

NATIONAL WEATHER SERVICE INSTRUCTION 10-1314
MAY 1, 2024

Operations and Services
Surface Observing Program, NDSPD 10-13
COOPERATIVE OBSERVER AWARDS

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SUMMARY OF REVISIONS: This directive supersedes National Weather Service Instruction 10-1314, *Cooperative Observer Awards*, dated November 26, 2019. The following changes were made:

1. Section 4.1.3, updated the date when the Office of Observations received delegated authority to use the NWS Director's electronic overlay hand signature on LoS awards.
2. Section 4.1.3, corrected the date when the signed LoS awards are to be delivered to the regional managers.
3. Section 6, revised the URL link to the COOP award nominations form so that it is now a direct access to the Google Forms site.
4. Section 6.2, revised Figure 15, to illustrate the appearance of the COOP meritorious service award nominations form.
5. Section 10, revised for the method the field offices use to submit a write-up and/or photo of their observer for publishing in the National COOP Observer Newsletter.
6. Section 10, revised for the method the regional offices use to signify their approval of a field-submitted write-up or photo for publication in the National COOP Observer newsletter.
7. Section 10.2, items c. and d. are revised to account for how NWSHQ will review the RCPM indicated approval/disapproval of the field submitted articles and photos.
8. Section 10.1, removed item 'f' because it applied to the Public Service Award which had already been removed from the last edition (2019) of this directive

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Ajay Mehta
Director, Office of Observations

Date

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 provided 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 (LoS) or for one or several significant achievements, and the NWS is delivered 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 Awards (LoS)

This award is given to observers regardless of whether they observe from an ‘individual’ site, an ‘institution’ site, or a ‘government’ site. Observers who are NWS employees at a government or institution site are excluded. The observer is identified with a service begin date as stored in the Station Profile in the Station Information System (SIS) database or its replacement. The individual award is first granted after 10 years of service and every 5 years thereafter. Observers who are the descendants of observers who have taken observations at the same site for 50 or more years are qualified to receive the Family Heritage Award every 25 years. The Honored Institution award is first granted for 25 years of service and then every 25 years. For specific qualifications for each of these award categories, see Sections 4.2, 4.3, and 4.4, in this directive.

4.1 Responsibilities

4.1.1 Weather Forecast Office (WFO)

The NWS Representative (NWSREP) is the person who establishes, maintains, visits, and closes COOP stations. The NWSREP is a designated NWS Weather Forecast Office employee who conducts official visits to cooperative stations. In the first two weeks of January, the NWSREP queries the SIS at their WFO to list LoS anniversaries and compare it to the lists emailed from NWS Headquarters (NWSH) of the individuals, institutions, and family heritage observers who are eligible for a length of service award.

In this way, the NWSREP identifies any observers who should be removed from the award recipient list due to death or discontinuation as volunteers with the Cooperative Observer Program. Also, the NWSREP adds eligible observers who were missing from the NWSH lists.

The NWSREP has the responsibility to check for secondary observers (i.e., spouses) who may also qualify if they have the same service date as the primary observer.

In addition, the NWSREP has the responsibility to identify and/or confirm observers whose COOP site has a Family Start Date (FSD) anniversary. These families are qualified to receive the Family Heritage Award every 25 years beginning at 50 years of continuous service to the Cooperative Observer Program. For this reason, NWSREPS are requested to record any changes (i.e., marriages, deaths) to the Internal Remarks section of the SIS (or its replacement) Station Profile.

By the end of January, the NWSREPs email their Regional COOP Program Manager (RCPM) to communicate that the lists from NWSH are acceptable as they stand or enters into the same document (sent by the Program Management Branch (OBS31) of NWSH) the proper names of the individuals, honored institutions, and family heritage observers who were incorrectly listed or missing.

By mid-March, the WFO will receive from the RCPM any needed supply of blank LoS award certificates and government service pins for Observers with 40 years or less of service. The WFO will then prepare standard DoC length of service certificates for Observers with 10, 15, 20, 25, 30, 35, and 40 years of service.

By early July, the WFO will receive from the RCPM the NWS Director's signed LoS award materials for all Individual Observers with 45 years or greater of service. The WFO will be responsible for preparing the certificate for presentation and coordinating with the observers for an award presentation ceremony. The WFO also receives the NWS Director's signed Family Heritage Awards and the NWS Director's Honored Institution Awards.

By the first week of September, the WFO will submit requests to regions to replace any LoS certificates and letters of appreciation which were damaged or lost.

4.1.2 Regional Cooperative Program Manager (RCPM)

In mid-December, the RCPM forwards the NWSREPs the three spreadsheets of possible LoS observers compiled by NWSH. The RCPM instructs NWSREPS to wait until after January 1st to scrutinize the preliminary list against their local SIS (or its replacement) data base. In addition, the RCPM does the following:

- a. By mid-January, instruct all NWSREPs to compile a final list of all observers – with properly spelled names and length of service dates – who qualify in each of the three categories: Honored Institution Award, Individuals Award, and Family Heritage Award.
- b. Assign the NWSREPS the task of editing the spreadsheet of the Honored Institution Awards so the **proper spelling of the institution's name** can appear on the printed award certificate. For longer names, the NWSREP enters words onto the second line of the certificate (underneath the first). The NWSREP does this through the same spreadsheet distributed by NWSH and then returned to the RCPM for return to NWSH.
- c. Assign the NWSREPS a due date on or about January 31 to respond to the RCPM in writing whether any changes were needed to be made against the spreadsheet.
- d. By the first week of February, ensures all NWSREPSs have responded and reminds offices who have not responded to respond, then emails NWSH all corrections and updates.
- e. By the mid-June, submits to the Regional Director the Length of Service (LoS) award certificates (i.e., Honored Institutions, Individual Observers with 45-years and more, and Family Heritage) for the Regional Director's hand signature.
- f. By early July, mails the aforementioned signed LoS awards to the WFO taking care to box and pad the award certificates, letters of appreciation, and lapel pins to prevent damage in shipping. **Note: Special care must be taken to protect the contents of the boxes when mailing in FedEx or UPS!** Use a large size UPS box for the 11.0 inch by 14.0-inch certificates. Place protective packaging material inside boxes to

protect the certificates, letters of appreciation, and government service lapel pins. When sending just the Honored Institution Awards, use a box or an express envelope and place certificates into a protective folder, and place stiff cardboard sheet behind it to protect the certificates.

- g. By mid-August, mail the fully signed Holm Award and Jefferson Awards to the respective WFOs. **Note: Special care must be taken to protect the contents of the boxes when mailing in FedEx or UPS!** Use a large-size UPS box for the 11.0-inch by 14.0-inch certificates. Place protective packaging material inside boxes to protect the certificates, letters of appreciation, and government service lapel pins. When sending just the Honored Institution Awards, use a box or an express envelope place certificates into a protective folder, and place stiff cardboard sheet behind it to protect the certificates.
- h. By the first week of October, reviews all field requests for replacement of lost or damaged certificates and letters of appreciation, and submits qualified requests to NWSH.

4.1.3 Office of Observations (OBS)

The Program Management Branch (OBS31) of NWSH coordinates the LoS awards with the Regions. Once the due date for the field offices' review of the proposed wording on the certificates and letters has been reached, then OBS31 prints the certificates and letters of appreciation on official NWS AA stationery. Then OBS31 prepares correspondence to the attention of the Office of Observations Director to request use of the signature of the Director of the National Weather Service. Authority for this action comes by way of EC-3855, updated August 3, 2022, when the AA delegated to the Office Director in charge of the COOP Program the use of the electronic graphic overlay of the AA's handwritten signature. Upon approval, OBS31 applies the AA's overlay signature to approximately 200 certificates and letters of appreciation. An OBS31 staff member is responsible for the following:

- a. In mid-December, emails the RCPM three XLS tables to identify the possible LoS recipients according to category: institution, individual, and family heritage. The RCPM forwards these tables to NWSREPs.
- b. By mid-February, produces a report listing the number of DOC certificates with foil embossed seal for the next five years, for each of these LoS categories: 10, 15, 20, 25, 30, 35, and 40 years of service.
- c. By the end of February, upon request mails the RCPM a one year's supply of blank certificates with the DOC foil embossed seal 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. Also, upon request mails the RCPM one year's supply of government service pins for the aforementioned lengths of service.
- d. By mid-May, submits the LoS correspondence folder to OBS Director to receive approval to print all award documents with AA signature.
- e. By mid-February, produces a report listing the number of DOC certificates with foil embossed seal for the next five years, for each of these LoS categories: 10, 15, 20,

- 25, 30, 35, and 40 years of service.
- f. By the first week in June, mails the RCPM the signed individual observers award certificates (45-yr to 80-yr) and letters of appreciation with the lapel pins for 45- and 50-year recipients, to the RCPM. At this time OBS31 also mails the RCPM the signed Family Heritage Award certificates with respective letters of appreciation. And at this time mails the RCPM the signed Honored Institution Award certificates.
 - g. By mid-September, OBS31 reviews and approves the production of the replacement Awards. OBS Director permits one round of reprints for damaged or missing award certificates and letters of appreciation. In special circumstances, OBS31 will work with an RCPM to provide materials earlier than the mid-July reprint date.
 - h. Up to four times per year will work with NWS Analysis and Mission Support Division (AFS1) to publish the National Cooperative Observer newsletter which includes articles and photographs related to the LoS awards.
 - i. Every three years, or upon succession of the NWS Director, submit a decision memo to the NWS Director through the proper coordination clearance process to request the OBS Director be delegated the use of an electronic copy of the hand signature of the NWS Director. The electronic file will be retained on the National COOP Program Manager's or designee's workstation and not emailed not saved on a shared platform.

4.1.4 Communications Division (COS)

If there is a coordinated request for an award certificate or letter of appreciation that requires the hand written signature of the NWS Director, then the request will be submitted to Office of Chief of Staff, Executive Affairs (nws.executive.affairs@noaa.gov), in accordance with procedures found in the NWS Insider.

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 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 OBS31 purchases the 10, 15, 20, 25, 30, 35, and 40 year, LoS blank certificates and supplies blank certificates 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. The RCPM also provide the NWSREP the respective LoS lapel pins as appropriate. Figure 2 depicts a 10-Year Length of Service Award.

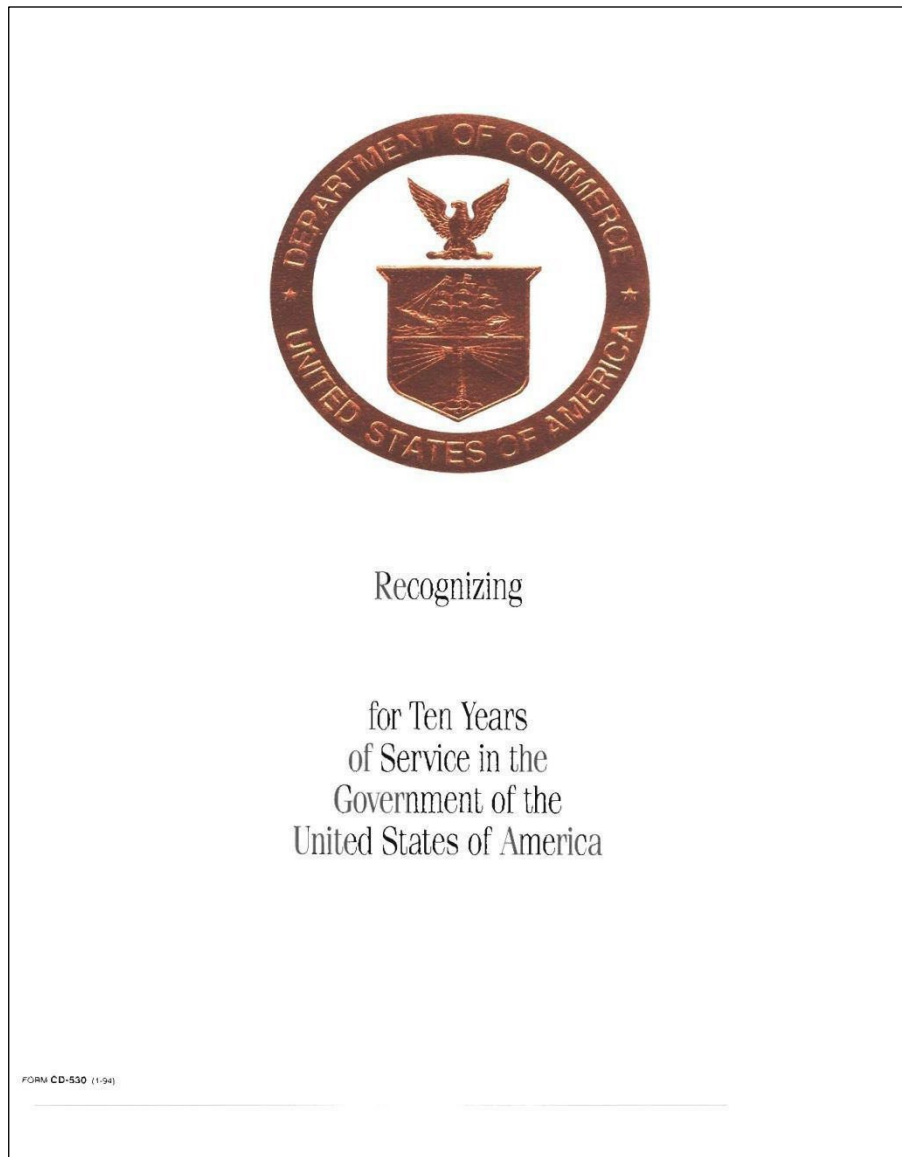


Figure 2 - Length of Service Award

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 were served as Director of the NWS Pacific Region. Prior to this position, 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 Dick Hagemeyer Award.



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. The reports are the first known record of hurricanes having been systematically tracked. 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 of service. Figure 6 depicts the Landsberg Award.

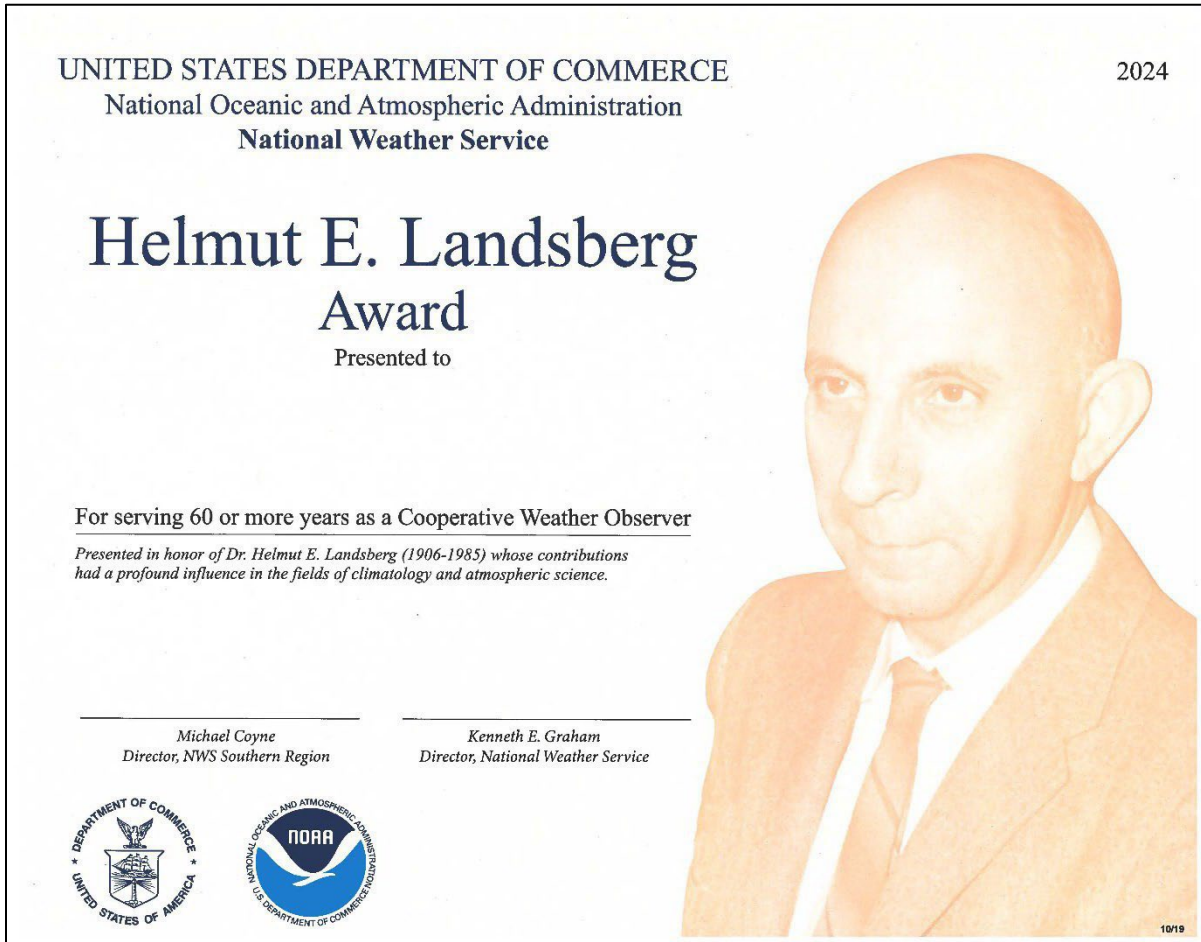


Figure 6 - Helmut E. Landsberg Award

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 Ulysses 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.

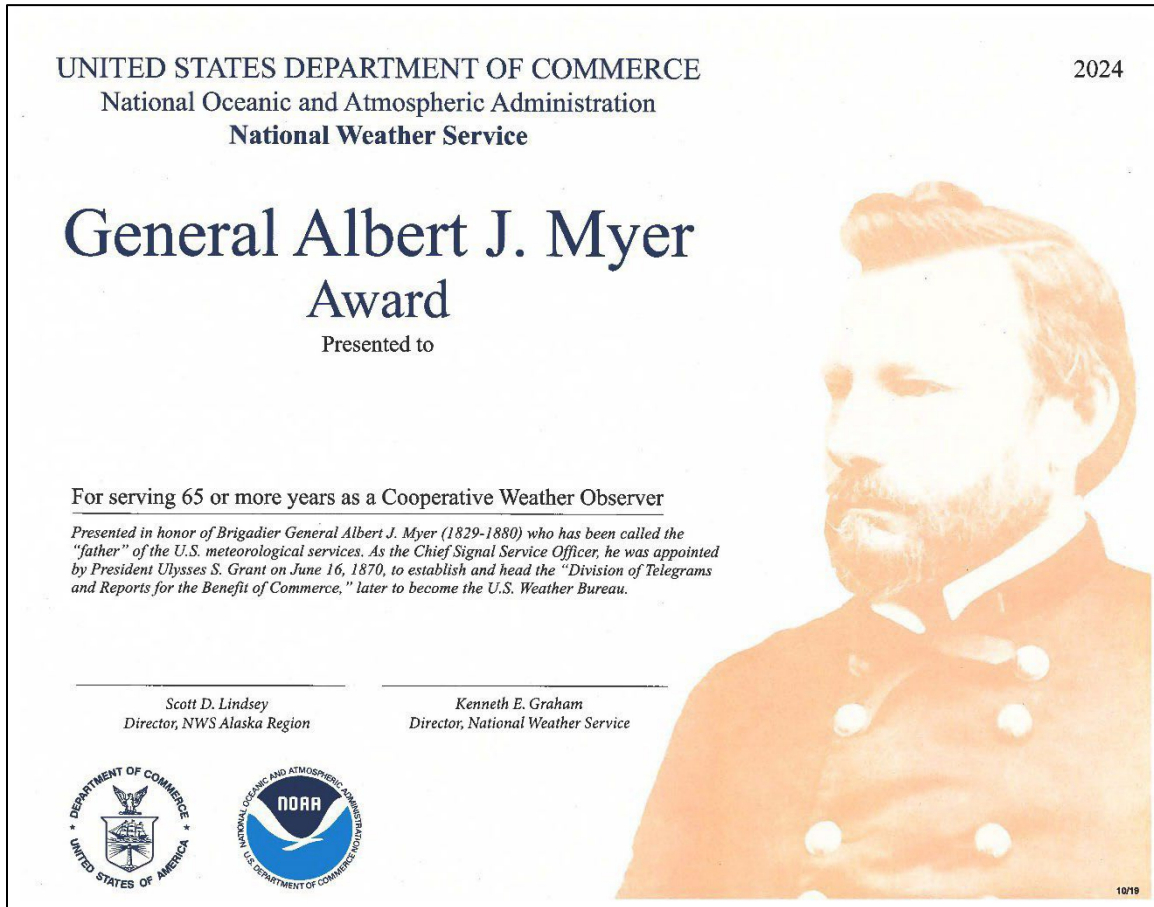


Figure 7 - General Albert J. Myer Award

4.3.6 Ruby Stuff 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. In 1992, Mr. Stewart completed 75 years of continuous observations at Cottage Grove, Oregon. Observers receive this award after 75 years of observations. Figure 9 depicts the Stewart Award.



Figure 9 - Earl Stewart Award

4.3.8 Richard Hendrickson Award

This award was established in honor of Richard Hendrickson. Mr. Hendrickson completed 80 years of continuous observations at Bridgehampton, New York, in 2010. He continued his work into 2015 as a primary observer until he retired at age 103. Observers receive this award after 80 years of observations. Figure 10 depicts the Hendrickson Award.

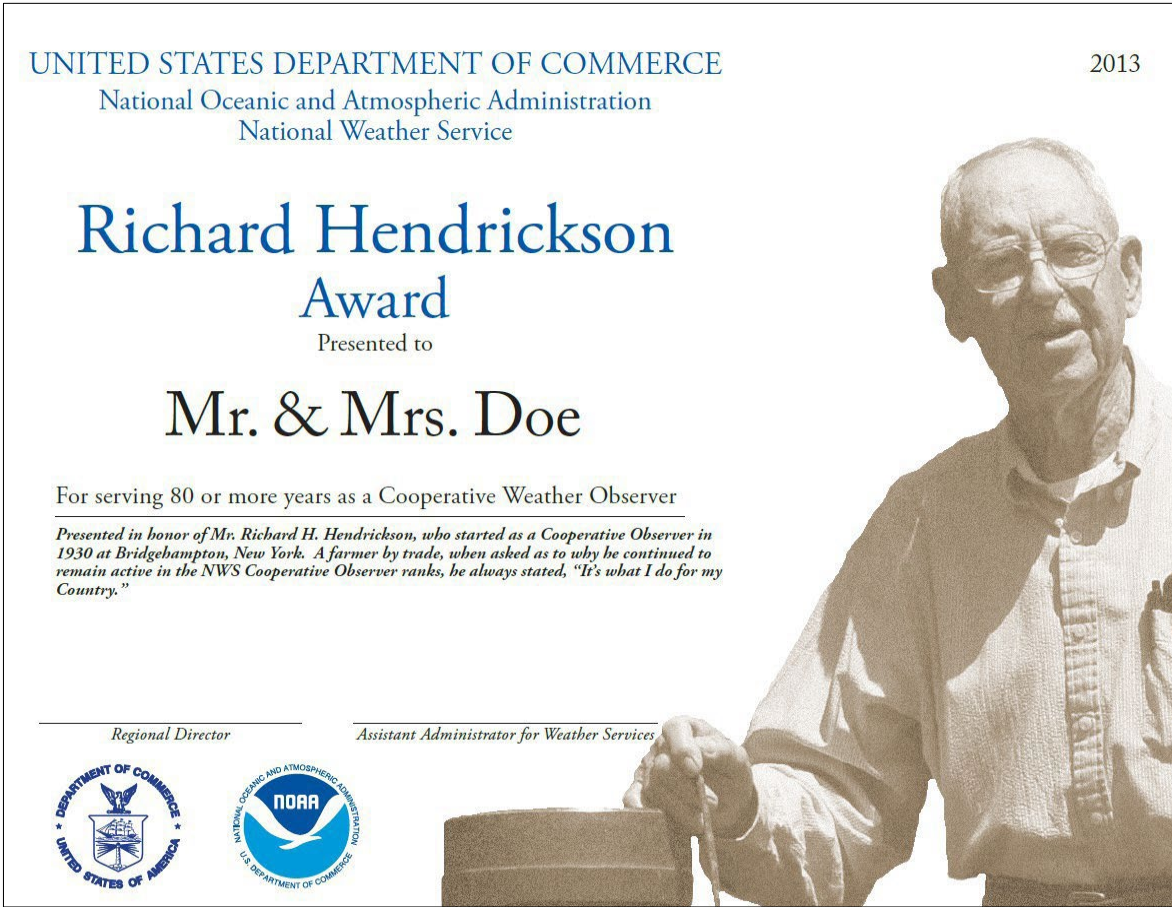


Figure 10 – Richard Hendrickson Award

4.4 Family Heritage Award

This award is granted to a family upon achieving 50 years of continuous cooperative observations. Additional recognition is presented every 25 years thereafter. Figure 11 depicts the Family Heritage Award.



Figure 11 - Family Heritage Award

5. Awards for Special or Sustained Achievements

There are four methods of recognizing special accomplishments by cooperative observers:

- a) Letter of Appreciation
- b) Special Service Award
- c) John Campanius Holm Award
- d) 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 12 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 deemed appropriate by an official of the supervising office, including:

- a. Timely and unusual action to ensure 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 to 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 (e.g., the Jefferson or Holm awards).



Figure 12 - Special Service Award

5.3 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 the American Colonies (1644-1645). Each year, up to 25 cooperative observers are honored with the John Campanius Holm Award for outstanding public service in the provision of daily observations in support of the climate and weather programs of the National Weather Service. Figure 13 depicts the Holm Award certificate.

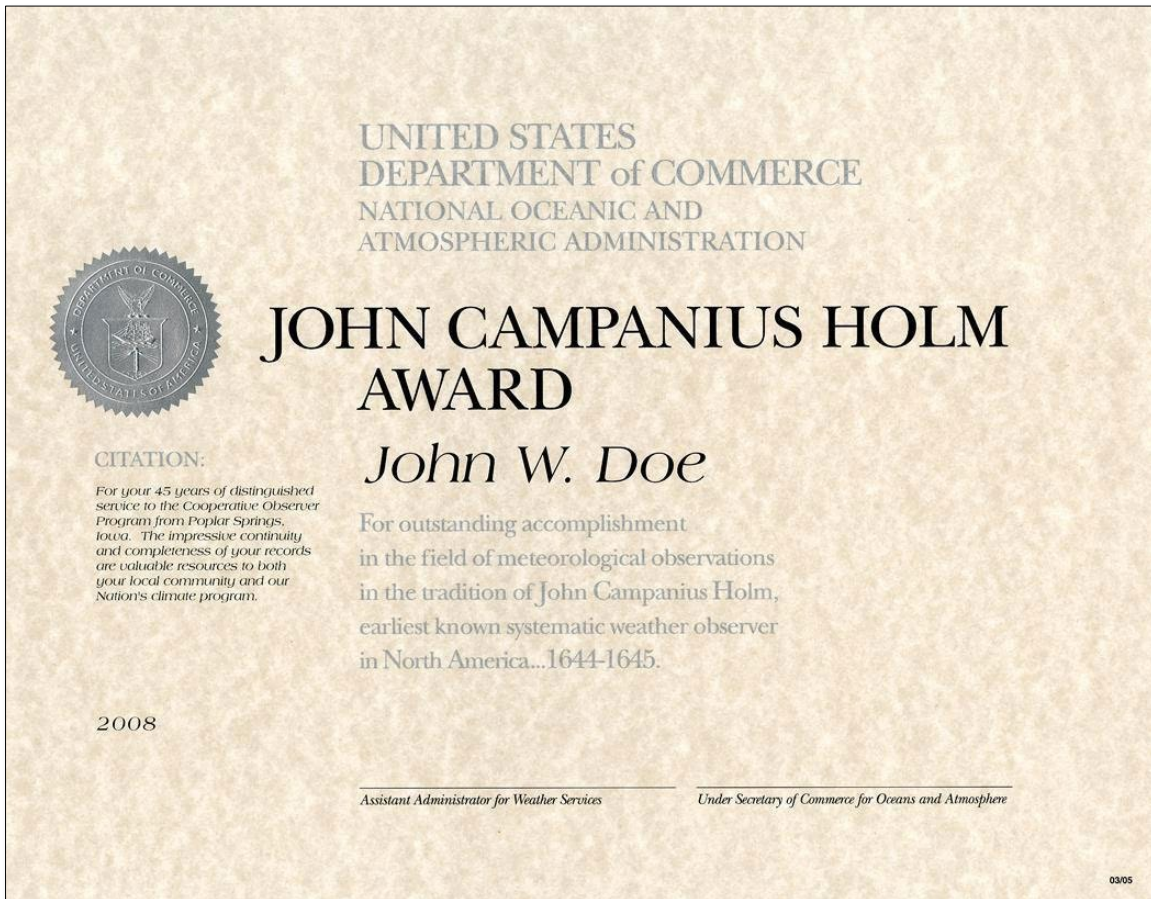


Figure 13 - John Campanius Holm Award

5.4 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 a cooperative observer can receive. 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 year the nomination form is submitted for the Jefferson Award. Figure 14 depicts the Jefferson Award certificate.

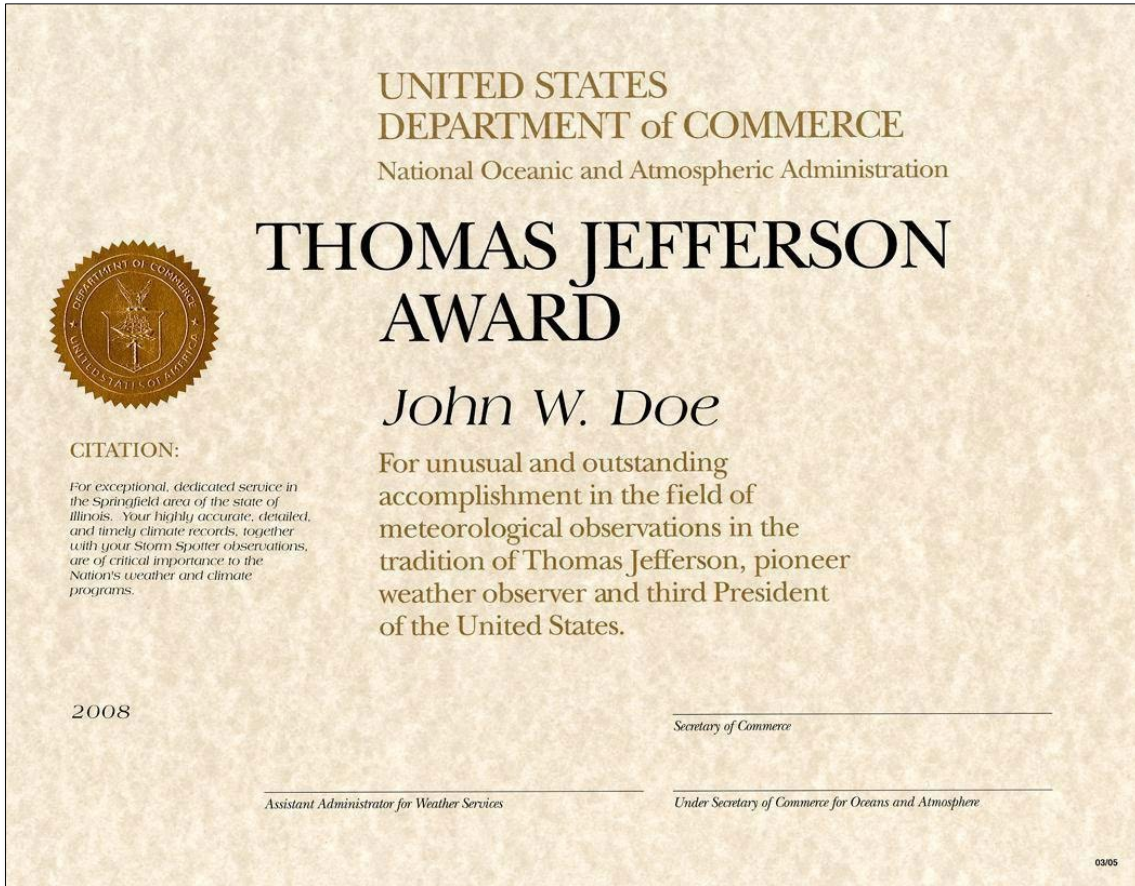


Figure 14 - Thomas Jefferson Award

6. Nominations for the Thomas Jefferson and John Campanius Holm Awards

In the winter of each year, the NWSREPs are asked to consider nominating one or more of their best cooperative observers for either the Holm Award or Jefferson Award. The award nomination form is initiated and completed by the NWSREP. The NWSREPs can access the Google Form “COOP Meritorious Service Award Nomination Form,” which can also be found on the NWS [website](#). Click on the title ‘Award Nomination Form (2020)’ located below the link to the National COOP Observer Newsletter archive. The nomination form is accessible for multiple sessions, but once the NWSREP submits the completed form, it will be sent to the RCPM for review.

The WFO selects candidates for these two awards from among their observers who rank highest after having met these criteria:

- a. For the Jefferson Award, candidates shall have received the Holm Award five or more years ago.
- b. Served at least 20 years as an observer to be eligible for the Holm Award, and 25 years for the Jefferson Award.
- c. Consistently provides accurate and complete weather observations.
- d. Has taken and reported observations under hazardous or extreme weather conditions for an extended period of time.
- e. Has shown unusual effort to continuously provide observations despite illness, emergency absences, or equipment failure.
- f. Takes consistent and/or unusual efforts to ensure early receipt of data at collection centers.
- g. Independently prepares or publishes climatological data or summaries based on quality, consistency, and length of time issued.
- h. Shows consistent and/or unusual efforts to disseminate weather information and care of instruments.
- i. Has been remarkably cooperative with NWS and other officials.
- j. Demonstrates outstanding enthusiasm for imparting observational knowledge.
- k. Is civic-minded and respected by members of the community.

6.1 Award Selection Committee

The NCPM (or designee) requests several NWSHQ offices most familiar with COOP services, to provide at least one staff member to serve on the Award Selection Committee. The committee is comprised of as many as seven members. The members assign points to each nominated observer for the following criteria:

- a. Consistently reports accurate weather observations.
- b. Observes and reports during hazardous or extreme weather through many years in service
- c. Shows unusual effort despite illness, emergency absence, or equipment failure.
- d. Provides reliable observations and cooperates with government officials.
- e. Submits completed observations forms (i.e., reports zero '0' when no precipitation is observed).
- f. Consistently ensures on-time or early delivery of the observations to the WFO.
- g. Has served a significant number of years with meritorious performance.
- h. Has shared knowledge and enthusiasm with the community to promote the program.

6.2 Nomination Form

Any NWSREP may nominate qualified observers for the Holm Award or Jefferson Award by using the same form, the COOP Meritorious Service Award Nomination Form (illustrated in Figure 15). The NWSREP completes all 33 questions, uploads six monthly observations reports, and uploads letters of commendation to the online Google Form. The selection process is highly competitive and small details can make the difference. The NWSREP may mention the observer's age when, in their good judgment, this fact should be considered. The Selection Committee expects a quality package to include these specific items:

- a. A properly completed Nomination Form submitted to the Regional COOP Manager via this hyperlinked Google Forms site: [COOP Meritorious Service Award Nominations Form](#).

The NWSREP enters the name of the observer, and addresses the quality factors in each of the long response questions.

- b. Each of the 33 questions are addressed as fully as possible and responses where possible should include examples of the observer's exceptional effort and achievement to collect and report high quality daily and/or monthly observations.

10/17/23, 1:24 PM

COOP Meritorious Service Award Nomination Form

COOP Meritorious Service Award Nomination Form

~~Specifically the John Campanius Holm Award & Thomas Jefferson Award.~~

* Indicates required question

1. Email *

m. [Linked below is a checklist of all the items necessary to finish this for Consolidated Checklist for Holm/Jefferson Nomination Form](https://docs.google.com/document/d/1k02wavJY7X2aZEBEqB1LByEugfipJnbKnNME3EdM/edit?usp=sharing)

<https://docs.google.com/document/d/1k02wavJY7X2aZEBEqB1LByEugfipJnbKnNME3EdM/edit?usp=sharing>

2. Your Name: *

Nomination Focal Point/coordinator

3. Your Region: *

*For Regional Review routing only.

Mark only one oval.

AR

CR

ER

PR

SR

WFR

4. Your WFO 3-Letter SID: *

5. Your Official Position in WFO: *

Mark only one oval.

OPL

HMT

MET

SSH - Senior Service Hydrologist

WCM

MIC

Other: _____

[/v5JQPf8ooZQG36I5s1RoF7GjT0Hmh-BR_U/edit](https://docs.google.com/forms/d/10cUthwJhYv5JQPf8ooZQG36I5s1RoF7GjT0Hmh-BR_U/edit)

1/11

https://docs.google.com/forms/d/10cUthwJhYv5JQPf8ooZQG36I5s1RoF7GjT0Hmh-BR_U/edit

Figure 15 – Nomination Form for Either the Holm Award or Jefferson Award

- c. The best citation available to honor this observer's exceptional service is selected, by clicking the appropriate radio button among the 12 citation templates inside the [COOP Meritorious Service Award Nominations Form](#). In place of the words found in the parentheses, 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 reviews the nomination form and proofs it for quality. If a question does not pertain to this observer the NWSREP types "not applicable" rather than leaving it blank. The observer will lose valuable points if the Rating Sheet is incomplete or contains errors.
- e. The NWSREP includes six (6) WxCoder monthly observation reports (or if not a WxCoder user, then WS Forms B-91, B-92, and B-83): three from the months of October through April and three from the months of May through September.
- f. The NWSREP includes letters of endorsement, honorary letters, and other awards. There is a 10-page limit for this category.
- g. The NWSREP using the aforementioned Google Forms link, initiates a draft Nomination Package, by answering the form's questions adding the six-monthly observation reports, and adding the supporting letters of endorsement, and any honorary letters or awards. If the NWSREP has any questions about the nominations package, assistance should be requested from the RCPM.
- h. By March 31, the NWSREP uses the 'submit button' on the Google Form to submit the fully completed Nomination Form to their RCPM. If there is more than one nomination, then complete a separate form for each nominated observer.

6.3 Quality Analysis Reports and Changes to Climate Records

The National Centers for Environmental Information (NCEI) generates Quality Analysis Reports (QAR) to flag any COOP site with missing or erroneous data in these categories: Max Temperature, Min Temperature, At-Ob Temperature, Precipitation, Snow Depth, and Snowfall. See Section 6.1, *Awards Committee*, for general criteria used by the committee to score each candidate's nomination.

For observers who have Fischer Porter recording rain gauge and do not submit WxCoder observation reports (or Forms B-91, B-92, or B-83a), the selection committee can access another website hosted by the NCEI to confirm the inventory of Hourly Precipitation Data (HPD) monthly files.

If an NWSREP discovers a discrepancy in the observer's past submitted observation reports that warrants a correction be made to the archive record, then the NWSREP will submit a Datzilla ticket. The NCEI requires the Datzilla request be submitted approximately six months in advance of the Nomination deadline of March 31.

6.4 Inappropriate Nominations

The Thomas Jefferson and John Campanius Holm awards are bestowed on individual observers. The following list is considered inappropriate for approval:

- a. Institutions.
- b. Families.
- c. Observers with less than 20 years' service for the Holm Award.
- d. Observers nominated for the Jefferson Award with less than 5 years of service after receiving the Holm Award.
- e. Observers who have previously received the Jefferson Award; or for a Holm nomination, the observer already received the Holm Award.

6.5 Regional Cooperative Program Manager (RCPM)

The RCPM will review the nomination packages and ensure they are complete. If the nomination form is incomplete, or it is missing a selected Citation (i.e., templates A through L), or missing any of the six sample WxCoder monthly records (or B-91 if necessary), the RCPM will return the package to the NWSREP. If the NWSREP is able to complete the nomination package before the March 31, due date, s/he may submit the nomination to the RCPM by this date. The RCPM or a designee will rank separately the Holm Award and the Jefferson Award candidates to identify the worthiest to receive these meritorious awards and report the rankings by email to the National Cooperative Program Manager (NCPM). The due-in date will be specified each year by the NCPM (or designee) through an email announcement.

6.6 National Cooperative Program Manager (NCPM)

The NCPM (or designee) selects committee staff and prepares the regional packages for distribution to each member. If packages are not complete, they will be returned to the RCPM. The NCPM or designee, determines the date to convene the committee, usually mid-May, and chairs the selection process. After selection, the list of award recipients is sent as an informational email to senior managers in NWSH and the regions.

- a. By July 1, the NCPM proofs the Jefferson and Holm award certificates for accuracy in name spelling and citation narrative content and prints the awards.
- b. The NCPM, or the designee, prepares a post-selection report with results of the judging to inform the regional managers and the field officers who submitted a nomination. Each candidate's numerical score is listed and for the five highest scored candidates who were not selected for either the Jefferson, or the Holm Award, a brief evaluation is written to identify rating factors and nomination form responses that depressed the score.
- c. By July 1, the NCPM, or the 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 requests the NWS Director 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 forward the Jefferson Awards to the Secretary of the Department of Commerce for signature.

- d. The NWS Chief of Staff (COS), Communications Division (COS2) will coordinate the correspondence between the Assistant Administrator (NWS Director) and the NOAA Administrator and monitor the progress of the completion of this task. The Administrator's office returns the Holm Awards, once signed, to the Communications Division. The NCPM or designee will send an email in early July stating the approximate date the awards will be sent.
- e. By September 1, the office of the Secretary of Department of Commerce returns the Jefferson Awards, once signed, to the Communications Division.
- f. The NCPM or designee receives the signed awards and scans awards for record.
- g. By September 15, the NCPM, or the designee, collates the certificates by Region and packages them in an envelope enclosed within a cardboard shipping box to prevent damage and mails them to the RCPM for distribution to the field offices.
- h. If any certificate is damaged or a printing error discovered, the field office mails the certificate to the NCPM at Headquarters in Silver Spring. The NCPM then returns the bad certificate to the Communications Division (COS2). A replacement certificate will be produced.

7. Presentation of Awards

The awards ceremony is an important expression of gratitude to the observer for their daily sacrifice of time and labor to report observations. The NWS management should also convey their appreciation for many years of commitment to high quality reports. 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 NWSREP is the appropriate official to present awards for 25 years or less.
- b. The Meteorologist in Charge (MIC) should present the 30 to 50-year award accompanied by the NWSREP and other staff members, as available.
- c. The Regional Director or Designee should present the 55 year, or higher award, accompanied by the MIC, NWSREP, and other staff members as appropriate. This level award requires coordination with the Regional Director's office.

7.2 Special Service Award Presentation

The NWSREP or any staff member is suitable to present this award.

7.3 Jefferson and Holm Award Presentation

The Regional Director or designee should present this award. The Director or designee should be accompanied by the MIC, NWSREP, and other available staff members.

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 website 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 home or building. (3) Accompanying written article describing the history of the observer, name of town, name of observer, and their length of service.
- b. Not Permitted: (1) Picture of the outside of the home or a well-known landmark near the home. (2) Exact site location such as 3 miles ENE of town, or a Lat/Lon datum. (3) Street address of observer. However, you may give the town and state.

9. Pictures and Media Coordination

Photos and articles may be submitted to the local news media. The articles are always coordinated with the MIC who may designate a reviewer in the WFO, e.g., Warning Coordination Meteorologist. Articles that describe presentations by Regional Representatives (Designee of the Regional Director) are coordinated with the RCPM 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 instruction.

10. The National Cooperative Observer (NCO) Newsletter

The purpose of the NCO newsletter is to recognize the extraordinary men and women who are cooperative observers, by sharing informative regional and national articles related to the observer program and by recognizing recent award recipients. The newsletter honors the vital service observers give in the generation of priceless data for agriculture, climate, and transportation industries.

The NCO newsletter is published as an electronic document in PDF format four times per year, and is accessed via the [NWS website](#). Preparation of the NCO newsletter is a collaborative effort that involves contributions from the WFO, OBS, and the RCPM. Each of these offices is encouraged to submit articles on the modernization of instruments, interviews with the news media, 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 submitted to the RCPM for review via this active link, [COOP Awards Presentations Newsletter Submissions](#). The RCPM will review the articles and photos and then mouse-click the approval box located in a spreadsheet accessible to just the RCPM. This will signify approval to NWSHQ to publish the article and/or photo.

Each issue devotes the majority of its pages to photographs of the presentation of the Thomas

Jefferson Award, the John Campanius Holm Award, the Family Heritage Award, the Length-of-Service Awards, and any special honors bestowed by local, state, or federal offices.

To ensure publication deadlines can be met, the NWSREP should follow the instruction in Section 10.1, to properly assign filenames to photo images and any letters of appreciation.

10.1 Filename Convention for Articles and Photos

The NWSREP should copy and paste their brief article about the awardee into the Google Form for review for inclusion to the NCO newsletter. Submit a JPEG file of the photo. The NWSREP uses the following file naming conventions for the photos of the award categories indicated.

- a. Individual Award: Length of service-last name of observer, i.e., 10-Smith.jpg.
- b. Institution Award: length-org-last name of observer or institution name, i.e., 25-org-wabcradio.jpg.
- c. Family Heritage Award: length-family-last name of observer, i.e., 100-family-Smith.jpg.
- d. Letter of Appreciation: Letter Appreciation-last name of observer, i.e., LetterAppreciation-Smith.jpg.
- e. Special Service Award: Length-Special Service-last name of observer, i.e., 14-SpecialService-Smith.jpg.
- f. Holm Award: Holm-last name of observer, i.e., Holm-Smith.jpg.
- g. Jefferson Award: Jefferson-last name of observer, i.e., Jefferson-Smith.jpg.

10.2 Administrative Responsibility for Publication

The NWS divides certain managerial responsibilities in order to regularly publish the NCO newsletter up to four times per year.

- a. The Analysis and Mission Support Division (AFS1) edits the material, lays out the copy, and desktop publishes in PDF format. The newsletter is posted to a [NWSH website](#).
- b. The OBS31 is responsible for overall accuracy and adequacy of the publication.
- c. The NWSREPs should submit their articles and related photos of their COOP observers via the link, [COOP Awards Presentations Newsletter Submissions](#), for their RCPM to review and approve. Tips for taking award photos are found on a link 'Let Your Photo Tell a Story' directly below the link for the [National Cooperative Observer Newsletter](#).
- d. The RCPM will access the Google Drive folder associated with the COOP newsletter submissions portal, and review all articles and photos to flag any that need to be reworked or excluded from the newsletter. Any new regional reviewers will need to contact the National COOP PM, or a current RCPM, to obtain URL links and editing privileges. The national headquarters designated editor will publish only those articles and photos that have RCPM approval indicated by a marked approval

- checkbox in the spreadsheet generated by Google Forms.
- e. Subscription to the electronic version of the National Cooperative Observer (NCO). 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 site. The recipient enters the appropriate e-mail address to subscribe or unsubscribe to the NCO newsletter.