

NOAA INCENTIVE AWARDS BOARD

Board Charter (v.1 1997)

Purpose

The NOAA Incentive Awards Board, or NIAB, is established as a permanent committee to evaluate award nominations, prepare feedback reports, and make award recommendations in the following categories: (a) Gold, Silver, and Bronze Medal Awards; (b) Administrator's Award; and (c) any other award requiring Under Secretary for Oceans and Atmosphere or higher approval. In addition the NIAB will review proposals, discuss, and recommend to the Under Secretary procedural changes in the NOAA incentive awards program.

Membership

The Deputy Under Secretary will be the permanent Chair but, may designate members to act on his/her behalf as necessary. Appointment of NIAB members is subject to concurrence by the Chair.

Each NOAA line office has a voting member on the NIAB, as do the Office of Finance and Administration (OFA) and the Office of Marine and Aviation Operations. The NOAA Staff Offices will be represented by one voting member nominated by the Deputy Under Secretary to represent their interests. Voting members will be appointed by their respective organizations and will serve terms as outlined below. In matters of specific interest (e.g., to clarify the scope, difficulty, or uniqueness of the contribution or activity for a particular award nominee), individual offices may make temporary nominations for representation on the Board.

The NOAA Incentive Awards Officer will serve as a permanent, non-voting member and will act as the Executive Secretary to the board. The Director, NOAA's Office of Diversity, and the Director, NOAA Civil Rights Office, will also serve as permanent, non-voting members and will advise the NIAB on matters pertaining to their respective areas of expertise.

Membership Criteria

While there are no specific grade or position level requirements, NIAB members must be at a sufficient level of responsibility so that they are able to represent their organizations in matters pertaining to NIAB procedures, advocate award nominations, and have access to senior office management for consultation and guidance.

Period of Membership

Voting members will serve at least two years or two full awards cycles. Individual members may be extended by the Chair for one additional cycle in order to maintain a balance of experienced and new members. Individuals designated as successor-members may attend NIAB meetings as observers for orientation purposes.

Member Responsibilities

NIAB membership is a collateral duty and members are expected to attend all meetings. In the event of scheduling conflicts, with the approval of the chairman, a member may send a substitute who has been thoroughly briefed and who is conversant enough with current issues under consideration to properly represent the organization.

Members will ensure that their organizations designate an Administrative Awards Contact to provide appropriate visibility and support to all award programs, and ensure that publicity, deadlines, procedures, and award submissions are coordinated on an organization-wide basis. The Office of the Deputy Under Secretary will provide support to the NOAA Staff Offices.

Members will be the primary points of communication between the Board and their respective senior line management and will act as advocates for all aspects of the incentive awards program.

NIAB meetings will be scheduled at the discretion and direction of the Chair. Meetings are normally held to review nominations for the various Department of Commerce and NOAA Awards. When possible, a pre-meeting will be held before nomination review meetings to review the operating plan of the nomination review process.

Prior to the NIAB meetings, the members will vote on each nomination received according to the voting scheme outlined in the cover letter which requests the members review of the attached nominations. Those votes will be forwarded to and tallied by the NOAA Incentive Awards Officer. The tabulated voting will be distributed back to the NIAB at the next NIAB meeting.

During nomination review meetings, NIAB review award nominations, and based upon the votes received and the respective NIAB members comments, recommends approval or disapproval of the nominations to the Under Secretary. The NIAB may recommend the approval or disapproval of each member of a group award nomination. The NIAB members, with the approval of the chairman, may recommend a rewrite of a nomination to make that nomination more competitive.

It is the responsibility of the NIAB member to inform their respective line or staff office of the nominations that have been approved or disapproved for a medal or award. Those nominations that are approved to be forwarded to the Department for consideration as either a gold or silver medal, the respective NIAB member must inquiry with their parent organization whether each nomination, if disapproved for a gold or silver medal by the Department Incentive Awards Board, should be considered as an Auto bronze. The NIAB member will pass this information on to the NOAA Incentive Awards Officer.

Line and Staff Office Responsibilities

Offices will designate NIAB members and administrative awards contacts as described above. Staff Offices should designate a point of contact to coordinate with the DUS administrative awards contact for publicity and procedural matters.

Each Line Office, Office of Finance and Administration, and Office of Marine and Aviation

Operations will establish a formal internal review process which includes participants from among management, non-supervisory, technical, and administrative support employees. Organizations may opt to augment their existing Personnel Management Advisory Council (PMAC) membership for this purpose. A PMAC will be established for this purpose to cover the Staff Offices.

In support of our NOAA Diversity program, this level of inclusion will ensure that significant employee accomplishments warranting incentive award recognition are not overlooked or undervalued. It will also ensure that submissions for honor awards, and the organization's recommended rank-ordering of nominations, accurately reflect and evaluate the accomplishments of all deserving employees. This review process will also perform a rigorous "quality control" function, ensuring that nominations are complete, clearly written and explicitly detailed.

NIAB members are expected to attend and participate in these internal review deliberations - whether they do so as voting or non-voting participants is a matter of discretion for each organization.

Approved: /s/ Date: 19 September 1997

D. James Baker
Under Secretary for Oceans and Atmosphere

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