

NATIONAL WEATHER SERVICE INSTRUCTION 10-1314

October 9, 2006

Operations and Services

Surface Observing Program (Land) 10-13

Cooperative Observer Awards

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>.

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SUMMARY OF REVISIONS: This directive supersedes National Weather Service Instruction 10-1314, dated August 24, 2005. Added sections 9 and 10, changed numerical order for sections 7-16 in table of contents and body of document to 6-11, added f. to 4.1.1, rewrote sections 4, 4.3, 4.3.1, 4.3.5 – 4.4, 5.4, 5.5, 6.1 a, b and added footnote, 6.5 c-e, 8 and 10.d, minor word changes.

<u>Signed by</u>	<u>9/25/06</u>
Dennis McCarthy	Date
Director, Office of Climate, Water, and Weather Services	

Cooperative Observer Awards

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1. Purpose. This instruction defines the guidelines and responsibilities for the National Weather Service (NWS) cooperative observer awards program.

2. Scope. Recognition afforded by awards is a very important process in the exchange of services by the observers and the NWS. The observer is recognized for length of service or for one of several significant achievements and the NWS is provided valuable data for operations and services.

3. Awards. Recognition for many years of service and for special or sustained achievements is part of the culture in a successful organization. Awards are a time honored, tangible method of showing appreciation for many years of dedication. The awards may be given to individual

observers, families and institutions for length of service or in recognition of one or several significant achievements. The awards recognition is usually secondary in importance to the encouragement given to observers through positive feedback.

4. Length of Service Award (LOS). This award is given to institutions such as police departments, public utilities or to individual observers. Observing locations documented in the CSSA (NWSM 10-1313) as being Government (GOV), are not eligible for LOS Awards. The individual award is first granted after 10 years of service and every 5 years thereafter. Institutions are awarded every 25 years.

4.1 Responsibilities.

4.1.1 Office of Climate, Water and Weather Services (OCWWS). OCWWS coordinates the LOS awards with the Regions. OCWWS has national responsibility to:

- a. Provide individual LOS certificates (45 years and higher) with accompanying Lapel pins (45 and 50 year).
- b. Provide a Letter of Appreciation from the Assistant Administrator beginning with the 40 year individual LOS.
- c. Provide all Honored Institution Awards to the Regions.
- d. Annually provide list of LOS recipients in late fall.
- e. Publish awards photographs and documentation in the National Cooperative Observer.
- f. Provide all Family Heritage Awards to the Regions

4.1.2 Regional Headquarters (RH). RH forwards the LOS recipient list to the Weather Forecast Offices (WFO's) for coordination and provides the WFO's with LOS certificates up to 40 years with accompanying lapel pins and a Letter of Appreciation when appropriate.

4.1.3 Weather Forecast Office (WFO). The WFO either approves the LOS list of recipients or recommends changes to the Region. After final coordination, the WFO prepares the certificate for presentation with a ceremony desirable to the observer.

4.2 Honored Institution Award. This is awarded to an institution or industrial organization in which several people have taken observations over a period of years. Honored Institution awards are presented every 25 years. The National Weather Service Representative (NWSREP) presents the award to the institution, often with a ceremony. Figure 1 depicts the 25 year Honored Institution Award on page 8.



Figure 1

4.3 Individual Awards. These awards are granted to individual observers after completing 10 years of service and every 5 years thereafter. The length of service of an observer can not be transferred to another observer. The RH is responsible for supplying the awards up to 40 years with a LOS pin and a Letter of Appreciation as appropriate. Observers who have been active for 40 years or more receive a Letter of Appreciation from the Assistant Administrator for Weather Services in addition to the length of service award and lapel pin. Figure 2 depicts a 10 year Length of Service Award on page 6.

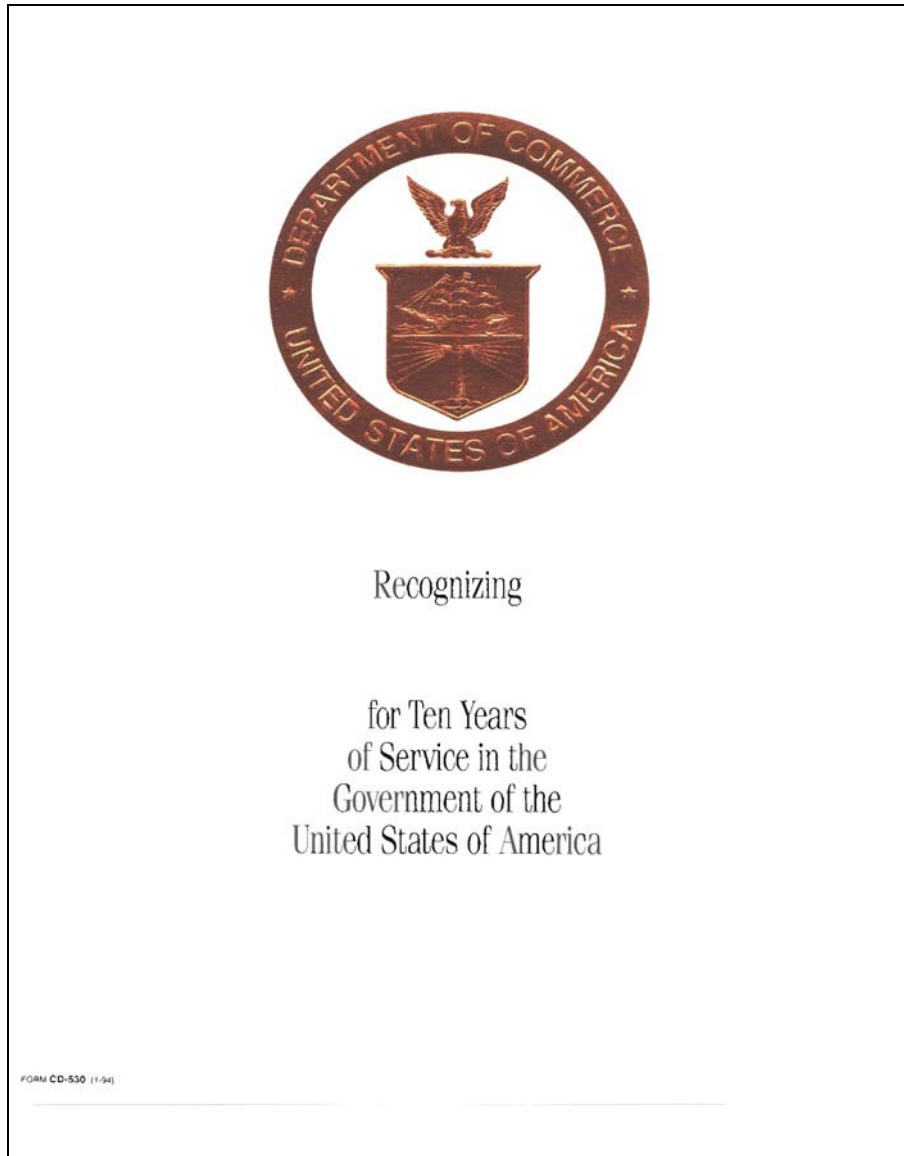


Figure 2

4.3.1 Dick Hagemeyer Award. This award was established in honor of Dick Hagemeyer (1924-2001) whose career spanned 51 years with NOAA and his last 20 years as Director of the Pacific Region. Prior to his Directorship, he served as a Substation Network Specialist/ Cooperative Program Manager. This award is granted to an observer for 45 years of service. Figure 3 depicts the Hagemeyer Award.



Figure 3

4.3.2 Edward H. Stoll Award. This award was established in honor of Edward Stoll who served as a cooperative observer without interruption for 76 years. This award is granted to an observer for 50 years of service. Figure 4 is a 50 year Edward H. Stoll Award.



Figure 4

4.3.3 Benjamin Franklin Award. This award was established in honor of Benjamin Franklin (1706-1790) who invented the lightning rod and discovered weather prediction. As Postmaster General, he received weather reports from a network of observers along the coast which was the first known record of tracking hurricanes. This award is granted to an observer for 55 years of service. Figure 5 depicts the Franklin Award.



Figure 5

4.3.4 Helmut E. Landsberg Award. This award was established in honor of Helmut E. Landsberg who was largely responsible for establishing the nationwide climatological network as we know it today. This award is granted to an observer for 60 years service. Figure 6 depicts the Landsberg Award.

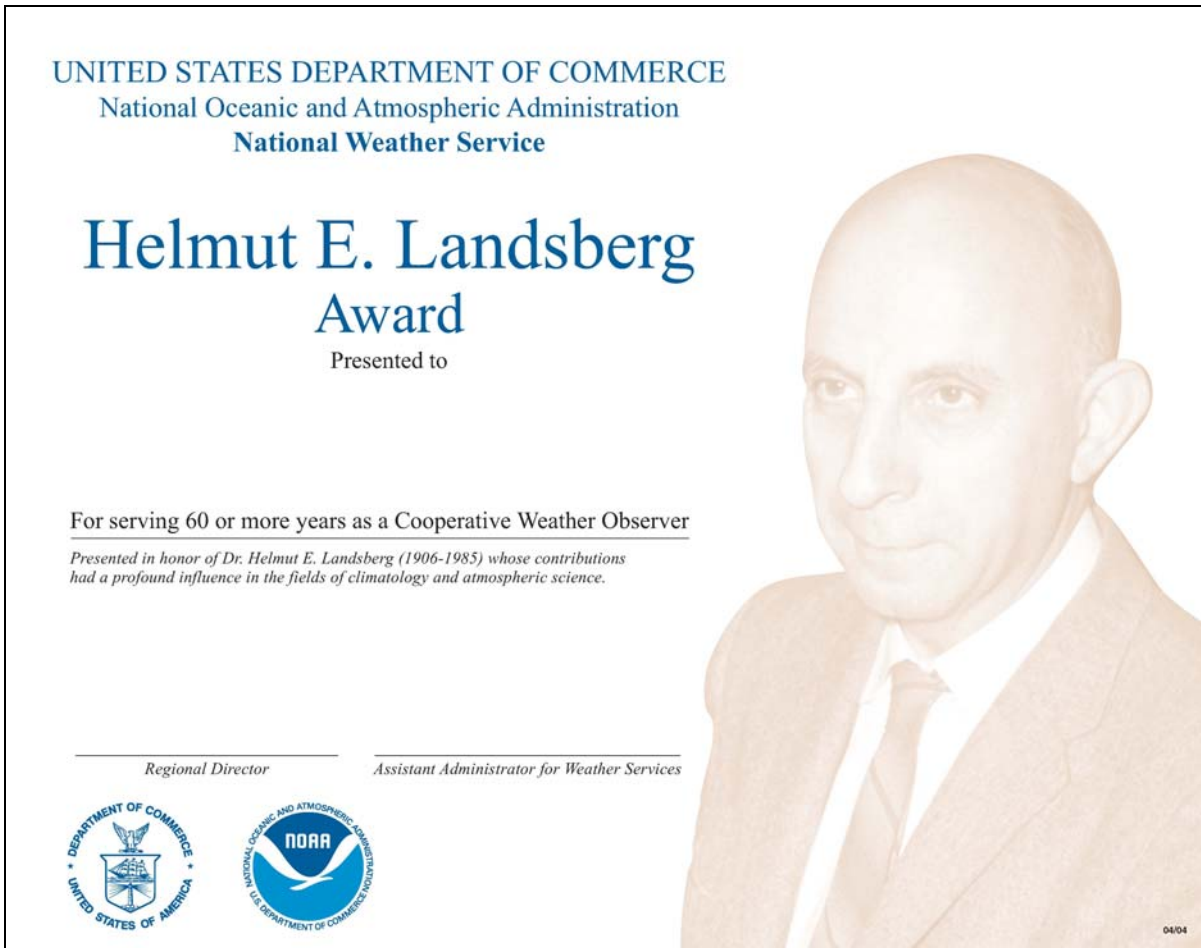


Figure 6

4.3.5 General Albert J. Myer Award. This award was established in honor of General Albert J. Myer. General Myer was the observer at Eagle Pass, Texas and became the chief of the Signal Service. In 1870, by a joint resolution of Congress and signed by President U.S. Grant, General Myer was appointed to establish and direct the Division of Telegrams and Reports for the Benefit of Commerce. This division is now known as the National Weather Service. This award is granted to observers completing 65 years of service. Figure 7 depicts the Myer Award.

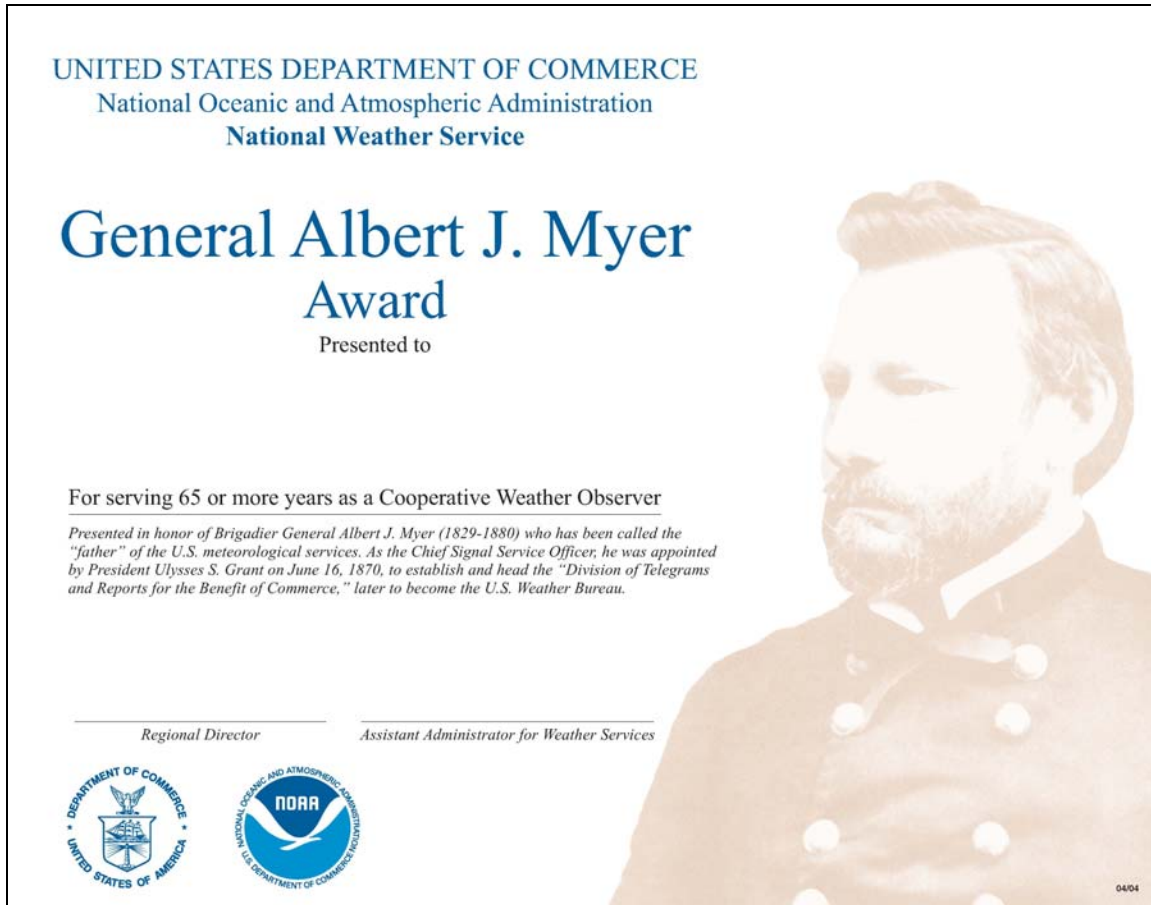


Figure 7

4.3.6 Ruby Stufft Award. This Award was established in honor of Ruby Stufft. In 1991, Mrs. Stufft of Elsmere, Nebraska became the first woman to achieve 70 years of cooperative service. This award is granted to observers having completed 70 years of observations. Figure 8 depicts the Stufft Award.



Figure 8

4.3.7 Earl Stewart Award. This Award was established in honor of Earl Stewart. Mr. Stewart completed 75 years of continuous observations at Cottage Grove, Oregon in 1992. Observers receive this award after 75 years of observations. Figure 9 depicts the Stewart Award.



Figure 9

4.4 Family Heritage Award. This award is granted to a family with 100 years or more of continuous cooperative observations. The award is presented every 25 years thereafter. Figure 10 depicts the Family Heritage Award.

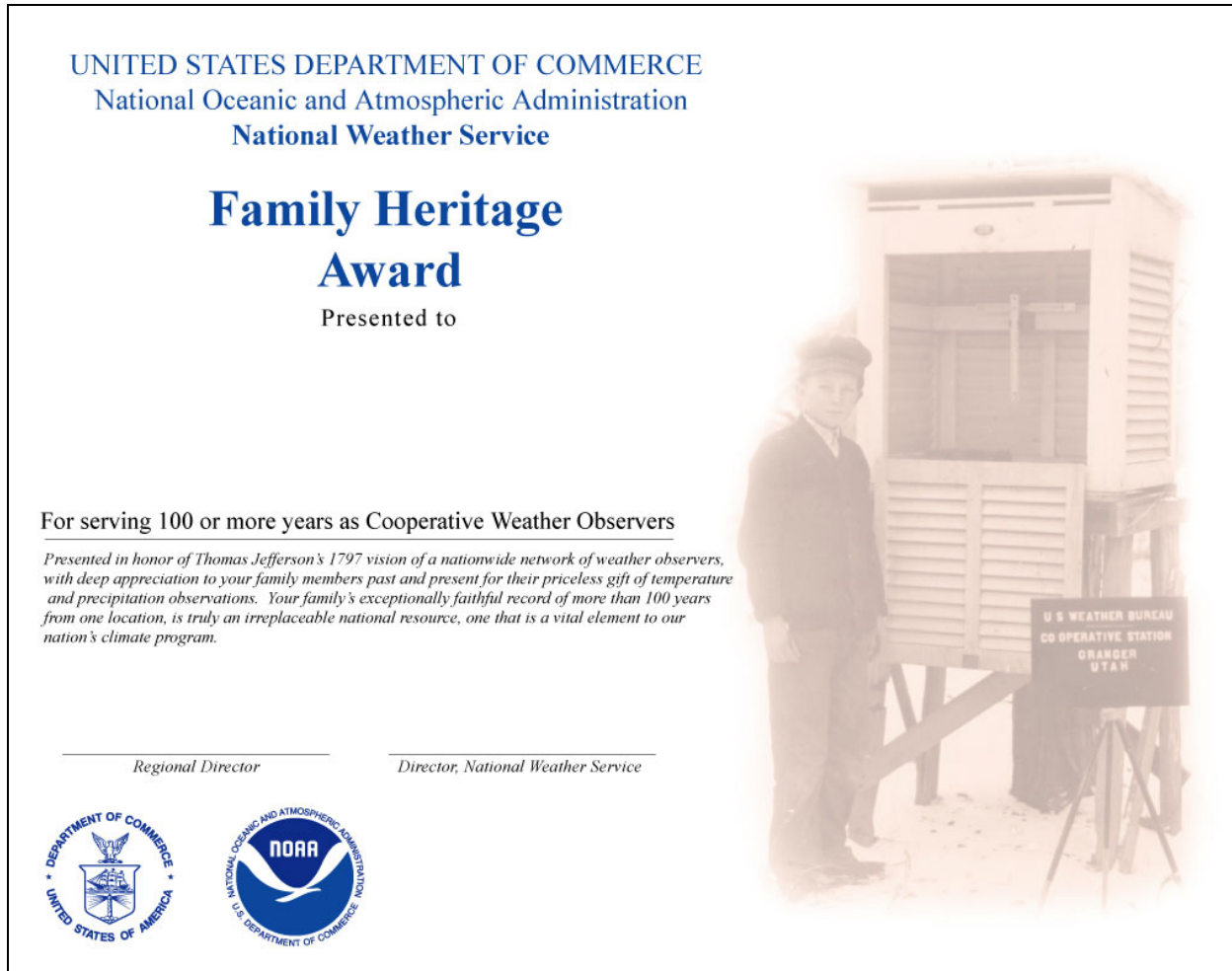


Figure 10

5. Awards for Special or Sustained Achievements. There are five methods of recognizing special accomplishments by cooperative observers:

- a. Letter of appreciation
- b. Special service award
- c. Public service award
- d. John Campanius Holm award
- e. Thomas Jefferson award

5.1 Letter of Appreciation. A letter of appreciation may be presented to an observer by a National Weather Service Representative (NWSREP) to express satisfaction with consistently good or above average services rendered.

5.2 Special Service Award. Figure 11 depicts the Special Service Award. The Special Service Award is granted to express appreciation for special services rendered by an individual or organization. It may be prepared and approved by the local supervisor, including an NWSREP, hydrologist, community preparedness staff or other official. It may be awarded for any significant service believed appropriate by an official of the supervising office, including:

- a. Timely and unusual action to insure receipt of weather records reports.
- b. Unusual assistance or ingenuity in maintaining equipment and observations in times of emergency.
- c. Consistent or unusual service rendered a local office where other awards do not apply.
- d. As an intermediate award when significant services are rendered to warrant recognition, but the requirements of other awards have not been met. For example, the Jefferson or Holm awards.



Figure 11

5.3 Public Service Award. The Public Service Award is another form of recognition that is a step above the Special Service Award. The award is presented to institutions or individuals who have performed meritorious service but may not qualify for a higher award. This award may be granted to individuals who have undergone considerable risk to report rainfall, river stages, or severe weather that contributed to the issuance of life saving warnings by the NWS. In order to be granted, Public Service Awards must meet the criteria established in NWSI 100-301. Figure 12 depicts the Public Service Award.



Figure 12

5.4 John Campanius Holm Award. This award was named in honor of John Campanius Holm, a Lutheran minister who was the first person known to have taken systematic weather observations in 1644 and 1645 in the American Colonies. Each year, 25 Cooperative Observers nationwide are honored with the John Campanius Holm Award for outstanding accomplishments in the field of cooperative observations. Figure 13 depicts the Holm Award. A silver Department of Commerce seal is placed on the certificate.

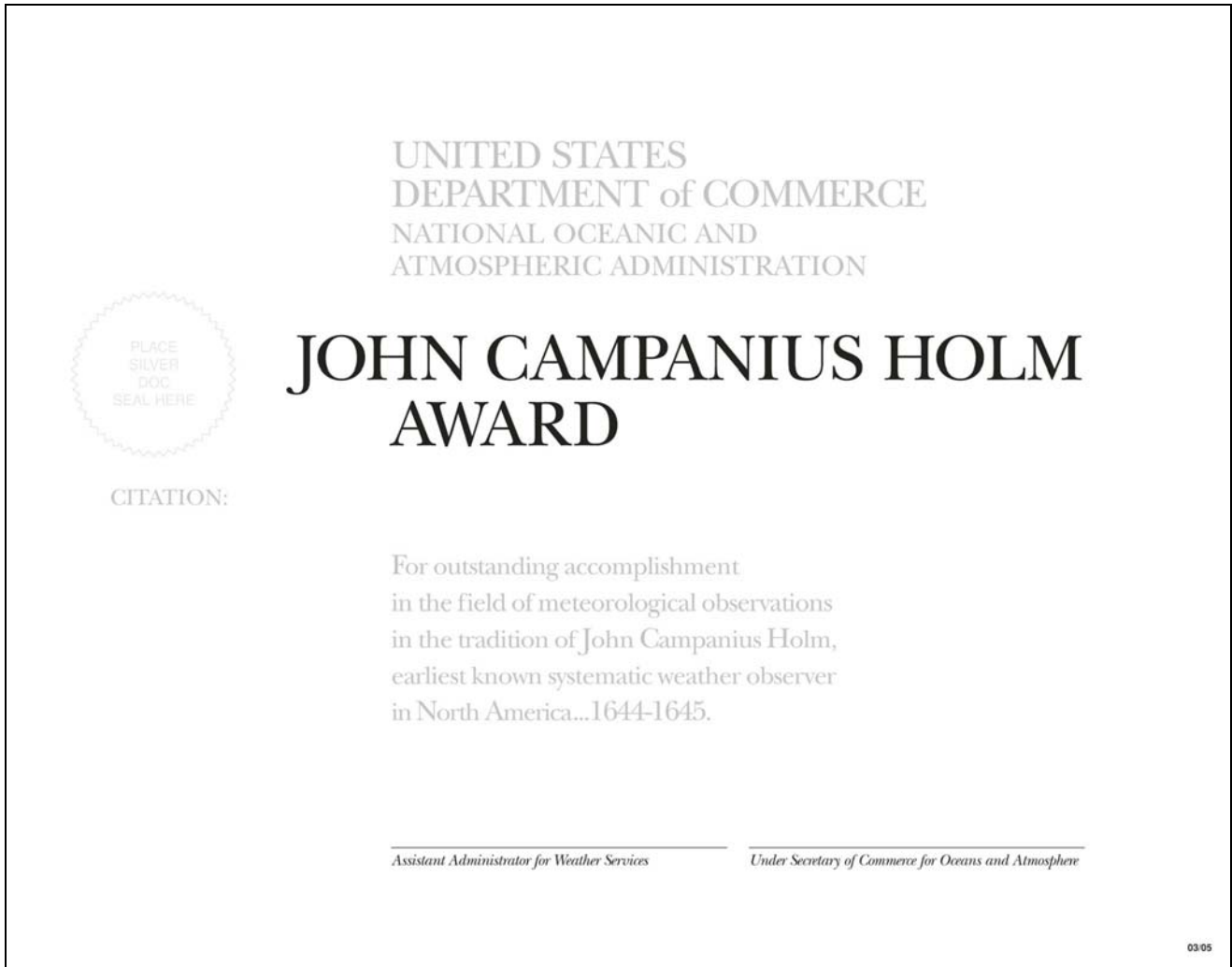


Figure 13

5.5 Thomas Jefferson Award. This award was named in honor of Thomas Jefferson, our third President, who kept an almost unbroken series of weather records from 1776 to 1816. The Thomas Jefferson Award is the most prestigious award for the cooperative observer. Five Cooperative Observers are honored each year with the Jefferson Award for outstanding and distinctive achievements. All candidates for the Jefferson Award must have received the Holm Award at least 5 years prior to the Jefferson nomination. Figure 14 depicts the Jefferson Award. A gold Department of Commerce seal is placed on the certificate.



Figure 14

6. The Thomas Jefferson and John Campanius Holm Nominations. In the winter of each year, the NWSREP's are asked to evaluate one or more of their best cooperative observers, for either the Jefferson or Holm award. WS Form 10-13-3 is the rating sheet used by the NWSREP. The rating sheet is available at www.nws.noaa.gov/om/coop, click on forms and click on WS Form 10-13-3. Download word to your computer and use for electronic entry. NWSREP's select candidates for these awards among their observers who rank highest among the following categories:

- a. Length of service (20 years minimum) for the Holm and 25 years for the Jefferson.
- b. The Jefferson recipient must have 5 years service after receiving the Holm Award.
- c. Consistently provides accurate and legible weather observations.
- d. Has taken and reported observations under hazardous or extreme weather conditions over an extended period of time.
- e. Shown unusual effort to continuously provide observations despite illness, emergency absences, or equipment failure.
- f. Consistent and/or unusual efforts to ensure early receipt of data at collection centers.
- g. Independent preparation or publication of climatological data or summaries based on quality, consistency and length of time issued.
- h. Consistent and/or unusual efforts to disseminate weather information and care of instruments.
- i. Unusual cooperation with NWS and other officials.
- j. Outstanding enthusiasm for imparting observational knowledge.
- k. Civic minded and respected by members of the community.

6.1 Rating Sheet. All blocks on the WS FORM 10-13-3 (figure 15 page 22) will be completed or the package will be returned to the local office. If more space is needed, attach an additional sheet. The selection process is highly competitive and small details can make the difference. For instance, if the age is left blank the observer can lose needed points since the age of the observer is weighted. This can make a significant difference in the observers standing among the candidates. Specific items necessary for the selection committee to ensure a quality package:

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- a. Supply copies of B-91's, B-92's, and B-83a as appropriate. Send a complete winter and summer set for evaluation. The forms are not counted as part of the mandatory maximum of 8 pages.
 - b. Quality control the forms. If the forms are not completed and there are errors, the observer will lose valuable points.
 - c. Address all nine items listed on WS Form 10-13-3 separately. For example; 1, 2, 3, etc.
 - d. Enlist the expertise of your Regional Representative when writing the citation. Poorly written citations slow the awards process.
 - e. Attach letters of endorsement if applicable.
 - f. Send nominations to the Regional Cooperative Program Manager (RCPM) by March 31st.
- Note:** The selection committee will coordinate quality control of HPD sites with NCDC if nominated.

WS FORM 10-13-3
(2005)
(REF. NWSI 10-1314)

U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
NATIONAL WEATHER SERVICE

Rating Sheet for Cooperative Observer Awards

INSTRUCTIONS: This form is to be used for recommending cooperative observers for the Thomas Jefferson and John Campanius Holm Awards. Holm awards are given for outstanding service. The Jefferson is given for unusual and outstanding service. All Jefferson candidates must have received a Holm Award at least 5 years earlier. With few exceptions, candidates must have been observing for at least 20 years. The award should be initiated by the NWSREP. Forward this form to the Regional Cooperative Program Manager or Regional DAPM. This person will rank the forms in order of priority and forward them to the Observing Services Division (W/OS7) for committee review and recommendation. Input limited to eight (8) one-sided pages, (Courier New font, 8 1/2" by 11" paper) *including* letters of endorsement. Include seasonal B-91 forms.

NAME OF OBSERVER		STATION	STATE
AGE	DATE SERVICE BEGAN	PREVIOUS AWARDS (TYPE AND YEAR GIVEN)	
PRINCIPAL OCCUPATION	TYPE OF NETWORK	ELEMENTS OBSERVED (PCPN, TEMP, RIVER, ETC.) INCLUDING PARAMETERS i.e. snowfall, snow depth, water equivalent.	

Comment on the reverse side or on a separate sheet, why you believe this candidate is worthy of the Jefferson or Holm Award. Address all of the following factors:

1. Consistently provides accurate and legible weather observations.
2. Has taken and reported observations under hazardous or extreme weather conditions over an extended period of time.
3. Shown unusual effort to continuously provide observations despite illness, emergency absences, or equipment failure.
4. Consistent or unusual efforts to ensure early receipt of data at collection centers.
5. Independent preparation or publication of climatological data or summaries based on quality, consistency, and Length of time issued.
6. Consistent and/or unusual efforts to disseminate weather information and care of instruments.
7. Unusual cooperation with NWS and other officials.
8. Outstanding enthusiasm for imparting observational knowledge.
9. Civic minded and respected by members of the community.

PROPOSED CITATION () HOLM() JEFFERSON (Include the "unusual" features)

Name of Originator: _____ Ranking by regional office: _____

Figure 15

6.2 Inappropriate Nominations. The Thomas Jefferson and John Campanius Holm awards were established for the individual observer or a family. The following list is considered inappropriate for approval:

- a. Institutions
- b. Observers with less than 20 years service for the Holm Award.
- c. Observers nominated for the Jefferson Award with less than 5 years service after receiving the Holm Award.
- d. Observers that have previously received the Jefferson or Holm Award.

6.3 Regional Cooperative Program Manager (RCPM). The RCPM will review the nominations and ensure WS FORM 10-13-3 is completed. If the package is not completed with a proper written citation, the package will be returned to the WFO. Inappropriate nominations will be returned to the field office. The RCPM should rank each observer and send the numbered selections for Jefferson and Holm nominees in separate envelopes to the NCPM by mid April.

6.4 National Cooperative Program Manager (NCPM). The NCPM selects committee staff and prepares the Regional packages for distribution to each member. If packages are not complete, the package will be returned to the Region. The NCPM determines the date to convene around mid May and Chairs the selection process. After selection, the list of awards recipients is sent via email to the Regions for final coordination. After final coordination, the awards are sent to senior management for signature and distributed to the RCPM's in July.

6.5 Awards Committee. Committee members are usually associated with the cooperative program and selections are the discretion of the NCPM. The members assign points to each observer for the following criteria:

- a. Number of elements.
- b. Years of service.
- c. Accuracy of observations.
- d. Legibility of observations.
- e. Reliability of observations and cooperation with government officials.
- f. Consideration of other items listed on WS FORM 10-13-3.

7. Presentation of Awards. The awards ceremony is an important milestone in the Observers' path to success with the NWS. This is an extraordinary time for management to

convey appreciation for many years of commitment. The award is an heirloom of distinction that can be seen by many and also serves as a referral program to encourage others to share in the visibility and success of the NWS through his/her efforts.

7.1 Length of Service Presentation.

- a. The Data Acquisition Program Manager (DAPM)/ Observing Program Team Leader (OPL), Hydrometeorological Technician (HMT), Service Hydrologist (SH), Hydro Focal Point (HFP) or Meteorologist (Met) are suitable personnel to present awards for 25 years or less.
- b. The Meteorologist in Charge (MIC) should present the 30 to 45 year award accompanied by the OPL/DAPM and any staff member desiring to participate.
- c. The Regional Director or Designee should present the 50 year award or higher accompanied by the MIC, DAPM/OPL and other staff members as appropriate. This would require coordination with the Director's office.

7.2 Special Service Award Presentation. The DAPM/OPL or any staff member is suitable to present this award.

7.3 Public Service Award Presentation. The MIC or designee should present this award with with accompanying staff members as appropriate.

7.4 Jefferson and Holm Award Presentation. The Regional Director or Designee should present this award. The Director or designee should be accompanied by the MIC, DAPM/OPL and any staff member desiring to participate.

8. Pictures and Media Coordination. Pictures from the award ceremony with a small article will be forwarded to nws.coopobserver@noaa.gov for publication in The National Cooperative Observer (NCO). **Some Regions prefer the pictures and articles to be sent to them first. Check with your RCPM.** Follow the directions posted on the Cooperative Observer Program website www.nws.noaa.gov/om/coop in the training materials section. The best quality picture should be sent to the NCO. Two files will be sent for each award; a word document containing a small article and a jpeg file with the picture. Each file will have the same name with a different extension. Use the following file naming conventions:

- a. Length of service-last name of observer, i.e. 10-Doe.doc and 10-Doe.jpg.
- b. Institution length-last name of observer or institution name, i.e. 25-Doe.doc and 25-Doe.jpg.
- c. Family Heritage length-last name of observer, i.e 100-Doe.doc and 100-Doe.jpg.

- d Letter of Appreciation-last name of observer, i.e LetterAppreciation-Doe.doc and LetterAppreciation.jpg.
- e Special service-last name of observer, i.e. SpecialService-Doe.doc and SpecialService-Doe.jpg.
- f. Public Service-last name of observer, i.e PublicService-Doe.doc and PublicService-Doe.jpg.
- g. Holm-last name of observer, i.e. Holm-Doe.doc and Holm-Doe.jpg.
- h. Jefferson-last name of observer, i.e. Jefferson-Doe.doc and Jefferson-Doe.jpg.

Pictures and articles can be submitted to the local news media. The articles should be coordinated with the Warning Coordination Meteorologist (WCM). Articles that include Regional Representatives (Director, Designee) will be coordinated with the Regional Public Affairs specialist at least 1 month in advance.

9. Identifiable Information. Posting awards and pictures of cooperative observers is permitted under the Privacy Provisions of the E-Government Act provided the privacy of the observer is protected. In all cases, ensure the observer has no objection to their name and photo being posted on a web site or made public. Follow these guidelines for posting on a web site or public forum:

- a. Permitted:
 - (1) Picture of coop observer, family, individuals involved.
 - (2) Picture of equipment, open area, inside the home or building.
 - (3) Accompanying written article describing the history of the observer, name of town, name of observer, length of service, etc.
- b. Not Permitted:
 - (1) Picture of the home or well known landmark.
 - (2) Article describing exact location of the site such as 3 miles ENE of the town, latitude/longitude, etc.
 - (3) Article with address of observer.

10. The National Cooperative Observer (NCO). Preparation of the NCO is a cooperative effort involving the regional National Weather Service Representative (NWSREP), WFO's and

OCWWS. This publication was established for providing items of regional and national scope pertinent to the interest of cooperative observers. Each issue devotes considerable space to photographs of the presentation, length-of-service, other awards, and honors to observers. The NCO is published at a minimum of every 4 months.

The duties necessary for publication of the NCO are shared as follows:

- a. The regional NWSREP's collect material of interest (stories) from the local WFO's and send drafts to OS7 for publication.
- b. OCWWS edits the material, lays out the copy and prepares a camera ready version for printing.
- c. OS7 is responsible for overall accuracy and adequacy of the publication.
- d. The WFO's should follow the guidelines outlined in the National Coop web site and send the pictures and related articles to nws.coopobserver@noaa.gov or the Regional RCPM. Photo tips are located in the Training Materials section of the web site listed below.

www.nws.noaa.gov/om/coop

11. Subscription to the National Cooperative Observer. Cooperative observers and other personnel can subscribe to the NCO by using the following address:

http://weather.gov/os/coop/coopnews_list.shtml

Fill in the email address and the state in which you reside.