

## **NATIONAL WEATHER SERVICE**

### **AVIATION SERVICES BRANCH (ASB) AWARDS PROGRAM**

#### **PURPOSE:**

To reward individuals (aviation weather forecasters, program analysts, etc.) and teams (aviation forecasting, computer programmers, budget and policy, etc.) supporting an aviation forecast function for superior performance, quarterly and annually.

#### **ELIGIBILITY:**

Individual -- At the time of the nomination, the nominee:

- a. Must be a NWS employee supporting an aviation weather function.
- b. Must have received a “meets or exceeds” for the most recent rating cycle.
- c. May be a supervisor.
- d. Must work at a NWS Weather Forecast Office (WFO), Center Weather Service Unit (CWSU), Aviation Weather Center (AWC), Alaska Aviation Weather Unit (AAWU), National Centers for Environmental Prediction (NCEP), NWS Headquarters (NWSH), or Regional Headquarters.

Team (generally, team size should be 3-5 members) -- At the time of the nomination, the nominees:

- a. Must be NWS employees supporting an aviation weather function.
- b. Must have each received a “meets or exceeds” for the most recent rating cycle.
- c. May be a supervisor.
- d. Must work at a NWS WFO, CWSU, AWC, AAWU, NCEP, NWSH, or Regional Headquarters.

#### **TYPES OF ACCOMPLISHMENTS:**

The award will be presented to the best aviation weather forecaster or individual supporting an aviation function, and the best team supporting an aviation forecast function, for the preceding quarter/year.

Examples of superior performance that could lead to a nomination are as follows:

- a. Terminal Aerodrome Forecast verification scores
- b. Outreach and general public education seminars/events on aviation weather
- c. Procuring and managing aviation operating budget monies.
- d. Refinements which improve capability of computer models used by aviation weather units.
- e. Contributions which improve efficiency of the aviation forecasting process

**NOMINATION PERIOD:**

For calendar year 2002, the first quarterly award submission will be in April 2002, for the quarter January through March 2002. Regions, NWSH Offices, and NCEP HQ must submit nominations to the National Weather Service Headquarter (NWSH), Point-of-Contact (POC), by the 15th day of the first month, following that quarter (e.g. April 15th, July 15th, October 15th, and January 15th).

For the annual award, Regions, NWSH offices, and NCEP HQ must submit nominations to the NWSH, POC, by January 31<sup>st</sup> of each year, starting with 2003. Annual award nominees do not have to be previous quarterly winners; however, this does not preclude regions from nominating one of their quarterly winners for the annual award.

**NOMINATION PROCEDURES:**

The Meteorologist-In-Charge, supervisor, or AWC Director will nominate an individual and/or team for the award. Nominations should be submitted to the Regional Aviation Meteorologists, Office Director, or NCEP Chief Operations Officer, as appropriate, by either hard copy or via electronic mail, in narrative form, not to exceed one page (two pages for annual submissions), double-spaced, with one-inch margins, and written using bullet statements. The justification must describe the sustained, superior performance that has occurred within the previous quarter/year, including results, which qualify the individual/team for the award.

Identification and signature data must be listed on form CD-326LF (form can be found in Informs Filler). For guidance on completing the form, see the attached sample CD-326LF.

**SELECTION PROCEDURES:**

Each Region, NWSH Office, and NCEP HQ can submit one nominee in each category (individual and team), using selection criteria they deem appropriate. It is recommended that each nominating organization convene a board comprised of 3-5 meteorologists and the National

Weather Service Employees Organization (NWSEO) Regional Chair. This board will then use a scoring scale the nominating organization has deemed appropriate to determine their individual and/or team, quarter and/or annual nominee. Nominating organizations then submit their nominees to NWSH, where the ASB will convene a board of 3-5 ASB team members and the NWSEO, NWSH representative-at-large, to determine the winners in each category.

The winners will be announced by the Director of the Office of Climate, Water, and Weather Services (OCWWS), within two weeks of the NWSH board convening.

**TYPE OF RECOGNITION:**

The winners (individual and team) will each receive an engraved plaque from OCWWS, NWSH.

**Quarter Winners:**

Individual winners will receive a Cash-In-Your-Account (CIYA) award of \$200.00; while each individual on a winning team will receive a \$250.00 CIYA award, both from OCWWS, NWSH.

**Annual Winners:**

Individual winners will receive CIYA award of \$400.00; while each individual on a winning team will receive a \$500.00 CIYA award, both from OCWWS, NWSH.

**RECORD KEEPING:**

The NWSH's POC, will monitor the CIYA balances for recipients to ensure that the \$1000.00, calendar year limit has not been exceeded.

Award recipients will receive a copy of the justification at the time of the award presentation. Employees are responsible for distributing a copy of the justification to their first level supervisor for filing in the employee's performance folder.

### **List of Regional Aviation Meteorologists**

ER - Andy Nash  
SR - Paul Witsaman  
CR - Gary Schmeling  
WR - Craig Schmidt  
AR - Bill Alexander  
PR - Scott Cordero

### **Other POCs on Aviation Issues**

AAWU - Elliott Barske  
AWC - Jack May  
NCEP - Dave Caldwell (for other than AWC personnel)

### **NWSH, POC**

ASB - Bob DuFrane