Insignia, Large	12604

*Requires Dress shoes

**Prescribed Items

Occasions for Wear

Full Dress White is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, and solemnities.

12508 SERVICE DRESS BLUE (SDB)

Required Basic Uniform Items	Reference
Cap, Combination, White	512
Coat, Blue, Service Dress	515
Shirt, White Dress	539
Trousers, Blue Unbelted	561
Shoes, Service Black	547
Necktie, Black	530
Brassiere	508
Underpants	571
Socks, Black	557
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Cap, Garrison, Blue*	513
Sweater, Black V-neck Pullover	595
Skirt, Blue Unbelted (Requires Dress shoes)	551
Shoes, Black Dress	546
Earrings	578
Handbag, Black	585
Handbag, Black Dress	586
Gloves, Black (White for funerals)**	524
Earmuffs (with outer garment only)	577
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue**	501
Reefer	592
Overcoat, Blue**	533
Jacket, Black**	529
Umbrella, Black	599
Undershirt, White**	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Shoulder Boards (Soft)	12602(B)
Command Insignia, Miniature	12603
Qualification Insignia, Large***	12604

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Chapter 12

Part 5 – Uniform Descriptions (Female)

12508 SERVICE DRESS BLUE (SDB) (continued)

*Prescribed Items

**With exception of diving insignia where miniature size is worn

***With pullover sweater or jacket only

Occasions for Wear

Service Dress Blue (SDB) is standard office attire and may be prescribed for year-round wear to official functions when civilian men's equivalent dress is coat and tie.

12509 SERVICE DRESS WHITE



Required Basic Uniform Items	Reference
Cap, Combination, White	512
Coat, White Service Dress	518
Shirt, White Dress	539
Trousers, White Unbelted	568
Shoes, Service White	547
Necktie, Black	530
Brassiere	508
Underpants	571
Socks, White	557
Ribbon Bars	12607
Name Tag	12609(A)
Optional Items	
Skirt, White Unbelted (Requires Dress shoes)	555
Shoes, White Dress	546
Earrings	578
Handbag, White	585
Handbag, White Dress	586
Gloves, White*	524
Earmuffs (with outer garment only)	577
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue*	501
Umbrella, Black	599
Undershirt, White*	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Shoulder Boards (Soft)	12602(B)
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

Service Dress White may be prescribed for summer wear when civilian men's equivalent is coat and tie.

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Part 5 – Uniform Descriptions (Female)

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12510 SUMMER WHITE



Required Basic Uniform Items

Reference

Cap, Combination, White	512
Shirt, White Summer	542
Trousers, White Belted	567
Belt, White, with Gold Clip	504
Buckle, Gold	509
Shoes, White Service	547
Brassiere	508
Underpants	571
Socks, White	557
Shoulder Boards (Hard)	12602(B)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Sweater, Black V-neck Pullover	595
Skirt, White Belted	554
Shoes, White Dress	546
Earrings	578
Handbag, White	585
Handbag, White Dress	586
Gloves, White	524
All-Weather Coat/Raincoat, Blue*	501
Reefer	592
Jacket, Black*	529
Umbrella, Black	599
Undershirt, White*	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Prescribed Items

12510 SUMMER WHITE (continued)

Occasions for Wear

Summer White is normally worn in summer for office work, watchstanding, liberty, or business ashore when prescribed as Uniform of the Day.

12511 SERVICE KHAKI



Untucked (top) and
Tucked (left)

Required Basic Uniform Items	Reference
Cap, Combination, Khaki	512
Shirt, Service Khaki	536
Trousers, Service Khaki	566
Belt, Khaki, with Gold Clip	504
Buckle, Gold	509
Shoes, Service Black*	547
Brassiere	508
Underpants	571
Socks, Black	557
Collar Grade Insignia, Metal	12602(C)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Cap, Garrison, Khaki**	502
Shirt, Service Khaki Overblouse	538
Sweater, Black V-neck Pullover	595
Skirt, Service Khaki (Requires Dress shoes)	553
Earrings	578
Handbag, Black/Brown with brown shoes	585
Handbag, Black Dress	586
Gloves, Black**	524
Earmuffs (with outer garment only)	577
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue**	501
Reefer	592
Overcoat, Blue**	533
Jacket, Brown Leather (aviators only)	588
Jacket, Black**	529
Umbrella, Black	599
Undershirt, White**	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

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Chapter 12

Part 5 – Uniform Descriptions (Female)

12511 SERVICE KHAKI (continued)

*Aviators are authorized to wear Brown Service Shoes with Khaki socks.

**Prescribed Items

Occasions for Wear

Service Khaki is normally worn for office work, watchstanding, liberty, or business ashore when prescribed as Uniform of the Day.

12512 OPERATIONAL DRESS UNIFORM (ODU)**Required Basic Uniform Items****Reference**

Cap, Ball (Standard or Unit)	511
Blouse, ODU	505
Trousers, ODU	564
Belt, Black Rigging	503
Boots, Safety Toe, Black	507
Undershirt, Blue	570
Brassiere	508
Underpants	571
Socks, Black	557
NOAA Corps Tape	12609(A)
Name Tape	12609(A)
Collar Grade Insignia*	12602(D)

Optional Items

Cap, Knit Watch**	575
Earrings	578
Handbag, Black	585
Gloves, Black***	524
Earmuffs (with outer garment only)	577
Scarf, Blue (with outer garment only)	594
Foul Weather Parka II, Blue	580
Fleece Liner (with Foul Wx Parka only)	581
Jacket, ODU Utility	590
Umbrella, Black	599
Command Insignia, Miniature*	12603
Qualification Insignia, Large*	12604

*Embroidered

**Inclement Weather

***Prescribed Items

Occasions for Wear

Operational Dress Uniform (ODU) is the year-round uniform for officers and is the appropriate uniform to wear when visiting other DOD agencies when the ODU is the comparable uniform to what is the authorized at other agencies. When traveling on TDY (on commercial – air, bus, train, etc.), ODU's are authorized to wear with the standard ball cap. It is not a liberty uniform.

12513 FLIGHT SUIT

Required Basic Uniform Items	Reference
Cap, Garrison, Khaki	513
Flying Suit, NOMEX, Blue	522
Boots, Safety Toe (Black or Brown)	507
Gloves, Flyer's, NOMEX, Sage Green	525
Undershirt, White	570
Brassiere	508
Underpants	571
Socks, Black	557
Shoulder Grade Insignia**	12602(D)
Name Tag, (Leather or Cloth)	12609(A)

Optional Items

Cap, Ball (Unit or Standard)*	511
Cap, Knit Watch	575
Glove Shells, Flyer's, Leather	524
Jacket, Brown Leather	588
Jacket, NOMEX, Green	589
Undershirt, Black*	570

*Prescribed Items

**Embroidered

Occasions for Wear

Flight suits are worn for day to day operations by NOAA flight crews. The uniform is approved for year round wear and is authorized for public interaction. While not on an active flight line, a garrison cap or ball cap is required.

12514 PHYSICAL TRAINING UNIFORMS (PTU)**Required Basic Uniform Items****Reference**

Shirt, Physical Training	535
Shorts, Physical Training	548
Underpants	571
Brassiere	508
Shoes, Athletic	543
Socks	557

Optional Items

Cap, Knit Watch	575
Sweatpants	596
Sweatshirt, Hooded	597

Occasions for Wear

The Physical Training Uniform (PTU) is designed primarily for group/unit physical training activities. However, it can be worn both on and off base for fitness and/or leisure unless determined otherwise by regional coordinators or commanding officers. At sea, the wearing of the PTU will be at the discretion of the Commanding Officer. The PTU will not be worn while in a duty status or when conducting official business on base (e.g. Medical Treatment Facilities unless specified, Galleys, Legal). Moreover, the PTU is not authorized to be worn in lieu of the working, service or dress uniform while in a limited or light duty status. Pregnant Officers will wear the shirt out and will discontinue wearing the PTU when it becomes too tight. In all cases, the PTU will be worn in such a manner so as to reflect credit upon the NOAA Corps and individual wearing the PTU.

12515 MATERNITY SERVICE DRESS BLUE (SDB)**Required Basic Uniform Items****Reference**

Cap, Combination, White	512
Coat, Blue, Service Dress, Maternity	516
Shirt, White Maternity (Long sleeve)	540
Trousers, Maternity, Blue	563
Shoes, Service Black	547
Necktie, Black	530
Brassiere	508
Underpants	571
Socks, Black	557
Name Tag	12609(A)

Optional Items

Cap, Garrison, Blue (w/ sweater or jacket only)	513
Sweater, Black V-neck Pullover	595
Skirt, Maternity, Blue	552
Earrings	578
Handbag, Black	585
Handbag, Black Dress	586
Gloves, Black (White* for funerals)	524
Earmuffs (with outer garment only)	577
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue*	501
Reefer	592
Overcoat, Blue*	533
Jacket, Black*	529
Umbrella, Black	599
Undershirt, White*	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Shoulder Boards (Soft)	12602(B)
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604
Ribbon Bars	12607

*Prescribed Items

Occasions for Wear

The maternity uniform is worn in the manner of the traditional uniform. Uniform items (such as footwear) may be adjusted as necessary based on medical direction or personal comfort. When

12515 MATERNITY SERVICE DRESS BLUE (SDB) (continued)

adjustments are made all efforts should be made to maintain the overall appearance of the uniform. Jackets that no longer fit properly when buttoned or zipped may be worn open.

12516 MATERNITY SUMMER WHITE



Required Basic Uniform Items	Reference
Cap, Combination, White	512
Shirt, White Maternity (Short Sleeve)	540
Trousers, Maternity, White	563
Shoes, White Service	547
Brassiere	508
Underpants	571
Socks, White	557
Shoulder Boards (Hard)	12602(B)
Ribbon Bars	12607
Name Tag	12609(A)
Optional Items	
Sweater, Black V-neck Pullover	595
Skirt, Maternity, White	552
Earrings	578
Handbag, White	585
Handbag, White Dress	586
All-Weather Coat/Raincoat, Blue*	501
Reefer	592
Jacket, Black*	529
Umbrella, Black	599
Undershirt, White*	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	556
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Prescribed Items

Occasions for Wear

The maternity uniform is worn in the manner of the traditional uniform. Uniform items (such as footwear) may be adjusted as necessary based on medical direction or personal comfort. When adjustments are made all efforts should be made to maintain the overall appearance of the uniform. Jackets that no longer fit properly when buttoned or zipped may be worn open.

NOAA CORPS DIRECTIVES**Part 5 – Uniform Descriptions (Female)****Chapter 12****12517 MATERNITY SERVICE KHAKI****Required Basic Uniform Items****Reference**

Cap, Combination, Khaki	512
Shirt, Khaki Maternity	537
Trousers, Maternity, Khaki	563
Shoes, Service Black*	547
Brassiere	508
Underpants	571
Socks, Black	557
Collar Grade Insignia, Metal	12602(C)
Ribbon Bars	12607
Name Tag	12609(A)

Optional Items

Cap, Garrison, Khaki**	513
Sweater, Black V-neck Pullover	595
Skirt, Maternity, Khaki	552
Earrings	578
Handbag, Black (or Brown with brown shoes)	585
Handbag, Black Dress	586
Gloves, Black**	524
Earmuffs (with outer garment only)	577
Scarf (with outer garment only)	594
All-Weather Coat/Raincoat, Blue**	501
Reefer	592
Overcoat, Blue**	533
Jacket, Brown Leather (aviators only)	588
Jacket, Black	529
Umbrella, Black	599
Undershirt, White**	570
Hosiery, Flesh Tone (Required with skirt)	527
Slip (Required with unlined skirts)	554
Command Insignia, Miniature	12603
Qualification Insignia, Large	12604

*Aviators are authorized to wear Brown Service Shoes with Khaki socks.

**Prescribed Items

12517 MATERNITY SERVICE KHAKI (continued)**Occasions for Wear**

The maternity uniform is worn in the manner of the traditional uniform. Uniform items (such as footwear) may be adjusted as necessary based on medical direction or personal comfort. When adjustments are made all efforts should be made to maintain the overall appearance of the uniform. Jackets that no longer fit properly when buttoned or zipped may be worn open.

12518 MATERNITY OPERATIONAL DRESS UNIFORM (ODU)**Required Basic Uniform Items****Reference**

Cap, Ball (Standard or Unit)	511
Blouse, ODU, Maternity	506
Trousers, ODU, Maternity	565
Boots, Safety Toe, Black	507
Undershirt, Blue	570
Brassiere	508
Underpants	571
Socks, Black	557
NOAA Corps Tape	12609(A)
Name Tape	12609(A)
Collar Grade Insignia*	12602(D)

Optional**Items**

Cap, Knit Watch (Inclement weather only)	504
Earrings	578
Handbag, Black	585
Gloves, Black	524
Earmuffs (with outer garment only)	577
Scarf, Blue (with outer garment only)	594
Foul Weather Parka II, Blue	580
Fleece Liner (with Foul Wx Parka only)	581
Jacket, ODU Utility	590
Umbrella, Black	599
Command Insignia, Miniature*	12603
Qualification Insignia, Large*	12604

*Embroidered

Occasions for Wear

Maternity ODUs are worn in the manner of the traditional ODU uniform. Uniform items (such as footwear) may be adjusted as necessary based on medical direction or personal comfort. When adjustments are made all efforts should be made to maintain the overall appearance of the uniform. Jackets that no longer fit properly when buttoned or zipped may be worn open.

APPENDIX I – FEMALE UNIFORM ITEMS
REQUIRED AND/OR PRESCRIBED (LISTED ALPHABETICALLY)

501. All-Weather Coat/Raincoat

- A. Description: A double breasted black all weather coat made of polyester/cotton (65/35) material. The coat is double breasted, with seven button closures, a belt, convertible collar that buttons at the neck, gun flap, shoulder loops, adjustable sleeve straps, welt pockets with two inside hanging pockets, and a zip-out liner. The back of the coat has a yoke and center vent. The coat is one-quarter lined with basic material and the sleeve lining is made of nylon taffeta.
- B. Correct Wear: May be worn with or without the liner. Coat shall be buttoned, except for the neck closure which personnel may close during inclement weather. When wearing the all-weather coat/raincoat, the plastic combination cap rain cover may be worn. Wear coat with metal shoulder grade insignia. (see NCD 12602(B)(3))

502. Reserved

503. Belt, Black Rigging

- A. Description: The Basic Riggers belt is made of 1 ¾ inch wide black nylon fabric with a sewn on subdued, fast cinch buckle.
- B. Correct Wear: The basic riggers belt comes in one length and needs to be cut to size. Since the end to avoid unraveling. When worn the bitter end should be behind but not past the first belt loop on the wearer's left.

504. Belt with Gold Clip (Black, White, Khaki)

- A. Description: Plain cloth or webbing, same color as uniform, 1 inch wide, and fitted with gold-colored clip.
- B. Correct Wear: Wear the belt through all loops with clip to the right of the buckle. Certified Navy Twill (CNT) belts are required with CNT uniforms.

505. Blouse, ODU

- A. Description: The ODU top is a Coast Guard blue variation of the Navy Battle Dress Uniform (BDU). It has two flap closure pockets on each side of the chest and a flap covering the buttons. An embroidered NOAA CORPS tape is worn over the left chest pocket and an embroidered name tape is worn over the right chest pocket.
- B. Correct Wear: It is worn untucked over the trousers. The hem of the untucked shirt will cover buttocks, with an allowable tolerance of one inch above or below the bottom of the buttocks. Sleeves may be worn long or rolled neatly and evenly to the width of the cuff to the mid bicep portion of the upper arm. Sleeves are rolled accordion fashion, so as to leave the outer cuff and button showing on the surface of the roll. Embroidered collar grade insignia shall be worn on the collar points in the manner prescribed for an open-collared shirt. (see NCD 12602(D)(1))
 - 1. Note: For most people, the bottom hem of the shirt will extend to approximately the top of the cargo pocket on the ODU trousers.
 - 2. To fold sleeves, start by folding cuff over itself creating a neat fold up to the armpit. Then fold the sleeve up again, leaving about 3” of the first fold exposed. Finally, pull the cuff back down over the entire fold. This results in a 3” cuff about 2” above the elbow. Folds will vary based on the size and length of the arm.
 - 3. During high heat conditions, either outdoors or indoors, the temporary removal of the ODU top is authorized for heat stress relief. This is a temporary solution for the period that personnel are working in the hot climate. It shall not be prescribed as the uniform of the day and is not authorized for wear outside the workspace. The standard undershirt as listed in 570 must be worn and tucked in at all times.

506. Blouse, ODU, Maternity

- A. Description: A maternity blouse in the overall style of the ODU. (see 505)
- B. Correct Wear: Wear in the manner of the standard ODU Blouse. (see 505)

507. Boots, Safety Toe (Black, Brown)

- A. Description: Black or brown high topped (8” – 10”) boots with safety toes. Boots may be made of leather, leather and fabric, or black brushless suede. Boots for aviation shall be flight approved by the Commanding Officer at AOC.

- B. Correct Wear: Lace through all eyelets and tie. Keep clean, well blackened or browned, and in good repair. Brown boots may only be worn by aviators.

508. Brassiere

- A. Description: Shall be white or flesh color when worn with white shirts, otherwise, color is optional. Sports brassieres are authorized for physical training.
- B. Correct Wear: Wear right side out with all fasteners secured.

509. Buckle, Gold

- A. Description: The prescribed buckle is plain and gold colored.
- B. Correct Wear: Wear the buckle so the belt clip end touches the right side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight "gig" line.

510. Reserved**511. Cap, Ball (Standard, Unit)**

- A. Description: This cap is made of the same Coast Guard blue material as the ODU. The cap may be adjustable with a rear hook and loop adjusting tab or semi-adjustable and sized for the wearer (e.g. Flexfit). The lettering will be placed on the cap to allow proper placement of the required rank insignia.
 - 1. Standard Ball Cap: Cap will have NOAA CORPS embroidered in an arch across the front of the cap face in 1/2-inch gold "Block Caps".
 - 2. Unit Ball Cap: Cap will have the unit name embroidered in an arch across the front of the cap face in 1/2-inch gold "Block Caps". Accompanying hull/tail numbers may be embroidered centered under the arch in 1/4-inch "Block Caps", provided it does not interfere with proper placement of rank insignia.
- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inch above the eyebrows. The unit cap may be worn within the unit and corresponding area of operation /

responsibility. Unit caps may not be worn while away from the unit on TDY or where not authorized by local command. Wear with metal or embroidered grade insignia. (see NCD 12602(C)(1) and 12602(D)(3), respectively.)

512. Cap, Combination (White, Khaki)

- A. Description: A military cap with black visor, rigid standing front, flaring circular rim and black cap band worn with detachable khaki or white cap cover. Two versions exist, the “standard” version and the Alternative Combination Cover (ACC) which is smaller with an oval vice round opening to facilitate a more comfortable and stable fit on the head when worn. Both are approved for wear by male and female officers. For visor ornamentation and cap insignia see NCD 12601(B).
- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inches above the eyebrows. No hair shall show under the front brim of the cap. When wearing a raincoat, the clear plastic combination cap rain cover may be worn.

513. Cap, Garrison (Blue, Khaki)

- A. Description: (Blue) A plain, flat, folded, fore and aft cap made of navy blue fabric matching the uniform with which it is worn. Men's style garrison cap is the only cap authorized. (Khaki) A plain, flat, folded, contoured, fore and aft cap made of khaki fabric matching the uniform with which it is worn.
- B. Correct Wear: Wear squarely on the head, with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. No hair shall show under the front of the cap. Wear with miniature cap device and metal collar grade insignia. (see NCD 12601(C)(1)) Optional wear of men's style garrison cap is authorized (Khaki).

514. Coat, Blue Jacket, Dinner Dress

- A. Description: Jacket is bolero style with long sleeves and has a narrow shawl collar. There are three 22-1/2-line gilt buttons down each side of the front, without front closure. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).

- B. Correct Wear: Wear open.

515. Coat, Blue, Service Dress

- A. Description: A single-breasted coat made of authorized navy blue fabric with one welt left breast pocket, and four 35-line gold buttons on the left front and a sword slit over the left hip. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).
- B. Correct Wear: All buttons shall be fastened. The coat may be removed once in the immediate office space. Commanding officers shall specify areas within the command where coats are required.

516. Coat, Blue, Service Dress, Maternity

- A. Description: A single-breasted coat made from navy blue authorized material, with a convertible collar, seven black plastic buttons down the front. Ribbons, insignia, and nametags may be worn if applicable. Wear removable soft shoulder boards on epaulets.
- B. Correct Wear: All buttons shall be fastened. Coat may be removed once in the immediate office space only. The coat need not be worn indoors in non-public areas.

517. Coat, White Jacket, Dinner Dress

- A. Description: Jacket is bolero style with long sleeves and has a narrow shawl collar. There are three 22-1/2-line gilt buttons down each side of the front, without front closure. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).
- B. Correct Wear: Wear open.

518. Coat, White, Service Dress

- A. Description: A single-breasted coat made of authorized white lightweight fabric with one welt left breast pocket and has a sword slit over the left hip, and four 35-line gold buttons on the left front. Buttons are described in NCD 12601(D). Sleeve insignia shall be worn as described in NCD 12601(A) and 12602(A).

- B. Correct Wear: All buttons shall be fastened. Coat may be removed once in the immediate office space. Commanding officers shall specify areas within the command where coats are required.

519. Cuff Links (Gold, Mother-of-Pearl)

- A. Description: Link or stud pattern of conservative design. Cuff Links may be gold colored or mother-of-pearl as required.
- B. Correct Wear: Wear with the face of the cuff link directed outboard from the wearer.

520. Cummerbund, Gold

- A. Description: Plain, gold-colored, pleated, to fasten in the back. Adjustable cummerbunds are authorized.
- B. Correct Wear: Wear with pleats up, around the waist overlapping the trousers/skirt top at least 1 inch.

521. Reserved**522. Flying Suit, NOMEX, Blue (CWU-73/P)**

- A. Description: Full-length flight coveralls of high-temperature resistant, blue NOMEX with two zippered chest pockets, two zippered thigh pockets, two zippered leg pockets, and zippered sleeve pocket.
- B. Correct Wear: Fasten all fasteners and close all zippers at least three-quarters of the way. Sleeves may be worn full length or rolled a maximum of 2 outward rolls. The uniform shall contain the following patches: An American flag on the left shoulder 1 inch below the seam, a leather or embroidered name tag worn over the left breast, and a NOAA Corps patch or NOAA patch on the right breast over the pocket. (see NCD 12609(A)(2) and 12609(A)(3).) On the right shoulder, a AOC approved aircraft, mission, or moral patch may be worn. Patches shall be sewn or attached with hook and pile (Velcro) attachment. Embroidered shoulder grade insignia shall be worn. (see NCD 12602(D)(2))

523. Reserved

524. Gloves (Black, White)

- A. Description: Black gloves are made of leather; white gloves are made of authorized fabric. Glove stitching is the same color as the basic glove material.
- B. Correct Wear: Wear or carry white gloves when prescribed with formal or dinner dress uniforms. Wear white gloves with full dress uniforms, or if prescribed with other uniforms. Black gloves may be worn with reefers, overcoats, all-weather coats/raincoats, windbreakers, and black jackets unless white gloves are authorized with the uniform over which the garment is worn. Outdoors, black leather gloves are worn, never carried. Remove gloves to shake hands.

525. Gloves, Flyer's, NOMEX, Sage Green (GS/FRP-2)

- A. Description: Knit, fire-resistant NOMEX backs with leather palms.
- B. Correct Wear: Wear during flight operations.

526. Reserved

527. Hosiery

- A. Description: Made of nylon, individual's flesh tone color, undecorated and seamless.
- B. Correct Wear: Wear right side out and is required with any skirt.

528. Reserved

529. Jacket, Black

- A. Description: Also known as "Eisenhower Jacket", made of 55/45% polyester/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closure, two inverted slant pockets, and epaulets.
- B. Correct Wear: Close the zipper at least three-quarters of the way. May be worn with liner. Wear with metal shoulder grade insignia. (see NCD 12602(B)(3))

530. Necktie, Black

- A. Description: An adjustable black, one-piece neck tab made of authorized fabric, which adjusts in the back with Velcro.
- B. Correct Wear: The neck tab's outer edges should be parallel to the outer edges of the collar. An equal amount of neck tab should show on each side of the collar. Wear parallel to and slightly above the top of the shirt collar closure, hiding the top button.

531. Necktie, Black Dress

- A. Description: A small, crescent-shaped, black velvet ribbon tapering to each edge from 1-inch width at center.
- B. Correct Wear: Wear under the collar with the front slightly above the top of the shirt.

532. Reserved

533. Overcoat, Blue (Bridge Coat)

- A. Description: A double-breasted, water repellent coat made of dark blue napped woolen or worsted fabric, and may be fitted with a removable sleeveless liner. The overcoat has a single row of four 40-line Navy eagle, gilt buttons on each forefront. A strap on each shoulder is fastened at inner end by a 24-line black plastic button. Buttons are described in NCD 12601(D).
- B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. Wear with hard shoulder boards. (see NCD 12602(B)(1))

534. Reserved

535. Shirt, Physical Training

- A. Description: 90/10 cotton/poly blend (sport grey in color) or 100% polyester (silver in color). NOAA CORPS crest logo is on left chest in navy and is 3.5" - 3.75" in diameter. Back print is NOAA CORPS text, two lines, in Player Pro font. Text should be 12" wide, and at least 6.5" tall (without distorting the font).

- B. Correct Wear: PTU shirt will be tucked into the shorts. During individual PT, shirts may be worn in or out of shorts. Long sleeved PTU shirts are authorized when weather conditions warrant.

536. Shirt, Service Khaki

- A. Description: Made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck.
- B. Correct Wear: All buttons shall be fastened. The shirt and trousers/skirt fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with metal collar grade insignia. (see NCD 12602(C)(2))

537. Shirt, Service Khaki Maternity

- A. Description: 100% polyester with adjustable waist side tabs with three buttons, hidden vertical side pockets that are aligned with left and right seams, and an open notched collar. Shirt is available in regular and long lengths.
- B. Correct Wear: All buttons shall be fastened. The shirt and trousers/skirt fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with metal collar grade insignia. (see NCD 12602(C)(2))

538. Shirt, Service Khaki Overblouse

- A. Description: Khaki in color and made of authorized fabric (75/25% poly/wool blend) with short sleeves and an open collar forming a V-neck. Female officers and chief petty officers are authorized to wear the poly/wool overblouse as an optional service khaki uniform component with the 75/25% poly/wool khaki pants or skirt.
- B. Correct Wear: The overblouse shall be worn outside the trousers or skirt and shall hang comfortably over the hips and chest. The length shall be long enough to fall approximately one inch above the bottom of the side pocket opening. All buttons shall be fastened. When worn with the black relax fit (with stand-up knit collar) jacket or V-neck sweater, gently roll/tuck/fold the overblouse up and into the jacket or sweater. The overblouse should not extend below the bottom of the jacket or sweater. Wear with metal collar grade insignia. (see NCD 12602(C)(2))

539. Shirt, White Dress

- A. Description: A quality improved white dress long sleeve shirt, made of 60/40 percent cotton/polyester fabric, designed with a lower neckline, center front covered button placket, and one-piece front.
- B. Correct Wear: The top button is buttoned when wearing a tie. Soft shoulder boards must be worn on the epaulets if worn without coat. (see NCD 12602(B)(2))

540 Shirt, White Maternity (Long and Short Sleeve)

- A. Description: Made of white authorized material with a convertible, turndown, pointed, collar, short or long sleeved, with epaulets.
- B. Correct Wear: All buttons shall be fastened. Soft shoulder boards must be worn on the epaulets when worn with “blue” uniforms, hard shoulder boards must be worn on the epaulets when worn with “white” uniforms. (see NCD 12602(B)(1) and 12602(B)(2))

541. Shirt, White Formal

- A. Description: A plain white formal dress shirt with tuxedo pleats and French cuffs. Plain shirt studs and cuff links are required for dinner dress jacket uniforms.
- B. Correct Wear: Wear with all studs, buttons and cuff links fastened.

542. Shirt, White Summer

- A. Description: Short sleeve shirt made of authorized fabric. The shirt has epaulets, two breast pockets with button flaps and collar points measuring no more than 3-1/4 inches with a medium spread.
- B. Correct Wear: The short sleeve shirt and Summer White skirt/trousers fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with hard shoulder boards. (see NCD 12602(B)(2))

543. Shoes, Athletic

- A. Description: Black is preferred, but in all cases running shoes will be comfortable and support the planned exercise.
- B. Correct Wear: Lace through all eyelets and tie. Keep clean and in good repair.

544. Shoes, Black Formal

- A. Description: Plain black pumps with closed heels and toes, of suede, silk, or peau de soie. The heel may be 1 to 2 5/8 inches high and no less than 1/2 inch wide at the floor. A flat wedge style sole which rises 1 inch is authorized.
- B. Correct Wear: Keep clean, polished and in good repair.

545. Shoes, Black Formal, Flat

- A. Description: Plain black formal dress flat shoes with closed heels and toes, of suede, silk, or peau de soie.
- B. Correct Wear: Keep clean, polished and in good repair.

546. Shoes, Dress (Black, White, Brown)

- A. Description: Plain black, white, or brown dress pumps made of smooth leather or synthetic leather, with closed heels and toes. The heel shall be no higher than 2-5/8 inches nor less than 5/8 inch measured from the forward edge, and no wider than 1-3/4 inches at the base. Sole shall be no thicker than 1/4 inch. Wedge heels are not authorized.
- B. Correct Wear: Keep clean, polished, and in good repair. Brown dress pumps are optional for officers assigned to aviation units. Officers with aviation designators, assigned to non-aviation units, may wear brown pumps, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black pumps with Summer Khaki for specific occasions.

547. Shoes, Service (Black, White, Brown)

- A. Description: Black, white, or brown laced leather or synthetic oxfords with two rows (1/16 inch apart) of matching stitching around the top of the toe. Smooth-toed shoes are authorized for optional wear but are not prescribable. Shoes shall have an outside heel 5/8 inch - 1 inch high. The soles shall be 3/16 inch - 3/8 inch thick. Wedge heels are not authorized.
- B. Correct Wear: Lace from inside out through all eyelets and tie. Keep clean, polished and in good repair.
 - 1. Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g., Corfam) shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions. Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.
 - 2. Brown oxfords and khaki socks are optional for officers assigned to aviation units. NOAA Corps officers with aviation designators, assigned to non-aviation units, may wear brown oxfords and khaki socks, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black shoes and socks with Summer Khaki for specific occasions.

548. Shorts, Physical Training

- A. Description: Navy blue 100% cotton jersey (provided for on-ship use per fire regulations prohibiting polyester apparel) with 6" inseam. Print is in white ink. Left leg print at hem is NOAA over CORPS, in Player Pro font (see NCD 12414). Text should be 3.5" wide, and letter should be 0.75" - 1" tall (without distorting the font). Alternatively, but not for use on ship, a navy blue 100% polyester mesh with 7-9" inseam may be substituted.
- B. Correct Wear: Shorts will be worn fully on the waist. The length of the shorts will not extend below the top of the knee.

549. Skirt, Blue Belted

- A. Description: A plain belted skirt made of authorized fabric, with two welt pockets in upper front and a zipper in back.

- B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in back and a belt through all loops.

550. Skirt, Blue Formal

- A. Description: A plain, floor-length, six-gored skirt made of authorized fabric, with optional slit(s) on either side no higher than mid-calf.
- B. Correct Wear: Wear the zipper on the left side.

551. Skirt, Blue Unbelted

- A. Description: A plain, six-gored skirt made of authorized fabric, with a waistband pocket in the upper right front.
- B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper on the left side. When worn with a blue coat, skirt matches the coat in color and fabric.

552. Skirt, Maternity (Blue, White, Khaki)

- A. Description: A plain, two panel tailored A-line skirt of the same color and fabric as the shirt, with elasticized waist and stretch front panel.
- B. Correct Wear: Wear the zipper on the left side. Skirt matches the coat in color and fabric.

553. Skirt, Service Khaki

- A. Description: A plain belted skirt made of authorized fabric, with two welt pockets in upper front and a zipper in back.
- B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in the back and a belt through all loops. The shirt and skirt fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.)

554. Skirt, White Belted

- A. Description: A plain, belted skirt made of authorized fabric, with a full lining, two welt pockets in upper front and a zipper in the back.
- B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in the back and a belt through all loops. The shirt and skirt must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

555. Skirt, White Unbelted

- A. Description: A plain, white, six gored skirt made of authorized fabric, with a waistband pocket in the upper right front. Skirt matches the coat in color and fabric.
- B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper on the left side.

556. Slip

- A. Description: May be a full or half-slip and shall be white or flesh color when wearing white skirts.
- B. Correct Wear: Wear right side out with all unlined skirts. A slip is optional with lined skirts.

557. Socks (Black, White, Khaki)

- A. Description: Made of undecorated, plain or ribbed knitted material. Knee length or mid-calf socks are authorized. Low-cut socks can be worn with PTU. When worn during flight or in hazardous environments, socks shall be of 100% cotton or natural fibers for safety.
- B. Correct Wear: Wear right side out.

558. Studs (Gold, Mother-of-Pearl)

- A. Description: Shall be plain without design or ornamentation. Studs shall be gold colored or mother-of-pearl as required.

- B. Correct Wear: Wear fastened on formal shirts.

559. Sword

- A. Description: The NOAA sword shall have a cut and thrust blade, from 26 inches to 36 inches long, half basket hilt, and fit in a scabbard of plain black grain leather or synthetic material presenting the leather appearance. It may be prescribed for all officers in the rank of lieutenant commander and above. The sword is optional for lieutenants and below.
- B. Correct Wear: Sword length shall be based on the officer's height and shall be worn with sword belt and sword knot. The sword shall be worn on the left side with the handle facing aft. The sword belt or shoulder sword sling shall be worn under the coat so that neither is visible. The sword shall be worn with trousers and not a skirt. The sword, accessories, and proper wear are described in more detail in NCD 12306.

560. Reserved

561. Trousers, Blue Unbelted

- A. Description: Made of plain, authorized blue fabric with fore and aft creases, left side zipper, and a waistband pocket in the upper right front. Fabric of trousers must match the Service Dress Blue coat.
- B. Correct Wear: Fasten all buttons, close all fasteners and wear a belt through all loops. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

562. Trousers, Blue Formal

- A. Description: Made of plain, authorized blue fabric, with high waist, straight legs, fore and aft creases, and left side zipper.
- B. Correct Wear: All buttons shall be fastened and close all fasteners. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

563. Trousers, Maternity (Blue, White, Khaki)

- A. Description: Flared trousers of the same fabric and color of the shirt, with elasticized waist and stretch front panel.
- B. Correct Wear: Trousers should cover the top of the shoes by approximately 1 inch at the heel.

564. Trousers, ODU

- A. Description: ODU trousers are a Coast Guard blue variation of the Navy Battle Dress Uniform (BDU). They have two hip pockets, two back pockets with flaps, and two expandable cargo pockets with flaps. Trouser waist is adjustable.
- B. Correct Wear: Worn bloused between the second and third eyelets from the top when worn with high-topped (8 - 10 inch high) black safety-toe boots. Elasticized or Velcro type blousing bands will be used and blousing bands should not be visible. Blousing bands are optional; if not used, trousers can be tucked into boot and then adjusted to appear bloused. May be worn straight leg fashion when low-topped shoes or boat shoes are required.

565. Trousers, ODU Maternity

- A. Description: Maternity trousers in the overall style of the ODU. (see 564)
- B. Correct Wear: Wear in the manner of the standard ODU trousers. (see 564)

566. Trousers, Service Khaki

- A. Description: Made of authorized fabric with fore and aft creases, belt loops, zippered fly front closure, and two side pockets. May be straight legged or slightly flared. The shirt and trousers fabric must match (i.e. poly/cotton with poly/cotton, CNT with CNT and poly/wool with poly/wool).
- B. Correct Wear: All buttons shall be fastened, close all fasteners, and wear a belt through all loops. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

567. Trousers, White Belted

- A. Description: Made of authorized white fabric with fore and aft creases, belt loops, zippered fly front closure, a modesty liner which extends to the bottom of the pockets, and two side pockets. The shirt and trouser fabric must match (i.e. poly/cotton with poly/cotton, CNT with CNT). Modification of liner is prohibited.
- B. Correct Wear: All buttons shall be fastened, close all fasteners, and wear a belt through all loops. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

568. Trousers, White Unbelted

- A. Description: Made of plain, authorized white fabric with fore and aft creases, left side zipper, and a waistband pocket in the upper right front. Fabric of trousers must match the Service Dress White coat. A full free-hanging liner is required in trousers. Modification of liner is prohibited.
- B. Correct Wear: All buttons shall be fastened, close all fasteners. Trousers shall hang approximately 2 inches from the floor at the back of the shoe. Trousers should be tailored to include a 2 inch hem to provide material for adjustments.

569. Reserved

570. Undershirt (White, Blue, Black)

- A. Description: Made of cotton or polyester/cotton. When worn during flight or in hazardous environments undershirts shall be of 100% cotton or natural fibers for safety. Shirts may be sleeveless when worn underneath dress or formal shirts and have a crew or V-neck.
- B. Correct Wear: Wear right side out, front of shirt to front of body. Crew neck shirts shall be worn with ODUs.

571. Underpants

- A. Description: Shall be white or flesh color when worn with white skirt/trousers, otherwise, color is optional. When worn during flight or in hazardous environments underpants shall be of 100% cotton or natural fibers for safety. Compression shorts/ modesty liners are authorized for

additional comfort and support while wearing PTU gear but must not be visible while standing and will be black or navy blue in color.

- B. Correct Wear: Wear right side out.

572. Reserved

573. Reserved

574. Reserved

OPTIONAL AND/OR PROTECTIVE CLOTHING

575. Cap, Knit Watch

- A. Description: Made of black or navy blue wool, closely knitted, bell-shaped, pullover style, 11- to 12- inches long, 8-1/4-inches wide at bottom with 5/8-inch border.
- B. Correct Wear: Wear squarely on the head, double-folded approximately 2-1/2 to 3 inches, with the bottom parallel to and 1-1/2 inches above the eyebrows. The knit watch cap may be worn during cold weather conditions that may result in personal injury if not worn. Authorization for wear will be granted by unit commanding officers (at sea) or regional commanders (ashore). The black knit watch cap is authorized for wear with service dress, service, and working uniforms with the exception of service dress white and summer white uniforms. Appropriate outer wear (specifically, foul weather parka, all weather coat, reefer, pea coat and bridge coat) shall be worn with the knit watch cap. The Eisenhower jacket is not considered cold weather outer wear.

576. Reserved

577. Earmuffs

- A. Description: Plain, navy blue earmuffs with black attachment.
- B. Correct Wear: Wear earmuff attachment underneath the cap.

578. Earrings (Gold Ball, White Pearl, Diamond)

- A. Description: Earrings will be 4-6mm ball studs (approx. 1/8 – 1/4 inch), natural white pearl (colored pearls not authorized), white diamond, or plain gold with a shiny or brushed matte finish settings. Decorative or combination settings not authorized.
- B. Correct Wear: Only one earring may be worn per ear, centered on the earlobe.

579. Reserved

580. Foul Weather Parka II (FWP)

- A. Description: The all-weather parka has a Coast Guard blue waterproof, laminated supplex nylon and Gore-Tex outer shell with foldaway hood. It has a tab on the front for placement of the embroidered fabric rank device.
- B. Correct Wear: Zipped a minimum of two-thirds closed. Foldaway hood must be stowed away if not in use and wear with embroidered fabric rank device. (see NCD 12602(D)(4))

581. Foul Weather Parka, Fleece Liner

- A. Description: Made of Polartec® fleece material, it zips in and out of the parka and also features a full zip-through collar and two zip-front welt pockets. Waist drawstrings have barrel locks. FWP shall be the same material, color and military specifications as determined by the USCG.
- B. Correct Wear: May be worn with the parka or as a standalone outer garment when not interacting with the public. When worn alone, all zippers will be zipped. Sleeves are to reach about 3/4 of distance from the wrist to the knuckles when arms hang naturally at side. Main zipper shall be at least 3/4 of the way closed and shall not be worn open/unzipped.

582. Reserved

583. Glove Shells, Flyer's, Leather (HAU-6/P)

- A. Description: Made of dark brown leather.
- B. Correct Wear: Wear over NOMEX flyer's gloves to provide additional warmth and protection.

584. Reserved

585. Handbag (Black, White, Brown)

- A. Description: A plain black, white, or brown leather or synthetic material, envelope-style handbag, of semi-rigid construction approximately 10-1/4 inches wide, 7-1/4 inches high, 3 1/2 inches deep, with three separate inside compartments and 1 inch adjustable shoulder strap. The bag has an outside lined pocket and is closed by means of a twist lock and flap plate. Color of handbag shall match color of shoes worn.
- B. Correct Wear: Carry over the left shoulder or forearm, placing the top of the handbag at waist level.

586. Handbag, Dress (Black, White)

- A. Description: A small clutch type black or white handbag. A collapsible inside handle is optional.
- B. Correct Wear: May be carried with formal dress, dinner dress, or service uniforms.

587. Reserved

588. Jacket, Brown Leather Bomber Style (USNG1)

- A. Description: Made of brown leather, with zipper closure, snap front pockets, faux fur collar, knit cuffs and bottom, and epaulets. The jacket is fully lined.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. (see NCD 12609(A)(2))

589. Jacket, NOMEX, Green (CWU-36/P and CWU-45/P)

- A. Description: Made of authorized fabric, with zipper closure, one large pouch pocket on each front, wind flap and zippered pencil holder/pocket on left sleeve, and knit cuffs and bottom.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. (see NCD12609(A)(2))

590. Jacket, ODU Utility

- A. Description: A Foul Weather Parka (FWP) II fitted blue Polartec Power Shield liner. Made of 70% polyester, 30% nylon. That is a 98% windproof, water repellant, breathable, stretch fabric. It has a tab on the front for placement of the embroidered fabric rank device.
- B. Correct Wear: Wear standalone or fitted within the FWP. When worn standalone, jacket shall be zipped a minimum of two-thirds closed. Only carry small items in the pockets as to not distort the look of the jacket. Wear with embroidered fabric rank device. (see NCD 12602(D)(4))

591. Reserved

592. Reefer

- A. Description: A double-breasted, hip-length coat made of dark blue authorized fabric with a convertible collar. It has a set-in pocket in each forefront, and a single row of three 40-line buttons on left front, and four on right (one for collar closure). Two loops are required on each shoulder to hold hard shoulder boards. Buttons are described in NCD 12601(D).
- B. Correct Wear: Button all buttons except collar button. Collar button may be buttoned in inclement weather. Sleeves are to reach about three-quarters of distance from the wrist to the knuckles when arms hang naturally at the side. Wear with hard shoulder boards. (see NCD 12602(B)(1))

593. Reserved

594. Scarf

- A. Description:
 - i. Navy Style: A plain white scarf made of knitted or woven silk or synthetic fabric.
 - ii. USCG Style: The “blue” scarf is actually black in color and must be of conventional size and made of plain or unadorned tightly woven wool, silk, or synthetic material.

- B. Correct Wear: Wear tucked in under coats, matching style of scarf to uniform (e.g. Navy style with Navy based uniforms, and USCG style with USCG based uniforms).

595. Sweater, Black V-neck Pullover

- A. Description: Blue (black in appearance), V-neck pullover sweater, in light or heavy weave, with fabric epaulets, shoulder, and elbow patches. A Velcro-backed, black leather name tag is required on the left breast.
- B. Correct Wear: The sweater is authorized for travel, in public places, on board ship, and for attending working level meetings/briefings. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn. Soft shoulder boards shall be worn on the epaulets. (see NCD 12602(B)(2))

596. Sweatpants

- A. Description: Navy blue 50/50 cotton/poly fleece sweatpants with no side seam and elastic cuffs. Print is in white ink. Left thigh print is NOAA CORPS crest and is 3.5” - 3.75” in diameter. Left leg side print is NOAA stacked vertically, and is 13” tall and 2.25” wide.
- B. Correct Wear: Sweatpants should end within ½ of the shoe. Made of the same fabric as the sweatshirt.

597. Sweatshirt, Hooded

- A. Description: 50/50 fleece pullover hooded sweatshirts; double lined hood with drawcord; front pouch pocket. Left chest is NOAA CORPS crest in white, and is 3.5” - 3.75” in diameter. Back print is NOAA CORPS text, two lines, in white ink, Player Pro font. Text should be 12” wide, and at least 6.5” tall (without distorting the font).
- B. Correct Wear: Wear right side out, front of sweatshirt to front of body. Drawcords must hang even. Hood is used when weather conditions warrant.

598. Reserved

599. Umbrella, Black

- A. Description: Plain, solid black, without design or ornamentation.
- B. Correct Wear: May be carried when weather conditions warrant, provided safety directives or practices are not violated. The umbrella will be carried in the left hand to permit saluting. The umbrella will not be used as a cane or walking stick.

600. Reserved

	Section
Service Insignia.....	12601
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Qualification Insignia.....	12604
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Part 6 – Insignia, Medals, and Ribbon Bars

12601 SERVICE INSIGNIA

- A. Sleeve Device is the NOAA Corps device consisting of a circular base of gold matte embroidery 15/16-inch in diameter, with inscribed triangle of gold shine embroidery, the triangle outlined with heavy gold jaceron. The triangle shall be subdivided into three smaller triangles by a single line of jaceron. The device shall be centered on the sleeve midway between front and rear creases, the base of the triangle parallel to the edge of the cuff with the bottom of the embroidered circle 1/4-inch above the uppermost sleeve stripe.

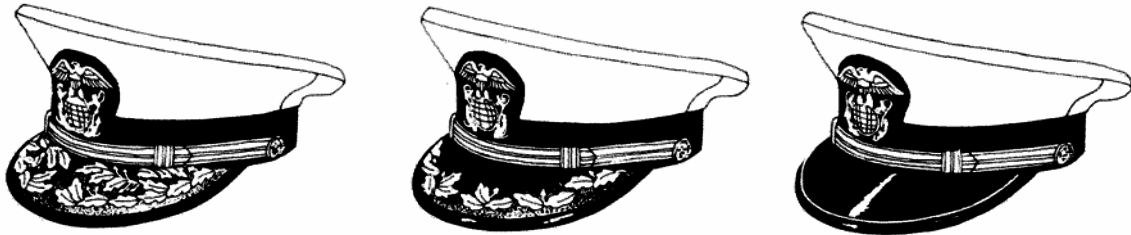


- B. Combination Cap Device is solid metal consisting of a full globe, 1-1/16 inches in diameter, surmounted by a spread eagle, facing dexter, 1-inch in height with tips of wings 2-3/8 inches apart. The breast of the eagle carries a shield 9/16-inch in height with tip of shield 1/16-inch above top of globe. The globe is superimposed on crossed fouled anchors 1-1/4 inches in overall length. The globe and eagle shall be of gold-colored metal, the anchors and shield of silver-colored metal.



Part 6 – Insignia, Medals, and Ribbon Bars

1. Combination Cap insignia shall consist of a NOAA Corps combination cap device, a 1/2-inch-wide gold chin strap and two 22-1/2-line NOAA cap screw buttons. Officers in the grade of rear admiral (lower half) and above wear a visor covered with dark-blue cloth, embroidered fully in gold with two rows of oak leaves and acorns. For captains and commanders the visor shall be the same as for flag officers but with only one row of oak leaves and acorns. Officers in the grade of lieutenant commander and below wear a plain visor.

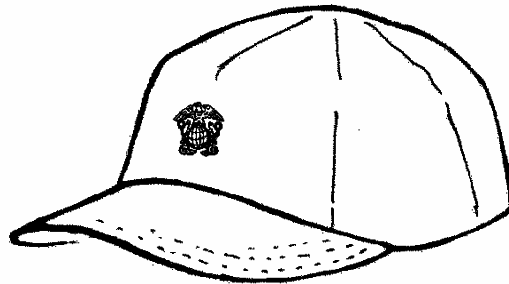
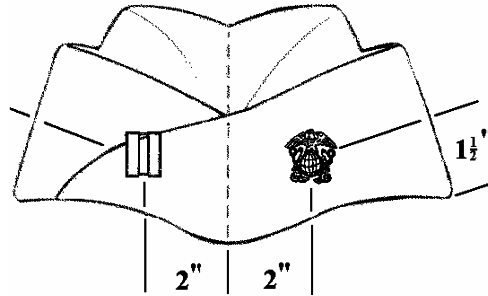


- C. Miniature Cap Device is metal and of similar design and color as the combination cap device except that each dimension shall be reduced by 1/2 and no shield shall be used on the breast of the eagle.



1. Garrison Cap shall be worn with a miniature cap device on the wearer's left and a small metal collar grade insignia as specified in NCD 12602(C) on the wearer's right as illustrated below. The devices and grade insignia are centered 1-1/2 inches from the lower edge and 2 inches from the center line. Officers in the grade of captain wear the right eagle (i.e., eagle's head and olive branch shall be toward the centerline).

Part 6 – Insignia, Medals, and Ribbon Bars

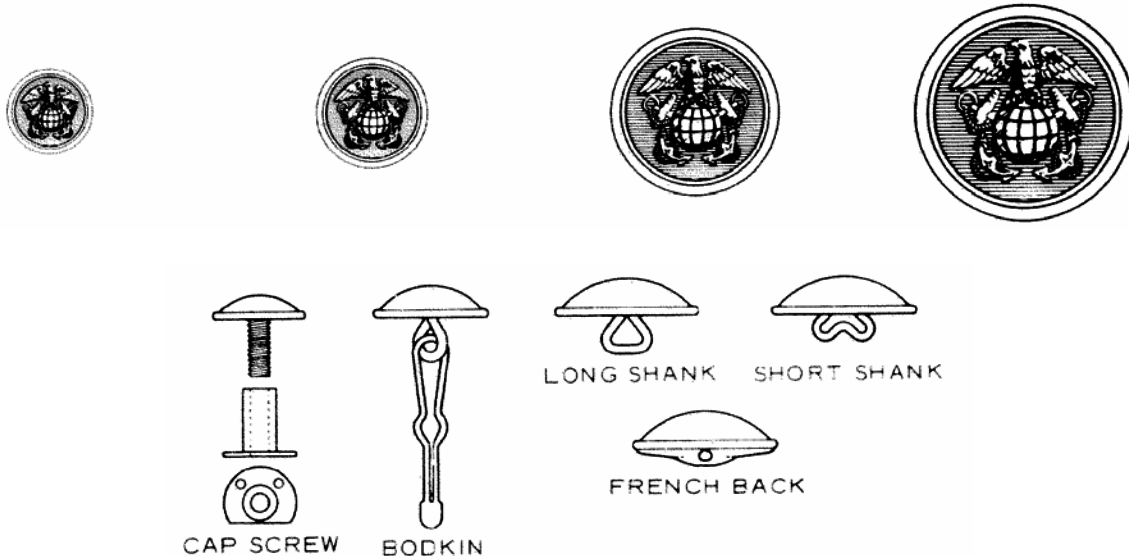


2. Ball Cap (standard, unit) is worn with metal collar type grade insignia as specified in NCD 12602(C) or grade insignia embroidered directly onto the cap as specified in 12602(D)(3). The grade insignia shall be centered both vertically and horizontally under the gold lettering on the front the cap. Officers in the grade of rear admiral (lower half) and above wear a visor embroidered fully in gold with two rows of oak leaves and acorns. For captains and commanders the visor shall be the same as for flag officers but with only one row of oak leaves and acorns. Officers in the grade of lieutenant commander and below wear a plain visor.



Part 6 – Insignia, Medals, and Ribbon Bars

- C. Buttons are gold-colored metal with an embossed design consisting of an eagle rising, wings displayed and inverted, with the eagle's head turned to its right, with talons gripping the top of a globe, and two fouled anchors crossing behind the globe, with the flukes at the bottom of the design and the stocks under the eagle's wing. Button sizes are designated in terms of "lines," e.g., a 40-line button is 1 inch in diameter. Button sizes authorized are 22-1/2-line, 28-line, 35-line, and 40-line. Refer to the appendices in NCD Chapter 12, Part 4 and Part 5, for specifics on which size buttons are authorized for wear on each uniform.

**12602 GRADE INSIGNIA**

- A. Sleeve Insignia consist of stripes of gold lace in widths of 2-inch, 1/2-inch, or 1/4-inch indicating an officer's grade. Stripes encircle the sleeve with the lower edge of the first stripe 2 inches from the edge of the sleeve. Multiple stripes are separated by 1/4-inch intervals. Sleeve insignia are worn as indicated below:
1. Vice Admiral - One 2-inch stripe with two 1/2-inch stripes above it;
 2. Rear Admiral - One 2-inch stripe with one 1/2-inch stripe above it;
 3. Rear Admiral (lower half) - One 2-inch stripe;
 4. Captain - Four 1/2-inch stripes;
 5. Commander - Three 1/2-inch stripes;
 6. Lieutenant Commander - Two 1/2-inch stripes with one 1/4-inch stripe in between;

Part 6 – Insignia, Medals, and Ribbon Bars

7. Lieutenant - Two 1/2-inch stripes;
8. Lieutenant (junior grade) - One 1/2-inch stripe with one 1/4-inch stripe above it; and
9. Ensign - One 1/2-inch stripe.

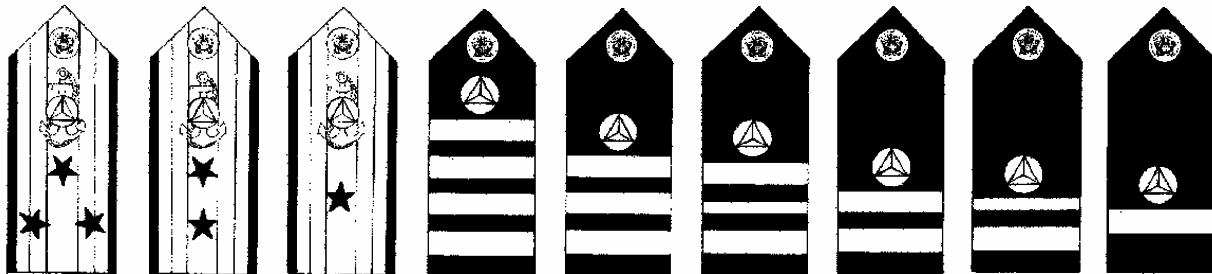


B. Shoulder Insignia consist of shoulder boards and metal grade insignia, as follows:

1. Hard Shoulder Boards indicate the wearer's grade and service. They shall be 5-1/2 inches long and 2-1/4 inches wide, with the outer end squared and the inner end terminating in a symmetrical triangular peak, extending 1 inch beyond the parallel sides. They shall be stiff, curved to fit the shoulder and secured at their inner ends by a 22 1/2 inch line NOAA gilt button snap fastener or cap screw button.
 - a. For flag officers the outside face of the hard shoulder board shall be covered with gold lace of approved shade and pattern, showing a margin of 1/8-inch of blue cloth on each of the long sides. A fouled anchor shall be embroidered in silver thereon with the centerline of the shank coinciding with the centerline of the longer dimension of the shoulder board. Superimposed on the shank of the anchor is a 1/2-inch circle and inscribed equilateral triangle, the triangle to be embroidered in gold bullion or synthetic material. The crown of the anchor and base of the triangle shall be pointed toward the squared end of the board. The device shall measure 1-7/16 inch overall and shall be placed with the ring 1-1/4 inch from the pointed end of the board. The unfouled arm of the stock shall point to the front. Designation of grade shall consist of silver embroidered five-pointed star(s), each of a size to be inscribed in a circle 3/4-inch in diameter, placed between the crown of the anchor and the squared end of the shoulder board as follows:
 1. Vice Admiral - Three five-pointed stars placed to form an isosceles triangle with a 1-1/8 inch base and altitude. Inner star shall have a ray pointing toward the squared end of the shoulder board. Centers of the outermost stars shall be 3/4-inch from the squared end of the shoulder board and have a ray of each pointing toward the other.

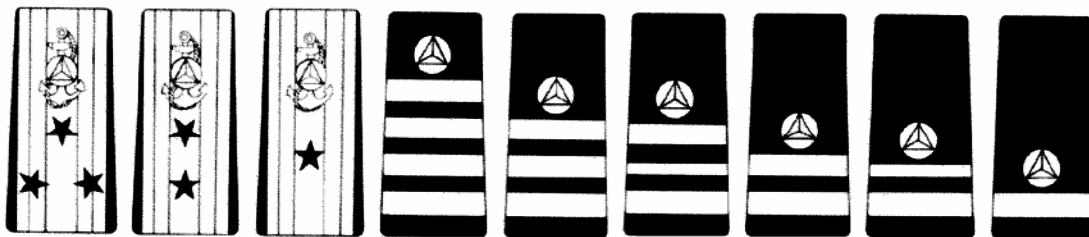
Part 6 – Insignia, Medals, and Ribbon Bars

2. Rear Admiral - Two five-pointed stars embroidered in silver, each of a size to be inscribed in a circle 3/4-inch in diameter, placed on the centerline of the board, with the centers of the stars 13/16-inch apart, and the center of the outer star 3/4-inch from the squared end of the board. A ray of each star shall point toward the other.
 3. Rear Admiral (lower half) - One five-pointed star located on the center line of the shoulder board and centered between the crown of the anchor and the squared end of the shoulder board, with one ray pointing toward the pointed end of the shoulder board.
- b. For officers below flag grade the outside face of the hard shoulder board shall be covered with navy-blue cloth lined with black silk, rayon, or similar cloth. Grade shall be designated by stripes of gold lace of the same width and number and with the same spacing as specified in 12602(A) for stripes on the sleeves of the coat, except that the outer edge of the first stripe shall be 1/4-inch (1/2-inch for ensigns) from the squared end of the shoulder board. A Corps device 15/16-inch in diameter, embroidered in gold, shall be affixed 1/4 inch above the innermost stripe.

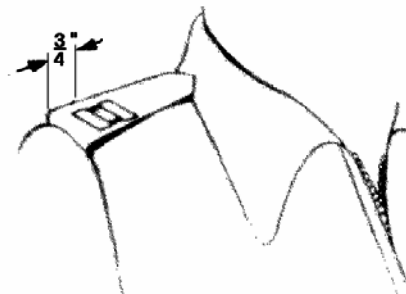


2. Soft Shoulder Boards shall be made of navy-blue gabardine or similar material, sewn in a loop to fit over the shoulder straps. They shall be 4-3/16 inches long, squared at both the inner and outer ends, tapering from 2-1/4 inches wide at the outer end to 1-7/8 inches wide at the inner end.
 - a. For flag officers the outside face of the soft shoulder boards shall be covered with 1-1/2 inches width gold lace, with embroidery similar to that on the hard shoulder boards for each grade.
 - b. For officers below flag grade, grade shall be designated by a stripe or stripes of gold lace of 3/8-inch or 1/8-inch widths, encircling the boards. The outer edge of the first stripe shall be 1/4-inch from the outer edge of the shoulder board, with 1/4-inch intervals between stripes. A NOAA Corps device, 15/16-inch in diameter, embroidered in gold, shall be affixed 1/4-inch above the innermost stripe.

Part 6 – Insignia, Medals, and Ribbon Bars



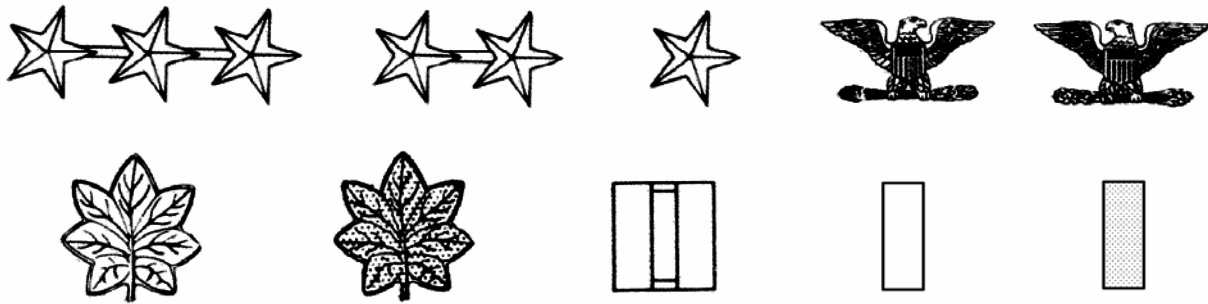
3. Metal Shoulder Grade Insignia are large U.S. Navy-type, and shall be worn on the shoulders straps of all-weather coats/raincoats and black jackets to indicate the wearer's grade. The outer edge of each device shall be placed 3/4-inch from the squared end of the strap. NOTE: Army-type insignia are different and are NOT authorized.



- a. Vice Admiral - Three silver-colored, five-pointed pyramidically shaped stars, worn lengthwise on the strap so that the single ray of each star points toward the collar.
- b. Rear Admiral - Two silver-colored, five-pointed, pyramidically shaped stars, worn in the same manner as prescribed for vice admiral.
- c. Rear Admiral (lower half) - One silver-colored, five-pointed, pyramidically shaped star, one ray of which shall point toward the collar.
- d. Captain - A silver-colored spread eagle, worn with the top of eagle's head toward the collar, and head and olive branch pointing to the front (rights and lefts).
- e. Commander - A silver-colored oak leaf, plain, raised, and veined, worn with the tip of leaf toward the collar.
- f. Lieutenant Commander - A gold-colored oak leaf of the same design as that prescribed for commander, worn in the same manner.
- g. Lieutenant - Two silver-colored bars, attached at the ends, placed on the long center line of each shoulder strap with the longer dimension of the bars in a fore and aft line.

Part 6 – Insignia, Medals, and Ribbon Bars

- h. Lieutenant (junior grade) - One silver-colored bar placed on the long center line of each shoulder strap with the longer dimension of the bar in a fore and aft line.
- i. Ensign - A gold-colored bar worn on the shoulder strap in the same manner as prescribed for lieutenant (junior grade).



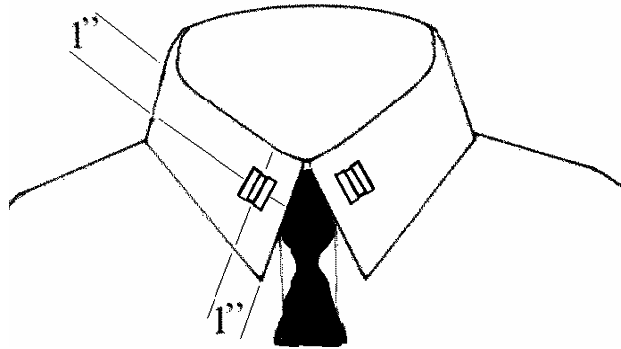
C. Metal Collar Grade Insignia are small U.S. Navy-type, and shall be worn on the collar points of shirts, as authorized, and on the garrison/ball caps.

1. Description - Metal collar grade insignia shall be of the same design as metal shoulder grade insignia described in NCD 12602(B)(3) except as specified below.
 - a. Vice Admiral - Three silver-colored pyramidically shaped stars, worn with one ray of each star pointed upward and along a fine line drawn through the three stars.
 - b. Rear Admiral - Two silver-colored pyramidically shaped stars of the same characteristics and worn in the same manner prescribed for vice admiral.
 - c. Rear Admiral (lower half) - One silver-colored, pyramidically shaped star, one ray pointing upward.

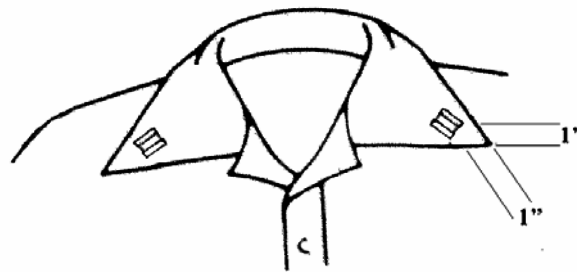


2. Manner of Wear

Part 6 – Insignia, Medals, and Ribbon Bars



- a. Open Collar shirts shall have the insignia centered 1-inch from the front and lower edges of the collar and positioned with the vertical axis of the insignia along (the horizontal axis at right angles to) an imaginary line bisecting the angle of the collar point.



D. Embroidered grade insignia are USCG-type, embroidered on a dark blue background. These insignia will be worn on the collar points of the Operational Dress Uniform, shoulders of flight suits, standard/unit ball caps, and as a rank device on the Foul Weather Parka II. Small insignia is used for all with the exception of the flight suit which uses the large “shoulder” size.

1. Collar grade insignia for the Operational Dress Uniform are centered on the collar, along an imaginary line bisecting the angle of the collar point that runs through the middle of the insignia. Collar grade insignia with exception of embroidered O-3 and O-6 will be placed 1 1/8 inch from collar point. O-3 and O-6 will be placed 1 1/2 inch from bisecting collar point.
2. On the Flight Suit embroidered or cloth sew-on grade insignia is used. Place insignia approximately 5/8 inch from the flight suit shoulder seam, centered on top of each shoulder.
3. Grade insignia on standard or unit ball caps shall be placed directly onto the cap along the centerline and spaced evenly between the lettering arch and any hull/tail numbers.

Part 6 – Insignia, Medals, and Ribbon Bars

4. For the Foul Weather Parka II (FWPII) and associated windbreaker the rank device is embroidered onto a sleeve made of navy blue fabric matching the FWPII's color which slides onto Velcro tab on front of coat (or windbreaker if wearing standalone without FWPII). For O-7 and above, stars on the embroidered FWPII fabric rank device are worn with the point up and in a vertical line centered on the tab.
- E. Tie Clasp/Tack Grade Insignia, if worn, shall be the appropriate insignia to which the wearer is entitled.

12603 COMMAND INSIGNIA

- A. General - Command insignia are worn on the breast to indicate designation as Commanding Officer of a NOAA vessel or Chief-of-Party of a mobile duty assignment.
1. Officers meeting the requirements for command insignia shall submit a written request to Commissioned Personnel Center (CPC) demonstrating how requirements have been met. CPC will verify and route to the Director for approval and authorization to wear.
- B. Authorized Insignia
1. NOAA Command-at-Sea Insignia
 - a. Metal Command-at-Sea insignia shall be a gold-colored pin consisting of a triangle superimposed on anchor flukes and an unfurled commissioning pennant showing six triangles. The metal insignia is provided in two sizes: Large: 1-1/2 inches in diameter, and Miniature: 3/4-inch in diameter.



- b. Embroidered Command-at-Sea insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal Command-at-Sea insignia. The embroidered command-at-sea insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered command-at-sea insignia is provided in only one size: 3/4-inches in diameter.

Part 6 – Insignia, Medals, and Ribbon Bars

- c. The NOAA Command-at-Sea insignia is authorized for incumbents serving under orders designating them in command of Class 1 through Class 5 NOAA commissioned vessels.
- d. A NOAA Corps officer who has previously successfully held command (but is not currently in command) of a NOAA commissioned vessel (as described above) for at least 6 months during which the vessel was engaged for at least 4 months in operations at sea, may, after authorization, wear the Command-at-Sea insignia.
- e. Eligibility to wear the insignia is not attained by a NOAA Corps officer being temporarily or acting in command due to absence, illness or transfer of the designated commanding officer, for periods of less than six continuous months.

2. NOAA Small-Craft-Command Insignia

- a. Metal Small-Craft-Command insignia shall be a bronze-colored insignia, of the same design and sizes as the metal Command-at-Sea insignia.



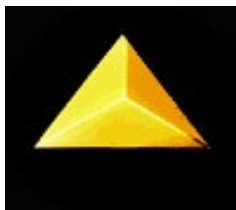
- b. Embroidered Small-Craft-Command insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal Small-Craft-Command insignia. The embroidered small-craft-command insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered small-craft-command insignia is provided in only one size: 3/4-inches in diameter.
- c. NOAA Corps officers not qualifying for the Command-at-Sea insignia as stated above who are incumbents serving under orders designating them as officer-in-charge or in command of NOAA vessels, greater than 50 feet in length up through Class 6, are authorized to wear the Small-Craft-Command insignia.
- d. A NOAA Corps officer who has previously been in charge of, or held command of a NOAA vessel (as described in the section above) for at least 6 months during which the vessel spent at least 4 months in field operations, may, after authorization, wear the Small-Craft-Command insignia. This insignia shall not be worn when the Command-at-Sea insignia is authorized.

Part 6 – Insignia, Medals, and Ribbon Bars

- e. Eligibility to wear the insignia is not attained by an officer being temporarily or acting in command due to absence, illness or transfer of the designated commanding officer, for periods of less than 6 continuous months.

3. NOAA Chief-of-Party Insignia

- a. Metal Chief-of-Party insignia shall be a gold-colored pin consisting of a raised equilateral triangle. The metal insignia is provided in two sizes: Large: approximately 1-1/2 inches on a side, and Miniature: approximately 3/4 inches on a side.



- b. Embroidered Chief-of-Party insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal Chief-of-Party insignia. The embroidered chief-of-party insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered chief-of-party insignia is provided in only one size: 3/4-inches on a side.
- c. The NOAA Chief-of-Party insignia is authorized for incumbents serving in assignments designating them as Chief-of-Party or equivalent.
- d. A NOAA Corps officer who has previously served in an assignment as Chief-of-Party, or equivalent, for at least 6 months during which the unit was engaged for at least 4 months in field operations, may, after authorization, wear the Chief-of-Party insignia.
- e. Eligibility to wear the insignia is not attained by an officer being temporarily assigned or acting as Chief-of-Party due to absence, illness or transfer of the designated Chief-of-Party, for periods of less than 6 continuous months.

C. Manner of Wear

1. Incumbent

Part 6 – Insignia, Medals, and Ribbon Bars

- a. Wear the command insignia centered 1/4-inch above the right breast pocket or pocket flap. When a name tag or ribbon bars are worn on the right breast, the insignia is centered 1/4-inch above them.
- b. On the men's Service Dress Blue coat, the insignia is positioned on the right breast as though there were a pocket.
- c. On Formal Dress and Dinner Dress Jacket (Blue or White), men wear the insignia centered on the right lapel, 3 inches below the notch; women wear the insignia centered on the right lapel, down one third the distance between the shoulder seam and the coat hem.
- d. The embroidered command insignia cloth tape is worn on the ODU shirt only and is centered above the right breast pocket, directly above the cloth name tape (NCD 12609(A)(4)), with the width of the tape running the width of the pocket flap. Thread will match the insignia background color and shall be a minimum of six stitches per inch. Direct embroidery is not authorized. Only one embroidered command insignia is authorized for wear at a time.

2. Post-Tour

- a. Only one post-tour command insignia may be worn. The choice of insignia worn is up to the individual.
- b. Center the device point up on the left breast, 1/4-inch below the top of the pocket/flap. When wearing two qualification insignia, center the command insignia 1/4-inch below the secondary insignia, or on uniforms with pocket flaps, 1/4-inch below the flap.
- c. The embroidered command insignia cloth tape is worn on the ODU shirt only and is centered on the left breast pocket flap, directly below the NOAA CORPS tape (NCD 12609(A)(4)), with the width of the tape running the width of the pocket flap. Thread will match the insignia background color and shall be a minimum of six stitches per inch. Direct embroidery is not authorized. Only one embroidered command insignia is authorized for wear at a time.
- d. When wearing miniature medals, center post-tour command insignia 1/4-inch below the medals or secondary qualification insignia.

Part 6 – Insignia, Medals, and Ribbon Bars

- e. When wearing large medals, men center post-tour command insignia 1/4-inch below the lower of either medals or a qualification insignia in the secondary position; women center the insignia 1/4-inch above the left pocket flap, medals, or primary insignia. On men's Full Dress White the combination of breast insignia and medals shall not extend below the lower seam of the pocket.
3. Incumbent with Post-Tour Insignia - An incumbent shall not wear a post-tour command insignia of the same command category. An incumbent insignia may be worn with one post-tour command insignia, but the Small-Craft Command and Command-at-Sea insignia shall not be worn concurrently. Specifically, incumbent Small-Craft Command or Command-at-Sea insignia may be worn with post-tour Chief-of-Party insignia and vice versa.
4. Refer to NCD Chapter 12, Part 4 and Part 5, for specifics on which size metal command insignia (large or miniature) is authorized for wear on each uniform.

12604 QUALIFICATION INSIGNIA

- A. NOAA Corps officers who have qualified as aviators, divers, submariners, parachutists, etc., while on active duty are otherwise entitled to wear a qualification insignia of another service, and whose right to wear it has not been specifically revoked, may wear the insignia at their discretion in accordance with these Directives.
- B. Authorized Insignia
 1. NOAA Deck Officer Insignia

- a. Metal Deck Officer insignia shall be a gold-colored pin displaying breaking waves, with a central device consisting of a fouled anchor surcharged with a NOAA Corps device. The metal insignia is provided in two sizes: Large: 2-5/8 inches by 1-inch, and Miniature: 1-5/16 inches by 1/2-inch.



Part 6 – Insignia, Medals, and Ribbon Bars

- b. Embroidered Deck Officer insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal deck officer insignia. The embroidered deck officer insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered deck officer insignia is provided in only one size: 2-5/8 inches by 1-inch.
- c. NOAA Corps officers qualified as Senior Watch Officer (SWO) may wear the NOAA Deck Officer insignia after authorization by the Director, NOAA Corps.

2. NOAA Aviator Insignia

- a. Metal Aviator insignia shall be a gold-colored pin, consisting of outstretched wings, with a central device consisting of a fouled anchor surcharged with a NOAA Corps device. The metal insignia is provided in two sizes: Large: 2-3/4 inches by 1-inch, and Miniature: 1-3/8 inches by 1/2-inch.



- b. Embroidered aviator insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal aviator insignia. The embroidered aviator insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered aviator insignia is provided in only one size: 2-3/4 inches by 1-inch.
- c. NOAA Corps officers who have qualified as either pilots or navigators may wear the NOAA aviator insignia after authorization by the Director.

3. NOAA Diver Insignia

- a. Metal Diver insignia shall be a gold-colored pin consisting of a NOAA Corps device surrounded by two dolphins. The metal insignia is provided in two sizes: Large: 1-1/2 inches in diameter, and Miniature: 3/4-inch diameter.



Part 6 – Insignia, Medals, and Ribbon Bars

- b. Embroidered diver insignia are USCG-type, embroidered on a dark blue cloth tape background, and shall be of the same color and design as the metal diver insignia. The embroidered diver insignia cloth tape is of the same size, color, and material specifications as the cloth name tape / NOAA Corps tape (NCD 12609(A)(4)). The embroidered diver insignia is provided in only one size: 3/4-inches in diameter.
 - c. NOAA Corps officers qualified as NOAA divers may wear the NOAA Diver insignia after authorization by the Director.
4. Insignia of Other Services – NOAA Corps officers authorized to wear qualification insignia of other services may do so in accordance with the section below.

C. Manner of Wear

- 1. Refer to NCD Chapter 12, Part 4 and Part 5, for specifics on which size metal qualification insignia (large or miniature) is authorized for wear on each uniform.
- 2. Qualification insignia are worn on the left breast.
- 3. If wearing one device, place it in the primary position.
- 4. NOAA Corps officers with multiple qualifications may wear two metal insignia, placing one in the primary position and one in the secondary position. Only one insignia from any qualification category (i.e. diver, aviator, etc.) is authorized for wear at the same time.
- 5. Positioning of metal qualification insignia shall be as follows:
 - a. With Ribbon Bars or Medals
 - 1. The primary insignia is centered above ribbon bars or medals with the lower edge of the device 1/4-inch above the top row of ribbon bars or medals.
 - 2. The secondary insignia is centered below ribbon bars with the top of the device 1/4-inch below the top of the pocket or pocket flap, or centered below medals with the top of the device 1/4-inch below the lowest row of medals.
 - b. Without Ribbon Bars or Medals

Part 6 – Insignia, Medals, and Ribbon Bars

1. The primary insignia is centered above the left pocket with the lower edge of the device 1/4-inch above the top of the pocket. On Dinner Dress Jacket uniforms, men center the insignia on the left lapel, 3-inches below the notch; women center the insignia on the left lapel down one-third the distance between the shoulder seam and coat hem.
2. The secondary insignia is centered 1/4-inch below the top of the pocket or pocket flap. On Dinner Dress Jacket uniforms, position the secondary insignia 1/4-inch below the primary insignia. Secondary insignia are not authorized for wear on working uniforms.
6. Embroidered qualification insignia cloth tape is worn on the ODU shirt only, and is centered above the left breast pocket, directly above the NOAA CORPS tape (NCD 12609(A)(4)), with the width of the tape running the width of the pocket. Thread will match the insignia background color and shall be a minimum of six stitches per inch. Direct embroidery is not authorized. Only one embroidered qualification insignia is authorized for wear at a time.

12605 LARGE MEDALS

- A. Large medals recognize awards made to individuals for performance of certain duties, acts, or services. With the exception of the Medal of Honor, all United States medals consist of a short suspension ribbon, in distinctive colors, from which hangs a medallion.
- B. Large medals shall be worn on the left breast of Full Dress uniforms. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Rows may contain up to three medals without overlap. In rows containing four or five medals, the medals are overlapped. Overlapping shall be proportional, making the width equal to a row of three. The inboard medal shall show in full. Medals shall be arranged in rows in accordance with the United States Navy regulations (this differs from standards used by Army and Marine Corps). Position each upper row of medals so the medallions cover the suspension ribbons of the medals in the row below. The holding bar of the lowest row of medals is centered 1/4 inch above the pocket or pocket flap.
- C. Medals shall be arranged by order of precedence from inboard to outboard and from top to bottom. The Medal of Honor is worn on a suspension ribbon made to fit around the neck.

Part 6 – Insignia, Medals, and Ribbon Bars

- D. Recipients of decorations and service awards for which no large medals have been authorized or struck shall wear such ribbon bars on the right breast when large medals are worn. On Full Dress White (male and female) and Full Dress Blue (female), the ribbon bars shall be centered 1/4 inch above the right pocket flap. On Full Dress Blue (male) the ribbon bars shall be positioned on the right breast as though there were a pocket. Arrangement of ribbon bars shall be by order of precedence from inboard to outboard and from top to bottom. (NOTE: This order mirrors wear on left breast.)

12606 MINIATURE MEDALS

- A. A miniature medal is a replica of a large medal, to a scale of one-half that of the original. The full-size Medal of Honor is worn when miniature medals are authorized.
- B. Miniature medals are worn with Formal Dress, Dinner Dress Jacket, and Dinner Dress uniforms. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Wear up to five miniature medals in a single row with no overlap. Medals shall be arranged in rows in accordance with the United States Navy regulations (*this differs from standards used by Army and Marine Corps*). Position each upper row of medals so the medallions cover the suspension ribbons of the medals in the row below.
1. Male Officers
 - a. When worn on the Service Dress coat (blue or white), the holding bar of the lowest row of medals is centered 1/4-inch above the left breast pocket.
 - b. When worn on the Dinner Dress Jacket coat (blue or white), the holding bar of the lowest row of medals shall be positioned 3-inches below the notch and centered on the left lapel.
 2. Female Officers
 - a. When worn on the Service Dress coat (blue or white), the holding bar of the lowest row of medals is centered 1/4-inch above the left pocket flap.
 - b. When worn on the Dinner Dress Jacket coat (blue or white), the holding bar of the lowest row of medals is worn in the same relative position as in (1) (b) above, down 1/3 the distance between the shoulder seam and coat hem.
- C. Medals shall be arranged by order of precedence from inboard to outboard and from top to bottom.

Part 6 – Insignia, Medals, and Ribbon Bars

- D. Recipients of awards for which no miniature medals have been authorized or struck shall not wear such ribbon bars when miniature medals are required.

12607 RIBBON BARS

- A. A ribbon bar replicates the distinctive fabric design symbolizing a particular award, in the form of a bar, 1-3/8 inches by 3/8-inch. Thin-mount ribbon bar sets that retain the appearance of standard ribbon bars are authorized. Ribbon bars shall be kept neat and clean at all times.
- B. On service and dress uniforms, either the three most senior ribbon bars or all ribbon bars may be worn at the discretion of the individual NOAA Corps officer. All ribbon bars are required on Full Dress uniforms.
- C. Manner of Wear - Ribbon bars shall be arranged by order of precedence from inboard to outboard and from top to bottom. One, two, or three ribbon bars are worn in a single row. When more than three ribbon bars are authorized, they shall be worn in horizontal rows of three each. If not in multiples of three, the uppermost row shall contain the lesser number, the center of the row to be over the center of the row below it. Ribbon bars shall be worn without intervals between ribbon bars or rows. A single back plate shall be used to properly display all ribbon bars. For example, one three-ribbon back plate will be used instead of three one-ribbon back plates.
1. For service uniforms, ribbon bars will be worn with the bottom row centered 1/4-inch above the left breast pocket or pocket flap.
 2. In accordance with NCD 12606(E), ribbon bars shall not be worn when miniature medals are prescribed (e.g. Dinner Dress uniforms).
 3. In accordance with NCD 12605(D), while wearing large medals (e.g. Full Dress uniform), ribbon bars without an associated medal shall be worn on the RIGHT breast. Note that the order of ribbon bars shall be mirrored to maintain the order of precedence as outlined in NCD 12607(D).

12608 ATTACHMENTS TO MEDALS AND RIBBON BARS

- A. Only one of each medal or ribbon bar shall be worn. Subsequent awards are denoted by attachments to the medal or ribbon bar.
- B. Stars - There are seven variations of stars used on medals and ribbon bars issued by the NOAA Corps. Stars are worn with one point up.

Part 6 – Insignia, Medals, and Ribbon Bars

1. A 5/16-inch gold-colored star is worn on personal decorations (large medals and ribbon bars) to denote each subsequent award received.
2. A 5/16-inch silver-colored star is worn on personal decorations (large medals and ribbon bars) in lieu of five gold-colored stars to represent sixth award.
3. A 3/16-inch bronze-colored star is worn on unit, service, and societal awards (ribbon bars) to denote subsequent awards.
4. A 3/16-inch silver-colored star is worn on unit, service, and societal awards (ribbon bars) in lieu of five bronze-colored stars to represent sixth award.
5. A 1/8-inch gold-colored star is worn on personal decorations (miniature medals) to denote each subsequent award received.
6. A 1/8-inch silver-colored star is worn on:
 - a. personal decorations (miniature medals) in lieu of five gold-colored stars to represent sixth award; and
 - b. unit, service, and societal awards (miniature medals) in lieu of five bronze-colored stars to represent sixth award.
2. A 1/8-inch bronze-colored star is worn on unit, service, and societal awards (miniature medals) to denote subsequent awards.

C. Triangles - Triangles are worn one point up.

1. A 3/16-inch bronze-colored triangle is worn on the SAME ribbon bar as part of the SAME Karo Award.
2. A 3/16-inch silver-colored triangle is worn:
 - a. on the SAME miniature medal and the SAME ribbon bar as part of the SAME Colbert Medal; and
 - b. on the NOAA Corps International Service Ribbon (NCIS) bar to denote completion of an overseas permanent change of station (PCS) tour in an area other than the US, its possessions or territories.

Part 6 – Insignia, Medals, and Ribbon Bars

- D. Antarctica Wintered-Over Clasp - A bronze-colored clasp, 1/8-inch by 1-1/2 inches, with the words "Wintered Over" on the suspension ribbon of the Antarctic Service Medal (large medal) denotes the first wintering over period. A gold colored clasp of the same dimensions denotes the second wintering over period, and a silver colored clasp of the same dimensions denotes the third or subsequent wintering over period. The clasp is worn centered on the suspension ribbon. Not more than one clasp shall be worn.
- E. Antarctica Wintered-Over Disk - A bronze-colored disk, 5/16-inch diameter, with an outline of the Antarctic continent inscribed thereon worn on the suspension ribbon of the Antarctic Service Medal (miniature medal) and on the ribbon bar denotes the first wintering over period. A gold-colored disk denotes the second wintering over period, and a silver-colored disk denotes the third or subsequent wintering over period. The disk is worn centered on the ribbon bar and the suspension ribbon of the miniature medal, peninsula pointing up. Not more than one disk shall be worn.
- F. "O" (Department of Commerce (DOC) Organizational award attachment)
1. A 3/16-inch silver-colored "O" affixed to a large DOC Gold, Silver or Bronze medal suspension ribbon and ribbon bar signifies the wearer was part of an organization that received a DOC Gold, Silver or Bronze medal.
 2. A 1/8-inch silver-colored "O" affixed to a miniature DOC Gold, Silver or Bronze medal suspension ribbon signifies the wearer was part of an organization that received a DOC Gold, Silver or Bronze medal.
 3. If officer has received an individual DOC award, they have the option to wear the "O".
 4. If an officer has not received an individual DOC award, they shall wear the "O".
- G. "S"
1. A 3/16-inch bronze-colored "S" affixed to the large ACO medal suspension ribbon and ribbon bar signifies the ACO Science Award.
 2. A 1/8-inch bronze-colored "S" affixed to the miniature ACO medal suspension ribbon signifies the ACO Science Award.
- H. "E"
1. A 3/16-inch bronze-colored "E" affixed to the large ACO medal suspension ribbon and ribbon bar signifies the ACO Engineering Award.

Part 6 – Insignia, Medals, and Ribbon Bars

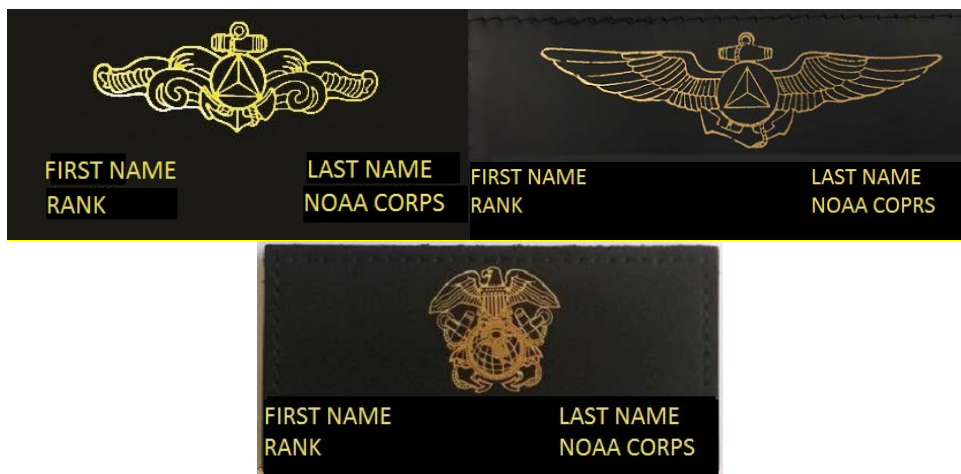
2. A 1/8-inch bronze-colored "E" affixed to the miniature ACO medal suspension ribbon signifies the ACO Engineering Award.

12609 NAME TAGS, AIGUILLETTES, AND ID BADGES OF OTHER SERVICES**A. Name Tags**

1. Plastic - The name tag shall conform to the following specifications:



- a. Size - 1 inch by 3 inches.
 - b. Color - Lustrous, "air force blue" background.
 - c. Lettering - Engraved, white block-type uppercase, last name only.
 - d. Material - Bakelite or any similar material that will hold the lustrous
 - e. NOAA Corps Seal – Engraved or Etched.
 - f. Manner of Wear - Worn on all service uniforms. The name tag is worn centered 1/4-inch above the right breast pocket. On uniforms without a right breast pocket, place the name tag on the right front as though there were a pocket.
2. Leather - The name tag shall conform to the following specifications:



Part 6 – Insignia, Medals, and Ribbon Bars

- a. Size - 2 inches by 4 inches.
- b. Color - Black.
- c. Lettering - Gold block-type uppercase, 3/16-inch high and centered on the name tag. In order from top to bottom, the text shall consist of:
 1. The officer's First Name; Last Name; and
 2. Rank; "NOAA CORPS",
- b. Material - Leather with Velcro affixed to the back.
 1. Insignia – Insignia shall be gold colored, centered above the name, and will consist of the NOAA Corps Seal or
 2. Approved qualification insignia:
 1. NOAA Deck Officer Insignia
 2. NOAA Aviator Insignia
- c. Manner of Wear - Worn on the Velcro patch provided on sweaters, flight suits, float coats and flight jackets. A qualified designated Aviator and Deck Officer may wear the NOAA Corps Aviator wings or Senior Watch Officer (SWO) qualification insignia in lieu of the NOAA Corps Seal. (see NCD 12413 and 12513; NCD Chapter 12, Part 4 and Part 5, Appendix 1, for correct wear.)
3. Embroidered - the name tag shall conform to the following specifications:



- a. Size - 2 inches by 4 inches.
- b. Color - Blue.

Part 6 – Insignia, Medals, and Ribbon Bars

- c. Lettering - Gold block-type uppercase, 3/16-inch high. In order from top to bottom, the text shall consist of:
 - 1. The officer's first and last name centered on the name tag. If officer's full name is too long, the officer may use their first initial and full last name.
 - 2. The officer's rank under their first name, and "NOAA CORPS" under their last name.
 - d. Material – Blue cloth with Velcro affixed to the back.
 - e. Insignia – Insignia shall be gold colored, centered above the name, and will consist of authorized aviator qualification insignia. In the event the officer is not authorized to wear the aviation qualification, the NOAA Corps Seal may be worn in lieu of aviator insignia.
 - f. Manner of Wear - Worn on the Velcro patch provided on flight suits. Embroidered name tag is not authorized for wear on flight suit jackets. (see to NCD Chapter 12, Parts 4 and 5, Appendix 1, for correct wear.)
4. Cloth Name Tape / NOAA Corps Tape - tapes shall conform to the following specifications:
- a. Size - 1-inch wide cloth. Length corresponds to the width of the pocket on the applicable uniform.
 - b. Color – USCG Blue matching ODU color
 - c. Lettering - White on blue background, block-type uppercase, embroidered, and include the following text:
 - 1. Name Tape: Last name only.
 - 2. NOAA Corps Tape: "NOAA CORPS"
 - d. Material - Standard name-tag-grade cloth.

Part 6 – Insignia, Medals, and Ribbon Bars

- e. Manner of Wear – Sewn onto ODUs and Working Coverall uniforms directly above the right breast pocket. Thread will match the insignia background (cloth tape) color and shall be a minimum of six stitches per inch. Direct embroidery of lettering on uniform is not authorized. (Note: wash name tapes prior to sewing onto uniform to prevent tapes from shrinking and causing wrinkles which detract from the appearance of the uniform.)
 5. Plastic and leather NOAA name tags are ordered through the Commissioned Personnel Center. Cloth name tags are available through many military uniform outlets.
 6. NOAA Corps officers assigned to other services may wear a name tag of that service's design on the NOAA uniform while assigned to that service.
- B. Aiguillettes – A NOAA Corps officer designated as aide for Secretary of Commerce, Under Secretary, Assistant Secretary or NOAA Corps admirals shall wear an aiguillette on the left shoulder of the uniform while acting in that capacity. Service aiguillettes are ordinarily worn; dress aiguillettes are for formal official ceremonies and functions.
1. Service Aiguillettes consist of two or three loops of aiguillette cord, with a core of yellow cotton, covered by braiding of gold or gilt thread and dark-blue silk. Three loops of aiguillette cord designate an aide to a vice admiral and two loops designate an aide to a rear admiral or rear admiral (lower half).



2. Dress Aiguillettes consist of two single aiguillette cords, having a core of yellow cotton, covered by braiding of gold or gilt thread and dark-blue silk, plaited, and two additional loops of unplaited aiguillette cord. The end of the plaited cord has a becket of gold cord and two gilt metal pencils secured by lengths of plain cord.

Part 6 – Insignia, Medals, and Ribbon Bars



C. Identification Badges of Other Services

1. Identification badges authorized while assigned to another service or organization may be worn in accordance with the issuing service's Directives.
2. Subsequent to departure from duty with that service or organization, continued wearing of the identification badge is at the discretion of the officer involved.
3. Identification badges shall not be worn on working uniforms.

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Part 7 – Awards

12701 GENERAL

- A. NOAA Corps officers who have been awarded certain decorations or service awards may wear them on specific uniforms in the manner prescribed.
- B. Awards issued by any Department of the U.S. Government are authorized for wear. Awards issued by outside organizations or foreign governments, specifically for official performance of duty, may be approved by the Director on a case-by-case basis.
- C. NOAA Corps officers are not authorized to wear awards from non-military organizations and agencies except those specifically listed in NCD 12707. Non-military awards earned by personnel prior to entrance into the NOAA Corps while in a civilian status are not authorized to be worn while in uniform.
- D. Members of other uniformed services serving on active duty with NOAA are eligible for certain Department of Commerce, NOAA, and NOAA Corps awards as specified herein. Authorization to wear awards is at the discretion of the member's parent service.


12702 DEFINITIONS

- A. Award - An all-inclusive term covering all decorations, medals, badges, ribbon bars, and their accessories.
- B. Decoration - An award to an individual for a specific act of heroism or meritorious service.
- C. Service Award - An award to an individual or group signifying arduous or remote duty.


12703 PERSONAL DECORATIONS**A. DEPARTMENT OF COMMERCE GOLD MEDAL (GOLD)**

- 1. Eligibility Requirements - The highest honorary award granted by the Secretary. Awarded to an individual, group, or Commerce organization for extraordinary achievements in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. To warrant a Gold Medal, a contribution must meet at least one of the following criteria:
 - a. Achievement of critical program goals far surpassing expectations, marked by unusual creativity, energy, or persistence, contributing significantly to the welfare of the Nation;
 - b. Unusually outstanding leadership or management that results in dramatic improvement in productivity, program effectiveness, or quality of the Department's service to the Nation;
 - c. Scientific or technological breakthroughs that resolve longstanding problems or radically advance the state-of-the-art;


Part 7 – Awards

2. Type of Recognition - Performance-based, honorary, non-monetary.
 3. Nomination Procedure - See NAO 202-451, Part V.
 4. Selection Procedure - See NAO 202-451, Part V.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. The Department of Commerce presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
 2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- B. DEPARTMENT OF COMMERCE SILVER MEDAL (SILV) 
1. Eligibility Requirements - The second highest honorary award granted by the Secretary. Awarded to an individual, group, or Commerce organization for major contributions of exceptional value in support of the Department's overall goals in service to the Nation. To warrant a Silver Medal, a contribution must meet at least one of the following criteria:
 - a. Achievement of important program goals, marked by excellence of performance and quality of results exceeding expectations;
 - b. Superior leadership or management resulting in substantial improvements in productivity, program effectiveness, or the quality of the Department's service;
 - c. Scientific or technological contributions that significantly advance the understanding, knowledge, or mastery of a given discipline;
 - d. Exceptionally meritorious authorship or editorship that contributes significantly to the body of knowledge in a given field; or
 - e. Unusual courage or competence in an emergency.

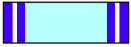
Part 7 – Awards

2. Type of Recognition - Performance-based, honorary, non-monetary.
 3. Nomination Procedure - See NAO 202-451, Part V.
 4. Selection Procedure - See NAO 202-451, Part V.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. The Department of Commerce presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
 2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- C. DEPARTMENT OF COMMERCE BRONZE MEDAL (BRON) 
1. Eligibility Requirements - The highest honorary award of NOAA, granted by the Under Secretary for Oceans and Atmosphere. Awarded to an individual, group, or organization for significant contributions to NOAA. Contributions must meet one or more of the following criteria:
 - a. Accomplishment of improvements in management systems that are more effective or more efficient;
 - b. Demonstration of unusual or creative ability in the development and improvement of methods and procedures;
 - c. Significant contribution affecting major programs or a scientific accomplishment or;
 - d. Superior accomplishment of assigned tasks for at least five consecutive years.
 2. Type of Recognition - Performance-based, honorary, non-monetary.
 3. Nomination Procedure - See NAO 202-451, Part V.

Part 7 – Awards

4. Selection Procedure - See NAO 202-451, Part V.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. NOAA presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
 2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- D. NOAA CORPS MERITORIOUS SERVICE MEDAL (NCMS) 
1. Eligibility Requirements - The highest honorary award of the NOAA Corps. Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, who distinguishes him/herself by outstanding meritorious achievement or service to the United States in a position of considerable responsibility. Normally, the acts or service must be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Commendation Medal, but which does not warrant a U.S. Department of Commerce Gold or Silver Medal, such as:
 - a. Voluntary acts of heroism such as to stand out distinctly above normal expectations. Officers who act with heroism in the face of great danger may be considered instead for a U.S. Department of Commerce Gold or Silver Medal;
 - b. Meritorious service worth of special recognition. The service should be far superior to that usually expected of an individual commensurate with his/her grade, demonstrate significant leadership accomplishments, or constitute a significant and substantial contribution to the Government, such as major improvements in policies, management, or organization. The service may cover an extended period of time; or
 - c. Outstanding career service worthy of special recognition, in view of an officer's sustained performance over multiple assignments. Service should reflect tangible and sustained achievements in leadership, management and government service.
 2. Type of Recognition - Performance-based, honorary, non-monetary.

Part 7 – Awards

3. Nomination Procedure
 - a. Initiated by an individual employed, assigned, or attached to NOAA or DOC.
 - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
 4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- E. NOAA ADMINISTRATOR'S AWARD (NAAM) 
1. Eligibility Requirements - An individual award granted by the Under Secretary for Oceans and Atmosphere in recognition of significant contributions to NOAA programs. Areas in which significant contributions to NOAA programs will be considered for an Administrator's Award include: Equal Employment Opportunity (EEO), program management, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.
 2. Type of Recognition - Honorary, monetary.
 3. Nomination Procedure - See NAO 202-451, Appendix 12.2.
 4. Selection Procedure - See NAO 202-451, Appendix 12.2.
 5. Issuance and Manner of Wear

Part 7 – Awards

- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. NOAA presents a plaque. CPC provides a certificate, a large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
 - 1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 - 2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.

F. NOAA CORPS COMMENDATION MEDAL (NCCM)




- 1. Eligibility Requirements - Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, who distinguishes him/herself by heroic or meritorious acts or service.

To merit this award, service must be accomplished or performed in an exemplary manner above that normally expected and must be sufficient to distinguish the individual from those performing similar services. Acts must reflect the preservation of life or property. Acts or service must be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Achievement Medal, as follows:

- a. Acts of heroism worthy of special recognition, but not to the degree required for the U. S. Department of Commerce (DOC) Gold or Silver Medals.
 - b. Outstanding achievement worthy of special recognition, but not to the degree required for the DOC Bronze Medal or the NOAA Corps Meritorious Service Medal. The achievement should constitute a definite contribution to the Government, such as an invention or an improvement in design, procedure, or organization.
 - c. Outstanding service worthy of special recognition, but not to the degree required for the DOC Bronze Medal or the NOAA Corps Meritorious Service Medal. The service should be superior to that usually expected of an individual commensurate with his/her grade. The service may cover an extended period of time. Award is based on the circumstances and conditions under which the service was performed.
 - d. Leadership that merits special recognition. Leadership must be sustained so as to demonstrate a high state of development; be of such merit as to earn singular recognition; and reflect most creditably on the efforts of the individual toward accomplishment of the unit mission.
- 2. Type of Recognition - Honorary, non-monetary.

Part 7 – Awards

3. Nomination Procedure
 - a. Initiated by an individual employed, assigned, or attached to NOAA or DOC.
 - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
 4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
 2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- G. NOAA CORPS ACHIEVEMENT MEDAL (NCAM) 

1. Eligibility Requirements - Awarded to NOAA Corps officers, and members of other uniformed services assigned, detailed, or attached to NOAA. The award is given for professional and/or leadership achievement based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Director's Ribbon, but which does not warrant a NOAA Corps Commendation Medal or higher award.
 - a. Superior Achievement Recognition - For a contribution resulting in tangible benefits or savings, or intangible benefits to the Government. "Contribution" means an accomplishment achieved through an individual.
2. Type of Recognition - honorary, non-monetary.

Part 7 – Awards

3. Nomination Procedure
 - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.
 - b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
 - c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 5/16inch silver-colored star denotes a sixth award.
 2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.

H. NOAA CORPS DIRECTOR’S RIBBON (NCDR)



1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service detailed, assigned, or attached to NOAA, in recognition of noteworthy accomplishments in the performance of duty of a lesser order than that required for the NOAA Corps Achievement Medal, as follows:
 - a. Unusual or substantial accomplishment set apart from others in the same or similar circumstances.
 - b. Sustained exemplary performance set apart from others in the same or similar circumstances.
2. Type of Recognition - Honorary, non-monetary.


Part 7 – Awards

3. Nomination Procedure
 - a. Initiated by an individual employed, assigned or attached to NOAA or DOC.
 - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides a certificate and ribbon bars.
 - c. Attachments to Ribbon Bars - A 5/16-inch gold-colored star worn on the ribbon bar denote each subsequent award. A 5/16-inch silver-colored star denotes a sixth award.


12704 UNIT AWARDS AND NON-GOVERNMENT DECORATIONS**A. NOAA UNIT CITATION (NUCA)**

1. Eligibility Requirements - Awarded to a group of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's programs. Consideration for a Unit Citation is given, but not limited to those contributions which:
 - a. Are outstanding enough to bring unusual credit and/or favorable attention to NOAA and the Department of Commerce;
 - b. Result in greatly advancing or furthering NOAA programs;
 - c. Accomplish significant savings or improvements in NOAA's operating programs; and
 - d. Represent outstanding service to the public.
2. Type of recognition - Honorary, non-monetary.

Part 7 – Awards

3. Nomination Procedure - Submitted by the nominator on form CD-326, Recommendation for Recognition (revised 7-10) through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director.
 4. Selection Procedure - Approval is given by the Assistant Administrator or NOAA Staff or Program Office Director, as appropriate.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. NOAA presents a certificate. CPC provides ribbon bars.
 - c. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
 6. Additional Information - See NAO 202-451, Appendix 12.2.
- B. NOAA ACO - JUNIOR OFFICER OF THE YEAR AWARD (ACOF) 
1. Eligibility Requirements - Awarded annually to a NOAA Corps officer, below the grade of lieutenant commander, to recognize outstanding contributions to NOAA, outstanding performance, and/or the positive reflection cast by the recipient upon the NOAA Corps. NOAA Corps officers who are promoted to lieutenant commander during the calendar year for which the award is made are eligible.
 2. Type of Recognition - Honorary, non-monetary.
 3. Nomination Procedure
 - a. Nominations are solicited by the National ACO in the first quarter of each fiscal year for the immediately preceding calendar year.
 - b. Any supervisor (not limited to immediate supervisor) under whom the nominee is serving, or any NOAA Corps officer senior in rank to the nominee, may nominate that NOAA Corps officer to receive the award. More than one nomination may be made by each supervisor or senior officer. Nomination should be made for a NOAA Corps officer who, by his/her actions, demonstrated outstanding qualities of personal and/or Corps development. This may include performance of assigned duties, academic achievement, scientific advancement of a NOAA mission, public service, and/or other exemplary achievements.

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- c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, which reflect the basis for the nomination. Criteria on which the supervisor may want to expound include daily job performance, officer bearing, active participation in NOAA Corps-related activities, extra-curricular activities, and any other noteworthy characteristics.
 4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.
 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- C. NOAA ACO – SCIENCE AWARD (ACOS) 
 1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who has distinguished him/herself by making outstanding scientific contribution(s) that distinguish the individual above those performing similar services.
 2. Type of Recognition - Honorary, non-monetary.
 3. Nomination Procedure
 - a. Nominations are solicited by the National ACO in the first quarter of each fiscal year for the immediately preceding calendar year.
 - b. Any commissioned officer, or any supervisor under whom the officer is serving, may nominate the officer to receive the award.
 - c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, and should specify the award for which the nomination is being made, the nature of the contribution or achievement, and its significance in relation to the missions of the nominee's unit, NOAA, and/or the NOAA Corps.
 4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.

Part 7 – Awards

5. Issuance and Manner of Wear

- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
 1. A 3/16-inch bronze-colored "S" is worn on the large medal suspension ribbon and ribbon bar.
 2. A 1/8-inch bronze-colored "S" is worn on the miniature medal suspension ribbon.

D. NOAA ACO – ENGINEERING AWARD (ACOE)



1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who has distinguished him/herself by making outstanding engineering contribution(s) that distinguish the individual above those performing similar services.
2. Type of Recognition - Honorary, non-monetary.
3. Nomination Procedure
 - a. Nominations are solicited by the National ACO in the first quarter of each calendar year for the immediately preceding calendar year.
 - b. Any commissioned officer, or any supervisor under whom the officer is serving, may nominate the officer to receive the award.
 - c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, and should specify the award for which the nomination is being made, the nature of the contribution or achievement, and its significance in relation to the missions of the nominee's unit, NOAA, and/or the NOAA Corps.
4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.
5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.

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- b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
 - 1. A 3/16-inch bronze-colored "E" is worn on the large medal suspension ribbon and ribbon bar.
 - 2. A 1/8-inch bronze-colored "E" is worn on the miniature medal suspension ribbon.

E. SAME COLBERT MEDAL (COLB)



- 1. Eligibility Requirements - Awarded annually to a member of the National Ocean Service, officer or civilian, active or retired, in recognition of the most outstanding contribution to military engineering through achievement in design, construction, administration, research, or development.
- 2. Type of Recognition - Honorary, non-monetary.
- 3. Nomination Procedure
 - a. Nominations are solicited by the designated Service Chief at the beginning of each calendar year for the immediately preceding calendar year.
 - b. Nominations may be initiated by any NOAA employee. Nominations shall be submitted through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director, who forwards the nominations to the designated Service Chief.
 - c. The nomination shall consist of at least two pages, beginning with a concise sentence stating the reason for the award and followed by a more detailed description of the contributions or achievements and their significance to engineering and science.
- 4. Selection Procedure - Nominations are screened and final selection made by a special committee appointed by the designated Service Chief. Following approval by the designated Service Chief, nominations are forwarded to the Executive Director, Society of American Military Engineers, for validation and award.
- 5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. SAME presents a certificate and a large SAME Colbert medal. CPC provides a SAME miniature medal, ribbon bars, and triangle attachments.

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- c. Attachments to Medals and Ribbon Bars - A 3/16-inch silver-colored triangle is worn on the SAME miniature medal suspension ribbon and ribbon bar.

F. SAME KARO AWARD (KARO)



1. Eligibility Requirements - Awarded annually to a field unit of the National Ocean Service which has made an outstanding contribution in an engineering or scientific field. A plaque is awarded to the unit.
2. Type of Recognition - Honorary, non-monetary.
3. Nomination Procedures
 - a. Nominations are solicited by the designated Service Chief at the beginning of each calendar year for the immediately preceding calendar year.
 - b. Nominations may be initiated by any NOAA employee. Nominations shall be submitted through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director, who forwards the nominations to the designated Service Chief.
 - c. The nomination shall consist of at least two pages, beginning with a concise sentence stating the reason for the award and followed by a more detailed description of the contributions or achievements and their significance to military engineering/engineering and science. A list of all individuals attached to the unit during the award period shall be included with the nomination.
4. Selection Procedure - Nominations are screened and final selection made by a special committee appointed by the designated Service Chief. Award is made by the designated Service Chief.
5. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides ribbon bars and triangle attachments.
 - c. Attachments to Ribbon Bars
 1. A 3/16-inch bronze-colored triangle is worn on the ribbon bar.
 2. A 3/16-inch bronze-colored star worn on the ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.

Part 7 – Awards

12705 CAMPAIGN AND SERVICE AWARDS

A. ANTARCTICA SERVICE MEDAL (AASM)



1. Eligibility Requirements - Each person who, during the period subsequent to January 1, 1946, and a date to be ultimately established by the Secretary of Defense, meets the qualifications of any of the subparagraphs set forth below, shall be eligible to receive this medal. For the purpose of this paragraph, Antarctica is defined as the area south of latitude 60ES [Public Law 86-600, enacted July 7, 1960].
 - a. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who, as a member of a U.S. expedition, participates in or has participated in scientific, direct support, or exploratory operations in Antarctica.
 - b. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. Antarctic expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.
 - c. Any member of the U.S. Armed Forces who participates in or has participated in flights as a member of the crew of an aircraft flying to or from the Antarctic Continent in support of operations in Antarctica.
 - d. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who serves or has served aboard a U. S. ship operating south of latitude 60°S in support of U. S. programs in Antarctica.
 - e. Any person, including citizens of foreign nations, not fulfilling the qualifications under subparagraphs (a) through (d) above, but who participates in, or has participated in a U.S. Antarctic expedition in Antarctica at the invitation of a participating U.S. agency may be given the award by the Secretary of the Department under whose shore cognizance the expedition falls, provided the commander of the military support force as senior U.S. representative in Antarctica considers that this person has performed outstanding and exceptional service and shared the hardships and hazards of the expedition.
 - f. No minimum time limits of participation are required for eligibility for this medal before June 1, 1973. After June 1, 1973, minimum time limits for the award are 30 days under competent orders to duty at sea or ashore, south of latitude 60ES. Each day of duty under competent orders at an outlying station on the Antarctic Continent will count as 2 days when determining award eligibility. Flight crews of aircraft providing logistics support from outside the Antarctic area will receive no more than 1 day's credit for flights in and out during any 24-hour period. Days need not be consecutive.

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2. Issuance and Manner of Wear

- a. Upon completion of the eligibility requirements, the commanding officer or officer in charge shall forward to the National Science Foundation (NSF), Office of Polar Programs, appropriate documentation, in letter form, listing the names of the participant(s), their social security numbers, and inclusive dates of qualification.
- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. NSF presents a certificate, a large medal, a ribbon bar, and some attachments to medals and ribbon bars. Miniature medals and other attachments may be purchased through many military uniform outlets.
- d. Attachments to Medals and Ribbon Bars
 1. Clasps - A bronze-colored clasp, 1/8-inch by 1 1/2 inches, with the words "Wintered Over" on the suspension ribbon of the large medal, denotes the first wintering over period. A gold-colored clasp of the same dimensions denotes the second wintering over period, and a silver-colored clasp of the same dimensions denotes the third or subsequent wintering over period. The clasp is worn centered on the suspension ribbon. Not more than one clasp shall be worn. (The winter period is from mid-March to early October.)
 2. Disks - A bronze-colored disk, 5/16-inch diameter, with an outline of the Antarctic continent inscribed thereon worn on the suspension ribbon of the miniature medal and on the ribbon bar denotes the first wintering over period. A gold-colored disk denotes the second wintering over period, and a silver-colored disk denotes the third or subsequent wintering over period. The disk is worn centered on the ribbon bar and the suspension ribbon of the miniature medal, peninsula pointing up. Not more than one disk shall be worn.
- e. The award may be made posthumously.

B. COAST GUARD ARCTIC SERVICE MEDAL (ARCT)



1. Eligibility Requirements - The Director is authorized to award the Coast Guard Arctic Service Medal to NOAA Corps officers who qualify in accordance with the most current COMDTINST M1650.25D. Requirements are as follows:
 - a. Any NOAA Corps officer who, during summer operations (1 May to 31 October), serves or has served aboard a NOAA vessel operating in polar waters north of the Arctic Circle (66°33'N). Minimum time requirement is 21 non-consecutive days under competent orders. Only one award per year is authorized.

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- b. Any NOAA Corps officer who, during winter operations (1 November to 30 April), serves or has served aboard a NOAA vessel operating in polar waters north of latitude 60°N in the Bering Sea, Davis Strait, or Denmark Strait. Minimum time requirement is 21 non-consecutive days under competent orders. Only one award per year is authorized.
 - c. Any NOAA Corps officer who serves or has served in shore-based or flight operations north of the Arctic Circle. Minimum time requirement is 21 non-consecutive days under competent orders, receiving no more than one day's credit for flights in and out during an 24-hour period. Only one award per year and/or deployment is authorized.
- 2. Issuance and Manner of Wear
 - a. Upon completion of a deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge shall forward to the Director, CPC, appropriate documentation, in the form of a memorandum, listing the inclusive dates for which this medal has been authorized.
 - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - c. CPC issues a large medal. Miniature medals and ribbon bars may be purchased through many military uniform outlets.
 - d. Attachments to Medals and Ribbon Bars - For all qualifying deployments after January 1, 1989:
 - 1. A 3/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
 - 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.
 - 3. Only one award may be earned each deployment.
 - e. The award may be made posthumously.

Part 7 – Awards

C. NOAA CORPS NATIONAL RESPONSE DEPLOYMENT MEDAL (NRDM)



1. Eligibility Requirements – Awarded to NOAA Corps officers, and members of other uniformed services assigned, detailed, or attached to NOAA who distinguish themselves by significant participation in any national response operation, as designated by the Director. The medal is not awarded for participation in support of operations not within the designated operational area. Significant participation is defined as:
 - a. Any NOAA Corps officers assigned to a NOAA research platform (ship or aircraft) that was deployed on specific tasking of response activities, or was engaged in research at or near the presence of any hazard related to the response.
 - b. Any NOAA Corps officer deployed to the response effort with significant duties related to the incident. This includes but is not limited to officers temporarily assigned to the response centers, NOAA facilities and research platforms in response area.
 - c. Any personnel of a uniformed service other than NOAA Corps, that was assigned to assist NOAA in execution of response operations.
2. Type of Recognition - honorary, non-monetary.
3. Nomination Procedure
 - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.
 - b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service.
 - d. Officers shall be awarded the NRDM based on the significance of deployment. Uniformed service personnel shall be reviewed for the award, who provide evidence of their significant service to the response effort via memorandum to the Director, CPC. Minimum requirements for the award will be determined by the Director.
 - e. The award may be made posthumously.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear

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- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
- c. Attachments to Medals and Ribbon Bars
 1. A 5/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 5/16- inch silver- colored star denotes a sixth award.
 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.

D. NOAA CORPS OUTSTANDING VOLUNTEER SERVICE MEDAL (NCOV)



1. Eligibility Requirements - Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, perform outstanding volunteer community service of a sustained direct and consequential nature. To qualify for award of the NCOV, a service members volunteer service must meet the following requirements:
 - a. Be to the civilian community, to include the uniformed services family community.
 - b. Be significant in nature and produce tangible results.
 - c. Reflect favorably on the NOAA Corps and the Department of Commerce.
 - d. Be of a sustained and direct nature.
 - e. While there is no specific time period to qualify for the NCOV, the recommending and approving authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The NCOV is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.
2. Nomination Procedure
 - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.

Part 7 – Awards

- b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
 - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
 - 3. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
 - 4. Issuance and Manner of Wear
 - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
 - c. Attachments to Medals and Ribbon Bars
 - 1. A 3/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
 - 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.
- E. NOAA CORPS SEA SERVICE DEPLOYMENT RIBBON (NSSR) 
- 1. Eligibility Requirements - The Director is authorized to award the NSSR to NOAA Corps officers serving aboard commissioned ships, and to USPHS officers assigned to NOAA ships, who qualify. Requirements are as follows:
 - a. Twelve months accumulated sea duty, including temporary duty at sea, that includes at least one 90 consecutive-day deployment. Second and subsequent awards will be earned for each additional 12 months of sea duty in which a 90 consecutive-day deployment occurs. Periods in shipyard away from home port are not considered deployments.
 - b. The NSSR is retroactive to January 1, 2002. The Navy Sea Service Deployment (SSDR) award was authorized for sea duty or deployments prior to January 1, 2002.

Part 7 – Awards

- c. After January 1, 2002, awards will be made as described in (a) above. The accumulated sea time for subsequent awards is reset to zero upon completion of both criteria for each award period. Ninety-day deployments may not be carried forward when accumulated sea time is reset.
 1. Upon completion of a ship deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates of the 12-month period and the 90-day deployment for which this ribbon has been authorized. Use of the Awards Authorization is required.
 2. Appropriate service record entries will be made at CPC after receipt and verification of proper documentation.
 3. The command or CPC provides ribbon bars.
 4. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
 5. The award may be made posthumously.

F. NOAA CORPS ATLANTIC SERVICE RIBBON (NCAS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a permanent sea assignment aboard a NOAA vessel operating in the waters of the Atlantic Ocean, Gulf of Mexico, Great Lakes or adjacent waters after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
 - a. Upon completion of the eligibility requirements the commanding officer may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized. Use of the Awards Authorization is required. A memorandum directed to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.
 - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - c. The command or CPC provides ribbon bars.

Part 7 – Awards

- d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
- e. The award may be made posthumously.

G. NOAA CORPS PACIFIC SERVICE RIBBON (NCPS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a permanent sea assignment aboard a NOAA vessel operating in the waters of the Pacific Ocean, Indian Ocean, Bering Sea, or adjacent waters after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
 - a. Upon completion of the eligibility requirements the commanding officer may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized. Use of the Awards Authorization is required. A memorandum directed to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.
 - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - c. The command or CPC provides ribbon bars.
 - d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
 - e. The award may be made posthumously.

H. NOAA CORPS MOBILE DUTY SERVICE RIBBON (NCMS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a mobile duty assignment in the United States, its possessions or territories after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
 - a. The Chief-of-Party or officer shall forward a memorandum to the Director, CPC, demonstrating how the eligibility requirements were met.

Part 7 – Awards

- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. CPC provides ribbon bars.
- d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
- e. The award may be made posthumously.

I. NOAA CORPS INTERNATIONAL SERVICE RIBBON (NCIS)



1. Eligibility Requirements

- a. Any NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who serves aboard a United States vessel operating in foreign or international waters, with at least one foreign in-port call, and participating in a foreign or international project as part of the deployment after January 1, 1946, shall be eligible to receive this ribbon. Minimum time requirement is 21 consecutive days under competent orders. Time includes foreign port calls but excludes transit to and from the United States, its territories, or possessions.
- b. Any NOAA Corps officer who serves aboard a foreign vessel or on operational duty, based in areas other than the United States, its territories or possessions. Minimum time requirement is 21 consecutive days under competent orders.

2. Issuance and Manner of Wear

- a. In the case of (1)(a) or (1)(b) above, upon completion of a ship deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge may authorize and issue this award to those eligible, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized.

Use of the Awards Authorization - Atlantic Fleet form, or Awards Authorization - Pacific Fleet form is strongly recommended. A memorandum to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.

- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. The command or CPC provides ribbon bars.

Part 7 – Awards

d. Attachments to Ribbon Bars

1. In the case of (1)(a) or (1)(b) above, a 3/16-inch bronze-colored star worn on the ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
2. In the case of (1)(c) above, a 3/16-inch silver-colored triangle is worn on the ribbon bar. Only one triangular attachment is authorized.

e. The award may be made posthumously.

J. NOAA CORPS NATIONAL RESPONSE SERVICE RIBBON (NRSR)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who provides significant support to NOAA during a period of national emergency. The Director will determine the parameters of national emergency for the purposes of this award, and will determine the minimum requirements for significant contribution to the response effort. Authority to award the NRSR may be delegated to the Director CPC.
2. Issuance and Manner of Wear
 - a. Upon completion of the eligibility requirements the officer may submit evidence of support to the Director, CPC, for review. The Director will award the NRSR based on the established minimum requirements.
 - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
 - c. CPC provides ribbon bars.
 - d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
 - e. The award may be made posthumously.

12706 OTHER AWARDS AND BADGES

- A. Professional organization awards - Awards received from nongovernmental sources, solely for NOAA-related professional performance, may be approved for wear by the Director. Authorization shall be on a case-by-case basis after an examination of the criteria used and after the suitability of the award has been established.
- B. Foreign awards – NOAA Corps officers who have been specifically authorized by the Director to accept awards from foreign governments may wear such awards.

Part 7 – Awards

- C. Awards and badges of societies and various organizations - Awards and badges of military societies, veteran's organizations, and civilian organizations not provided for in the above paragraphs may be worn on the uniform only while the individual is attending meetings or conventions of the awarding society or organization, or while participating in parades or other ceremonies as a member of:
1. American Legion, Veterans of Foreign Wars, or other officially recognized veteran's organizations.
 2. Technical societies, such as the Society of American Military Engineers.
- D. The Director, through the Uniform and Awards Board, will resolve any individual questions regarding the wearing and precedence of decorations, medals, awards, ribbons, or badges not listed above.

Part 7 – Awards

12707 ORDER OF PRECEDENCE FOR AWARDS

- A. The order of precedence of awards that may be authorized for NOAA Corps officers is indicated below. Awards given by the Department of Commerce, NOAA, and the NOAA Corps are indicated by bolded, uppercase letters.

B. **Personal Decorations**

Medal of Honor

Navy Cross; Distinguished Service Cross; Air Force Cross

Presidential Medal of Freedom

Defense Distinguished Service Medal

COMMERCE GOLD MEDAL

Distinguished Service Medals (Armed Forces)

Merchant Marine Distinguished Service Medal

Silver Star Medal

Defense Superior Service Medal

COMMERCE SILVER MEDAL

Legion of Merit

Distinguished Flying Cross

Navy-Marine Corps Medal; Soldier's Medal; Airman's

Medal; Coast Guard Medal

Gold Lifesaving Medal

Bronze Star Medal

Purple Heart Medal

National Security Medal

COMMERCE BRONZE MEDAL

Defense Meritorious Service Medal

NOAA CORPS MERITORIOUS SERVICE MEDAL

Meritorious Service Medals (Uniformed Services)

Public Health Service Outstanding Service Medal

Merchant Marine Meritorious Service Medal

Air Medal

Silver Lifesaving Medal

NOAA ADMINISTRATOR'S AWARD MEDAL

Joint Service Commendation Medal

NOAA CORPS COMMENDATION MEDAL

Commendation Medals (Uniformed Services)

Joint Service Achievement Medal

NOAA CORPS ACHIEVEMENT MEDAL

Achievement Medals (Uniformed Services)

National Medal of Science

NOAA CORPS DIRECTOR'S RIBBON

Coast Guard Commandant's Letter of Commendation Ribbon

Public Health Service Citation

Merchant Marine Mariner's Medal

Combat Action Ribbon

Part 7 – Awards**C. Unit Awards** (no medals authorized)

Presidential Unit Citation
Joint Meritorious Unit Award
NOAA UNIT CITATION
Navy Unit Commendation
Army Valorous Unit Award
Air Force Outstanding Unit Award
Secretary of Transportation's Award for Outstanding Achievement
Coast Guard Unit Commendation
Public Health Service Outstanding Unit Citation
Navy Meritorious Unit Commendation
Army Meritorious Unit Commendation
Air Force Organizational Excellence Award
Coast Guard Meritorious Unit Commendation
Public Health Service Unit Commendation
Coast Guard Meritorious Team Commendation
Navy "E" Ribbon

D. Non-Government Decorations

NOAA ACO Junior Officer of the Year Award
NOAA ACO Science/Engineering Award
Society of American Military Engineers Colbert Medal
Society of American Military Engineers Karo Award

E. Campaign and Service Awards

Prisoner of War Medal
Outstanding Airman of the Year Ribbon
Air Force Recognition Ribbon
Good Conduct Medals: Navy, Marine Corps, Army, Air Force, Coast Guard
Naval Reserve Meritorious Service Medal
Organized Marine Corps Reserve Medal
Coast Guard Reserve Good Conduct Medal
(Formerly USCG Reserve Meritorious Service Ribbon)
Army Reserve Component Achievement Medal
Air Reserve Forces Meritorious Service Medal
Navy Fleet Marine Force Ribbon
Expeditionary Medals
Navy Occupation Service Medal
Medal for Humane Action
National Defense Service Medal
Korean Service Medal
Merchant Marine Korean Service Bar
Antarctica Service Medal

Part 7 – Awards

E. Campaign and Service Awards (cont.)

Coast Guard Arctic Service Medal
 Armed Forces Expeditionary Medal
 Vietnam Service Medal
 Merchant Marine Vietnam Service Bar
 Humanitarian Service Medal
NOAA CORPS NATIONAL RESPONSE DEPLOYMENT MEDAL
NOAA CORPS OUTSTANDING VOLUNTEER SERVICE MEDAL
 Military Outstanding Volunteer Service Medal
 Army Overseas Ribbon
 Air Force Overseas Ribbon (long tour replaces short tour)
NOAA CORPS SEA SERVICE DEPLOYMENT RIBBON
NOAA CORPS ATLANTIC SERVICE RIBBON
NOAA CORPS PACIFIC SERVICE RIBBON
NOAA CORPS MOBILE DUTY SERVICE RIBBON
NOAA CORPS INTERNATIONAL SERVICE RIBBON
NOAA CORPS NATIONAL RESPONSE SERVICE RIBBON
 Public Health Service Foreign Duty Service Award
 Public Health Service Hazardous Duty Service Award
 Public Health Service Isolated Hardship Service Award
 Public Health Service Special Assignment Service Award
 Public Health Service Smallpox Eradication Campaign Ribbon
 Public Health Service Crisis Response Service Award
 Southwest Asia Service Medal
 Navy and Marine Corps Overseas Service Ribbon
 Navy Arctic Service Ribbon
 Coast Guard Special Operations Service Ribbon
 Armed Forces Reserve Medal
 Naval Reserve Medal
 Marine Corps Reserve Ribbon
 Air Force Longevity Service Award
 Air Force NCO Professional Military Education Graduate Ribbon
 Army NCO Professional Development Ribbon
 Coast Guard Basic Training Honor Graduate
 Air Force Basic Military Training Honor Graduate
 Army Service Ribbon
 Air Force Training Ribbon
 Naval Reserve Sea Service Ribbon

F. Foreign Personal Decorations

G. Foreign Unit Awards (no medals authorized)

Philippine Presidential Unit Citation
 Korean Presidential Unit Citation
 Vietnam Presidential Unit Citation Republic of Vietnam Meritorious Unit Citation Cross of Gallantry Republic of Vietnam Meritorious Unit Citation Civil Actions Medal Color

Part 7 – Awards

H. Non-U.S. Service Awards

United Nations Service Medal

United Nations Medal

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Saudi Arabia)

Kuwait Liberation Medal (Kuwait)

INCENTIVE AWARDS PROGRAM**Number:** DAO 202-451**Effective Date:** 1990-08-14**SECTION 1. PURPOSE.**

.01 This Order prescribes Department of Commerce policies, procedures, and requirements for incentives based on performance, one-time special achievements, and other superior accomplishments which improve Government operations and services. The Incentive Awards Program of the Department is designed to motivate employees to increase productivity and creativity by rewarding those whose job performance and ideas benefit the Government and are substantially above normal job requirements and performance standards.

.02 This extensive revision represents a reissuance of this DAO. Therefore, text change highlighting is not shown, in accordance with DAO 200-3.

SECTION 2. GENERAL PROVISIONS.

.01 Scope . This Order applies to all incentive awards that the Department grants or for which the Department offers nominations.

.02 References. This revision implements and supplements Federal Personnel Manual (FPM) Chapters 430, 451, 531 and 540. Other documents which describe systems or programs related to the incentive awards program are:

DAO 202-430 Performance Appraisal System for the Senior Executive Service - Appendix A

DAO 202-430 Performance Management and Recognition System - Appendix B

DAO 202-430 Performance Appraisal System for the General Workforce - Appendix C

DAO 202-920 Executive Personnel and Policy Manual

DAO 202-452 Incentive Awards for Federal Inventors

DAO 202-453 Awards for the Disclosure of Fraud, Waste or Mismanagement

DAO 202-454 Suggestion Program Foreign Service Applicable Provisions for Foreign Service Employees Act of 1980

Foreign Affairs Awards for Foreign Service Americans and Foreign Service Nationals Manual, Vol. 3

33 U.S.C. 853R NOAA Corps: Personnel Board

NDM 56-68.05 NOAA Corps Uniform Regulations (Awards)

B-233607 (10/26/89) Comptroller General Decisions (payment of travel expenses to attend honor awards ceremonies) and 55 CG-800 (1976)

65 CG-738 (1986) Comptroller General Decisions (payment for refreshments for awards ceremonies)

.03 Policy. The policy of the Department is to:

a. Encourage employees toward increased productivity and creativity and to support and enhance achievement of Departmental and national goals;

b. Grant recognition based on the high-level performance of employees or on the value of their contribution to the Federal Government;

c. Design and administer recognition programs which are nondiscriminatory in application and effect;

- d. Use incentives for their intended purpose and not as substitutes for other personnel actions or pay;
- e. Consider employee contributions for applicability throughout the Department or Government;
- f. Give due weight to incentive awards when considering employees for promotion;
- g. Emphasize the importance to managers and supervisors of incentives in motivating employees and improving Government operations: and
- h. Allocate adequate budget, staffing and support services to assure prompt action on awards and employee suggestions, and effective promotion and publicity activities.

.04 Timing. To have the maximum effectiveness as incentives for excellent performance, nominations for recognition must be initiated and sent to the servicing personnel office promptly. Supervisors must maintain the timeframes specified throughout this Order and should make every effort to provide prompt recognition of noteworthy accomplishments by their employees when specific timeframes are not given.

.05 Confidentiality of Nominations. Documentation in support of recommendations for recognition is privileged information and made available only to those involved in the awards decision process and other officials on a need-to-know basis. As a general rule, recommendations are not to be discussed with nominees or with anyone not involved in the decision process until the award has been approved within the Department; or in the case of external award nominations, until the nominee has been selected by the Department as its nominee. When nominations for external awards require personal information (e.g., date of birth, home address, professional affiliations, employment history), operating **units** must obtain permission from the nominee(s) before submitting the information to the Department.

.06 Grievability. DAO 202-771, "Employee Grievances," describes the applicability of grievance procedures to awards and other forms of recognition covered by this Order.

SECTION 3. FORMS OF RECOGNITION.

.01 Cash Awards.

- a. Cash awards (one-time, lump-sum payments) may be granted for various reasons such as performance or superior accomplishments (special acts or services, suggestions, or inventions). The Department may grant cash awards ranging from \$25 to \$10,000. Those over \$10,000 require the Office of Personnel Management's approval.
- b. Cash awards for superior accomplishments may be granted to groups of employees as covered in Appendix E.
- c. Normally, cash awards are paid by the operating **unit** or **units** benefiting from the contribution. When an award is paid to an employee in another operating **unit** or another Federal agency, arrangements must be made to reimburse the employing agency. If the amount of the award is less than \$200, the employing agency absorbs the award costs in accordance with 5 CFR 451.105(b) and 5 USC 4502(d).
- d. A cash award is additional compensation and not a part of the basic annual salary of the employee. The payment is subject to Federal and State withholding taxes, Social Security, and Medicare deductions. Cash awards are neither subject to retirement fund contributions nor creditable for inclusion in the "high three" average pay computation for retirement benefits. A cash award does not affect the computation of salary differentials.

.02 Non-Monetary Awards. Non-monetary awards are medals, certificates, plaques, **citations**, badges, or other award items that can be worn or displayed and have an award or honor connotation. These awards are used to recognize distinguished achievements or significant contributions that benefit the Government.

.03 Combination Non-monetary and Cash Awards. These awards are usually honorary in nature with a cash honorarium accompanying the recognition. Awards in this category are either Presidential or special awards developed to meet specific conditions and recognition needs.

SECTION 4. TYPES OF RECOGNITION.

The various types of recognition, policies, eligibility criteria, and processing requirements are described in detail in the appendices. Briefly, they are:

.01 Performance-based Recognition for General Workforce and Foreign Service Employees and NOAA Corps Officers. Performance-based recognition for these groups includes performance awards, Quality Step Increases (QSI's), and Meritorious Service Increases (MSI's). (See Appendix A.)

.02 Performance Management and Recognition System (PMRS) Performance Awards. These awards are based on ratings of record and recognize high level performance by PMRS employees. (See Appendix B.)

.03 Performance Recognition for the Senior Executive Service (SES). Performance awards (SES Bonuses) are paid to members of the Senior Executive Service based on high level performance during the annual performance appraisal cycle. (See Appendix C.)

.04 Performance Recognition for the Senior Foreign Service. There are two forms of performance recognition for members of the Senior Foreign Service: (1) Performance pay (including Presidential Awards of performance pay for Distinguished or Meritorious Service); and (2) Executive Schedule pay adjustments. (See Appendix D.)

.05 Superior Accomplishment Awards These awards recognize the following one-time contributions: special acts or services, suggestions, or inventions. (See Appendix E.)

.06 Presidential Recognition. These awards granted by the President recognize exceptional achievements of unusual benefit to the Nation. Included in this Appendix are the following: President's Award for Distinguished Federal Civilian Service; Presidential Management Improvement Awards; Presidential Letters of Commendation; and Presidential Rank Awards for Senior Executives. (See Appendix F.)

.07 Honor Awards. The Gold and Silver Medal Awards are the highest form of honorary recognition that the Department bestows for distinguished and meritorious service. The Bronze Medal Award is the highest form of honorary recognition that a Secretarial Officer or operating **unit** head bestows for superior service. (See Appendix G.)

.08 On-the-Spot Awards. These non-monetary awards recognize accomplishments which represent steps toward achievement of organizational goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. (See Appendix H.)

.09 Special Recognition. These awards include career service recognition, unique Departmental or operating **unit** awards, external awards, productivity-based award systems, and several other types of awards. (See Appendix I.)

.10 Recognition Certificates. Standard certificates are available for recognizing particular

contributions. These are the only types of recognition certificates an operating **unit** may use. { See Appendix J.)

SECTION 5. ELIGIBILITY FOR RECOGNITION.

Employees of the Department {and in some cases, private citizens and employees of other agencies) are eligible for recognition as provided in the chart displayed in Exhibit 3. Awards may be granted to former employees or to their legal heirs or estates if the contribution recognized by the award was made during their employment with the Department.

SECTION 6. PROGRAM RESPONSIBILITIES.

.01 Supervisors/Managers. Supervisors and managers have the major responsibility for assuring the effective use of incentive awards and preserving the program's credibility. Effective use means:

- a. Encouraging better performance and employee ideas for improvement;
- b. Rewarding superior achievements promptly;
- c. Being fair and objective in granting awards;
- d. Publicizing what awards are granted, to whom, and why; and
- e. Considering wider application of contributions.

.02 Assistant Secretary for Administration. The Assistant Secretary for Administration is responsible for Department-wide administration of the Incentive Awards Program.

.03 Department Office of Personnel. The Director for Personnel and Civil Rights is responsible for giving central direction to and coordinating the Incentive Awards Program. Specifically, the Director is responsible for:

- a. Developing and promulgating the Department's policies and procedures;
- b. Developing training courses for managers and supervisors on effective and proper use of incentives for improving performance;
- c. Obtaining required higher-level concurrence and approval of major awards that require Departmental action;
- d. Approving the purpose, form, criteria, selection method, and manner of presentation of all special recognition programs as defined in Appendix I, .04 and .05 (including any changes made in existing special awards programs);
- e. Providing Department-wide promotion and publicity of recognition programs and award recipients;
- f. Evaluating program results to assure incentives are granted equitably on the basis of merit and performance and providing feedback to managers, supervisors, and employees;
- g. Designating a Departmental Incentive Awards Officer to serve as technical advisor to operating **units** on incentive award matters and to serve as Executive Secretary to the Department's Incentive Awards Board; and
- h. Transmitting the following for approval through the Secretary of Commerce to the Office of Personnel Management:
 1. Award recommendations over \$10,000;
 2. Recommendations for Presidential awards;
 3. Changes to the Department's Incentive Awards Program which modify any element of the Commerce system included in OPM's Performance Management Plan Checklist;
 4. An annual report on incentive awards program activities for the past fiscal year and a statement of major program goals, objectives, and resources for the next year; and
 5. The Department's annual SES performance award distribution.
- i. Serving as permanent chairperson of the Department's Incentive Awards Board.

.04 Operating **Unit** Personnel Officers. Personnel Officers, under the technical guidance of the Director for Personnel and Civil Rights, are responsible for planning, coordinating, and administering the Incentive Awards Program for their respective operating **unit**(s). Each personnel officer must designate an Incentive Awards Program Officer or Coordinator to implement incentive awards activities within guidelines established by the Department.

.05 Regional Administrative Support Center Personnel Officers. The Personnel Officer for each Center designates an Incentive Awards Program Coordinator to coordinate procedural and other requirements with operating **units** for whom the Center provides personnel services. .06 Awards Boards and Committees.

a. Department's Incentive Awards Board (DIAB). The Department's Incentive Awards Board consists of seven members. Board members are appointed by the Assistant Secretary for Administration and are normally at the Deputy Assistant Secretary level or equivalent. The Director for Personnel and Civil Rights serves as the Board's permanent chairperson.

1. The Board reviews and recommends action to the Secretary, or appropriate approving authority, on award nominations in the following categories:

(a) Gold and Silver Medal Awards;

(b) Cash awards over \$5,000 for superior accomplishments for individuals or groups of general workforce, PMRS, or Foreign Service employees (except members of the Senior Foreign Service), or NOAA Corps Officers;

(c) Cash awards over \$5,000 for performance for general workforce employees, Foreign Service Nationals, or NOAA Corps Officers;

(d) Presidential recognition (excluding Senior Executive Rank Awards and Presidential Awards for members of the Senior Foreign Service);

(e) Awards sponsored by outside organizations; and

(f) Any other award requiring Departmental approval.

2. The Board also reviews the purpose, criteria, and form (or changes) of all awards granted by the Department or operating **units**. The Board acts as an advisory body on incentive awards policies and procedures, when requested, and considers specific actions at the request of the Secretary.

b. Departmental Executive Resources Board (ERB). The Departmental Executive Resources Board recommends action to the Secretary on any requests for recognition of Senior Executive Service (SES) employees for Presidential Rank Awards, performance awards (bonuses), or incentive awards. The functions of the Executive Resources Board are described in the Executive Personnel and Policy Manual. The ERB also recommends action to the Secretary on nominations for performance awards for PMRS employees for unusually outstanding performance under 5 USC 5406.

c. Departmental Performance Review Board (PRB). The Departmental Performance Review Board provides an objective peer review of the appraisals, ratings, and recommendations prepared by appointing authorities for those members of the SES whom they supervise directly. Appointing authorities who are in the SES also have their performance appraisals and ratings reviewed by this Board. After Departmental PRB review, the Board's recommendations are returned to the appropriate appointing authority for action. The functions of the Departmental Performance Review Board are described in DAO 202-430, Appendix A.

d. Operating **Unit** Incentive Awards Committees. Heads of operating **units** may establish incentive awards committees (or other review bodies) for the sole purpose of reviewing nominations for awards requiring the Department's approval, as described in paragraph a. above. Operating **unit** incentive awards committees or other review bodies serving similar purposes are prohibited from reviewing Quality Step Increases, Meritorious Service Increases, performance awards, superior accomplishment awards of less than \$2, 5,000, and other routine awards if the authority to approve has been redelegated under Section 7.02a. of this Order. Committee review is unnecessarily time-consuming and often delays granting of awards, thus defeating the objective of reinforcing desired performance through recognition.

e. Operating **Unit** Performance Review Boards PRB's. Operating **Unit** Performance Review Boards

review the performance appraisals of Senior Executive Service employees and recommend to the appointing authority which Senior Executives should receive performance awards (bonuses). These boards may also make or concur with recommendations on performance award (bonus) amounts to be paid to individual career executives, retention considerations, performance-related pay adjustments, and incentive awards. Guidelines on PRB functions are contained in Appendix A to DAO 202-430.

f. Selection Boards, Foreign Service. Selection Boards review the performance of Foreign Service Americans according to formal precepts. The Boards rank Foreign Service Americans and recommend promotions, sustained superior performance awards, meritorious service increases, Presidential Awards and executive service level adjustments for the Senior Foreign Service, or other personnel actions.

g. NOAA Corps Officer Personnel Board. The Officer Personnel Board recommends changes in the lineal list of NOAA Corps Officers and selects and recommends NOAA Corps Officers for promotions, separations, and retirements. The NOAA Corps Awards Board makes recommendations on honorary awards for NOAA Corps Officers. Further guidance is contained in Title 33 of the **United States** Code, Section 853r.

SECTION 7. DELEGATIONS OF AUTHORITY.

.01 Delegation.

a. The following officials of the Department are delegated the authorities described in paragraph b. of this section:

General Counsel

Under Secretary for Oceans and Atmosphere (Administrator)

Under Secretary for Economic Affairs

Under Secretary for International Trade

Under Secretary for Travel and Tourism

Under Secretary for Technology

Assistant Secretary for Congressional and Intergovernmental Affairs

Assistant Secretary for Communications and Information

Assistant Secretary and Commissioner of Patents and Trademarks

Inspector General

Assistant Secretary for Economic Development

Director, National Institute of Standards and Technology

Director, Bureau of the Census

Director, Minority Business Development Agency

b. The following authorities are delegated:

1. To grant cash awards for superior accomplishments to general workforce, Foreign Service (except Senior Foreign Service) employees, and to NOAA Corps Officers in amounts not to exceed \$5,000;

2. To grant cash awards for superior accomplishments to PMRS employees (subject to the technical review and concurrence of the Director for Personnel and Civil Rights) in amounts not to exceed \$5,000;

3. To grant cash awards for performance to general workforce employees and Foreign Service Nationals and to NOAA Corps Officers in amounts not to exceed \$5,000;

4. To select awards payout ratios, to approve ratings, and to decide whether to grant performance awards under the Performance Management and Recognition System to employees who are rated Fully Successful with summary rating scores of 350 points or more as specified in Section 8 of Appendix B to DAO 202-430;

5. To grant Quality Step Increases to General Schedule employees and Meritorious Service Increases to Foreign Service employees (except Senior Foreign Service employees);

6. To grant Bronze Medal Awards;

7. To recommend establishment of and grant special operating **unit** awards in accordance with provisions of this Order;
8. To recommend individuals or groups of general workforce or Foreign Service (except Senior Foreign Service) employees or NOAA Corps Officers to the Secretary for cash awards over \$5,000 for superior accomplishments;
9. To recommend general workforce employees, Foreign Service Nationals or NOAA Corps Officers to the Department's Incentive Awards Board for cash awards over \$5,000 for performance and superior accomplishments;
10. To recommend PMRS employees to the Secretary for performance awards for unusually outstanding performance under 5 USC 5406;
11. To recommend individuals, organizations or groups to the Secretary for Presidential, Departmental, and external honor awards;
12. To grant length-of-service recognition to employees for completion of 10 years of service and for subsequent 10-year intervals; and
13. To recommend Senior Executives for Presidential Rank Awards for Distinguished or Meritorious Service, performance awards, or incentive awards.
14. To recommend members of the Senior Foreign Service for incentive awards other than performance pay or Presidential Awards.

.02 Redelegation.

a. The officials specified in paragraph 7.01a. may further delegate the following authorities:

1. To approve Quality Step Increases and Meritorious Service Increases;
 2. To approve cash awards for superior accomplishments for PMRS employees in amounts up to \$2,500 (subject to the technical review and concurrence of the Director for Personnel and Civil Rights);
 3. To approve cash awards for superior accomplishments for general workforce and Foreign Service (except Senior Foreign Service) employees, and for NOAA Corps Officers in amounts up to \$2,500;
 4. To approve cash awards for performance for general workforce employees and Foreign Service Nationals, and for NOAA Corps Officers in amounts up to \$2,500;
 5. To grant length-of-service recognition to employees for completion of 10 years of service and for subsequent 10-year intervals;
 6. To select awards payout ratios, to approve ratings, and to decide whether to grant performance awards under the Performance Management and Recognition System to employees who are rated Fully Successful with summary rating scores of 350 points or more as specified in Section 8 of Appendix B to DAO 202-430 (may be redelegated only to PMRS pool managers).
- b. All redelegations of authority under this Order to a lower management level must be made in writing. The Director for Personnel and Civil Rights must be notified in writing by the Program Secretarial Officer or equivalent before any redelegation is made.

.03 Authorities Not Delegated. The Secretary retains authority to:

- a. Grant cash awards for superior accomplishments to general workforce, Foreign Service (except Senior Foreign Service) and PMRS employees, and to NOAA Corps Officers for amounts above \$5,000 and up to \$10,000;
- b. Grant cash awards for performance to general workforce employees, Foreign Service Nationals and NOAA Corps Officers for amounts above \$5,000 and up to \$10,000;
- c. Grant performance awards (bonuses) or incentive awards to employees in the Senior Executive Service;
- d. Grant pay rate adjustments, performance pay or incentive awards for members of the Senior Foreign Service and refer nominations for Presidential Awards to the State Department's Inter-agency Selection Board;
- e. Grant performance awards to PMRS employees for unusually outstanding performance under 5 USC 5406;
- f. Grant cash awards based on performance and superior accomplishments in excess of \$10,000

with prior approval of the Office of Personnel Management;

- g. Approve nominations of employees for Presidential award programs;
- h. Nominate Senior Executives for Presidential Rank Awards for Distinguished and Meritorious Service or other Presidential awards;
- i. Grant the Department's Honor Awards (Gold and Silver Medal Awards) ;
- j. Grant the Secretary of Commerce Special Medal; and
- k. Approve awards sponsored by outside organizations (or to designate an appropriate Departmental official).

SECTION 8. PAYMENTS TO AWARD RECIPIENTS.

.01 Expenses. Travel and per diem expenses may be provided to a Departmental award recipient to participate in an awards ceremony held in his/her honor. Travel and transportation expenses may be paid for one member of an award recipient's family to attend the ceremony. If a handicapped employee selected for an award is unable to travel unattended because of the handicap, travel expenses for an attendant may be paid by the employing agency. These expenses may be paid from funds or appropriations available to the recipient's organization, the organization benefiting from the contribution, or from various other funds as determined by the head of the operating **unit**.

.02 Conditions of Payment. When an award is granted, the acceptance of the award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the Government by the employee or his/her heirs or assigns.

SECTION 9. REPORTS AND RECORDS.

.01 Annual Report. Each operating **unit** must submit to the Director of Personnel by October 15 of each year, a report on program activities for the past fiscal year and a statement of program goals, objectives, and resources, and the amount budgeted for superior accomplishment awards for the next year.

.02 Records.

- a. When the form SF-50 is required for an award, Quality Step Increase or Meritorious Service Increase, it must be filed in the recipient's Official Personnel Folder. Other documentation (i.e., performance appraisals and, if applicable, a narrative statement describing the impact of the contribution, including an estimate of tangible and intangible benefits) should be filed in the recipient's Official Personnel Folder on the left (temporary) side.
- b. Incentive Awards Program records must be kept for three years in a manner which facilitates efficient reviews, audits, and evaluations of the program.
- c. A record of all awards granted for a single invention in the National Technical Information Service (NTIS), Federal Inventors Awards Program (DAO 202-452), must be maintained by NTIS and made available to the Department upon request.
- d. Records must be kept on the total number of cash awards granted for each suggestion which was also submitted as an invention to assure that employees do not receive dual compensation for the same contribution.

SECTION 10. EXCEPTIONS.

Within the limits of administrative discretion permitted to the Department, exceptions to the provisions of this Order may be granted from time to time in unusual cases by the Director for Personnel and Civil Rights whenever the facts indicate that such an exception will promote the objectives of the Incentive Awards Program. Each request for an exception must be submitted in

writing through the head of the operating **unit** or appropriate Program Secretarial Officer or equivalent and must contain a full justification for the request.

SECTION 11. EFFECT ON OTHER ORDERS.

.01 This Order supersedes DAO 202-450 (Establishment of Awards and Service Certificates) dated September 9, 1975; DAO 202-451 (Incentive Awards Program), dated November 3, 1978, as amended.

.02 This Order also supersedes all operating **unit** or regional directives prescribing policy for the Incentive Awards Program.

Signed - Acting Director for Personnel and Civil Rights

Approved: Assistant Secretary for Administration

Office of Primary Interest
Office of Personnel

APPENDIX A

PERFORMANCE-BASED RECOGNITION FOR GENERAL WORKFORCE AND FOREIGN SERVICE EMPLOYEES AND NOAA CORPS OFFICERS

A. COVERAGE.

This Appendix applies to employees who are covered by the General Workforce and Foreign Service Appraisal Systems (except members of the Senior Foreign Service), and to NOAA Corps Officers. There are two forms of recognition for high level performance by these employees: Performance Awards and Quality Step Increases (QSIs) or Meritorious Service Increases (MSIs). A performance award is a performance-based cash payment to an employee based on the employee's rating of record. A performance award does not increase base pay. A QSI or MSI is an increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of the grade. A performance award, QSI, or MSI is granted to an employee based on his or her rating of record for the current appraisal period.

B. PERFORMANCE AWARDS.

.01 Eligibility.

a. To qualify for a performance award, an employee must occupy a position which is covered by the General Workforce Performance Appraisal System or the appraisal systems which cover Foreign Service Americans and Nationals or NOAA Corps Officers on the last day of the annual appraisal cycle for which performance awards are being granted, and:

1. Except for Foreign Service employees and NOAA Corps members, have received a rating of record of at least Fully Successful with a summary rating score of 350 points or more, and every critical element rated at least Fully Successful;
2. If a Foreign Service American, be recommended by a US&FCS Selection Board based on his or her individual ranking;
3. If a Foreign Service National, have an overall performance rating of at least Fully Successful and a minimum rating of Fully Successful on all seven performance factors, and in addition have at least 70% of performance factors rated as Commendable; or
4. If a NOAA Corps Officer, have an overall performance rating of Outstanding or Excellent in at least seven of the ten evaluation areas and an overall rating score of 80 points.

b. Except for Foreign Service American employees, when an employee receives a temporary promotion during the appraisal cycle, that employee may receive an award based on the portion of the appraisal period in which the employee was not serving at the higher grade level as long as the employee has served in the lower graded position for at least 120 days of the appraisal cycle. In such cases, the award amount must be prorated in accordance with Section B.O4a. of this Appendix.

c. When an employee (other than a Foreign Service American) changes positions within the last 120 days of the appraisal period, the employee may receive an award based on his or her interim rating (which becomes the rating of record at the end of the appraisal period) for the position held immediately before the change in positions. For example, if the employee changes positions three months before the end of the appraisal period, the award is based on the nine months of the appraisal period preceding the change in position.

.02 Approval.

a. Each operating **unit** must specify the delegations of authority for approval of performance awards. The official authorized to approve a performance award must be at the same or higher organizational level than the approving official for the performance appraisal.

b. Performance awards must be approved by the operating **unit** official who is responsible for administering the performance awards budget.

.03 Timing of Awards.

a. Approved nominations for performance awards for general workforce employees and NOAA Corps Officers must be submitted to the servicing personnel office within 90 days of the end of the performance appraisal cycle.

b. Foreign Service Americans are recommended for performance awards by the Selection Board at its annual meeting.

c. Approved nominations for performance awards for Foreign Service Nationals must be submitted to the servicing personnel office within 90 days of the end of the fiscal year.

.04 Determining Award Amounts. Performance award amounts are linked directly to the summary rating score on the employee's rating of record and are calculated as a percentage of base pay.

a. The qualifying performance rating scores and award ranges for full-time employees (except for Foreign Service American employees, Foreign Service Nationals, and NOAA Corps members) for a full performance appraisal cycle are as follows:

Qualifying Summary		Award Ranges
Rating Score	Rating	(Percent of Base Pay)
350-379	Fully Successful	up to 3%
380-459	Commendable	up to 6%
460-500	Outstanding	up to 10%

- b. The eligibility of Foreign Service American employees for performance awards is determined by their ranking by the Selection Board. All employees rated eligible for performance awards by the Selection Board may receive an award of up to three percent of base salary. Sixty percent of the eligible employees in each class may receive awards up to six percent of base salary. Twenty percent of all eligible employees in each class may receive awards up to ten percent of base salary. A lower ranking employee may not be awarded a higher percentage of base pay than a higher ranking employee in the same class. The total amount of money awarded for performance awards in each class may not exceed the product of the total base pay of all members of the class and a percentage determined annually by the Secretary as the maximum payout for Performance Management and Recognition System (PMRS) employees.
- c. The allowed ranges for performance awards for Foreign Service Nationals are:

Percent of Performance Factors Exceeding Normal Requirements	Award Range (Percent of Base Pay)
70- 75%	up to 3%
76- 91%	up to 6%
92- 100%	up to 10%

- d. The allowed ranges for performance awards for NOAA Corps Officers are:

Rating Score (Evaluation Areas)	Award Range (Percent of Base Pay)
80- 89	up to 3%
90- 95	up to 6%
96- 100	up to 10%

- e. When determining performance award amounts, management officials must consider the value of any superior accomplishment awards granted during the appraisal period that are related to the employee's job responsibilities. The total monetary recognition given must be proportionate to the employee's contributions and may not exceed the percentages listed in B.04a. above.
- f. If a performance award is based on a period of less than a full appraisal cycle, then the award ranges must be reduced in proportion to the length of the appraisal period.
- g. For employees under a prevailing rate pay schedule, base pay means the current hourly rate

multiplied by 2,087.

h. For part-time employees, the award ranges must be reduced in proportion to the employee's scheduled biweekly work hours compared to 80 hours.

i. For intermittent employees, the award ranges above must be reduced in proportion to the number of hours actually worked during the period covered by the award, compared to a full-time work schedule.

j. Performance awards are limited to half of the percentages shown in the scales in Section B.04a. above for employees who receive a permanent promotion during the appraisal cycle on which the award is based.

C. QUALITY STEP INCREASES (QSIs) OR MERITORIOUS SERVICE INCREASES (MSIs).

A QSI or MSI may be granted in addition to a regular within-grade or class increase if the employee meets the eligibility criteria in .01a. of this section. QSIs may be granted to General Schedule employees and MSIs to Foreign Service employees to recognize high-quality performance. A QSI or MSI is not automatically granted when an Outstanding rating is given.

.01 Eligibility.

a. To qualify, a general workforce employee or Foreign Service National must:

1. Have received a performance rating of record of Outstanding (general workforce employees) or have a current overall performance rating of Outstanding (Foreign Service Nationals) for the current appraisal cycle;
 2. Have held the same grade and type of position (or similar position) in a pay status for at least six-months before the end of the appraisal cycle;
 3. Be expected to continue at the same high level of performance and in the same grade and type of position for at least 60 days after the effective date of the increase;
 4. Not have been on a detail or temporarily promoted to another position during the last six months of the appraisal period, unless detailed to the same grade and type of position;
 5. Not have a promotion in progress or anticipated within 60 days after the effective date of the increase;
 6. Not have received a QSI or MSI within 52 consecutive calendar weeks preceding the effective date of the increase; and
 7. Not be at the top step of his or her pay range.
- b. Foreign Service Americans are recommended for MSI's by the Selection Boards and must meet the criteria in items 6. and 7. of Section C.01a. above.

.02 Multiple QSI's.

a. When an employee has received a QSI based on performance during the previous appraisal period, and is being recommended for another QSI for the current appraisal period, the following applies:

1. The employee must have demonstrated current performance that is at a significantly higher level than the performance which warranted the previous QSI;
 2. The Personnel Officer must review the QSI and forward it to the head of the operating **unit** with a recommendation for approval or disapproval. The recommendation must address whether the current performance is at a significantly higher level than the performance which warranted the previous QSI; and
 3. The QSI must be personally approved by the head of the operating **unit**.
- b. If an employee receives more than two QSI's in a four-year period, the recommendation for each QSI beyond two must be submitted to the Director for Personnel and Civil Rights for approval.
- c. The granting of multiple QSI's should be considered atypical, occurring only in rare circumstances.

.03 Approval. MSI's for Foreign Service Nationals are approved by the Senior Commercial Officer at Post upon recommendation by the Inter-agency Awards Committee.

.04 Timing.

- a. Nominations for QSI's must be submitted to the servicing personnel office within 90 days after the end of the performance appraisal annual cycle (March 31 or September 30) .
- b. Nominations for MSI's for Foreign Service Nationals must be submitted to the servicing personnel office within 90 days after the end of the fiscal year.

D. LIMITATION.

Except in unusual circumstances where an employee's performance is exceptionally outstanding or is an exceptionally important contribution to mission or national goals, an employee may not receive a QSI or MSI and a performance award, both of which recognize the same performance during an appraisal period. The situations are considered so rare that a written justification must be sent to the Director for Personnel and Civil Rights for prior approval. The combined value of the QSI or MSI amount (computed on an annual basis) and the performance award amount together must not exceed ten percent of the employee's annual salary.

E. PROCESS.

.01 After review of the employee's performance, the supervisor may initiate a recommendation for a performance award or QSI/MSI by completing the performance recognition section of CD-396, "Performance Management Record." The approved performance appraisal document is the sole written justification for a performance award or QSI/MSI (except for a Foreign Service American).

.02 Recommending officials must send the CD-396 to the servicing personnel office within 90 days after the annual appraisal cycle. Award nominations for Foreign Service Nationals who are on an anniversary date appraisal cycle must be sent to the servicing personnel office within 90 days after the end of the fiscal year.

.03 The appropriate Incentive Awards Program Officer or designee reviews the award nomination for conformity to eligibility criteria and, if it meets all technical requirements, certifies it and forwards it to the payroll office for payment.

.04 The performance award or QSI/MSI becomes effective on the first day of the first pay period on or after approval by the appropriate management official and certification by the personnel office. QSI's may not be retroactive except to correct an administrative error that occurred after approval of the award.

APPENDIX B

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS) PERFORMANCE AWARDS

A. DESCRIPTION.

PMRS performance awards are lump-sum cash awards linked directly to the summary performance ratings assigned to employees under the Department's performance appraisal system prescribed by DAO 202-430, Performance Appraisal.

B. ELIGIBILITY.

.01 The following are eligible for PMRS performance awards:

- a. PMRS employees receiving a summary performance rating of Outstanding, Commendable, or Fully Successful with a summary rating score of at least 350 points for the most recently completed performance appraisal cycle;
- b. PMRS employees unratable on the basis of the most recently completed performance appraisal cycle (see Section 8.04g. of Appendix B, DAO 202-430) who have PMRS summary performance ratings of Outstanding, Commendable, or Fully Successful (with at least 350 points) that are

extended from the immediately preceding appraisal cycle;

c. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has a summary performance rating of record or interim rating of Outstanding or Commendable from his or her former agency.

.02 The following are not eligible for PMRS performance awards:

- a. Employees not covered by PMRS on the last workday of the performance appraisal cycle;
- b. Any PMRS employee whose rating of record is Marginal or Unsatisfactory;
- c. Employees newly appointed to the Federal government (as specified in 5 CFR 540.107d.) who occupied PMRS positions for less than 120 days during the most recently completed appraisal cycle;
- d. Unrateable PMRS employees who do not have a PMRS summary performance rating from the immediately preceding appraisal cycle that may be extended and used as a basis for the award;
- e. PMRS employees not in a pay status for at least 120 days during the most recently completed appraisal cycle;
- f. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has already received a PMRS performance award for that fiscal year's appraisal cycle from his or her former agency.

.03 The following limitations apply:

- a. All eligible employees rated outstanding or Commendable share in performance awards determined collectively as provided in Section 8. of the PMRS system document. Organizational pool managers determine if employees in their pools who are rated Fully Successful with summary rating scores of 350 or more points receive performance awards.
- b. PMRS employees rated outstanding with summary rating scores of 475 points or more may receive performance awards beyond the amounts set collectively for the pool. Up to 3 percent of each operating **unit's** PMRS population may be nominated for this additional recognition.
- c. The PMRS performance award is the primary award granted to PMRS employees for accomplishments covered by their performance plans or position descriptions. However, under certain circumstances, PMRS employees may also be considered for superior accomplishment awards for non-recurring accomplishments that are job-related, subject to the technical review and concurrence of the Director for Personnel and civil Rights (see Appendix E).

c. DETERMINING AWARD AMOUNTS.

.01 As provided for in Section 8 of the PMRS system document, the amounts of performance awards of up to 10% of base pay are set collectively for all eligible PMRS employees. Within each pool, award amounts are proportionately greater for Outstanding employees than Commendable employees, which in turn are greater than those for Fully Successful employees, according to ratios predetermined by pool managers within limits set by the Department. The maximum payout for the Department is 1.5 percent of the expected aggregate payroll for the following year for the PMRS employee population.

.02 PMRS employees rated Outstanding must receive a performance award of at least two percent of their pre-merit increase salary.

.03 The minimum performance award granted to employees rated Commendable or Fully Successful is \$250. If the amount computed for an employee of an organizational pool is less than \$250 because of the rating distribution or other factors, no award is granted.

.04 Employees with Outstanding ratings and summary rating scores of at least 475 who are nominated for awards greater than the amounts collectively set may receive awards of up to 20 percent of their pre-merit increase salary. The awards must be individually justified and approved as described in paragraph D. below.

D. PROCEDURES.

.01 Before the end of the annual performance appraisal period, the Office of Personnel issues guidelines on the distribution of PMRS performance awards.

.02 After performance ratings have been approved, operating **units** must submit the following to the Director for Personnel and Civil Rights according to a schedule set by the Office of Personnel each year:

- a. An approved listing of each pool's employees, their current ratings, and pre- and post-merit increase salaries;
- b. Nomination packages for performance awards ranging up to 20 percent of base pay (awards in excess of the amounts collectively set) for Outstanding employees with summary rating scores of 475 or more points. Instructions for preparing nomination packages are issued each year by the Office of Personnel.

.03 The Office of Personnel reviews all nominations for compliance with regulations and Departmental policy. Nominations are then reviewed by the Departmental Executive Resources Board which develops final recommendations for the Secretary's consideration. Only the Secretary or his designee may approve performance awards greater than the amounts collectively set ranging up to 20 percent of base pay. The Secretary's decisions are conveyed to operating **units** by the Director for Personnel and Civil Rights, who asks pool managers (or appointing authorities) to:

- a. Select an award payout ratio of 2:1, 2.5:1, or 3:1. A 2:1 award ratio would provide Outstanding employees with awards twice those of Commendable employees, and four times those of eligible Fully Successful employees; and
- b. Decide whether to grant performance awards to employees rated Fully Successful with summary scores of 350 or more points. Once these decisions have been made, the Director for Personnel and Civil Rights issues performance award tables to servicing personnel offices. Awards processing may not begin until these tables are issued.

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)

PERFORMANCE AWARDS

A. DESCRIPTION.

PMRS performance awards are lump-sum cash awards linked directly to the summary performance ratings assigned to employees under the Department's performance appraisal system prescribed by DAO 202-430, Performance Appraisal.

B. ELIGIBILITY.

.01 The following are eligible for PMRS performance awards:

- a. PMRS employees receiving a summary performance rating of Outstanding, Commendable, or Fully Successful with a summary rating score of at least 350 points for the most recently completed performance appraisal cycle;

b. PMRS employees unratable on the basis of the most recently completed performance appraisal cycle (see Section 8.04g. of Appendix B, DAO 202-430) who have PMRS summary performance ratings of Outstanding, Commendable, or Fully Successful (with at least 350 points) that are extended from the immediately preceding appraisal cycle;

c. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has a summary performance rating of record or interim rating of Outstanding or Commendable from his or her former agency.

.02 The following are not eligible for PMRS performance awards:

a. Employees not covered by PMRS on the last workday of the performance appraisal cycle;

b. Any PMRS employee whose rating of record is Marginal or Unsatisfactory;

c. Employees newly appointed to the Federal government (as specified in 5 CFR 540.107d.) who occupied PMRS positions for less than 120 days during the most recently completed appraisal cycle;

d. Unrateable PMRS employees who do not have a PMRS summary performance rating from the immediately preceding appraisal cycle that may be extended and used as a basis for the award;

e. PMRS employees not in a pay status for at least 120 days during the most recently completed appraisal cycle;

f. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has already received a PMRS performance award for that fiscal year's appraisal cycle from his or her former agency.

.03 The following limitations apply:

a. All eligible employees rated Outstanding or Commendable share in performance awards determined collectively as provided in Section 8. of the PMRS system document. Organizational pool managers determine if employees in their pools who are rated Fully Successful with summary rating scores of 350 or more points receive performance awards.

b. PMRS employees rated Outstanding with summary rating scores of 475 points or more may receive performance awards beyond the amounts set collectively for the pool. Up to 3 percent of each operating **unit's** PMRS population may be nominated for this additional recognition.

c. The PMRS performance award is the primary award granted to PMRS employees for accomplishments covered by their performance plans or position descriptions. However, under certain circumstances, PMRS employees may also be considered for superior accomplishment awards for non-recurring accomplishments that are job-related, subject to the technical review and concurrence of the Director for Personnel and Civil Rights (see Appendix E).

C. DETERMINING AWARD AMOUNTS.

.01 As provided for in Section 8 of the PMRS system document, the amounts of performance awards of up to 10% of base pay are set collectively for all eligible PMRS employees. Within each pool,

award amounts are proportionately greater for Outstanding employees than Commendable employees, which in turn are greater than those for Fully Successful employees, according to ratios predetermined by pool managers within limits set by the Department. The maximum payout for the Department is 1.5 percent of the expected aggregate payroll for the following year for the PMRS employee population.

.02 PMRS employees rated Outstanding must receive a performance award of at least two percent of their pre-merit increase salary.

.03 The minimum performance award granted to employees rated Commendable or Fully Successful is \$250 because of the rating distribution or other factors, no award is granted.

.04 Employees with Outstanding ratings and summary rating scores of at least 475 who are nominated for awards greater than the amount collectively set may receive awards of up to 20 percent of their pre-merit increase salary. The awards must be individually justified and approved as described in paragraph D. below.

D. PROCEDURES.

.01 Before the end of the annual performance appraisal period, the Office of Personnel issues guidelines on the distribution of PMRS performance awards.

.02 After performance ratings have been approved, operating **units** must submit the following to the Director for Personnel and Civil Rights according to a schedule set by the Office of Personnel each year:

a. An approved listing of each pool's employees, their current ratings, and pre-and post-merit increase salaries.

b. Nomination packages for performance awards ranging up to 20 percent of base pay (awards in excess of the amounts collectively set) for Outstanding employees with summary rating scores of 475 or more points. Instructions for preparing nomination packages are issued each year by the Office of Personnel.

.03 The Office of Personnel reviews all nominations for compliance with regulations and Departmental policy. Nominations are then reviewed by the Departmental Executive Resources Board which develops final recommendations for the Secretary's consideration. Only the Secretary or his designee may approve performance awards greater than the amounts collectively set ranging up to 20 percent of base pay. The Secretary's decisions are conveyed to operating **units** by the Director for Personnel and Civil Rights, who asks pool managers (or appointing authorities) to:

a. Select an award payout ratio of 2:1, 2.5:1, or 3:1. A 2:1 award ratio would provide Outstanding employees with awards twice those of Commendable employees, and four times those of eligible Fully Successful employees; and

b. Decide whether to grant performance awards to employees rated Fully Successful with summary scores of 350 or more points. Once these decisions have been made, the Director for Personnel and Civil Rights issues performance award tables to servicing personnel offices. Awards processing may not begin until these tables are issued.

APPENDIX C

PERFORMANCE BONUSES FOR THE SENIOR EXECUTIVE SERVICE

A. DESCRIPTION.

Performance awards, more commonly referred to as bonuses, are lump-sum cash payments to recognize career members of the Senior Executive Service (SES) for excellence in performance during a performance appraisal cycle. Bonus amounts are specified as a percentage of the recipient's payable base salary and are governed by 5 U.S.C. 5384.

The Office of Personnel Management issues guidance each fiscal year on the distribution of performance bonuses and reviews their distribution after payment. The Secretary awards all SES bonuses and assigns dollar amounts based on recommendations furnished by the Departmental Executive Resources Board.

.01 Eligibility Criteria. To be eligible for a performance bonus, an employee must:

- a. Be a career senior executive;
- b. Be covered by a valid performance plan; and
- c. Have a Fully Successful rating or higher on his/her SES performance appraisal rating of record for the current appraisal period.

.02 Additional Guidance. Before the end of the annual SES performance appraisal cycle, the Department provides appointing authorities with bonus allocation guidelines, a timetable of critical dates, and the process for submitting bonus recommendations. The Departmental Executive Resources Board may specify additional eligibility requirements for a performance bonus.

.03 Determining Award Amounts. The total amount of performance bonuses may not exceed three percent of the aggregate payroll for all SES career appointees within the Department at the end of that fiscal year. The minimum award is five percent of the senior executive's annual salary, and the maximum award is 20 percent.

B. PROCESS.

.01 On the basis of SES performance plans and appraisals, each operating **unit** Performance Review Board (PRB) prepares a listing of proposed bonus recipients and recommended bonus amounts and submits it to the appropriate appointing authority.

.02 Appointing authorities review PRB recommendations and prepare a priority listing of bonus nominees and recommended amounts for consideration by the Secretary.

.03 In accordance with the Department's timetable and annual instructions, Secretarial Officers (or equivalents) forward the priority listing to the Director for Personnel and Civil Rights as Executive Secretary of the Department's Executive Resources Board.

.04 The Departmental Executive Resources Board (ERB) reviews each submission for adherence to legal and regulatory requirements and for compliance with Departmental policy. It then makes recommendations to the Secretary on each proposal.

.05 The Secretary makes decisions on bonuses as indicated in the timetable.

APPENDIX D

PERFORMANCE RECOGNITION FOR MEMBERS OF THE SENIOR FOREIGN SERVICE

A. DESCRIPTION.

Members of the Senior Foreign service may be granted recognition for high level performance in the

following ways: Performance Pay, including Presidential Awards; and Executive Schedule pay adjustments.

.01 Performance Pay.

- a. Performance pay is awarded to career members of the Senior Foreign Service (SFS) for excellence in performance during a performance appraisal cycle, and is given as a lump sum. Performance pay decisions take into account the criteria established by OPM for performance awards for the Senior Executive Service (5 U.S.C. 5384) and Presidential Rank Awards (5 U.S.C. 4502). The Secretary awards performance pay to members of the Senior Foreign Service based on recommendations furnished by the US&FCS Senior Selection Board.
- b. Nominations for Presidential Awards of performance pay are made by the Secretary of Commerce to the Department of State's Inter-agency Selection Board. Presidential Awards are granted for sustained extraordinary accomplishment as follows: The Distinguished Service Award (DSA) includes a lump-sum payment of \$20,000; the Meritorious Service Award (MSA) includes lump-sum payment of \$10,000.

.02 Executive Schedule Pay Adjustments. Basic salary rates for members of the Senior Foreign Service are adjusted in the same manner as rates of basic pay are adjusted for the Senior Executive Service. Pay rate adjustments are based on the recommendations and rankings of the US&FCS Senior Selection Board.

B. PERFORMANCE PAY.

.01 Eligibility.

- a. To be eligible for performance pay, an SFS member must be serving under:
 1. A career or career candidate appointment; or
 2. A limited appointment with reemployment rights as a career appointee in the Senior Executive Service.
- b. Performance pay may be granted to no more than 50% of SFS members.
- c. Presidential Awards may be conferred on no more than 6% of SFS members.

.02 Determining Award Amount.

- a. The total amount of performance pay (excluding Presidential Awards) may not exceed three percent of the aggregate payroll for all eligible SFS members within the Department at the end of that fiscal year.
- b. The minimum amount of performance pay granted is 5% of the SFS member's payable annual base salary; the maximum amount granted is 20% of the recipient's payable annual base salary, except in the case of Presidential Awards for Distinguished and Meritorious Service.

C. EXECUTIVE SCHEDULE PAY ADJUSTMENTS.

.01 Eligibility. Only Senior Foreign Service members who are Counselors at ES levels FE-OC-I, 2, or 3, or who are Minister-Counselors at ES level FE-MC-4, are eligible for ES level increases.

.02 The following are the minimum criteria required for an ES level increase:

- a. Summary performance ratings of at least Commendable for the past two years; and
- b. A current summary rating of outstanding or a current performance appraisal with no element rated less than 4 (Commendable).

D. LIMITATION.

An SFS member may not receive more than one of the following in the same competition year: (1) An award of performance pay by the Secretary of Commerce; (2) a Presidential Award for Distinguished or Meritorious Service; or (3) a pay rate adjustment.

E. PROCESS.

.01 The Senior Selection Board considers the entire record of the members of the Senior Foreign Service and makes recommendations for performance pay and for pay rate adjustments (both upward and downward) based on performance.

.02 The Senior Selection Board submits a report to the Director General of the US&FCS with recommendations for performance pay awards and pay rate adjustments for SFS members.

.03 The Director General reviews the Selection Board's report and determines which recommendations for awards of performance pay and pay rate adjustments are to be forwarded for consideration by the Secretary.

.04 The Secretary makes final decisions on performance pay and pay rate adjustments for individual SFS members, and refers recommendations for Presidential Awards to the State Department's Inter-agency Selection Board for review and submission to the President.

.05 Once the recipients of Presidential Awards have been named by the President, pay rate adjustments are made, and awards are paid to recipients in accordance with the Selection Board's rank order list.

APPENDIX E

SUPERIOR ACCOMPLISHMENT AWARDS

A. DEFINITIONS.

.01 "Superior accomplishment award" means a monetary or non-monetary award for a contribution resulting in tangible benefits or savings, or intangible benefits to the Government. There are three types of superior accomplishment awards: special act or service awards, suggestion awards, and invention awards.

.02 "Contribution" means an accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, or a special act or service in the public interest connected with or related to official employment that contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.

.03 "Intangible benefits" means benefits to the Government that cannot be measured in terms of dollar savings.

.04 "Non-monetary award" means a medal, certificate, plaque, **citation**, badge, or other similar item that has an award or honor connotation.

.05 "Tangible benefits" means benefits or savings to the Government that can be measured in terms of dollar savings.

B. ELIGIBILITY.

All employees of the Department are eligible for superior accomplishment awards. Individuals and groups may be recognized.

C. POLICY.

.01 A superior accomplishment award may be granted alone or in addition to a performance award

granted under the authority of 5 CFR 430 for general workforce employees or 5 CFR 540 for PMRS employees, or a quality step increase. When an employee's superior accomplishment is related to his or her job responsibilities, management officials must consider other monetary recognition that has been or will be given to the employee for the accomplishment when determining the award amount so that the total monetary recognition given to the employee is proportionate to the employee's contribution.

.02 A superior accomplishment award must not be used as a substitute for other personnel action, or as a substitute for pay.

.03 A superior accomplishment award may not be used to recognize overall employee performance, nor may it be used to recognize outstanding performance on an element of a performance plan unless the accomplishment otherwise meets the criteria in D.01a.

.04 A PMRS employee may be granted a superior accomplishment award for a special act or service only when the accomplishment meets the criteria in D.01a. and also provides such substantial benefits to the government that recognition above a PMRS performance award is warranted.

.05 To be considered as the basis for a superior accomplishment award, a contribution must:

- a. Be made while the contributor is a Federal employee;
- b. Be supported by a written justification separate from the employee's rating of record; and
- c. Be approved at a management level higher than that of the individual who recommended use of the suggestion or invention, or recommended the award.

.06 When a cash award is granted to a group for superior accomplishments, the following provisions apply:

- a. The accomplishment must have substantially exceeded normal expectations for the group as a whole;
- b. All employees to whom the accomplishment or contribution is creditable, including a supervisor, may share in the award;
- c. A cash award may be divided in equal shares or allotted to each member in proportion to his/her share of credit for the contribution;
- d. The total amount of a cash award to a group should be based solely on the value of tangible and intangible benefits accruing from the contribution; the total amount of the award may not exceed the amount that would be authorized if the contribution had been made by one individual, except that in unusual circumstances, a greater amount may be approved by the Director for Personnel and Civil Rights;
- e. Any recommendation for a group award totaling more than \$5,000 requires the Department's Incentive Awards Board's review.

.07 Superior accomplishment awards must be documented in the Official Personnel Folder to reflect the nature of the award and the award amount.

.08 Acceptance of a monetary award constitutes an agreement that the use by the Government of the idea, method, or device for which the award is paid does not form the basis of a further claim against the Government.

.09 When contributions result in significant tangible benefits to the operating **unit**, management officials should consider the possibility of wider application of the benefits throughout the Department and the Federal government and coordinate appropriate action with the Incentive Awards Program Officer.

D. TYPES OF SUPERIOR ACCOMPLISHMENT AWARDS.

.01 Special Act or Service Award.

a. Criteria. A special act or service is a contribution or accomplishment in the public interest that is:

1. A non-recurring contribution either within or outside of job responsibilities;
2. A scientific achievement;
3. An act of heroism.

b. Eligibility. To be eligible for a special act or service award, an employee must:

1. Make a contribution that meets a criterion under .01a. of this section; and
2. Not have a current rating of record of less than Fully Successful, except that in rare circumstances, an employee with less than a Fully Successful rating may receive an award with the advance written approval of the Director for Personnel and Civil Rights.

c. If an employee who is currently under the PMRS was covered by the General Workforce Performance Appraisal System during the entire recognition period, the special act or service award is processed according to procedures for general workforce employees.

d. Details. Service on a detail does not in itself constitute a non-recurring or one-time contribution that qualifies for a special act or service award. If an employee is detailed for 120 days or more, exemplary performance on the detail will be factored into his/her performance rating. Exemplary performance on a detail of less than 120 days may be recognized with a special act or service award only if the employee's contribution meets the criteria in D.01a.

The job-related contributions of detailees must be considered on the same basis as those of permanent incumbents in determining if they meet the criteria for a special act or service award.

e. Summer Employees. Summer employees (May 13- September 30) who perform beyond expectations or who make superior accomplishments in the Department may be recognized only under this authority. These awards may be processed no earlier than the last pay period of the employee's summer employment. An award may not exceed ten percent of a summer employee's total earnings for that summer, unless there are significant tangible benefits resulting from their contributions which could support a greater amount.

f. Process.

1. The supervisor may initiate a CD-326, "Recommendation for Recognition," as soon as the employee (except for summer employees) makes a worthy contribution. The recommendation must include a description of the accomplishment, its benefits, how it was exceptional, and the amount of any savings to be realized. The award scales in Exhibits 1 and 2 should be used to determine award amounts and the award recommendation should include documentation as to how the amount recommended was determined.

2. The supervisor forwards the award recommendation through organizational channels to the official with approval authority.

3. The Director for Personnel and Civil Rights must approve all special act or service awards for PMRS employees.

(a) The request for approval must include the following: CD-326, "Recommendation for Recognition," the employee's position description, and the latest completed CD-396, "Performance Management Record."

(b) The following factors are taken into account before approval is granted:

- (1) Whether the benefits accruing to the Government from the contribution are so great that a performance award would be insufficient recognition;
- (2) Whether the accomplishment greatly exceeds normal expectations for performance by the employee; and
- (3) Whether the contribution constitutes a significant portion of the employee's performance plan or an element of the plan.

4. A special act or service award for an SES employee must be approved by the Secretary through the same channels as SES performance bonuses.

.02 Suggestion Awards.

a. Description. A suggestion award is granted for an idea that contributes directly to the economy,

efficiency, or effectiveness of operations. The award amount is based on the benefits realized as a result of the implementation of the idea. See DAO 202-454, "Suggestion Program," for a complete description of the program.

b. Criteria. To warrant consideration for an award, a suggestion:

1. Must be processed under the employee suggestion program, except when an idea is implemented outside the Suggestion Program but is deemed worthy of recognition by an award as allowed by DAO 202-454;
2. Must be adopted by an official with authority to adopt it; and
3. Must provide tangible benefits to the Government with a value of at least \$250 or comparable intangible benefits or a combination of tangible and intangible benefits. (See Exhibits 1 and 2.)

c. Process.

1. When the evaluator has decided to adopt a suggestion, he or she works with the Incentive Awards Program Officer to determine the amount of the proposed award using the tangible and/or intangible benefits scales. The signed and dated CD-170, "Official Suggestion Evaluation Form," serves as the documentation for the award.
2. The CD-170 must show the amount of the cash award.
 - (a) In calculating the benefits to the Government of an adopted suggestion, the evaluator should estimate the net benefits (i.e., the total savings minus any implementation costs).
 - (b) Cash awards for adopted suggestions are normally based on the estimated first-year benefits to the Government. If savings extend over more than one year, the award may be based on the average annual savings for a longer period, not exceeding five years.
 - (c) When a suggestion results in both tangible and intangible benefits, the amount of the award warranted by the tangible benefits should be increased to compensate for intangible benefits. (See Exhibits 1 and 2.)
 - (d) A cash award may also be granted if a suggestion is only partially adopted. (See DAO 202-454).
 - (e) Normally when a suggestion falls within the scope of the employee's job responsibilities and within the authority of the employee to approve or adopt it, it is not eligible for consideration under the Suggestion Program. However, in rare cases, a job-related suggestion is made that warrants recognition under the Suggestion Program because the contribution far exceeds the employee's performance standards and has an impact that goes beyond the scope of the employee's normal job responsibilities. In such cases, a suggestion award may be appropriate if the contribution has not been otherwise recognized by a cash award.
3. Award recommendations are forwarded through organizational channels to the approving official. If a proposed suggestion award exceeds \$5,000, the recommendation, evaluation report, and suggestion must be approved by the Department's Incentive Awards Board.
4. Suggestion awards to SES members must be approved by the Secretary through the same channels as performance bonuses.
5. An employee whose idea is implemented and, in retrospect, would merit an award under the Suggestion Program, may request that his/her idea be considered for a suggestion award no later than three months after the idea was first placed into effect.
- d. Suggestion Award Entitlement Period. The suggestion award entitlement period is the two-year period following the date of final action on a suggestion during which the suggester retains the right to be considered (1) for an additional award if additional benefits result after adoption, or (2) for an award if a non-adopted suggestion is implemented within the two-year period.

.03 Invention Awards.

a. Description. An invention award is cash or honorary recognition granted to a Federal employee for an invention which is of interest to the U.S. Government or the public and for which protection by patenting or publication is sought.

b. Amount/Timing.

1. An invention award of at least \$300 is granted when an employee's invention has been favorably searched and a patent application has been filed. In the case of joint inventors, each inventor is nominated for an equal share of the initial award except that the share to each inventor must be no less than \$100.

2. Further awards, up to \$35,000, may be granted (FPM Chapter 451, Subchapter 9) for an invention owned by the U.S. Government whenever the invention benefits the public, as evidenced by the number of patent licenses granted, reports on commercialization from patent licenses, and other information pertaining to the commercial use of the invention; or the invention is used by and benefits the Government.

3. Employees are eligible to receive a cash award in any year that royalty-bearing licenses covering their inventions are in effect (refer to DAO 202-452).

c. Process.

1. After receiving notification of a filed patent application, the Office of General Counsel informs the inventor's organization and recommends that an award recommendation (CD-326) be prepared, and also advises the Incentive Awards Program Officer.

2. The awarding official approves the recommendation. The Incentive Awards Program Officer forwards the award proposal to the payroll office for payment if it conforms with requirements.

3. Invention awards to SES members must be approved by the Secretary through the same channels as performance bonuses.

APPENDIX F

PRESIDENTIAL RECOGNITION

A. DESCRIPTION.

The President may grant a cash award for honorary recognition of an employee who (1) by his or her suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations, or (2) performs an exceptionally meritorious special act or service in the public interest in connection with or related to his or her official employment. A Presidential award may be in addition to an agency award under 5 U.S.C. 4504 and 5 U.S.C. 5403.

The President may also award to a career appointee in the Senior Executive Service the rank of Meritorious or Distinguished Executive under 5 U.S.C. 4507.

B. TYPES OF PRESIDENTIAL RECOGNITION.

.01 President's Award for Distinguished Federal Civilian Service.

a. Description. This award is the highest honor that the Federal Government can grant to a career employee in recognition of benefits to the Nation. The President may grant as many as five awards each year. An award consists of a certificate, a gold medal, and a rosette.

b. Criteria. This award is granted to a career Federal employee for an outstanding achievement that produces a major improvement in Government operations or serves the public interest. The achievement must be so important that the employee deserves greater recognition than can be granted by the Secretary.

c. Process. The Director of the Office of Personnel Management requests nominations from heads of Federal departments and agencies and issues instructions for submitting award nominations. Nominations are reviewed by the Department's Incentive Awards Board and then submitted to the Secretary for approval. The Secretary's nominations are submitted to the President through the Office of Personnel Management.

.02 Presidential Management Improvement Awards.

a. Description. These awards are presented by the president to a limited number of individuals or small working teams (groups) whose suggestions or special achievements result in tangible benefits to the Government that exceed \$250,000.

b. Criteria. To be nominated, the individual or group must have been recommended for a Presidential Letter of Commendation for their achievements.

c. Process. Nominations are reviewed by the Department's Incentive Awards Board before going to the Secretary for approval. The Secretary submits nominations to the Director, Office of Personnel

Management, for review and presentation to the President.

.03 Presidential Letters of Commendation.

- a. Description. These awards consist of personal letters of commendation from the President.
- b. Criteria. Presidential Letters of Commendation are granted for contributions that are significantly beyond job requirements and produce first year savings of \$10,000 or more. Nominees must first receive recognition from the Department to be eligible for Presidential recognition.
- c. Process. All nominations must be reviewed by the Department's Incentive Awards Board before submission to the Secretary for approval and recommendation to OPM for referral to the President.

.04 Presidential Rank Awards for Senior Executives.

- a. Description. Presidential Rank Awards include stipends, certificates, and pins that are granted annually by the President to a few Senior Executive Service members. The two award types are:
 - 1. Distinguished Executive - Includes a lump-sum payment of \$20,000 for sustained extraordinary accomplishments.
 - 2. Meritorious Executive - Includes a lump-sum payment of \$10,000 for sustained accomplishments.
- b. Eligibility.
 - 1. All SES career appointees are eligible. Performance for which a nomination is submitted must have been sustained for at least three years while in an executive or equivalent position.
 - 2. An individual who receives either the Meritorious or Distinguished Executive Award is not eligible for the same award during the next four fiscal years.
 - 3. An individual who receives payment of an SES bonus is not eligible for a Presidential Rank Award in the same calendar year.
 - 4. Nominees must have been rated Fully Successful or better in each of the preceding three years, preferably with the most recent rating being outstanding.
 - 5. A nominee for Distinguished Rank would typically have received the rank of Meritorious Executive in a prior year; however, the rank of Distinguished Executive may be awarded without previous recognition when only the highest rank can serve as fitting recognition.
- c. Criteria. A nominee must show sustained accomplishments to be a Meritorious Executive. To be a Distinguished Executive the nominee must show sustained extraordinary accomplishment. Criteria upon which nominees are evaluated may include, but need not be limited to, the following (for each criterion offered, specific examples must be cited):
 - 1. Career achievements that are recognized throughout the agency or are acknowledged on a national or international level;
 - 2. Specific achievements of significant cost reduction or cost avoidance enabling the agency to reallocate resources to high priority activities;
 - 3. Successful use of human resources as evidenced through high workforce productivity and/or effective development and recognition of subordinates;
 - 4. Demonstration of personal initiative and innovation;
 - 5. Substantial improvements in quality of work, efficiency, and/or timeliness of service;
 - 6. Unusual levels of cooperative effort with other Federal agencies, government jurisdictions, and/or the private sector.
 - 7. Especially successful efforts in affirmative action; and
 - 8. Major career-related awards and honors received.

In addition to the above criteria, it must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct that have established and maintained a high degree of public confidence and trust. General guidelines which may be helpful in structuring an award nomination are contained in 5 U.S.C. 4313.
- d. Nominating Process.
 - 1. The Department announces the Presidential Rank Award program to appointing authorities who request nominations within their organizations.
 - 2. Operating **unit** Performance Review Boards (PRB's) review nominations and submit them to the appropriate appointing authority, with written recommendations on the approval or disapproval, stating the reasons for their recommendations. A PRB member who has been nominated for a

Presidential Rank Award may not participate in any related rank award deliberations.

3. The appointing authority, after considering the PRB recommendations, submits nominations to the Department in accordance with the timetable and procedures established annually. Nominations for each award category must be submitted in priority order.

e. Submission Requirements. Nominations must be signed by the head of the operating **unit** and the appropriate Secretarial Officer and submitted to the Department according to instructions which are issued annually by the Office of Personnel.

f. Review Procedures.

1. The Departmental Executive Resources Board (ERB) screens nominations and recommends nominees to the Secretary. The ERB may convene an ad hoc group to assist in the initial screening process.

2. After review, the ERB submits to the Secretary documentation and a priority order listing of those nominees it recommends. A list of nominees not recommended by the ERB is also forwarded to the Secretary.

3. The Secretary forwards the Department's nominees to the Office of Personnel Management for consideration and potential selection by the President.

g. Award Payment. Payments must be made in the same fiscal year as the original nomination, unless the aggregate amount (base salary plus Rank Award plus bonuses) paid to the recipient exceeds the payable rate of Executive Level I.

.05 Senior Foreign Service Presidential Awards. Presidential Awards are presented by the President to members of the Senior Foreign Service (SFS) as authorized by the Foreign Service Act of 1980 (22 U.S.C. 3965). (See Appendix D.)

APPENDIX G

HONOR AWARDS

A. DESCRIPTION.

The purpose of honor awards is to provide high-level recognition to deserving employees for their contributions to the Department. Forms of recognition are as follows:

Gold Medal - highest honorary award granted by the Secretary for extraordinary achievements in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. The award can be presented to an individual or a group of two or more individuals, or to a Commerce organization.

Silver Medal - second highest honorary award granted by the Secretary for major contributions of exceptional value in support of the Department's overall goals in service to the Nation. The award can be presented to an individual or group of two or more individuals, or to a Commerce organization.

Bronze Medal - highest honorary award of the operating **unit** granted by the appropriate operating **unit** head or Secretarial Officer or equivalent for a significant contribution to that operating **unit**.

The award can be presented to an individual or group of two or more individuals, or to an organization within the operating **unit**.

B. GOLD AND SILVER MEDAL AWARDS.

.01 Eligibility.

a. Gold and Silver Medals may be given to individuals, to groups of two or more, or to organizations.

b. Any office, division or sub**unit** within an operating **unit** or Departmental office which is formally recognized as a separate entity, as in organization orders or charts, may be nominated for an

organizational award. When two or more organizational **units** perform related functions and share responsibility for an achievement which is worthy of recognition, those organizations may be nominated jointly for an organizational award.

c. Nominating officials are responsible for ensuring that only those individuals and organizations which have made exceptional contributions and which are truly deserving of high honor are nominated.

d. When deciding which individuals are to be recognized, nominating officials should carefully consider the overall record of each person.

e. For individuals and groups, Gold and Silver Medals are ordinarily given only to employees whose performance is at the Commendable level or better. If a nominee does not have a current performance rating of Outstanding or Commendable (or its equivalent), specific reasons must be provided in the justification for why the award is recommended.

f. Except for Gold Medals given for heroic action involving jeopardy to life, Gold Medal recipients will normally have received other high level recognition of their achievements. Examples of appropriate previous recognition include Silver Medals, Presidential Rank Awards, high level operating **unit** recognition, and awards from outside organizations.

.02 Gold Criteria. A Gold Medal Award may be granted only for extraordinary accomplishments in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. To warrant a Gold Medal Award, a contribution must meet at least one of the following criteria:

- a. Achievement of critical program goals far surpassing expectations, marked by unusual creativity, energy, or persistence, contributing significantly to the welfare of the Nation;
- b. Unusually outstanding leadership or management that results in dramatic improvement in productivity, program effectiveness, or quality of the Department's service to the Nation;
- c. Scientific or technological breakthroughs that resolve longstanding problems or radically advance the state-of-the-art;
- d. Highly distinguished authorship or editorship that affects the primary principles of the discipline involved, opens up new fields of inquiry, or redefines major issues of investigation; or
- e. Heroic action involving jeopardy to life.

.03 Silver Criteria. A Silver Medal Award may be granted for major contributions which are of exceptional value in support of the Department's overall goals in service to the Nation. To warrant a Silver Medal Award, a contribution must meet at least one of the following criteria:

- a. Achievement of important program goals, marked by excellence of performance and quality of results exceeding expectations;
- b. Superior leadership or management resulting in substantial improvements in productivity, program effectiveness, or the quality of the Department's service;
- c. Scientific or technological contributions that significantly advance the understanding, knowledge, or mastery of a given discipline;
- d. Exceptionally meritorious authorship or editorship that contributes significantly to the body of knowledge in a given field; or
- e. Unusual courage or competence in an emergency.

.04 Nominating Process.

- a. The Department requests nominations for Gold and Silver Medal Awards annually. Appropriate management officials then request nominations from within their organizations.
- b. Nominations are submitted by the appropriate approving official to the servicing personnel office.
- c. Incentive Awards Program Officers review nominations for adherence to award criteria and coordinate action with boards or committees, if appropriate. Nominations are then reviewed, and if approved are signed by the head of the operating **unit**. Approved nominations must be ranked in priority order and submitted through the Program Secretarial Officer (or equivalent) to the Director for Personnel and Civil Rights. Gold and Silver Medal nominations must be ranked separately;

nominations for organizational awards should be ranked among nominations for individuals or groups.

d. Nominations must be received by the Department's Office of Personnel by the due date established each year.

.05 Submission Requirements. Each nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating **unit** or Departmental mission, and the degree to which the contribution exceeds normal job responsibilities. The justification should specify which of the criteria in Sections B.02 and .03 the contribution meets. For nominations of groups, a justification must be prepared to support the nomination of each individual in the group. The following documentation is required:

a. Individual and group medal awards. Nominations must include:

1. CD-491, Honor Awards Nomination and justification(s);
2. Current position description(s) ; and
3. Current performance appraisal rating of record for each individual nominated.

b. Organizational awards. Nominations must include:

1. CD-491, Honor Awards Nomination with information on the individual who is to receive the award on behalf of the organization, and a justification; and
2. Departmental Organization Order (DOO) for the organization to be recognized. If the organization is not defined in a DOO, organization charts or other documentation may be submitted. Use of these forms is mandatory and no other attachments may be considered. An original and seven copies of the above documents (in the order stated) are required by the Department for each Gold and Silver Medal Award nomination. Two additional copies of each CD-491 should also be submitted to the Department. Operating **units** may request additional copies.

.06 Review Procedures. The Department's Incentive Awards Board reviews Gold and Silver Medal Award nominations and recommends approval or disapproval to the Secretary. The DIAB may recommend the approval or disapproval of each member of a group award nomination.

.07 Award Presentation. Gold and Silver Medal Awards are presented by the Secretary at a Departmental Honor Awards Ceremony. Each individual Gold or Silver Medal recipient or group member receives an engraved medal, a lapel emblem, and a framed certificate that briefly describes his or her contribution. An organizational award consists of a medal and a framed Gold or Silver Medal Award Certificate which is inscribed with the name of the organization to be recognized and which briefly describes the organization's contribution.

C. BRONZE MEDAL AWARDS.

.01 Eligibility.

a. Bronze Medals may be given to individuals or groups of two or more, or to organizations.

b. Any office, division or sub**unit** within an operating **unit** or Departmental office which is formally recognized as a separate entity, as in organization orders or charts, may be nominated for an organizational award. When two or more organizational **units** perform related functions and share responsibility for an achievement which is worthy of recognition, those organizations may be nominated jointly for an organizational award.

c. Nominating officials are responsible for ensuring that only those individuals and organizations which have made significant contributions and which are truly deserving of high honor are nominated.

d. When deciding which individuals are to be recognized, nominating officials should carefully consider the overall record of each person.

e. Any employee who has a current performance rating of less than Fully Successful may not be nominated for a Bronze Medal Award.

.02 Bronze Criteria. A Bronze Medal Award may be granted for a significant contribution to the employee's operating **unit**. Contributions must meet one or more of the following criteria:

- a. Accomplishing improvements in management systems that make them more effective or more efficient;
- b. Demonstration of unusual or creative ability in the development and improvement of methods and procedures;
- c. A significant contribution affecting major programs, or a scientific accomplishment; or
- d. Superior performance of assigned tasks with the operating **unit** for at least five consecutive years.

.03 Nominating Process.

- a. Operating **units** should request nominations for Bronze Medal Awards at the same time Gold and Silver Medal Award nominations are requested.
- b. Nominations for Bronze Medal Awards must be submitted to the servicing personnel officer of the operating **unit**.
- c. Operating **unit** Incentive Awards Program Officers provide specific submission requirements to the organizations they service when nominations are requested.

.04 Submission Requirements. Each nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating **unit**, and the degree to which the contribution exceeds normal job responsibilities. The justification should specify which of the criteria in Section C.02 the contribution meets. For nominations of groups, a justification must be prepared to support the nomination of each individual in the group. The following documentation is required:

- a. Individual and group medal awards. Nominations must include:
 1. CD-491, Honor Awards Nomination and justification(s) ;
 2. Current position description(s) ; and
 3. Current performance appraisal rating of record for each individual nominated.
- b. Organizational Awards. Nominations must include:
 1. CD-491, Honor Awards Nomination with information on the individual who is to receive the award on behalf of the organization, and a justification; and
 2. Department organization Order (DOO) , organization chart, or other appropriate documentation for the organization to be recognized.

.05 Review Procedures. Operating **unit** boards or committees, if appropriate, review and recommend Bronze Medal Award nominations to the appropriate operating **unit** head or Secretarial Officer (or equivalent) for approval.

.06 Award Presentation. Bronze Medal Awards are presented by the appropriate operating **unit** head or Secretarial Officer (or equivalent) at an annual ceremony scheduled by the operating **unit**. Each Bronze Medal recipient or group member receives an engraved medal, a lapel emblem, and a framed certificate that briefly describes his or her contribution. An organizational award consists of a medal and a framed Bronze Medal Award Certificate, which is inscribed with the name of the organization to be recognized and which briefly describes the organization's contribution.

APPENDIX H

ON THE SPOT AWARDS

A. PURPOSE. The purpose of this award is to provide supervisors with a means of recognizing employees for those day-to-day efforts which contribute "in a special way" to getting the job done. This non-monetary award program provides for immediate recognition with minimal documentation, and serves as a means of giving employees recognition for nonrecurring contributions.

B. GENERAL POLICY. On-the-Spot Awards are granted by supervisors to recognize accomplishments which represent steps toward achievement of organizational goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. Awards may be granted to employees for noteworthy contributions which have benefited the employing office, the employee's bureau, or the Department.

01. Operating **units** may implement instant award programs which meet their specific needs and are compatible with their organizational climate. This program is not meant to replace other traditional methods of recognition, but rather to increase supervisors' options in rewarding and reinforcing employee excellence.

C. OPERATING **UNIT** RECOGNITION PROGRAMS

01. The program must be described in a document, signed by the head of the operating **unit** or Departmental Office, and contain at least the information prescribed in Section D of this Appendix.

02. The program must be publicized to all employees.

03. The program must reward small contributions, which would not qualify for either performance awards or special act or service awards.

04. The presentation of the award to the employee must be made shortly after the contribution.

05. The value of an individual award item may not exceed \$75, and an employee may not receive awards under this program which exceed \$125 in value in a single performance year. For example, if awards are valued at \$25, then the employee may receive only 5 awards during that performance year.

06. The program must include procedures for documenting awards on form CD-326A, "Recommendation for On-the-Spot Award". (Exhibit 4) .

07. The program document must be submitted to the Director for Personnel and Civil Rights for review and approval.

D. OPERATING **UNIT** PLAN

Each plan must specify:

01. What types of contributions are eligible for recognition under the program. Examples include, but are not limited to: planning a special event which is particularly successful, completion of a short-term project, or handling an unusually heavy workload.

02. Who is eligible to participate in the program.

03. The delegations of authority under the program, including supervisory authorities.

04. The award items that will be given out under the program, including the dollar values.

05. The plans for procuring, distributing, and controlling access to supplies of award items.

06. The frequency and timing of awards.

07. The procedures for notifying employees and supervisors about the program.

08. The program recordkeeping requirements.

APPENDIX I

SPECIAL RECOGNITION

.01 Career Service Recognition. Career service recognition is granted to employees who complete 10 years of Federal service, and thereafter at 10-year intervals.

a. Creditable service is determined using the service computation date for leave purposes, which includes total civilian service and some honorable military service.

b. The career service emblem and certificate serve as the primary form of length-of-service recognition. Career service emblems are available through the GSA supply system.

.02 Secretary of Commerce Special Medal.

a. The Secretary may grant the Secretary of Commerce Special Medal to a person other than an employee of the **United** States Government whenever the Secretary determines that such a presentation is appropriate.

b. The Secretary of Commerce Special Medal is a bronze medal, suitably engraved.

c. The Secretary of Commerce Special Medal is presented only to a private citizen or national of the **United** States for a significant contribution, act, service, or cooperation in the public interest or to an official of a foreign government or international organization, or to a national of a foreign country, to recognize a particular event, activity, or cooperative effort of official interest to the Secretary.

.03 Commerce Award for Outstanding Administrative Management. The Assistant Secretary for Administration grants this Departmental award to employees who make outstanding contributions in the fields of administration such as financial management, data processing, budget, information management, and personnel management. Awards are given for four types of achievements: Extra-mile service, productivity improvement, systems improvements, and resource-sharing. The Assistant Secretary determines the number of awards to be given each year and the amount of each award. Nominations are requested near the end of the fiscal year by the Department's Office of Personnel.

.04 Departmental Awards. The Department may establish other awards. A new award may be considered only if written justification supports the conclusion that awards already established under the provisions of this Order are not adequate to meet organization, mission, or employee needs. Any proposal for establishing an award, including the related certificate, must be forwarded, through the appropriate Secretarial Officer, to the Director for Personnel and Civil Rights for approval.

.05 Special Operating **Unit** Awards. Individual operating **units** may establish employee awards such as "Equal Employment Opportunity Awards," "Supervisor of the Year," or "Scientist of the Year," which are appropriate to their particular interests in recognizing certain groups of employees and which do not detract from the effectiveness of the awards established under this Order. The guidelines in section .04 above for establishing Department awards apply to establishing new operating **unit** awards.

.06 Major Awards Sponsored By External Organizations. Numerous outside organizations sponsor award programs to recognize outstanding Federal employees and major achievements in government. These organizations invite the Department to submit nominations. These programs are

additional means for recognizing the achievements of Commerce employees and for publicizing their accomplishments on a national level.

.07 Honorary Recognition to Employees of Other Federal Agencies and Private Citizens and Organizations. Honorary awards (other than Medal Awards) may be granted in recognition of special services or other beneficial contributions to the Department. When it is considered appropriate to award a certificate or other similar token of appreciation, the form of the award must be approved by the Director for Personnel and Civil Rights. Examples of the types of actions or contributions for which these awards may be considered include:

- a. Exemplary service in an advisory capacity to the Department's programs or projects;
- b. Direct assistance to the Department through actions or useful ideas which are beneficial in eliminating or minimizing problems or in actively contributing to mission accomplishment;
- c. Assistance to the Government through the cooperative use of facilities, equipment, or staff;
- d. Courageous or heroic actions in support of a Federal activity or mission; and
- e. Significant contributions in the form of valuable consultation.

.08 Department of State Awards. The Department of State considers nominations of Foreign Service employees for the Secretary of State Award, and the Award for Valor. (See Department of State Foreign Affairs Manual, Volume 3, section 642.2b for specifics on criteria and nominating procedures.)

APPENDIX J

RECOGNITION CERTIFICATES

A. TYPES OF CERTIFICATES.

Recognition certificates are standardized for Department-wide use and are the only types of award certificates an operating **unit** may use. If new certificates are proposed for establishment, they must be submitted in accordance with provisions of B. below. The types of award certificates are:

.01 Departmental Certificates.

- a. Gold, Silver, and Bronze Medal Award Certificates are granted to employees and organizations who receive Gold, Silver, or Bronze Medal Awards. Gold and Silver Medal Award certificates are signed by the Secretary and presented at the Departmental Honor Awards Program ceremony. Bronze Medal Award certificates are signed by a Secretarial Officer or equivalent or head of the operating **unit** and presented at an appropriate ceremony.
- b. Commerce Award for Outstanding Administrative Management Certificates are granted annually to recipients of the Commerce Award for Outstanding Administrative Management and presented by the Assistant Secretary for Administration in an appropriate ceremony.
- c. Certification of Appreciation. There are two types of certificates of appreciation:
 1. Certificates 11" x 14" in size are granted to non-employees of the Department who have made outstanding contributions or who have performed significant services for the Department. They are signed by the Secretary, Secretarial Officer, or head of the operating **unit**, and presented by an appropriate official, depending on the nature and significance of the contribution.
 2. Certificates 8 1/2" x 11" in size are granted to employees and student volunteers for honorary recognition, significant accomplishments, or appreciation of their services. They are signed and presented by the Secretarial Officer or head of the operating **unit**, or other official if appropriate.
- d. Certificates of Recognition (CD-184) are granted to employees who receive Performance Awards and QSIs/MSIs (see Appendices A and B) or Special Act or Service Awards (see Appendix E). They may also be granted to employees who have received outstanding performance ratings, if the employees did not receive performance awards. The CD-184's are prepared by the servicing personnel office, signed by the appropriate approving official, and presented to employees in a

suitable ceremony.

e. Suggestion Certificates are granted to employees in official recognition and appreciation of valuable suggestions which have been adopted. The certificates are signed by the head of the operating **unit**. (See Appendix E.)

f. Length of Service Certificates are granted to employees to recognize significant milestones in their careers from 10 years on in 10-year increments. They are provided to an eligible employee's supervisor by the servicing personnel office for presentation to the employee by the supervisor or other higher level official within the operating **unit**.

02. Special Operating **Unit** Award Certificates are granted to employees by the head of the operating **unit** for honorary awards pertinent to the operating **unit**. Examples are the Crittenden Award, National Bureau of Standards; Administrator's Award, National Oceanic and Atmospheric Administration; National Technical Information Service Employee of the Year Award; and Clerical Employee of the Year, Patent and Trademark Office.

03. Procedures for Obtaining Certificates.

a. Operating **unit** certificates are prepared and granted upon approval of the specific recognition. The Incentive Awards Program Officer in the servicing personnel office distributes the certificates.

b. The Gold, Silver, and Bronze Medal Certificates, and the Commerce Award for Outstanding Administrative Management Certificates are issued only by the Office of Personnel. Copies of all other Departmental certificates can be kept on hand and issued by the servicing personnel office. Whenever a certificate requires the Secretary's or Deputy Secretary's signature, a written request must be forwarded, through the appropriate Secretarial Office or equivalent, to the Director for Personnel and Civil Rights for approval and submission to the Secretary or Deputy Secretary. Written requests from the servicing personnel office must include the following information:

1. Reasons for awarding each of the certificates;
2. Name of the official who is to sign the certificates;
3. Complete name of each recipient; and
4. The **citation** to be printed on each certificate.

B. ESTABLISHMENT OF RECOGNITION OR SERVICE CERTIFICATES.

Policies and procedures for recognition or service certificates must be approved by the Director for Personnel and Civil Rights. A proposal to establish a certificate must be forwarded through the appropriate Secretarial Officer or equivalent. The proposal must be specific as to the purpose, form, and administration of the program, and must include a draft of the certificate to be used. The Office of Personnel reviews the proposal for appropriateness of purpose, and obtains the advice of the Office of Publications concerning the format and design of the certificate.

The Department coordinates the design and issuance of recognition and service certificates to ensure maximum standardization and appropriateness of design and to facilitate orderly stocking and control of their use.

PLEASE BE ADVISED THE EXHIBITS AT THE END OF THIS ORDER ARE NOT INCLUDED HEREIN -

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Effective Date: 1992-10-28

Amendment 1

INCENTIVE AWARDS PROGRAM

Page Insertions. Appendix K, Time Off as an Incentive Award, is added to the Order.

This appendix implements the provisions of Public Law 101-509, Federal Employee Pay Comparability Act of 1990, Section 201. This Section authorizes agencies to grant employees time off in recognition of certain accomplishments or contributions.

Signed - Director for Human Resources Management

Approved Signet - Chief Financial Officer and Assistant Secretary for Administration

Remove Pages Dated Insert Pages Dated
Appendix K October 28, 1992

USCOMM-DC - 93-8922

APPENDIX K DAO 202-451

TIME OFF AS AN INCENTIVE AWARD

A. INTRODUCTION

This Appendix implements the provisions of Public Law 101-509, Federal Employees Pay Comparability Act of 1990, Section 201. This section of the law authorizes agencies to grant employees time off in recognition of certain accomplishments or contributions. The authority is regulated by 5 CFR Part 451, Subpart C.

B. POLICY

.01 Definition. "Time Off Award" means an excused absence granted to an employee without charge to leave or loss of pay.

.02 Coverage. All employees of the Department are eligible for time off awards except:

- a. Officers appointed by the President by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule, and such other officers as may have been designated under authority delegated in Executive Order 10540, dated June 29, 1954, (19 CFR 3983), to the Director of the Office of Personnel Management;
- b. Employees who do not have a regular, established tour of duty prescribed in advance (i.e., intermittent or WAE employees);
- c. Temporary employees hired solely for the purpose of work on a specific construction project and paid at hourly rates;
- d. Employees appointed without compensation;

- e. Employees paid on a fee basis;
- f. Commissioned Officers of the NOAA Corps;
- g. Employees in the Senior Executive Service (SES); and
- h. Employees whose current rating of record under one of the Department's performance appraisal systems is less than Fully Successful (or its equivalent).

.03 Eligibility.

Time off awards may be granted to covered employees to recognize achievements such as the following:

- a. Making a high quality contribution involving a difficult or important project of assignment;

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- b. Displaying initiative and skill in completing an assignment or project before the deadline;
- c. Using initiative and creativity in making improvements in a product, activity, program or service; or
- d. Ensuring the mission of the work **unit** is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

.04 Delegation of Authority.

- a. Authority to approve time off awards is hereby delegated to Secretarial Officers and heads of operating **units** and Departmental offices. This authority may be redelegated subject to limitations provided for in this paragraph. Any redelegation of this authority must be documented in writing before the authority may be exercised.
- b. Authority to grant up to a full day of time off as an incentive award may be delegated to any leave approving official of the Department. A full day is the length of the scheduled work day for the particular employee being recognized on the day that the time off is given.
- c. Time off of more than one day must be reviewed and approved by an official at a higher organizational level than the manager or supervisor who initiated the award nomination.
- d. All time off awards of any length must be reviewed by the personnel officer (or designee) for technical compliance before the time off may be taken.

.05 Use of Time Off.

- a. Time off granted as an incentive award must be scheduled and taken within one year after the date of award is made; i.e., the date of the SF-50 effecting the award, normally the first day of

the first pay period following final approval of the award. If the time is not taken off within one year, it is lost and may not be restored. No other award or compensation may be substituted for it.

b. Time off is considered excused absence. Scheduling of time off is subject to supervisory approval.

c. If an employee is incapacitated for duty during a period of time off as an incentive award, that period of absence may be recorded as sick leave, and the time off scheduled for another time, within the limits of paragraph .05a.

.06 Limitations.

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a. The total amount of time off granted to a full-time employee as an incentive award during a leave year may not exceed 80 hours. Total time off granted as an incentive award during a leave year to a part-time employee or an employee with an uncommon tour of duty may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. Time off granted as an incentive award for any single contribution by a full-time employee may not exceed 40 hours. For part-time employees or employees with an uncommon tour of duty, the limit for any single contribution is one half the maximum that may be granted during the leave year.

c. The minimum time off award is a half day (half of the scheduled work hours for the employee on the day of the excused absence). If the employee's work day is not an even number of hours, the half day must be rounded up so that the amount of leave granted is in multiples of one-hour **units**.

d. The amount of time off granted must be proportionate to the value of the contribution being recognized. Exhibits 1 and 2 with this Order may be used as guides to compare the value of the contributions to the value of the time off granted. These exhibits need not be rigorously followed, but serve as board benchmarks for setting award amounts.

.07 Processing Time Off Awards.

a. Time off awards must be recommended and approved in writing on Form CD-326, "Recommendation for Recognition." On item 7 of the CD-326, "Type of Recognition", the box labelled "Other" should be checked, the type of award should be specified as a time off award, and the amount of time off should be indicated. Item 12, "Justification" must include a specific description of the reason for the award. The CD-326 must then be signed by the recommending officials and any others as required by the applicable delegation of authority, and submitted to the servicing personnel office.

b. The servicing personnel office must review the award recommendation as soon as possible to assure that all technical requirements are met, and notify the recommending official of its disposition of the case. An employee may not be granted time off until the personnel officer authorizes the award. The personnel officer or designee must sign the CD-326 for approved awards,

and document the award with an SF-50. More detailed instructions on processing the actions and record keeping are presented in Personnel/Payroll Processing Note No. 106.

c. The time off taken by the employee must be documented on the Time and Attendance Report as excused absence. More detailed instructions for timekeeping are presented in Time and Attendance Processing Note No. 91-02.

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C. RELATIONSHIP TO OTHER ACTIONS

.01 Time off is an award independent of other types of awards, to be given when it is more appropriate than monetary or honorary awards. Managers and supervisors who grant time off as an incentive award must ensure that the total recognition granted for any single achievement or period of performance is proportionate to the contribution being recognized.

.02 Since a time off award is not a monetary award, its converted monetary value does not count against the limitations on performance awards stated in Section B.04 of this Orders.

.03 Due weight must be given to time off awards when rating and ranking an employee for promotion, as provided in 5 U.S.C. 3362.

D. RECORDING KEEPING

The SF-50, Notification of Personnel Action, documenting this award must be filed in the employee's Official Personnel Folder. The CD-326 must be filed in the Employee Performance File and retained for two years, and a copy must be attached to the certified Time and Attendance Report as supporting documentation.

NOAA INCENTIVE AWARDS PROGRAM

NAO 202-451 --- Iss. 20 May 98; Eff. 13 May 98; as Amended 13 Apr 99

SECTION 1.	<u>PURPOSE/BACKGROUND</u>
SECTION 2.	<u>REFERENCES</u>
SECTION 3.	<u>IMPLEMENTATION PLANS</u>
SECTION 4.	<u>MONETARY AWARDS</u>
SECTION 5.	<u>NON-MONETARY AND HONORARY AWARDS</u>
SECTION 6.	<u>LINE/STAFF/PROGRAM OFFICE SPECIFIC AWARDS</u>
SECTION 7.	<u>ACCOUNTABILITY AND OVERSIGHT</u>
SECTION 8.	<u>TRAINING AND INFORMATION</u>
SECTION 9.	<u>RECORD KEEPING</u>
SECTION 10.	<u>EFFECT ON OTHER ISSUANCES</u>
APPENDIX A.	<u>SAMPLE INCENTIVE AWARDS PROGRAM IMPLEMENTATION PLAN</u>
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APPENDIX C.	<u>AWARD AMOUNTS SCALE FOR TANGIBLE BENEFITS</u>
APPENDIX D.	<u>CASH-IN-YOUR-ACCOUNT</u>
APPENDIX E.	<u>NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA) TECHNOLOGY TRANSFER AWARD</u>

SECTION 1. PURPOSE/BACKGROUND. [\[Top of Page\]](#)

.01 The implementation of the two-level performance management program, with its pass/fail ratings, and the implementation of the DOC Demonstration Project (DEMO), has brought about a new approach to the awards program. For employees covered by the two level program, performance awards, other than Quality Step Increases (QSIs), will no longer be tied directly to the performance appraisal time period. Instead, awards should be given throughout the year, to individuals or groups, to acknowledge and reward significant efforts and accomplishments in a timely fashion. Guidance for performance bonuses for employees covered by the DEMO is contained in the DEMO Operating Procedures dated March 1998.

.02 The awards program provides a way to recognize employees' significant achievements and ideas that benefit the NOAA, the Department of Commerce (DOC),

and the Federal government. As a management tool, it provides a visible and effective way to communicate and reinforce those objectives most important to organizational success. By encouraging goals related to growth, creativity, and innovation, awards can maintain and reinforce the importance of productivity and customer service.

.03 To be effective, the awards program must:

- a. encourage employees toward increased productivity and creativity, and support and enhance achievement of strategic and operating plan goals;
- b. be non-discriminatory in application and effect;
- c. use incentives for their intended purposes, not as substitutes for other personnel actions or pay;
- d. be regarded by managers and supervisors as an important motivational tool; and
- e. ensure that offices allocate adequate budget and support services to provide for prompt action and effective publicity.

.04 This NOAA Administrative Order (NAO) supersedes NAO 202-451, NOAA Incentive Awards Program, dated April 6, 1989. It shall be used in conjunction with the DEMO Operating Procedures and the Departmental Administrative Order (DAO) 202-451, Incentive Awards Program, dated August 14, 1990, and supplements policy and procedures in that Order. This is not a restatement of the DOC policy, but an extension of coverage to those delegations made to the NOAA and redelegated by the Under Secretary for Oceans and Atmosphere to management officials. The DEMO Operating Procedures take precedence over this NAO should there be any conflicting guidance in the two documents.

SECTION 2. REFERENCES. [\[Top of Page\]](#)

For a complete description of the DOC policies, procedures, and requirements for incentive awards, refer to DAO 202-451 and the DEMO Operating Procedures.

SECTION 3. IMPLEMENTATION PLANS. [\[Top of Page\]](#)

.01 Line Offices/Staff Offices/Program Offices (LOs/SOs/POs) are encouraged to develop incentive award implementation plans and to provide the plans to all employees. The plans should:

- a. be in writing;
- b. be made available to all employees, including updates as necessary;

- c. grant recognition based on the high-level performance of employees or on the value of their contributions to the Federal government;
- d. be non-discriminatory in application and effect;
- e. describe the cash award pools (e.g., 1.5 percent of salary and budget costs), and their distribution within the organization;
- f. provide for an adequate budget to support prompt action on award recommendations and appropriate publicity of award activities, prepare certificates, letters of congratulations, order plaques, and arrange appropriate ceremonies;
- g. identify the awards used by the organization, the delegations of authority for approval of each award, and the method of presenting each award to the recipients; and
- h. describe any organization-specific awards.

.02 For offices which include bargaining unit employees, partnership with the union(s) is encouraged in the development of all awards plans. At a minimum, individuals must ensure their labor relations obligations are met prior to implementation of their plans. Offices shall contact their servicing Human Resources/Labor Relations Specialists for guidance. See [Appendix A](#) for a sample implementation plan.

SECTION 4. MONETARY AWARDS. [\[Top of Page\]](#)

.01 POLICY.

- a. Awards are made as one-time, lump sum payments.
- b. Award pool amounts should be established as close to the beginning of each fiscal year as practicable.
- c. All NOAA employees, except employees in the Senior Executive Service, are eligible for awards covered by this section. Any employee, or group of employees, whose performance warrants recognition, may be considered for an appropriate award. To be eligible to receive awards, employees must have current ratings of "Meets or Exceeds," or "Eligible."

NOTE: Award amounts may be prorated for employees who: 1) work part time; 2) have been in the position less than 1 year; 3) have had extended periods of absence. This decision will be made by the individual LO/SO/PO.

- d. Assistant Administrators (AAs) and NOAA SO/PO Directors may approve cash awards of \$5,000 or less for general workforce employees and NOAA Corps Officers. This authority may be further delegated as determined by the individual LO/SO/PO.

e. Cash awards exceeding \$5,000 and up to \$10,000 are submitted through the Director for Human Resources Management, NOAA, and the Under Secretary for Oceans and Atmosphere before being forwarded to the Director for Human Resources Management, DOC, for approval by the Secretary. Awards in excess of \$10,000 require approval by the Office of Personnel Management.

f. A copy of the completed and approved CD-326s and accompanying narratives will be forwarded to the servicing human resources offices (SHROs), where they will be input into the personnel/payroll system. SHROs will notify the supervisors of the effective dates. The employees will receive SF-50s documenting the awards.

02. TYPES OF AWARDS.

a. **SPECIAL ACT OR SERVICE AWARD.** This award may be granted to an employee, or group of employees, to recognize accomplishments in the public interest related to official duties, suggestions, inventions, or personal efforts which contribute to the efficiency, economy, or improvements in Government operations.

1. The award may be for specific achievement(s) or a period of exceptional productivity at any time during the performance year, for accomplishments that may or may not be covered in the individual's performance plan. Examples of such achievements would be:

(a) completing an absent co-worker's major assignment with exceptional skill and success so that organizational goals are met;

(b) identifying an innovative solution to an issue outside an employee's planned work assignment but which benefits the organization as a whole;

(c) saving significant money for the organization or government as a whole;

(d) using new technologies or methods to greatly improve an organization's (or a government-wide) product or service;

(e) streamlining a process which helps the organization provide its products and services, or meet its goals, more effectively;

(f) directing a team effort with exceptional skill and sensitivity;

(g) handling an unforeseen problem with minimal disruption to the overall work assignment; or

(h) maintaining exceptional productivity during a period of time.

2. The achievement is characterized by a defined effort as opposed to sustained high performance throughout an entire appraisal cycle. As such, the award should be given as close to the accomplishment as possible. [NOTE: Recognition for accomplishments

covered by a DEMO employee performance plan is made at the end of the performance cycle with a performance bonus.]

3. The employee's expected future level of performance is not a major consideration.

4. A written justification must be prepared by the recommending official and accompany the CD-326 award nomination. The justification need not be extensive, but adequate documentation might include:

- (a) what is significant about the achievement;
- (b) the scope and extent of the achievement, and the amount of savings, if any;
- (c) clear indication of how the achievement exceeds normal performance expectations;
- (d) impact of the achievement on work, goals, and/or mission of the organization;
- (e) magnitude of the achievement in relation to the employee's job responsibility (degree of ingenuity reflected); or
- (f) period of time covered by the award.

5. The award justification should make it readily clear to the reader that the award is warranted. Because of the flexibility with this award, it is recommended that each LO/SO/PO establish a range of award amounts associated with contributions and achievements for their respective organizations. Appendices B and C may be used, as is, to determine award amounts or as a guideline for developing such a scale.

b. **QSI.** The QSI is the only performance award tied to the appraisal period. The supervisor must write a justification providing specific examples of the employee's exceptional performance. This justification must be documented in the appraisal of record. It is possible for an employee to receive other awards (e.g. special act, cash-in-your-account, time-off awards) during the same rating cycle as a QSI; however, the justification must indicate that the basis for the QSI goes well beyond that indicated for the other awards received during the appraisal period.

1. NOAA Corps Officers and employees who are part of the Demonstration Project are not eligible for this award.

2. A QSI **may** be granted in addition to a regular within-grade increase if the following eligibility requirements are met. The employee:

- (a) has held the same grade and type of position, and not been detailed or temporarily promoted (unless to the same type of position), and has been in a pay status for at least 6 months before the end of the appraisal cycle;

(b) does not have a promotion in progress or anticipated within 60 days after the effective date of the increase.

(c) is not at the top step of his/her grade; and

(d) has not received a QSI within 52 consecutive calendar weeks preceding the effective date of the increase.*

****MULTIPLE QSI**s: The granting of multiple QSIs should occur only in rare circumstances. To be eligible for another QSI the following year, the employee must have demonstrated current performance at a **significantly higher** level than that of the previous year. The documentation must be sent to the appropriate AA or equivalent - or to a management official to whom this authority has been delegated - for review and approval.*

3. The QSI rewards performance that consistently exceeds the performance indicators for quality products, teamwork, and/or customer service to such a degree that there is rarely room for improvement. The impact of the employee's work must be of such significance that:

(a) organizational objectives were accomplished that otherwise would not have been;

(b) accuracy and thoroughness of the employee's work are exceptionally reliable;

(c) application of technical knowledge and skills goes beyond that expected for the position;

(d) employee significantly improves the work processes for which he/she is responsible;

(e) work is planned so that it follows the most logical sequence;

(f) contingency plans have been developed to handle potential problems, new priorities and changes in procedures and programs are quickly adapted;

(g) strengths in planning and adaptability result in early or timely completion of work under all but the most extraordinary circumstances, resulting in cost savings to the government;

(h) interpersonal relationships are handled with exceptional skill, anticipating and avoiding potential causes of conflict and actively promoting cooperation and teamwork with clients, coworkers, and supervisors; and

(i) oral and written expression are exceptionally clear and effective. Complicated or controversial subjects are presented or explained effectively to a variety of audiences so that desired outcomes are achieved.

c. **CASH-IN-A-FLASH/CASH-IN-YOUR-ACCOUNT (CIYA).** This award provides supervisors the opportunity to give employees more immediate recognition for a job well done. Unlike other monetary awards which are paid at biweekly intervals to coincide with regular paydays, CIYA awards may be paid at any time. This program provides a means of giving employees recognition for non-recurring contributions, with a minimum of documentation. **CIYA is NOAA's variation of the Department's Cash-In-A-Flash program.** See [Appendix D](#) for procedures.

(1) NOAA Corps Officers are not eligible for this award.

(2) CIYA awards are appropriate in instances where higher-level monetary or honor awards would not be warranted. Following are some examples of the kind of efforts that would qualify:

(a) completing a short-term project or significant milestone in less time than expected or when unusual difficulties had to be overcome;

(b) developing new or revised procedures or other contributions toward improving office productivity;

(c) handling an unusually heavy workload, e.g., because co-workers are absent;

(d) completing a significant special assignment that is outside normal job responsibilities; and

(e) planning a special event that is particularly successful.

(3) This program is not meant to replace other methods of recognition, only to increase the supervisor's options for rewarding and reinforcing employee excellence.

(4) An employee may receive awards in net amounts of \$50, \$100, \$150, \$200, \$250, \$300, \$350, \$400, \$450, or \$500. An employee, as an individual or part of a group, may not exceed a net total of \$500 in a single calendar year under this program. There is no limitation on the number of awards granted to an employee as long as the dollar amount does not exceed the \$500 limitation. [NOTE: Unlike other monetary award amounts, CIYA amounts are reflected as net payments rather than a gross dollar value before taxes are withheld.] **IN ORDER TO AVOID TAX LIABILITY COMPLICATIONS, CIYA AWARDS WILL NOT BE PROCESSED DURING THE LAST TWO PAY PERIODS OF THE CALENDAR YEAR.**

d. **ADMINISTRATOR'S AWARD.** The Administrator's Award is given annually in recognition of employees or groups who have made significant contributions to NOAA programs.

(1) A request for nominations will be issued each year by the Director for HRM, NOAA. Managers should consider potential nominees during the course of the year. Each

nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating unit, and the degree to which the contribution exceeds normal job responsibilities.

(2) The award nomination must be submitted in narrative form, not to exceed two pages, to LO/SO/PO representatives (who will be identified in the request memo), complying with any additional instructions and deadlines required by the respective offices.

(3) Senior Executives may not receive the monetary portion of this award, but may receive honorary recognition through the Administrator's Award.

(4) There is no limit on the total number of Administrator's Awards given in a calendar year. The award consists of a plaque and a \$5,000 stipend. In the case of group awards, the \$5,000 is split equally among the members. All awards are funded by the appropriate LO/SO/PO.

(5) Areas in which significant contributions to NOAA programs will be considered for Administrator's Awards include: Equal Employment Opportunity (EEO), Diversity, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.

(6) In evaluating nominations submitted for the Administrator's Awards, the following factors shall be considered:

(a) the importance of the nominee's personal contribution to NOAA programs and the extent or degree to which it served an urgent need;

(b) the uniqueness and originality of the nominee's contribution;

(c) whether the contribution brought unusual credit to NOAA and the DOC;

(d) whether the nominee's contribution resulted in an unusually important and clearly demonstrated improvement in a NOAA program;

(e) if a nominee is a supervisor, whether his or her specific contribution demonstrates significant leadership skills such as the ability to lead and guide a competent staff, develop staff talents, and successfully run a productive program;

(f) exceptional leadership, skill, ingenuity, or ability displayed in administration or performance of duties which accomplished significant savings in money, time, staff resources, or equipment;

(g) creation or development of a major improvement in a service which results in a high degree of benefit to NOAA or the DOC;

(h) successful implementation of new or improved policies in NOAA;

- (i) exceptional skill and ingenuity in focusing on policy needs;
- (j) contributions in engineering development in the areas of applied technology systems or equipment developed; and
- (k) important scientific research contributions.

e. **NOAA TECHNOLOGY TRANSFER AWARD.** The purpose of this award is to recognize NOAA scientific, engineering, and technical employees for: (1) inventions or other outstanding scientific or technological contributions of value to the United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within NOAA and result in the use of such science and technology by American industry or business, universities, State or local government, or other non-Federal parties.

This award responds to the requirement of Section 13 of the Federal Technology Transfer Act of 1986 (P.L. 99-502). For further details see [Appendix E](#).

f. **SUGGESTION AWARD.** A suggestion award is granted for an idea that contributes directly to the economy, efficiency, or effectiveness of operations. The award amount is based on the benefits realized as a result of the implementation of the idea.

1. **Policy.** To warrant consideration for an award, a suggestion:

- (a) must be processed under the employee suggestion program, except when an idea is implemented outside the suggestion program, but is deemed worthy of recognition by an award as allowed by DAO 202-454, Suggestion Program, dated August 14, 1990);
- (b) must be adopted by an official with authority to adopt it; and
- (c) must provide tangible benefits to the government with a value of at least \$250 or comparable intangible benefits, or a combination of tangible or intangible benefits, in order to receive a monetary award.

2. **Responsibility.**

(a) The employee must submit suggestions on Form CD-170 to:

1) the LO/SO/PO Incentive Award Program Officer (IAPO) *if the suggestion pertains to programs or operations contained entirely within the employee's primary organization, e.g., NWS, NOS, etc.*; or 2) to the NOAA (IAPO), OFA 41, SSMC-4, if the suggestion concerns matters outside the employee's primary organization. The employee proposing the suggestion must:

- (1) describe the specific problem or objective, present a solution or plan for improvement, and show benefit to the government;

- (2) include sufficient information to clarify the proposal (sketches, photos, stock, numbers, etc.);
 - (3) sign the form to signify agreement that the U.S. Government may use the suggestion without incurring any further claim by the suggester or heirs; and
 - (4) indicate if more than one person is involved in submitting the suggestion.
- (b) The supervisor should encourage the employee's participation in the Suggestion Program and assist, if requested, in developing the proposal. See DAO 202-454 for a complete description of the program.
- (c) The primary organization or NOAA IAPO will acknowledge receipt of all suggestions within 15 workdays, and must:
- (1) process all suggestions received as stated in DAO 202-454 Section 5;
 - (2) refer the suggestion to an evaluator in the organization having primary responsibility for operation, procedures, system, or program that is the subject of the suggestion;
 - (3) track all suggestions and maintain appropriate records; and
 - (4) arrange for payment of any approved award.
- (5) The suggestion evaluator will give proper consideration to all suggestions; recommend whether or not it should be adopted; recommend the form of award the suggester should receive if the award shall be adopted; complete Form CD-170, "Official Suggestion Evaluation," within 30 work days and return it to the originating awards program officer.

3. Award Amounts.

- (a) The signed and dated CD-170 must show the amount of the cash award, and will serve as the documentation for the award.
- (b) In calculating the benefits of an adopted suggestion to the government, the evaluator should estimate the net benefits (i.e., the total savings minus any implementation costs).
- (c) Cash awards for adopted suggestions are normally based on the estimated first-year benefits to the Government. If savings extend over more than 1 year, the award may be based on the average annual savings for a longer period, not exceeding 5 years.

4. Process.

- (a) Award recommendations are forwarded through organizational channels to the approving official.

(b) Awards in excess of \$5,000 for adopted suggestions must be submitted to and approved by the DOC Incentive Awards Board.

(c) If a suggestion is not recommended for adoption by the evaluator, the employee proposing the suggestion may request a reconsideration from the DOC Incentive Awards Officer.

5. Entitlement Period.

(a) The suggestion award entitlement period is the two-year period following the date of final action on a suggestion during which the suggester retains the right to be considered:

(1) for an additional award if additional benefits result after adoption, or;

(2) for an award if a non-adopted suggestion is implemented within the 2-year period.

g. INVENTION AWARDS. An invention award is cash or honorary recognition granted to a Federal employee for an invention which is of interest to the U.S. Government or the public and for which protection by patenting or publication is sought.

1. Amount/Timing.

(a) An invention award of at least \$300 is granted when an employee's invention has been favorably searched and a patent application has been filed. In the case of joint inventors, each inventor is nominated for an equal share of the initial award except that the share to each inventor must be no less than \$100.

(b) Further awards, up to \$35,000, may be granted for an invention owned by the U.S. Government whenever the invention benefits the public as evidenced by the number of patent licenses granted, reports on commercialization from patent licenses, and other information pertaining to the commercial use of the invention; or the invention is used by and benefits the government.

(c) Employees are eligible to receive a cash award in any year that royalty-bearing licenses covering their inventions are in effect. (See DAO 202-452, "Incentive Awards for Federal Inventors," dated June 3, 1977.)

2. Process.

(a) After receiving notification of a filed patent application, the Office of General Counsel informs the inventor's organization and recommends that Form CD-326, "Recommendation for Award," be prepared, and also advises the NOAA IAPO.

(b) The awarding official approves the recommendation. The IAPO forwards the award proposal to the payroll office for payment if it conforms with requirements.

(c) Invention awards to SES members must be approved by the Secretary through the same channels as performance bonuses.

SECTION 5. NON-MONETARY AND HONORARY AWARDS. [\[Top of Page\]](#)

.01 POLICY.

- a. Non-monetary awards are medals, certificates, plaques, citations, badges, or other award items that can be worn or displayed and have an award or honor connotation.
- b. These awards are used to recognize distinguished achievements or significant contributions that benefit the government.
- c. To be eligible to receive an award, an employee must have a current rating of "Meets or Exceeds" or "Eligible."

.02 TYPES OF AWARDS.

a. **BRONZE MEDAL.** The Bronze Medal Award is the highest honorary award given by a head of an operating unit or Secretarial Officer or equivalent. A Bronze Medal is defined as *superior* performance characterized by outstanding or significant contributions which have increased the efficiency and effectiveness of the operating unit. To warrant a Bronze Medal, a contribution must focus on qualitative and quantitative performance measures cited in the Department's Strategic Plan and be identified in one of the following areas: leadership, personal and professional excellence, scientific/engineering achievement, employee development, customer service, administrative/technical support, or public service or heroism. The award may be given to individuals, groups, or organizations. A Gold or Silver Medal nomination disapproved at the Department level will automatically receive a Bronze Medal Award that same year.

1. Recipient Categories.

- (a) Individual - each individual receives a framed, engraved medal and certificate, and a lapel pin.
- (b) Group - a group consists of a number of individuals working together, where each person makes a specific substantive contribution to the achievement being recognized. Each group member receives a framed, engraved medal and certificate, and a lapel pin.
- (c) Organization - an organization may be either an office, division, or subunit which is formally recognized as a separate entity, or an ad hoc organization assembled to work on a specific project. A single organization is one office, division, or subunit where all or most of the people work together on a specific project. The single organization receives an engraved medal and a framed certificate. A joint organizational award consists of two or more offices or subunits working together to complete a specific project. Each organization receives a framed, engraved medal with a certificate.

2. Submission Requirements.

- (a) All employees may submit nominations.
- (b) Justifications for individuals may be up to two pages.

For groups, one page for the group effort and up to one page detailing each individual's contribution may be submitted. A group nomination having more than 10 members must be accompanied by a one page justification which explains the higher number. Nominations for organizations may be up to two pages and should include the name of the individual who will accept the award on behalf of the organization.

- (c) Nominations should clearly describe the contribution to be recognized, its impact on NOAA or the Department, and the extent to which the contribution exceeds normal performance expectations. It should also specify how the contribution meets one or more of the criteria listed below.
- (d) All nominations must comply with directions and submission requirements specific to individual organizations.

3. **Criteria.** Contributions must meet one or more of the following criteria:

- (a) leadership - recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high-quality service to the agency;
- (b) personal and professional excellence - recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency's mission;
- (c) scientific/engineering achievement - recognizes scientific/engineering or technological breakthroughs that resolve longstanding problems; radically advance state-of-the-art, significantly impact DOC or the economy, or significantly advance the understanding, knowledge, or mastery of a given discipline;
- (d) employee development - recognizes those whose accomplishments contribute to creating an organizational culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards;
- (e) customer service - recognizes those who provide or foster a culture which nurtures world-class customer service;
- (f) administrative/technical support - recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support; and

(g) public service or heroism - recognizes quality service demonstrated by substantial improvement in productivity or services, an increase in the quality of life of Americans, or more cost-effective agency programs or services.

b. TIME-OFF AWARD. This award may be given to eligible employees to recognize achievements and/or contributions. It is an excused absence granted without charge to leave or loss of pay, and it is independent of other types of awards. It should be given when it is more appropriate than monetary or honorary awards.

1. Eligibility.

All NOAA employees are eligible for this award except:

1) Officers appointed by the President by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule; 2) employees who do not have a regular, established tour of duty prescribed in advance (i.e., employees who are intermittent); 3) employees paid on a fee basis; 4) NOAA Corps Officers; and 5) employees in the Senior Executive Service.

2. Policy.

(a) The total amount of time off granted to a full-time employee as an incentive award for a single contribution is up to 40 hours, and may not exceed 80 hours, during a leave year. Total time off for a part-time employee or an employee with an uncommon tour of duty may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty.

(b) The minimum time-off award is a half day (half of the scheduled work hours for the employee on the day of the excused absence). If the employee's work day is not an even number of hours, the half day must be rounded up so that the amount of leave granted is in multiples of one-hour units.

(c) Time off granted as an incentive award must be scheduled and taken within 1 year after the effective date of the award. Scheduling time off is subject to supervisory approval.

(d) The amount of time off should be proportionate to the value of the contribution being recognized.

(e) If an employee is incapacitated for duty during a period of time-off absence, that period of absence may be recorded as sick leave, and the time off scheduled for another time within the limits of paragraph b.(1)(c).

3. Authority.

The authority to approve time-off awards is delegated to heads of LOs/SOs/POs. This authority may be redelegated in writing to any leave approving official. **EXCEPTION:** Per DAO 202-451, award periods in excess of one full duty day must be reviewed and approved by an official higher in the organization than the award initiator.

4. Processing.

The award must be recommended and approved in writing on Form CD-326, and the amount of time should be indicated. Item 8, "Narrative," must include a brief but specific description of the reason for the award. The CD-326 is signed by the recommending and approving official and forwarded to the SHRO. The SHRO will process the award and document it with an SF-50.

c. ON-THE-SPOT AWARDS. The purpose of this award is to provide supervisors with a means of recognizing employees with merchandise-type items, for those day-to-day efforts which contribute "in a special way" to getting the job done. This program provides for immediate recognition with minimal documentation for non-recurring contributions. This program is not meant to replace other methods of recognition, but rather to increase the supervisor's options for rewarding employees.

1. Eligibility.

NOAA Corps Officers and members of the Senior Executive Service are not eligible for this award.

2. Policy.

(a) LO/SO/POs may implement on-the-spot award programs which meet their specific needs and are compatible with their organizational climate. If utilized, this program must be described in the award implementation plan signed by the head of the LO/SO/PO, and the plan must be consistent with the NOAA On-The-Spot Award Program approved on August 12, 1993. Specifically, the plan must include:

- (1) types of contributions which qualify for recognition;
- (2) who is eligible to participate;
- (3) delegations of authority;
- (4) award items that will be given out under the program and dollar values;
- (5) plans for procuring, distributing, and controlling access to supplies of these items;
- (6) frequency and timing of awards;
- (7) procedures for notifying employees and supervisors about the program; and

(8) record keeping requirements.

(b) The value of an individual merchandise award may not exceed \$75, and should be at least \$25. Under this program, an employee may not receive awards which exceed \$125 in value in a single performance year. Supervisors are responsible for assuring compliance with this limitation.

(c) Good judgment should be exercised when awarding informal recognition items. A basic principle is that their primary value should be as a form of recognition that has a lasting memento value and not as an object with monetary value. Be particularly sensitive to public perceptions that could arise from granting expensive, non-monetary award items.

3. Authority.

The expenditure of funds for such items is authorized by the statutory language in 5 U.S.C. 4503, which permits agency heads to pay cash awards to and incur necessary expenses for the honorary recognition of employees. Suggested guidelines for the awards are listed below:

(a) the award should be honorary in nature;

(b) the award should be able to be worn, displayed, or used in the recipient's work environment;

(c) the award should include the DOC, NOAA, or/LO/SO/PO seal or logo;

(d) the award should be presented to the employee shortly after the contribution.

4. Processing.

The award should be documented with a brief and to-the-point narrative justification on form CD-326. Once the award has been approved, the supervisor should make the presentation to the employee in the presence of his/her peers.

d. UNIT CITATIONS. A Unit Citation recognizes groups of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's programs. There is no monetary reward associated with the Unit Citation. The award consists of a Unit Plaque and individual certificates for each participant.

1. Policy.

(a) Consideration for a Unit Citation is given, but not limited to, those contributions which:

(1) are outstanding enough to bring unusual credit and/or favorable attention to NOAA and DOC;

(2) result in greatly advancing or furthering NOAA programs;

(3) accomplish significant savings or improvements in NOAA's operating programs; or

(4) represent outstanding service to the public.

(b) Unit Citation nominations may be made at any time using Form CD-326.

2. Processing.

(a) The nomination will be submitted to the LO/SO/PO approving official for review and approval.

(b) After approval, the certificates and plaque will be obtained and prepared by the LO/SO/PO. Unit Citation certificates are signed by the Under Secretary for Oceans and Atmosphere. The LO/SO/PO will arrange for this signature and maintain a record of recipients.

e. RECOGNITION CERTIFICATES.

(1) **Certificates of Appreciation.** There are two types of Certificates of Appreciation:

(a) Certificates 11" x 14" in size (CD-522*) are granted to non-employees of NOAA who have made outstanding contributions or who have performed significant services for the agency. They may be signed by the Secretary, Secretarial Officer, or Under Secretary for Oceans and Atmosphere, and presented by an appropriate official, depending on the nature and significance of the contribution.

(b) Certificates 8½ x 11 (CD-521*) in size are granted to employees and student volunteers for honorary recognition, significant accomplishments, or appreciation of their services. They are signed and presented by the head of the LO/SO/PO, or other official if appropriate.

(2) **Certificates of Recognition (CD-184*).** These certificates are granted to employees who receive Special Act or Service, or QSI Awards. The CD-184s are obtained and prepared by the LO/SO/PO and presented to employees in an appropriate ceremony.

(3) **Length-of-Service Certificates**.** These certificates are granted to employees to recognize service of at least 10 years in 5-year increments. Note: Information pertaining to employee eligibility for length of service recognition is available through the Human Resources Data System. The certificates are obtained and prepared by the LO/SO/PO and presented to the employee by the supervisor or other higher-level official within the organization.

(4) **Other Length-of-Service Recognition.** Lapel pins, charms, and tie tacks are also available to recognize 5-year increments of employees' service. These tokens of appreciation for service performed are obtained by the LO/SO/POs and presented to employees along with the certificate.

* Certificates may be ordered from the DOC Forms Store - 202-482-4765.

** May be ordered from GSA.

SECTION 6. LO/SO/PO-SPECIFIC AWARDS. [\[Top of Page\]](#)

.01 These awards were established to recognize an employee (or employees) of the specific LO/SO/PO who have made significant contributions to that organization and/or its programs and missions. There are four approved LO/SO/PO specific awards. They are: 1) National Ocean Service Employee of the Year; 2) Office of Oceanic and Atmospheric Research Employee of the Year; 3) Office of Finance and Administration Employee of the Year; and 4) NOAA General Counsel's Award for Outstanding Achievements.

.02 Information on the approved awards must be made available to all employees, preferably through the LO/SO/PO incentive awards implementation plan. It must indicate the number of awards to be presented, what the award will be, e.g., money (to include amounts), plaque, certificate, merchandise, etc., and the manner in which the award will be presented.

.03 If the award is monetary, the LO/SO/PO must forward a copy of the completed, approved CD-326 to the SHRO for input into the personnel/payroll system. The SHRO will notify the supervisor of the effective date. The LO/SO/PO will prepare the certificate, plaque, etc., and make arrangements to present the award.

.04 Requests for approval of new awards must be forwarded to DOC for approval, through the NOAA IAPO, and must indicate:

- a. length of service required;
- b. category of employee to be considered (individuals or groups, supervisory or non-supervisory);
- c. type of achievement to be considered;
- d. when nominations will be requested;
- e. who can nominate an employee;
- f. format for nominations;
- g. where to send nominations;

- h. who will review the nominations;
- i. when the decision will be made; and
- j. when the award will be presented.

SECTION 7. ACCOUNTABILITY AND OVERSIGHT. [\[Top of Page\]](#)

.01 AAs and NOAA SO/PO Directors are delegated the authority to approve Special Act or Service Awards (up to \$5,000), QSIs, CIYA Awards, Time-Off Awards, On-the Spot Awards, and Unit Citations. This approval authority may be redelegated, in writing, to any subordinate supervisor. Each LO/SO/PO must maintain a written summary record of these delegations. Approving officials are held accountable for the judicious execution of their incentive awards responsibilities. Accountability will be emphasized through all levels of the delegation of authority chain from recommending official to AAs and NOAA SO/PO Directors.

.02 The effectiveness of the incentive awards program is assessed through NOAA's ongoing oversight program. Evaluations focus on: (1) the satisfaction of supervisors and employees with the program; (2) NOAA's technical compliance with the pertinent laws, Office of Personnel Management regulations, and DOC/NOAA policy; (3) the ability of NOAA's program to adequately acknowledge and reward significant achievements and ideas; (4) NOAA's adherence to the merit systems principles, particularly the requirement to distribute awards fairly without regard to race, national origin, sex, or other non-merit factors; and (5) the ability of the program to successfully encourage employees toward increased productivity and creativity and to support and enhance the achievement of strategic and operating plan goals. In addition, SHROs will review a sampling of processed awards to ensure compliance with the technical requirements (e.g., proper signatures, adequate justification, etc.) and provide written feedback to the originating office.

SECTION 8. TRAINING AND INFORMATION. [\[Top of Page\]](#)

SHROs are responsible for establishing appropriate training and orientation programs on the purpose and procedures of the incentive awards program.

SECTION 9. RECORD KEEPING. [\[Top of Page\]](#)

.01 Incentive awards records and related documents will be maintained in accordance with the provisions of this document, the Privacy Act, the Freedom of Information Act, other legislative and regulatory requirements, and negotiated agreements.

- a. The original copy of the completed and approved award forms (e.g., CD-170, CD-326) must be retained in the Employee Performance File (EPF) for a minimum of 3 years. Monetary awards will be further documented with a SF-50B, Notice of Personnel Action, filed with the employee's Official Personnel Folder.

b. In addition, automated records may be retained for statistical analysis.

.02 When an employee transfers from one LO/SO/PO to another, the incentive awards records must be transferred. These records must be purged from the EPF, however, when an employee transfers from one operating unit to another with DOC or another Federal agency.

SECTION 10. EFFECT ON OTHER ISSUANCES. [\[Top of Page\]](#)

This Order supersedes NOAA Administrative Order 202-451, NOAA Incentive Awards Program, dated April 6, 1989.

SIGNED,

Acting Chief Financial Officer/Chief Administrative Officer

[Attachment](#)

Office of Primary Interest:

Office of Finance and Administration

Human Resources Management Office (OFA41)

[\[Top of Page\]](#)