

“How To” New 56-63 NOAA Corps Award Form

- Step 1. Down load the form here:

http://www.corpscpc.noaa.gov/forms/pdfforms/noaaform_56-63.pdf

You will see this screen pop up.

Please wait...

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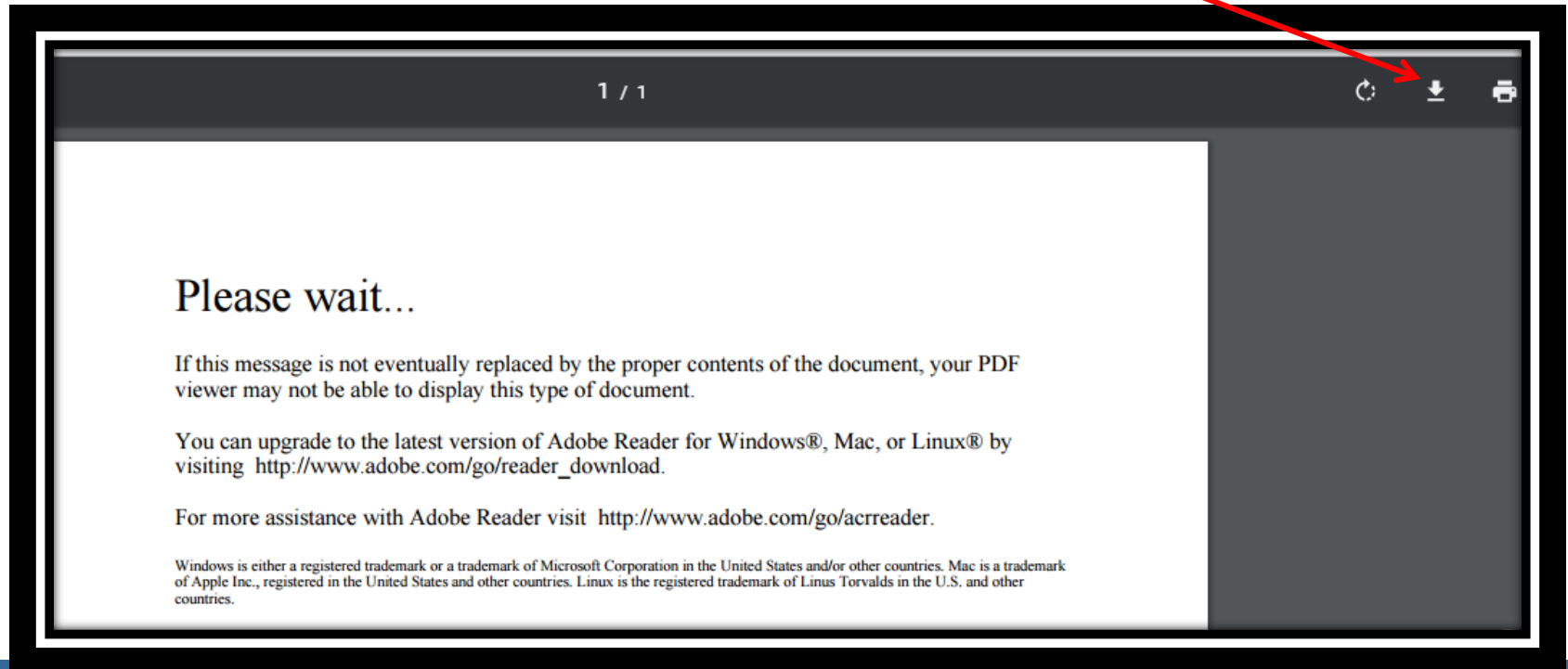


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- Step 2. Save the form to your documents or temp folder: Award Type_Last Name_First Name_Rank.pdf
- Step 3 Open it up as a fillable PDF form

The screenshot shows the Adobe Acrobat Pro DC interface with the file "Award Type_Last Name_First Name_Rank.pdf (SECURED)". The form is titled "NOAA COMMISSIONED OFFICER CORPS RECOMMENDATION FOR AWARD". It includes the following sections:

- U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA FORM 56-63 (Rev 08-16)
- For use of this form, see NCD Chapter 12; the proponent agency is the NOAA Corps Commissioned Personnel Center
- 1. RECOMMENDED OFFICER DATA
 - 1. LAST NAME, FIRST NAME, MIDDLE INITIAL: [Text Field]
 - 2. GRADE: [Dropdown Menu]
- 3. ORGANIZATION: [Text Field]
- 4. REASON FOR AWARD (INDICATE ACH OR SVC): [Dropdown Menu]
- 5. BRANCH OF SERVICE: [Dropdown Menu]
- 6. RECOMMENDED AWARD: [Dropdown Menu]
- 7. PERIOD OF AWARD: [Text Field] From: [Text Field] To: [Text Field]
- 8. PREVIOUS AWARDS: (During this period) [Text Field]
- 2. JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)
- 9. ACHIEVEMENT
 - 9a. ACHIEVEMENT 1: [Text Field]



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- Step 4. Fill out all data before digital signing your section. Important!!! The form will lock for any entry above your signature.
- Step 5. E-sign your section and send to the next reviewer

The screenshot shows a PDF form titled "Award Type_Last Name_First Name_Rank.pdf (SECURED) - Adobe Acrobat Pro DC". The form is for the "NOAA COMMISSIONED OFFICER CORPS RECOMMENDATION FOR AWARD". It includes fields for officer data, organization, reason for award, and justification. The form is currently in a "Document" view with a toolbar at the top and a sidebar on the left.

U.S. DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NOAA FORM 56-63 (Rev 08-16)

**NOAA COMMISSIONED OFFICER CORPS
RECOMMENDATION FOR AWARD**

For use of this form, see NCD Chapter 12; the proponent agency is the NOAA Corps Commissioned Personnel Center

1. RECOMMENDED OFFICER DATA

1. LAST NAME, FIRST NAME, MIDDLE INITIAL: [Text Field]

2. GRADE: [Dropdown Menu]

3. ORGANIZATION: [Text Field]

4. REASON FOR AWARD (INDICATE ACH OR SVC): [Dropdown Menu]

5. BRANCH OF SERVICE: [Dropdown Menu]

6. RECOMMENDED AWARD: [Dropdown Menu]

7. PERIOD OF AWARD: From: [Text Field] To: [Text Field]

8. PREVIOUS AWARDS: (During this period) [Text Field]

2. JUSTIFICATION AND CITATION DATA (Use Specific Bullet Examples of Meritorious Acts or Service)

9. ACHIEVEMENT

9a. ACHIEVEMENT 1: [Text Field]



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- Step 6. The last reviewer in the chain, fill out up to Block 19. Uniform and Awards Board Authority, digitally sign, save and send to noaacorps.uab@noaa.gov.
- ENSURE ALL FIELDS ARE FILLED OUT
- Do not print, sign and scan to the UAB email
- Special consideration may be given in circumstances where digital signatures are not feasible-
- Please contact the UAB with any questions
 - NOAACORPS.UAB@NOAA.GOV

