

# **NOAA Chapter of Blacks In Government**

## ***Distinguished Service Award*** **2009**

Blacks In Government (BIG) was formed to serve as an advocate for the employment and general welfare of Blacks employed in the Federal, State and local governments and to establish a national network of Black Federal, State and local government employees. BIG has been committed to developing a mechanism for inclusion, growth and power for all present and future Black employees in the Federal government.

BIG believes that many employees today are being provided full and complete access to employment opportunities based on their dedication and commitment to NOAA's and/or BIG's mission. Therefore, the NOAA Chapter of BIG has established the Annual Distinguished Service Award. This award will recognize employees who have consistently contributed outstanding service to NOAA and/or BIG to promote excellence in the workplace.

Employees and supervisors are encouraged to submit nominations for this award. Guidelines for submitting nominations and selection criteria are below. An Awards Subcommittee will evaluate all candidates and submit recommendations to the Black History Month Planning Committee for the final selection(s).

Nominations for the Calendar Year 2009 award should be submitted to Michelle Moore at Michelle.T.Moore@noaa.gov by COB, Friday, February 6, 2009. If you have any questions, please contact Michelle Moore at Michelle.T.Moore@noaa.gov.

### **NOAA Chapter Blacks In Government (NOAA BIG) Distinguished Service Award**

#### **PURPOSE:**

To recognize NOAA employees who have consistently contributed outstanding service to NOAA and/or BIG to promote excellence in the workplace. The NOAA BIG Distinguished Service Award is non-monetary. A certificate and/or plaque will be presented to the recipient (s).

#### **ELI GIBILITY:**

Must have at least 20 years of service at NOAA. There are no grade restrictions. Both supervisory, including Senior Executive Service personnel, and non-supervisory employees are eligible to be nominated.

#### **NOMINATION PROCEDURES:**

Any supervisor or employee, at any level, can submit a written nomination. Self nominations will also be accepted. Nominations must be submitted in narrative form, must address the selection criteria, and must not exceed two pages. (single space, Times New Roman, 14 pt.)

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## *Distinguished Service Award* 2009

A separate cover sheet should include:

1. The nominee's name, position title, grade, and series, organization, office location and routing code. If the nominee is a BIG member, please include length of membership.
2. The nominator(s)'s name, position title, grade and series; organization, telephone number, and relationship to nominee or organizational unit (staff/program office, division, branch, etc.).

The nomination should describe the specific achievement and/or contribution, with applicable dates, and the results or impact made in the workplace.

### **SELECTION CRITERIA:**

The following criteria will be used to evaluate the nominations:

- ~ Importance of contribution to NOAA BIG specifically and NOAA generally. (Did the specific achievement result in an unusually important and clearly demonstrated contribution and what were the results and/or impact in the workplace);
  - ~ Whether the contribution brought unusual credit to NOAA BIG; and
  - ~ Originality and uniqueness of contribution and the inspiration it may serve to others.

### **SELECTION PROCEDURES:**

All nominations should be submitted to the NOAA BIG Awards Subcommittee for initial screening to ensure the nominee meets the eligibility requirements. If the nomination is ineligible, the nominator (s) will be notified by a member of the Awards subcommittee, and given a reason why the nominee did not meet the eligibility requirements. The Awards subcommittee will forward (up to three) nominations to Black History Month Planning Committee, who will make the final selection (s).

### **AWARD CEREMONY:**

The recipient will be presented with a certificate and/or plaque at an Awards ceremony during a program celebrating Black History Month.