Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

NATIONAL WEATHER SERVICE INSTRUCTION 10-1314
May 30, 2011

Operations and Services
Surface Observing Program (Land), NDSPD 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, *Cooperative Observer Awards*, dated, November 3, 2008.

- Section 4.1.2, added policy for NWSREPs to comply with Jan 31 deadline to submit final corrections to RCPM for LOS awards for individuals, institutions, and families.
- Section 4.1.2, changed from January to March, the date when all finished LOS award materials are sent to the NWSREPs.
- Section 4.1.3, removed the requirement for a 40-Year letter of appreciation to be signed by the NWS Director.
- Section 4.3, added policy for the yearly replenishment of blank stock DoC Foil embossed certificates for 10, 15, 20, 25, 30, 35, and 40-Yr lengths of service. The OS7 will purchase stock every several years and distribute annually to Regional offices.
- Section 6.1, to require field offices to use Templates for the citation narratives in the preparation of the nomination form for the Jefferson Award and Holm Award.
- Section 10, added definition to describe the content and purpose of the National Cooperative Observer newsletter.

Signed 5/16/2011
David B. Caldwell 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 or 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 program is the most visible way to honor sustained volunteer service and when combined with constructive feedback, is essential for the retention of observers.

4. Length of Service Award (LOS). This award is given to institutions such as police departments and public utilities or to individual observers. Observers documented in the CSSA (NWSM 10-1313) as being National Weather Service (NWS) employees, are not eligible for LOS Awards. The Honored Institution award is granted every 25 years. The individual award is first granted after 10 years of service and every 5 years thereafter. Observers who are the descendants of Observes who have taken observations at the same site for 100 or more years are qualified to receive the Family Heritage Award every 25 years. For specific qualifications for each of these types of awards, see Sections 4.2, 4.3, and 4.4, in this directive.

4.1 Responsibilities.

4.1.1 Weather Forecast Office (WFO). In the first two weeks of January the WFO calls up the Cooperative Station Service Accountability (CSSA) listing of LOS anniversaries and compares it to the three lists emailed from NWS Headquarters. Three lists are necessary to identify LOS observers in three award categories: institution, individual, and family.

In this way the National Weather Service Representative (NWSREP) identifies any observers who may be disqualified due to death, or discontinuation as volunteer with the Cooperative Observer Program. Also it is the responsibility of the NWSREP to identify any observers who were missing from the official lists.

The NWSREP has the responsibility to check for Secondary Observers (i.e., spouse) who may also qualify if s/he has the same service date as the Primary Observer. In this case, a separate LOS certificate will be prepared if he or she has assumed the role of Primary Observer.

Observers who are listed as a 'family' in the CSSA Station Information Report, either in the Primary Observer field, or in the Secondary Observer field, are eligible for the Individual awards. Furthermore, families are qualified to receive the Family Heritage Award, upon 100 years of contiguous service to the Cooperative Observer Program. For this reason NWSREPS are requested to keep updated family history files for each COOP site with an active Family Service Date (FSD) field.

By January 31, NWSREP emails his/her Regional Manager (RCPM) to communicate: (a) the lists from NWS Headquarters are acceptable as they stand; or if discrepancies are found then, (b) the NWSREP corrects or edits the names of the individuals, honored institutions, and family heritage observers into the same document sent from OS7, and emails the corrections to the RCPM.

By March 15, WFO will receive all signed LOS award materials via the RCPM. Then the WFO will be responsible for preparing the certificate for presentation and coordinate with the observers for an award presentation ceremony.

By July 1, WFO will submit requests to Region to replace any LOS certificates and letters of appreciation which were damaged or lost.

4.1.2 Regional Cooperative Program Manager (RCPM). The RCPM forwards the NWSHQ list

of possible LOS observers to all NWSREPs in mid-December and instructs NWSREPS to critically review this preliminary list against their local CSSA data base list, available to the local office after January 1st.

By January 15, instruct all NWSREPs to compile a final and complete list of all observers – with properly spelled names and length of service dates – who qualify in each of these three categories: Honored Institution Award, Individuals Award, and Family Heritage Award. Assign the NWSREPS a due date of January 31st to deliver these three lists to the RCPM.

By February 7, RCPM mails the lists to OS7 after having critically reviewed the three lists for changes and discrepancies from the source lists.

By March 1, RCPM submits to the Regional Director all award certificates (i.e., Honored Institution, Individual Observer, and Family Heritage) for his/her hand signature.

By March 15, RCPM mails all signed awards to all WFO taking care to box and pad the award certificates, letters of appreciation, and lapel pins to prevent damage in shipping.

By July 7, RCPM will review all field requests for replacement of lost or damaged certificates and letters of appreciation, and submit qualified requests to OS7.

4.1.3 Office of Climate, Water and Weather Services (OCWWS). The Observing Services Division (OS7) coordinates the LOS awards with the Regions. When the review deadline is met, the OS7 prepares correspondence to the attention of the OCWWS Director to request use of the signature of the Assistant Administrator (AA) for Weather Services. Upon approval the OS7 applies the authorized electronic graphic overlay of the AA's handwritten signature to the certificates and letters of appreciation.

a. Mid-December: Email the three lists of possible LOS recipients to RCPM. The three lists are: honored institutions; individual observers, and families with 100 years or more service. They get forwarded to all NWSREPs.

b. By January 1: Mail to the RCPM a one year's supply of blank stock of DoC foil embossed seal certificates for 10, 15, 20, 25, 30, 35, and 40-Years lengths of service; and every five years purchase a bulk order of these same certificates.

c. By February 14: Submit the LOS correspondence folder to OCWWS Director to receive approval for OCWWS to print all award documents with AA signature.

d. By February 15: Produce a report that quantifies the number of LOS certificates with the foil embossed seal of DoC, needed for the next five years. Produce total numbers for each of these intervals: 10, 15, 20, 25, 30, 35, and 40-Years service.

e. By February 24: Mail the signed Individual Observers (45 years to 75 years) award certificates and letters of appreciation together with the lapel pins for 45 and 50 year recipients, to the RCPM.

f. By February 24: Mail the signed Honored Institution certificates (25 years to 150 years) to the RCPM.

g. By February 24: Mail the signed Family Heritage Awards (100 years to 150 years) and letters of appreciation to the RCPM.

h. By July 15, OCWWS reviews and approves the production of the replacement awards by the OS7. OCWWS permits one round of reprints for damaged or missing award certificates and letters of appreciation. For special requests that seek an exemption from this one reprint date, the OS7 will strive to accommodate the RCPM's desired date.

i. Four times per year publish to the National Cooperative Observer, articles and photographs related to the LOS awards.

4.1.4 Executive Affairs (EA). If there is a coordinated request for an award certificate or letter of appreciation that requires the hand written signature of the AA, then the request will be submitted to Office of Communications and Executive Affairs in compliance with National Weather Service Manual 1-801, *Executive Affairs and Correspondence Manual*.

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. A National Weather Service Representative (NWSREP) presents the award to the institution, often with a ceremony. Figure 1 depicts the 25 year Honored Institution Award.

Figure 1 - Honored Institution Award

4.3 Individual Awards. These awards are granted to individual observers after completing 10 years of service and every 5 years thereafter. The OS7 purchases the 10, 15, 20, 25, 30, 35, and 40-Year, LOS blank certificates and supplies blank certificate to the RCPM by the end of December for the upcoming year. The RCPM may delegate to the NWSREP the responsibility for printing the 10 to 40-Year certificates, letters of appreciation, and also provide the NWSREP the proper LOS lapel pins. Figure 2 depicts a 10-Year Length of Service Award.

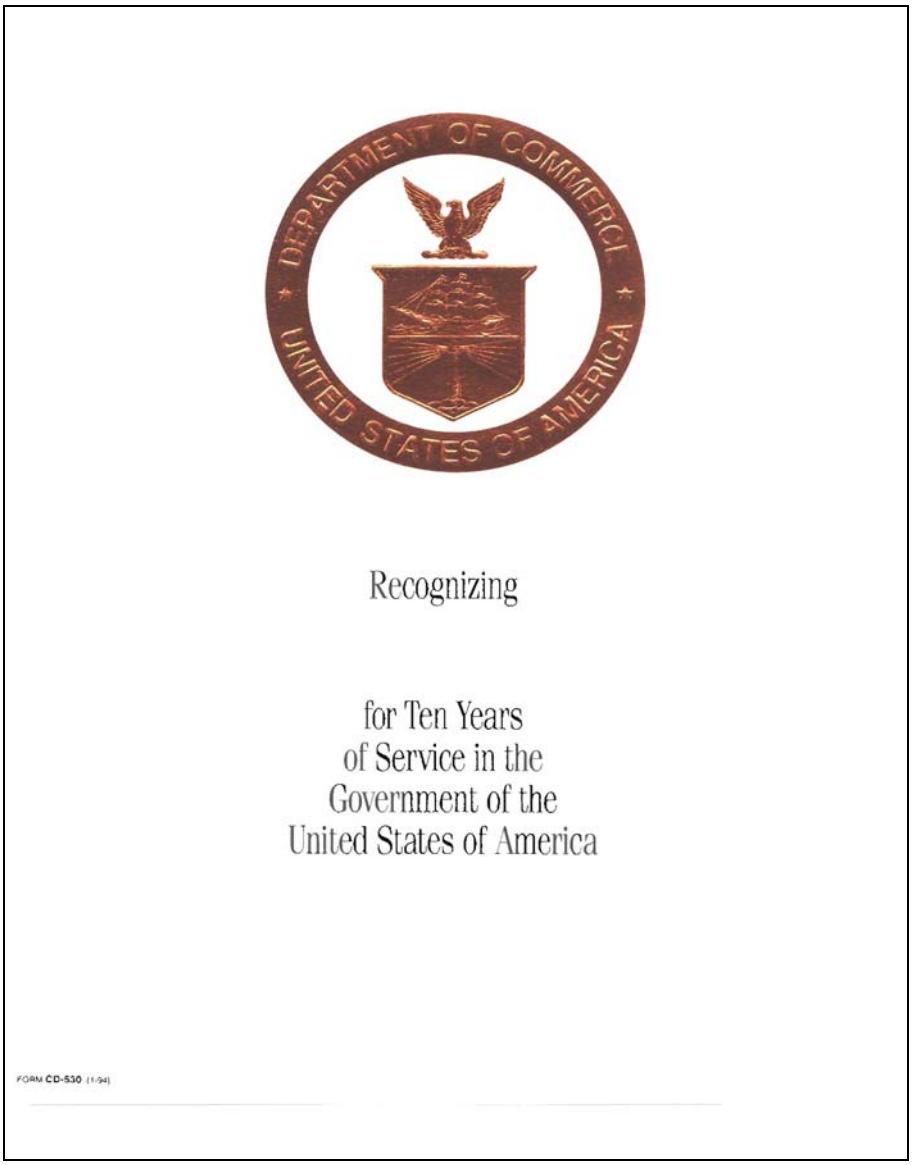


Figure 2 - Length of Service Award

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.

UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Weather Service

Dick Hagemeyer
Award

Presented to

For serving 45 or more years as a Cooperative Weather Observer

Presented in honor of Dick Hagemeyer (1924-2001), whose career in NOAA spanned 51 years, the last 20 as Director, Pacific Region. Early in his career, he served as Cooperative Program Manager and was an ardent supporter of the Cooperative Observer Program.

Regional Director

Assistant Administrator for Weather Services

04/04

Figure 3 - Dick Hagemeyer Award

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 - Edward H. Stoll Award

4.3.3 Benjamin Franklin Award. This award was established in honor of Benjamin Franklin (1706-1790) who invented the lightning rod and was one of the first to describe the movement of large storm systems. 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 - Benjamin Franklin Award

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.

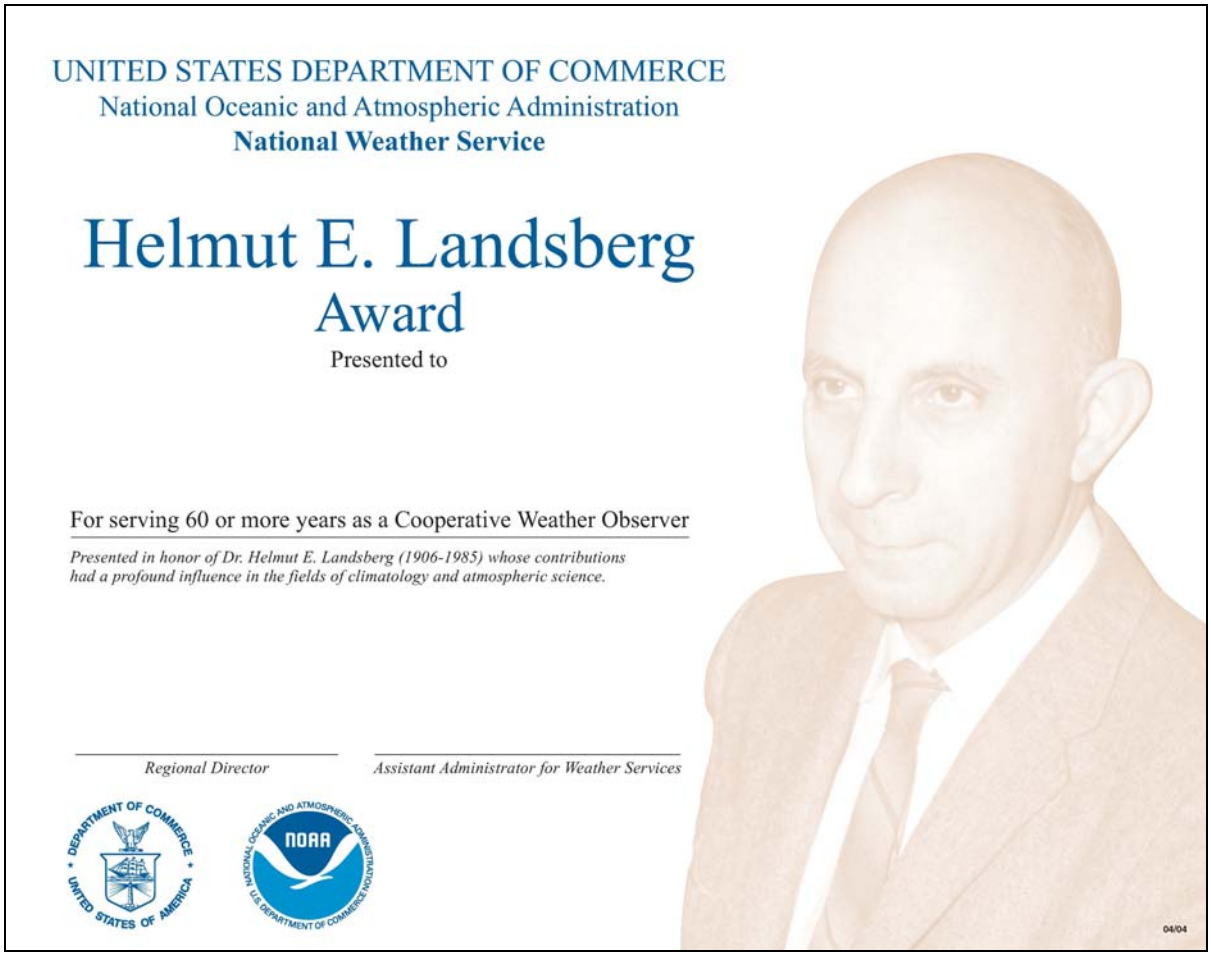
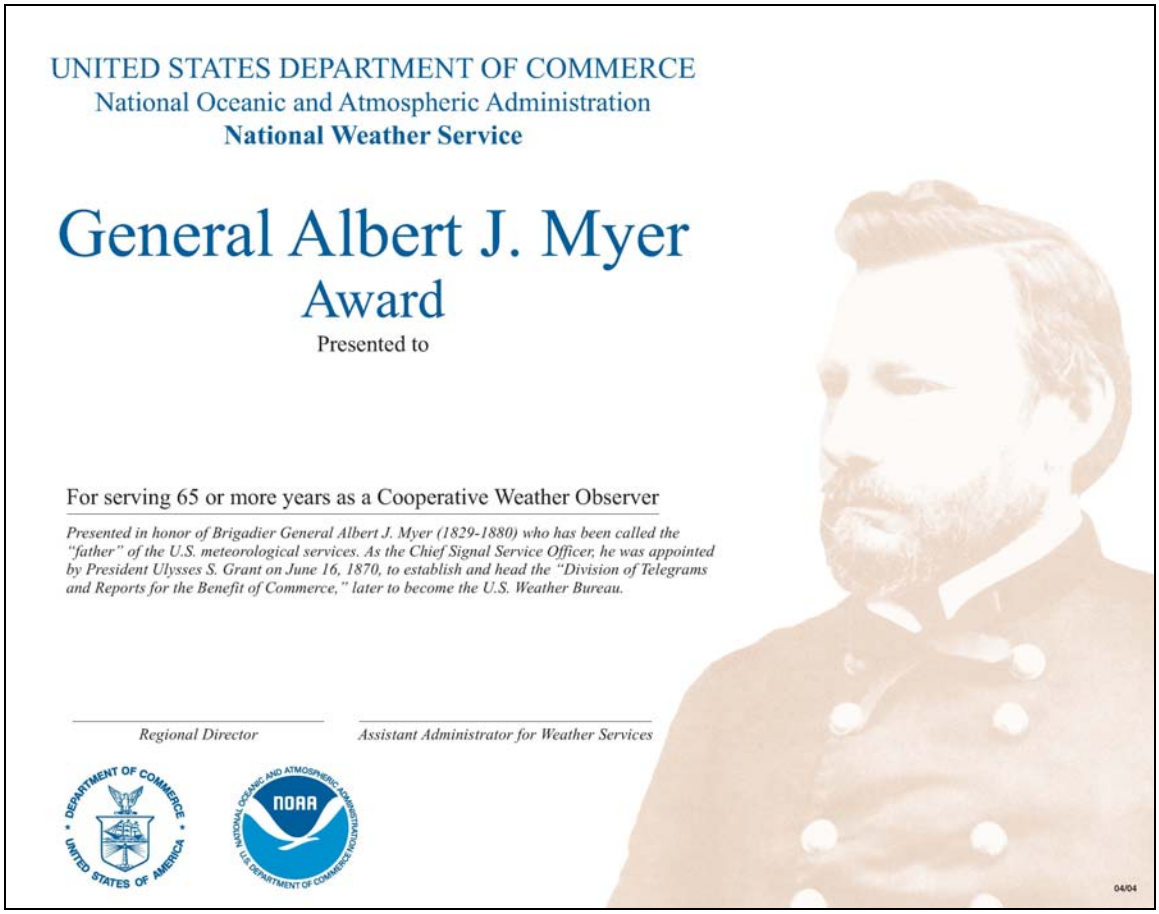


Figure 6 - Helmut E. Landsburg Award

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.


UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Weather Service

General Albert J. Myer
Award
Presented to

For serving 65 or more years as a Cooperative Weather Observer

Presented in honor of Brigadier General Albert J. Myer (1829-1880) who has been called the "father" of the U.S. meteorological services. As the Chief Signal Service Officer, he was appointed by President Ulysses S. Grant on June 16, 1870, to establish and head the "Division of Telegrams and Reports for the Benefit of Commerce," later to become the U.S. Weather Bureau.

Regional Director *Assistant Administrator for Weather Services*

04/04

Figure 7 - General Albert J. Myer Award

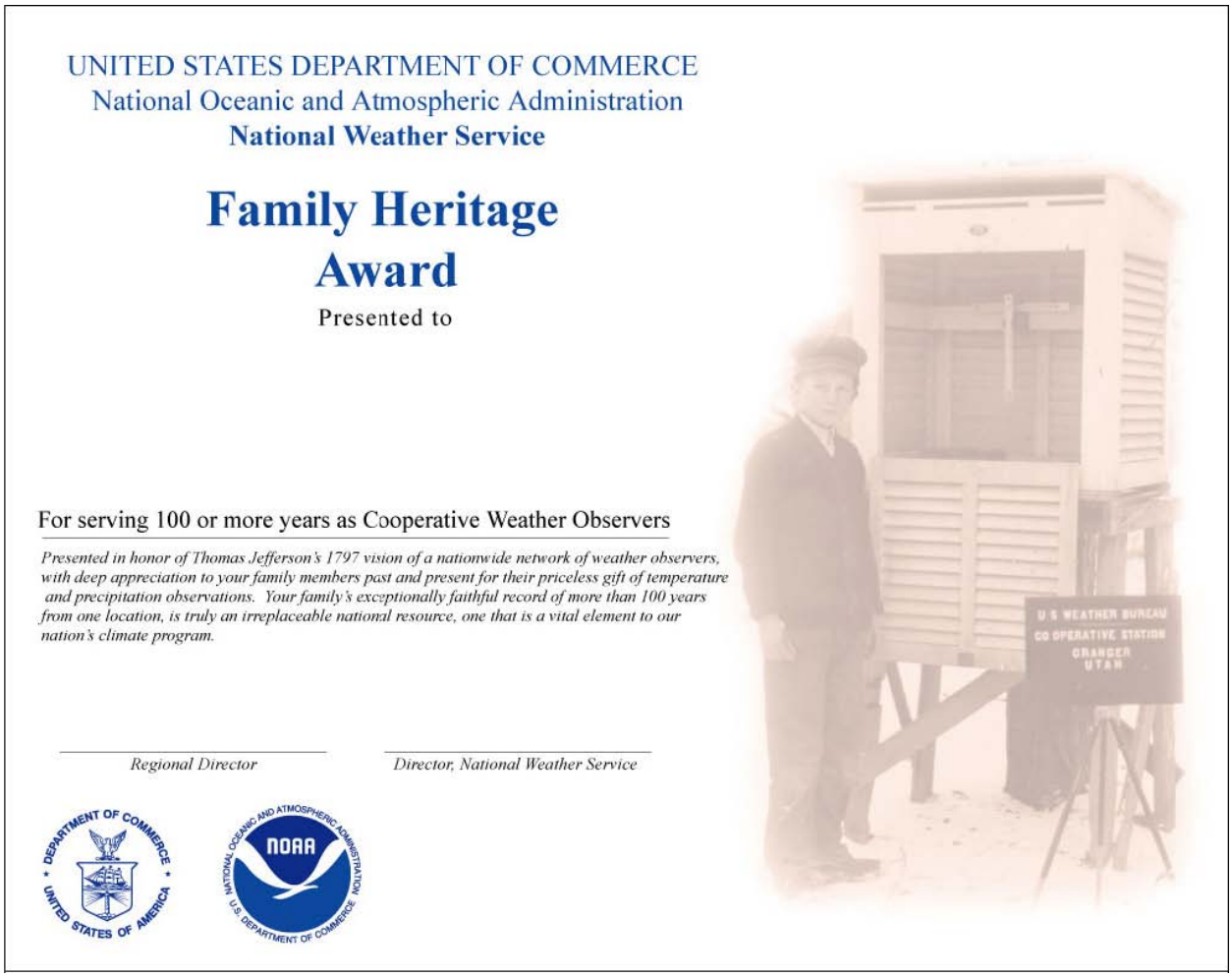
4.3.6 Ruby Stufft Award. This Award was established in honor of Ruby Stufft. In 1991, Mrs. Stufft of Elsmere, Nebraska became the first woman to achieve 70 years of cooperative service. This award is granted to observers having completed 70 years of observations. Figure 8 depicts the Stufft Award.

Figure 8 - Ruby Stufft Award

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 - Earl Stewart Award

4.4 Family Heritage Award. This award is granted to a family upon achieving 100 years of continuous cooperative observations. Additional recognition is presented every 25 years thereafter. Figure 10 depicts the Family Heritage Award.



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
National Weather Service

Family Heritage Award

Presented to

For serving 100 or more years as Cooperative Weather Observers

Presented in honor of Thomas Jefferson's 1797 vision of a nationwide network of weather observers, with deep appreciation to your family members past and present for their priceless gift of temperature and precipitation observations. Your family's exceptionally faithful record of more than 100 years from one location, is truly an irreplaceable national resource, one that is a vital element to our nation's climate program.

Regional Director *Director, National Weather Service*

Figure 10 - Family Heritage Award

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 an NWSREP to express satisfaction with consistent, above average, or extraordinary 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.

United States Department of Commerce

National Oceanic and Atmospheric Administration

SPECIAL SERVICE AWARD

Presented to

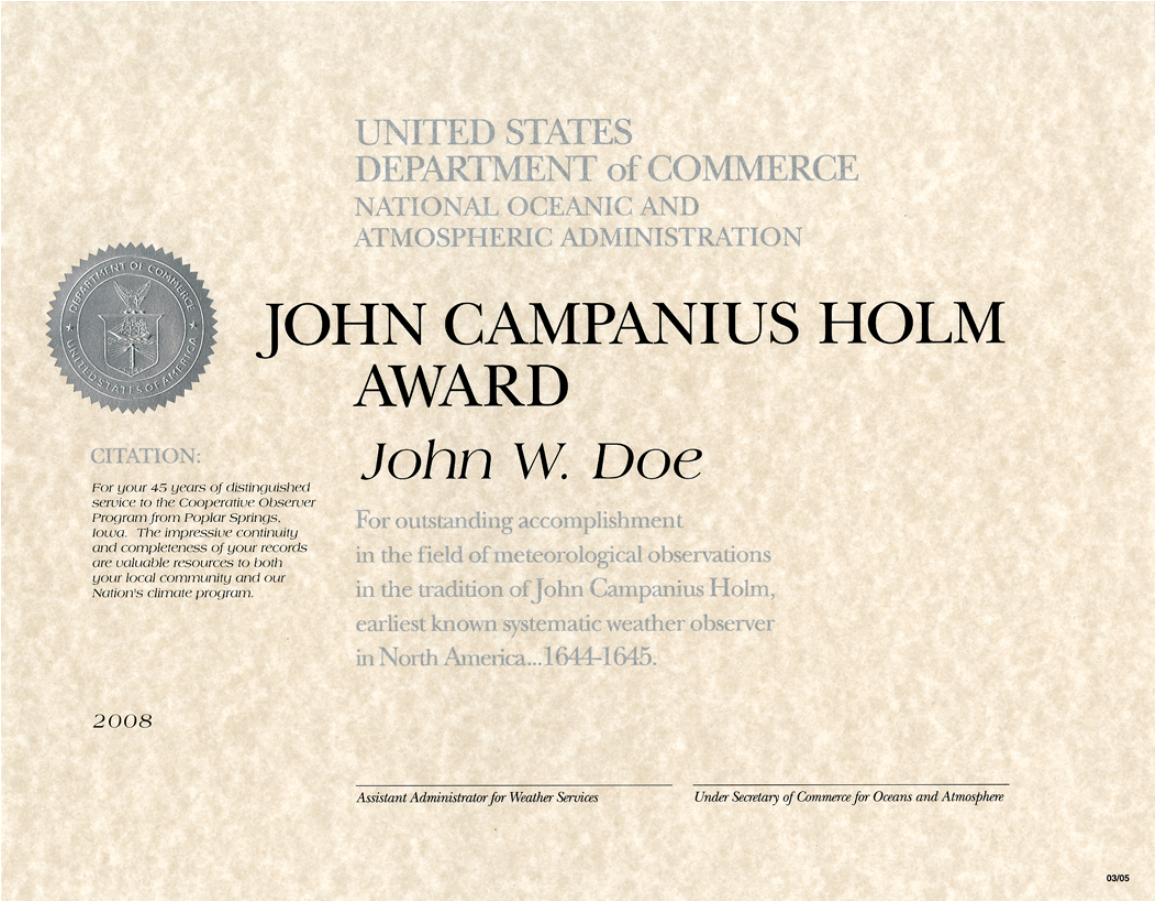
in recognition and appreciation of
Significant Services rendered
for the National Weather Service

Figure 11 - Special Service Award

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 meet the criteria established in NWSI 100-301. Figure 12 depicts the Public Service Award.

Figure 12 - Public Service Award

5.4 John Campanius Holm Award. This award was named in honor of John Campanius Holm, a Lutheran minister who was the first person recognized to have taken systematic weather observations in the American Colonies (1644-1645). 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 certificate.


UNITED STATES
DEPARTMENT of COMMERCE
NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION

JOHN CAMPANIUS HOLM
AWARD

John W. Doe

For outstanding accomplishment
in the field of meteorological observations
in the tradition of John Campanius Holm,
earliest known systematic weather observer
in North America...1644-1645.

CITATION:

For your 45 years of distinguished service to the Cooperative Observer Program from Poplar Springs, Iowa. The impressive continuity and completeness of your records are valuable resources to both your local community and our Nation's climate program.

2008

Assistant Administrator for Weather Services

Under Secretary of Commerce for Oceans and Atmosphere

03/05

Figure 13 - John Campanius Holm Award

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 are required to have been a recipient of the Holm Award five or more years before the date the nomination form is submitted for the Jefferson Award. Figure 14 depicts the Jefferson Award certificate.

UNITED STATES
DEPARTMENT of COMMERCE
National Oceanic and Atmospheric Administration

THOMAS JEFFERSON AWARD

John W. Doe

For unusual and outstanding accomplishment in the field of meteorological observations in the tradition of Thomas Jefferson, pioneer weather observer and third President of the United States.

CITATION:

For exceptional, dedicated service in the Springfield area of the state of Illinois. Your highly accurate, detailed, and timely climate records, together with your Storm Spotter observations, are of critical importance to the Nation's weather and climate programs.

2008

Secretary of Commerce

Assistant Administrator for Weather Services

Under Secretary of Commerce for Oceans and Atmosphere

03/05

Figure 14 - Thomas Jefferson Award

6. The Thomas Jefferson and John Campanius Holm Nominations. In the winter of each year, the NWSREPs are asked to evaluate one or more of their best cooperative observers, for either the Jefferson or Holm award. The WS Form 10-13-3 is the rating sheet used by a WFO NWSREP. The NWSREPs access https://ocwws.weather.gov/coop_award/coop_awards.php and use the form-fillable rating sheet and saves, edits, and prints the sheet once it is completed. **Note:** For each nomination, the RCPM receives the printed copy of this form as the official nomination record.

The WFO selects 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 will have 5 years service after receiving the Holm Award.

c. Consistently provides accurate and complete 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. The NWSREP completes all 35 questions on the electronic WS Form 10-13-3 (Figure 15, Section 6.1) and then selects one of the 12 citation narratives available on a hyperlink embedded in the sentence: "in the list found here." The NWSREP then copies and pastes the citation into the last block of the rating sheet. The rating sheet is then printed and collated with supporting materials. The selection process is highly competitive and small details can make the difference. The NWSREP may mention the observer's age, when in his/her good judgment, this fact should be taken into account. The Selection Committee expects a quality package to include these specific items:

a. A properly printed form WS Form 10-13-3 is prepared from the secure web site: https://ocwws.weather.gov/coop_award/coop_awards.php . The NWSREP enters the first portion of his/her NOAA e-mail address (Firstname.Lastname) and his/her e-mail password; and then clicks on the fine text, 'Nominate an Observer.'

The NWSREP enters the name of the Observer, and addresses the quality factors. The form can be saved for editing at a later time and when completed, the NWSREP prints it and mails it to the RCPM.

b. Each of the 36 information fields are addressed and selected as applicable.

c. The 12 citation templates are accessed through an embedded hyperlink (e.g., "…please select from the list found here") as illustrated in Figure 16. It is located on the rating sheet after question #35. The best citation available to honor this Observer's exceptional service is selected, copied and pasted into the 'Citation' block. In place of the bold-font blue color words, the NWSREP types in the name of the observer's Town, and State, the number of years of service, and for some citations the name of the WFO's city. If the NWSREP believes none of the 12 are suitable, then the NWSREP coordinates with his/her RCPM and writes uniquely worded text and obtains the signed clearance of the Regional Director, or designated person.

d. The NWSREP prints the nomination form and proofs it for quality. If a question does not pertain to this observer, the line is not left blank rather 'not applicable' is typed in the free text box. The observer will lose valuable points if the Rating Sheet is incomplete or contains errors.

e. The NWSREP includes copies of WS Form B-91's, B-92's, and B-83's as appropriate. Three months of winter and three months of summer observations are required for the nomination package. This requirement includes final version WxCoder3 monthly data sheets. None of these sheets are counted against the 8-page limit for the nomination.

f. The NWSREP attaches letters of endorsement yet not to exceed the 8-page limit.

g. By March 31st, the NWSREP sends all printed nominations to the RCPM or his/ her designated representative at regional headquarters.

Note: For observers who have recording rain gauge equipment and do not have Form B-91, B-92, or B-83a, the selection committee will request a summary of past years performance of the site through their analysis of the Hourly Precipitation Data (HPD) records.

COOP Awards https://ocwws.weather.gov/coop_award/award.php

COOP Observer Aw

WS FORM 10-13-3
(2007)
(REF. NWSI 10-1314)

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

Rating Sheet for Cooperative Observer Awards

INSTRUCTIONS: This form should be used by the field offices to nominate cooperative observers for the prestigious 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 ye The award should be initiated by the NWSREP. Print this form and supplement it with the complete set of summer and winter B-91 forms. Additiona material including letters of endorsement, etc., shall be limited to eight (8) one-sided pages (Courier New font, 8.5" x 11.0" paper) not including the B-91s. 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.

NOMINATION FOR:

HOLM AWARD JEFFERSON AWARD
For Year:

1) Name of Observer (First Name/Last Name):

2) Station Name:

3) Numerical ID:

4) Member of Network:
Climatological

5) Station Location? City, State:

6) Observer's Date Service Began: (mm/dd/yyyy)

7) Most recent Length-of-Service Award?
None

7b) What year was it awarded?

8) Holm Award Given?
No Yes
If yes, then Year

9) Observer's Occupation:

10) Observer's Age:

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11)Name of Originator:

1 of 4 10/26/2010 3:05 PM

Figure 15 – Form Filler Rating Sheet WS Form 10-13-3

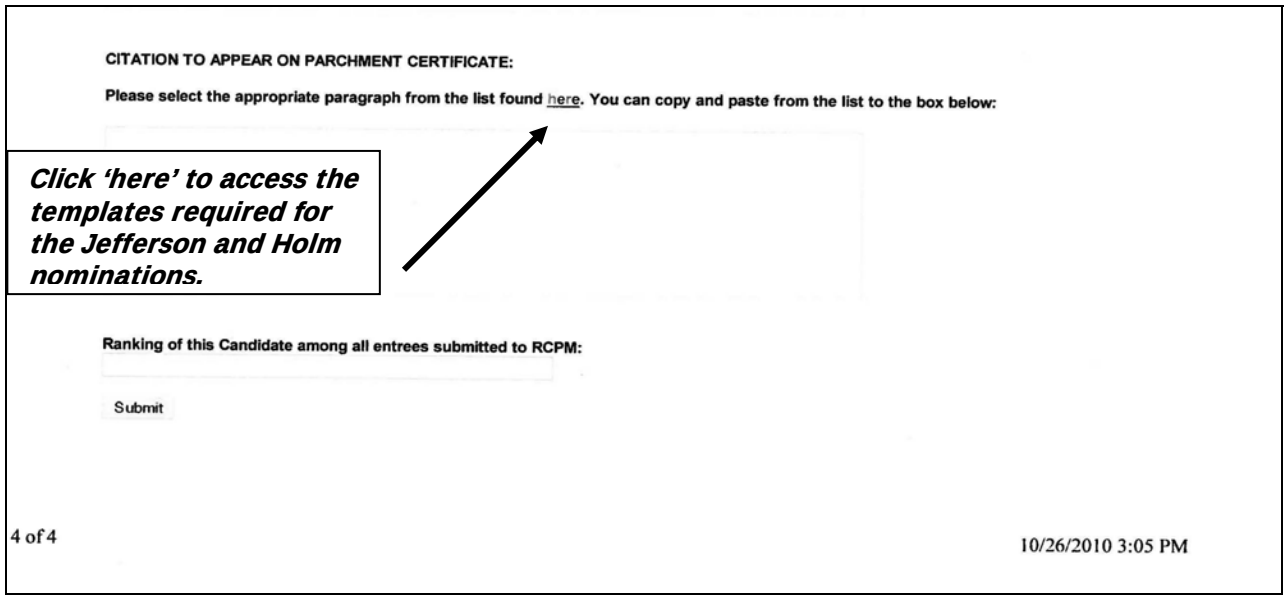

Figure 16 – Access to Citation Templates (WS Form 10-13-3)

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 who have previously received the Jefferson Award; or for a Holm nomination, the observer already received the Holm Award.

6.3 Regional Cooperative Program Manager. 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 or his designee for the cooperative program should rank each observer and send the numbered selections for Jefferson and Holm nominees in separate envelopes to the NCPM by mid-April. The due-in date will be specified each year by National Cooperative Program Manager (NCPM) through an email announcement.

6.4 National Cooperative Program Manager. 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 about mid-May and chairs the selection process. After selection, the list of award recipients is sent as

an informational e-mail to the senior managers in NWSHQ and the Regions.

By June 1st the Jefferson and Holm award certificates are proofed for accuracy in name spelling and citation narrative content and are printed.

The NCPM or his designee prepares and submits the executive correspondence to coordinate senior management in NWS, NOAA, and the Department of Commerce for the respective officials to impose their signatures to the respective award certificates.

The correspondence instructs the NWS Director to sign all certificates. It also contains a transmittal memo from the NWS Director to the NOAA Administrator for two actions: sign all award certificates, and then forward the Jefferson Awards to the Secretary of the Department of Commerce, for signature.

The NWS Executive Affairs (EA) will coordinate the correspondence between the Assistant Administrator (NWS Director) and the Administrator and monitor the progress of the completion of this task. The Administrator's office returns the Holm Awards, once signed, to the EA; and the office of the Secretary of Department of Commerce returns the Jefferson Awards, once signed, to the EA.

The NCPM or designee receives the signed awards and photo-scans each for OCWWS records.

The NCPM or designee collates the award certificates by Region to prevent damage in shipping and mails them in July to the RCPM for distribution to the field offices. Note: The NCPM or designee will send an informational email in early July to indicate the approximate date the awards are expected to be delivered.

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. Consistently reports accurate weather observations

b. Observes and reports with hazardous or extreme weather through many years in service

c. Shows unusual effort despite illness, emergency absence, or equipment failure

d. Reliability of observations and cooperation with government officials.

e. Completeness of the observation and form (i.e., report zero when no precipitation as observed).

f. Consistently ensures on-time or early delivery of the observations to the WFO

g. The number of years an observer has served with meritorious performance.

h. Consideration of other items listed on WS FORM 10-13-3.

7. Presentation of Awards. The awards ceremony is an important milestone in the observer's 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 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. 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 the cases, the NWSREP ensures the observer has no objection to his/her name and photo being posted on a web site or made public. The NWSREP follows 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.

9. Pictures and Media Coordination. Pictures and articles can be submitted to the local news media. The articles are coordinated with the Meteorologist in Charge (MIC) who may designate a reviewer in the WFO (i.e., Warning Coordination Meteorologist). Articles that include Regional Representatives (Designee of the Regional Director) are coordinated with the Regional Public Affairs specialist at least one month in advance.

The best quality pictures are also sent to the *National Cooperative Observer* (NCO) newsletter. Instructions for how to properly assign filenames to photos and articles are described in Section 10.1, of this directive.

10. The National Cooperative Observer (NCO) Newsletter. The purpose of the NCO is to serve the extraordinary men and women who are cooperative observers, with informative articles of regional and national focus. The newsletter honors the vital service the observers give in the generation of priceless data for agriculture, climate, and transportation industries.

The NCO is published as an electronic document in PDF format four times per year, and is accessed via the NWS web site: http://www.weather.gov/om/coop/newsletters/. Preparation of the NCO is a collaborative effort that involves contributions from the WFO, OCWWS and the RCPM. Each is encouraged to submit articles on the modernization of instruments, progress toward paperless systems, milestones in an Observer's service work, meritorious awards, and stories of record-setting weather. Articles and photos (i.e., award ceremonies) are coordinated with the MIC and emailed to the RCPM for review. Upon approval, the RCPM emails the articles and photos to OCWWS via: nws.coopobserver@noaa.gov.

Each issue devotes considerable space to photographs of the presentation of the Thomas Jefferson Award, the John Campanius Holm Award, the Family Heritage Award, the Length-of-Service Award, and any special honors bestowed by local, state, or federal offices.

The NWSREP follows the instruction in Section 10.1, to properly assign filenames to articles, letters of appreciation, and photographic images.

10.1 Filename Convention for Articles and Photos: 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. The NWSREP uses the following file naming

conventions:

a. Length of service-last name of observer, i.e., 10-Smith.doc and 10-Smith.jpg.

b. Institution length-last name of observer or institution name, i.e., 25-Smith.doc and 25-Smith.jpg.

c. Family Heritage length-last name of observer, i.e., 100-Smith.doc and 100-Smith.jpg.

d. Letter of Appreciation-last name of observer, i.e., LetterAppreciation-Smith.doc and LetterAppreciation-Smith.jpg.

e. Special service-last name of observer, i.e., SpecialService-Smith.doc and SpecialService-Smith.jpg.

f. Public Service-last name of observer, i.e., PublicService-Smith.doc and PublicService-Smith.jpg.

g. Holm-last name of observer, i.e., Holm-Smith.doc and Holm-Smith.jpg.

h. Jefferson-last name of observer, i.e., Jefferson-Smith.doc and Jefferson-Smith.jpg.

10.2 Administrative Responsibility for Publication: The NWS divides certain managerial responsibilities in order to regularly publish the NCO newsletter four times per year.

a. The OCWWS edits the material, lays out the copy and prepares a desk-top published version in PDF format. The newsletter is posted to an OCWWS web site: http://www.nws.noaa.gov/om/coop/coop_newsletter.htm

b. The OS7 is responsible for overall accuracy and adequacy of the publication.

c. The WFOs should follow the guidelines outlined in the National Coop web site and send the pictures and related articles to the RCPM. Photo tips are located in the Training Materials section of the web site listed below.

www.nws.noaa.gov/om/coop

d. The RCPM will review the field submitted articles and photos for acceptance in the publication. The RCPM submits only the approved articles and photos via email to OS7, on: nws.coopobserver@noaa.gov.

e. Subscription to the electronic version of the National Cooperative Observer.

Cooperative observers and other personnel may register to receive e-mails with a link to download the current edition.

Register to receive the electronic NCO by accessing the NWS web site:

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

The recipient enters the appropriate e-mail address in order to subscribe or unsubscribe to the NCO newsletter.