

***NATIONAL WEATHER SERVICE INSTRUCTION 100-301  
NOVEMBER 29, 2005***

***External Affairs  
External Awards, NWSPD 100-3  
PUBLIC SERVICE AWARDS***

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

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***SUMMARY OF REVISIONS:*** This instruction supercedes NWSI 100-301, *Public Service Awards*, dated June 17, 2003. A minor revision was made to the award certificate template in the instruction, as it was unable to function as an attachment.

signed by John Potts for \_\_\_\_\_ 11/15/2005  
Matt Jadacki Date  
Chief Financial/Chief  
Administrative Officer

Public Service Awards

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1. Introduction. Public Service Awards are available to provide suitable recognition for individuals (other than federal National Weather Service (NWS) employees) or organizations who have performed a notable public service to the NWS or others.

2. Eligibility for Public Service Awards. Individuals or organizations are eligible for an award when, in the judgement of Meteorologists-In-Charge (MIC) and Hydrologists-In-Charge (HIC), their contributions have assisted the NWS in fulfilling its responsibility for public safety in weather services. The contributions must have a relationship to weather or be weather-oriented, for example:

- a. Heroic action involving jeopardy of life.
- b. Unusual courage or competence.
- c. Extremely competent performance in presenting NWS forecasts, warnings, and

other weather or hydrological information to the public over an appropriate period of time. This may include radio, television announcers, and news anchors, as well as to broadcasting stations or newspapers.

- d. Timely and/or unusual action in furnishing severe weather and flood reports to the NWS, or a community warning center, law enforcement agency, or other appropriate mass dissemination media.
- e. Actions which result in saving of life or property.
- f. Outstanding efforts in promoting community preparedness planning.
- g. Consistent or unusual service rendered to a local weather forecast office or the NWS in general.
- h. Any other service of equivalent significance.

3. Nomination Package Requirements. The nominator will include the following information in the nomination package:

- a. Name and mailing address of the individual or organization. For organizations, include the name of the owner or manager (the acceptor).
- b. Description of the outstanding accomplishment and how it exceeds normal performance. The following documentary evidence may be included: newspaper clippings or equivalent media reports, letters of commendation from other agencies, individuals, or organizations.

4. Public Service Awards Nominators. NWS employees may submit nominations to their MIC/HIC. The MIC/HIC may also nominate individuals for the award.

5. Approving Authority. The MIC/HIC can approve award nominations submitted by their employees or nominations for which they are the nominator.

5.1 MIC/HIC=s Concurrence. If the MIC/HIC concurs with the nomination, he/she will prepare and sign the letter of commendation and award certificate (using enclosed template). See Appendix A for an example of the letter of commendation and the award certificate template.

5.2 MIC/HIC=s Non-Concurrence. If the MIC/HIC does not concur with the nomination, it is returned to the employee for revision, additional documentary evidence, or with reasons for rejection.

6. Securing An Accompanying Letter of Gratitude from the Regional Director or Assistant

Administrator for Weather Services. The MIC/HIC may decide that the award contribution may warrant additional recognition from the Regional Director or the Assistant Administrator. The MIC/HIC will prepare the letter and certificate for the appropriate signature and forward it, along with documentation on the award to the appropriate NWS official.

7. Press Releases and Press Notifications. Coordination between the MIC/HIC and NOAA Office of Public Affairs (OPA) is needed after the award is approved. The MIC/HIC will inform OPA of the award and OPA will prepare the press release. Distribution of the press release should coincide with the presentation of the Public Service Award and should get distributed to all news media in the area. The MIC/HIC will also inform the NWS Office of Communications at NWS Headquarters in order that this information be shared internally with NWS employees.

8. Presenting the Public Service Award. Presentation of the award is made by the MIC/HIC, shortly after the event. When feasible, the presentation is made before a local group with invitations extended to the news media.



**U.S. DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration  
NATIONAL WEATHER SERVICE  
Silver Spring, MD 20910**

**Appendix A**

Mr. Don Neville  
Radio Officer, Radio Amateur  
Civil Emergency Service  
209 Longwood Drive SW  
Huntsville, Alabama 35801

Dear Mr. Neville:

The importance of the role the Radio Amateur Civil Emergency Service (RACES) played in communicating essential information during the June 14, 2002, outbreak of tornadoes cannot be over-estimated and is very deserving of special recognition. By working from our Weather Forecast Office and gathering reports from fellow radio operators in north Alabama, RACES made a real contribution to holding down loss of life during this disaster.

These fine efforts and your continuing service to the public and the National Weather Service's (NWS) mission is appreciated. In recognition of this work, I am pleased to present RACES with the enclosed NWS Public Service Award.

Sincerely,

John Smith  
Meteorologist-In-Charge

Enclosure

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

# PUBLIC SERVICE AWARD

PRESENTED TO

NAME GOES HERE

FOR:

*Text goes here*



\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE



