

**Uniforms and Awards**

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**PART 1 - GENERAL UNIFORM INFORMATION**

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**Part 1 – General Uniform Information**

**12101 GENERAL**

- A. NOAA Corps uniforms are distinctive visual evidence of the authority and responsibility vested in the wearer by the United States. All NOAA Corps officers shall dress in accordance with the traditions and customs of the uniformed service. NOAA Corps officers shall present a professional appearance that reflects positively on the individual, the NOAA Corps, and the United States.
- B. NOAA Corps Officers are responsible for procuring and maintaining an adequate supply of uniforms appropriate to their assigned duties.
- C. Professional standards of personal hygiene shall be demonstrated.
- D. Suggested changes to these Uniform Directives shall be submitted in writing to the Chair, Uniform and Awards Board. The following format is required:
  - (1) issue;
  - (2) discussion;
  - (3) alternatives;
  - (4) suggestion; and
  - (5) drawings, if appropriate.
- E. All questions concerning details of dress not resolved by these Directives shall be referred to the Uniform and Awards Board.

**12102 AUTHORIZED UNIFORMS**

- A. Authorized uniforms are those uniforms or uniform items that appear within these directives. Uniforms or uniform items not listed in these directives shall not be worn.
- B. Authorized uniforms are:

Formal Dress	Winter Blue
Dinner Dress Blue Jacket	Summer White
Dinner Dress White Jacket	Tropical White
Dinner Dress Blue	Service Khaki
Dinner Dress White	Winter Working Blue
Full Dress Blue	Working Khaki
Full Dress White	Tropical Khaki
Service Dress Blue	Working Coveralls
Service Dress White	Aviation Coveralls

**Part 1 – General Uniform Information**

- C. Optional items are accessory items that may be worn in addition to the basic uniform, and alternate items that may be substituted for a basic uniform component, at the discretion of the officer. Prescribed items are those optional items that a command may require based on a duty station, climate, nature of the assignment, or other factors. Maintenance of prescribed items is required.

**12103 REQUIRED UNIFORMS**

- A. ALL NOAA Corps officers shall maintain the basic and prescribed components of the required uniform.
- B. Required uniforms are:
  - (1) Service Dress Blue
  - (2) Winter Blue
  - (3) Summer White
  - (4) Service Khaki
  - (5) Working Khaki
- C. All NOAA Corps officers in the grade of lieutenant commander or above are required to maintain, in addition to the uniforms listed above:
  - (1) Dinner Dress Blue Jacket
  - (2) Dinner Dress White Jacket

**12104 UNIFORM OF THE DAY**

- A. The Uniform of the Day is the uniform prescribed for wear by all NOAA Corps officers within a Command or geographical area. NOAA Corps officers assigned to ships shall wear the Uniform of the Day aboard ships at sea or on duty aboard ships in port.
- B. The Uniform of the Day shall be similar to that prescribed for the Naval District in which the Command is located.
- C. Uniforms of the Day shall be designated in the terms used in these directives.

**Part 1 – General Uniform Information**

- D. Alternate Uniforms of the Day may be designated. These may be worn at the discretion of the individual NOAA Corps officer, in compliance with prescribing criteria.

**12105 AUTHORITY TO PRESCRIBE**

- A. Center commanding officers, commanding officers, aircraft commanders, or senior officers present shall prescribe the uniform of the season, day, or special occasion to be worn by all personnel within the limits of their command. Such prescription shall be made with the knowledge and consent of the Director. The Director shall prescribe the uniform to be worn in the Washington, D.C. metropolitan area.
- B. Commanding officers or aircraft commanders may authorize NOAA Corps officers under their command to deviate from uniforms prescribed when adverse or unusual field conditions render the prescribed uniforms impractical or inappropriate.
  - (1) Protective clothing and equipment, not normally part of the uniform, may be issued, authorized, or required. The wearing of motorcycle helmets, industrial hats, safety shoes, coveralls, foul-weather gear, flotation jackets, blue or green working jackets (A-2), knit watch caps, sneakers, rubber boots, etc., to meet industrial and personal safety requirements is authorized, and may be mandatory at times.
  - (2) Civilian clothing may be authorized or required for special operations.

**12106 UNIFORM HEADGEAR**

- A. The cap is an integral part of the uniform. However, a cap is only required with the formal dress, dinner dress blue jacket, or dinner dress white jacket uniforms when wearing an outer garment. Out-of-doors, personnel should remain covered at all times except when ordered to uncover or during religious services not associated with a military ceremony; thus, unless ordered to uncover, personnel shall remain covered during invocations or religious portions of military ceremonies, or at events such as changes of command, ship commissioning, launchings, military burials, etc. The Chaplain conducting the religious portion of the ceremony will be guided by church customs with respect to wearing of head covering. Caps are normally removed indoors. NOAA Corps officers may remove caps when traveling inside a private automobile, but covers are mandatory when entering or within a military reservation.

**Part 1 – General Uniform Information**

**12107 UNIFORM MATERIAL**

- A. Uniform coats, shirts, trousers or skirts, belts, and garrison caps (if worn) shall be made of matching material. The mixing of types of fabric is prohibited.

**12108 CIVILIAN CLOTHING**

- A. Civilian clothing may be worn on leave or liberty; when leaving or returning to a ship, office or other work site; or in any off-duty status in port. NOAA Corps officers shall ensure their civilian dress and personal appearance is appropriate for the occasion and will not bring discredit upon the NOAA Corps.
- B. Only the uniform articles listed below are authorized for wear (without insignia) with civilian clothing:
  - (1) All-Weather coat/raincoat, blue;
  - (2) belts with civilian buckles;
  - (3) flight boots;
  - (4) command ball cap;
  - (5) gloves;
  - (6) handbags;
  - (7) black jacket;
  - (8) khaki windbreaker jacket;
  - (9) brown leather or green NOMEX flight jacket;
  - (10) black, four in hand necktie;
  - (11) shoes; and
  - (12) sweaters.

**Part 1 – General Uniform Information**

**12109 NOAA CORPS OFFICERS ON DUTY WITH OTHER SERVICES**

- A. NOAA Corps officers assigned to duty with other uniformed services shall wear the NOAA Corps uniform equivalent to that prescribed for personnel of the service concerned.
- B. NOAA Corps officers who are transferred to the Armed Forces by Executive Order may wear, with the approval of the service concerned, the uniform of the service to which they have been transferred, and shall comply with the uniform regulations of such service.
- C. NOAA Corps officers visiting military installations in uniform shall wear the NOAA Corps equivalent of the designated Uniform of the Day, unless circumstances of the visit render the designated uniform impractical or inappropriate.

**PART 2 - Officer Bearing and Grooming Standards**

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**Part 2 – Officer Bearing and Grooming Standards**

**12201 NOAA CORPS OFFICER BEARING**

- A. The wearing of the NOAA Corps uniform should be a matter of personal pride to all NOAA Corps officers. NOAA Corps officer bearing includes, but is not limited to, the following:
- (1) proper uniform;
  - (2) neat appearance;
  - (3) proper personal grooming and hygiene;
  - (4) personal posture;
  - (5) appropriate civilian attire when not in uniform;
  - (6) proper conduct and interaction with public officials and private citizens; and
  - (7) personal health and fitness.
- B. Placing hands in pockets, smoking, eating, or drinking while in uniform as a pedestrian detracts from the appearance and is inappropriate.
- C. Public display of affection (hand holding, embracing, etc.) while in uniform detracts from the appearance and is inappropriate.

**12202 GENERAL GROOMING STANDARDS**

- A. Grooming standards are based on several elements, including neatness, cleanliness, safety, and appearance. The standards established herein are not intended to be overly restrictive. The primary consideration is to present a neat appearance while wearing the uniform.
- B. Articles such as pens, pins, jewelry, handkerchiefs, pipes, etc., shall not be worn or carried exposed upon the uniform, except as authorized in these Directives.

**Part 2 – Officer Bearing and Grooming Standards**

**12203 GROOMING STANDARDS (MALE)**

- A. Hair will be neat, clean, and well groomed. Hair shall be no longer than 4 inches.
- (1) Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least 3/4 inch and outwards not greater than 3/4 inch to blend with hairstyle. Hair may not touch the ears or collar, extend below eyebrows when headgear is removed, or interfere with the proper wear of uniform headgear. The bulk of the hair (the distance that the mass of hair protrudes from the scalp) shall not exceed 2 inches. Hair in front shall be groomed so that it does not fall below the band of properly worn headgear.
  - (2) Hair coloring must look natural and compliment the individual. Faddish or outrageous multicolor hair is not authorized.
  - (3) The unique quality and texture of curled, kinked, waved, and straight hair is recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and officers may combine the taper with a line at the back of the neck.
  - (4) Varying hairstyles are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.
- B. Sideburns, if worn, shall be neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the bottom of the earlobe, shall be of even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain," or similar grooming styles are not authorized.
- C. Mustaches, if worn, will be kept neatly and closely trimmed. The face will be clean-shaven. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inch. Handlebar mustaches, goatees, beards, or eccentricities are not permitted.

**Part 2 – Officer Bearing and Grooming Standards**

- D. Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these Directives. They shall not interfere with the proper performance of duty or present a safety hazard.
- E. Fingernails shall not extend past the fingertips. They shall be kept clean.
- F. Jewelry in good taste is authorized as outlined below:
  - (1) One ring per hand, plus a wedding ring, is authorized.
  - (2) One necklace may be worn but it may not be visible.
  - (3) Earrings are not authorized for men in uniform. Body piercings are not authorized.
  - (4) One wristwatch and/or one bracelet may be worn. Ankle bracelets are not authorized.

**12204 GROOMING STANDARDS (FEMALE)**

- A. Hair will be clean and neatly arranged. When in uniform, back hair may touch but not fall below the lower edge of the collar.
  - (1) No hair shall show under the front brim of the combination or garrison cap. Conservative hairstyles are permitted, but exaggerated styles, including those of excessive fullness or extreme height, are not authorized. In no case shall the bulk of hair interfere with the proper wear of uniform headgear.
  - (2) Pins, combs or barrettes similar in color to the individual's hair color may be worn. Hair ornaments such as ribbons are not authorized.
  - (3) Hair coloring must look natural and compliment the individual. Faddish or outrageous multicolor hair is not authorized.
- B. Hairpieces or wigs, if worn while in uniform, shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these Directives. They shall not interfere with the proper performance of duty or present a safety hazard. Visible hair nets may be worn only if authorized for specific duty.
- C. Cosmetics, if used, shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles shall not be worn with the uniform.

**Part 2 – Officer Bearing and Grooming Standards**

- D. Fingernails shall not exceed 1/4" measured from the fingertip. Nail polish, if worn, shall be of a neutral color.
- E. Jewelry in good taste is authorized as outlined below:
  - (1) One ring per hand, plus a wedding and/or engagement ring, is authorized.
  - (2) One necklace may be worn but it may not be visible.
  - (3) One earring per ear, centered on the earlobe, is authorized. Earrings shall be small gold-colored balls, pearls, or diamond stud as specified in these Directives. Body piercings are not authorized.
  - (4) One wristwatch and/or one bracelet may be worn. Ankle bracelets are not authorized.

**PART 3 - Special Circumstances**

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**Section**

Travel .....	12301
Maternity .....	12302
Funerals.....	12303
Retired NOAA Corps Officers.....	12304
Other Situations .....	12305

**Part 3 – Special Circumstances****12301 TRAVEL**

- A. When traveling in uniform Service Dress Blue may be worn during any season of the year. This uniform is authorized, when in a travel status, for periods of actual travel, and for wear during the conduct of business at the destination.
- B. Commuting is when taking a direct route between place of residence and place of work. Commuting is not considered travel for the purposes of this section. The prescribed or alternate Uniform of the Day may be worn when commuting. Working uniforms may not be worn under any circumstances involving interaction with the public (i.e., aboard public transportation, while running errands, etc.).
- C. When traveling domestically and in uniform, wear either the prescribed or alternate Uniform of the Day for destination or point of departure, or service dress blue as authorized in section A above. To conduct business at the destination, wear either the prescribed or alternate Uniform of the Day for that area, or service dress blue.
  - (1) The black v-neck pullover sweaters are authorized for travel with service dress blue and service khaki. The blue garrison cap is authorized for travel with service dress blue only when wearing a black v-neck pullover sweater and/or the black jacket.
  - (2) The blue windbreaker jacket is not authorized for travel with service dress.
  - (3) Windbreaker jackets and garrison caps, as authorized in these Directives, are authorized for travel with the winter blue, summer white, and service khaki uniforms.
- D. When traveling to and in foreign countries in an official capacity, a low profile shall be maintained. Service Dress Blue is the preferred uniform while on foreign travel, however, the uniform worn will be dictated by the business the NOAA Corps officer is engaged in while in a foreign country.

**12302 MATERNITY**

- A. Maternity uniforms are required for all pregnant women in the NOAA Corps when a uniform is prescribed and regular uniforms no longer fit. Pregnant women may wear outer garments (raincoat, overcoat, reefer, etc.) unbuttoned if they no longer fit properly when buttoned.
- B. The only difference between regular and maternity uniforms is the proportion of the fit. Components, optional items, and occasions for wear are described in Part 5 of this chapter.

**Part 3 – Special Circumstances**

- C. Maternity uniforms authorized include Dinner Dress Blue, Full Dress Blue, Service Dress Blue, Winter Blue, Summer White, Service Khaki, and Working Khaki.

**12303 FUNERALS**

- A. NOAA Corps officers attending funerals in uniform shall wear service dress blue or service dress white, as appropriate, unless directed otherwise by local competent authority.
- B. NOAA Corps officers shall wear mourning badges when serving as honorary pallbearers at military funerals, or when attending military funerals in an official capacity. NOAA Corps officers attending other funerals may wear mourning badges. Mourning badges shall be worn on the left sleeve of the outer garment, halfway between the shoulder and elbow. Badges shall be made of black crepe, 3 inches wide and sufficiently long to fit around the arm.
- C. NOAA Corps officers may be required to wear white gloves at military funerals. NOAA Corps officers may wear white gloves at other funerals, but shall do so only during the actual ceremonies unless white gloves are an authorized part of the uniform being worn.

**12304 RETIRED NOAA CORPS OFFICERS**

- A. Retired NOAA Corps officers not on active duty may wear the prescribed uniforms of the grade held on the retired list at ceremonies or official functions when the dignity of the occasion and good taste dictate. Wearing a uniform is appropriate for memorial services, weddings, funerals, balls, patriotic or military parades, ceremonies in which any active or reserve United States uniformed component is participating, and meetings or functions of military associations.
- B. Retired NOAA Corps officers are prohibited from wearing the uniform in connection with personal enterprises, business activities, or while attending or participating in any demonstration, assembly, or activity for the purpose of furthering personal or partisan views on political, social, economic, or religious issues.
- C. Retired NOAA Corps officers not on active duty, residing in or visiting a foreign country, shall not wear the uniform except when attending, by formal invitation, ceremonies or social functions at which the wearing of the uniform is required by the terms of the invitation or by the Directives or customs of the country.

**Part 3 – Special Circumstances**

- D. The uniform worn by retired NOAA Corps officers may be as prescribed herein or as authorized at the time of retirement. Retired NOAA Corps officers in uniform shall comply with the grooming standards prescribed for active-duty NOAA Corps officers.
- E. Retired NOAA Corps officers ordered to active duty shall wear the uniform prescribed for officers on active duty.
- F. Retired NOAA Corps officers may wear miniature medals and breast insignia on civilian evening dress (white tie) or civilian dinner dress (black tie) in the same manner as on dinner dress jacket uniforms.
- G. Miniature replicas of ribbon bars or ribbons made in rosette form may be worn on the left lapel of civilian clothes other than evening or dinner dress.

**12305 OTHER SITUATIONS**

- A. The following guidelines are provided for officers planning or participating in weddings in uniform.
  - (1) Attire
    - (a) Groom and Best Man - May wear either civilian attire or uniforms corresponding to accepted civilian customs, i.e., tuxedo equates to Dinner Dress Jacket, business suit equates to Service Dress, etc.
    - (b) Bride and Maid-of-Honor - May wear either civilian attire or uniforms corresponding to civilian customs.
    - (c) Ushers and Bridesmaids - Uniformed participants should all wear the same uniform, which may be different from those worn in subparagraphs (1) (a) or (1) (b) above.
    - (d) Immediate Family - Uniformed participants wear uniforms that correspond to subparagraphs (1) (a) or (1) (b) above.
    - (e) Guests - Wear appropriate service dress uniforms.
  - (2) Swords are not usually carried in a house of worship, but the sword belt without scabbard may be carried with full dress uniforms with end clips fastened together. For this occasion, if you plan to form an arch of swords through which the bridal party will pass, draw swords outside the house of worship.



**Part 3 – Special Circumstances****B. Unique Uniform Combinations**

- (1) With the approval of the senior NOAA Corps officer present, NOAA Corps officers may wear unique uniform combinations to other services' functions when officers of the sponsoring service will be wearing uniforms not normally authorized for NOAA Corps officers. Two examples are service dress blue (Yankee) (white trousers (men)/white slacks or skirt (women) with the service dress blue coat) and tropical dinner dress blue (white short sleeve shirt with blue trousers (men)/blue skirt (women) and gold cummerbund).

**PART 4 - Uniform Descriptions (Male)**

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Dinner Dress White.....	12405
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Service Dress Blue.....	12408
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Tropical White .....	12412
*Service Khaki.....	12413
Winter Working Blue.....	12414
Working Khaki.....	12415
Tropical Khaki .....	12416
Working Coveralls .....	12417
Aviation Coveralls .....	12418

Attachment 1 - Description and Correct Wear of Male Uniform Items

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## 12401 FORMAL DRESS



### Required Basic Uniform Items

### Reference

Coat, Blue Jacket, Dinner Dress	410
Shirt, White Formal Wing Collar	431
Trousers, Blue Evening	446
Waistcoat	456
Necktie, White Bow	422
Gloves, White	417
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Cuff Links, Mother of Pearl	414
Studs, Mother of Pearl	437
Medals, Miniature	12606

### Optional Items

Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Boat Cloak	403
Tailcoat, Blue Formal*	442
Cap, Combination, White	406
(Required with outer garment only)	
Scarf (with outer garment only)	426
Overshoes	424
Suspenders, White	438
Umbrella, Black	452
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

### Occasions for Wear

Formal Dress is worn to official formal evening functions when civilian men normally wear evening clothes (white tie).

**12402 DINNER DRESS BLUE JACKET**



Required Basic Uniform Items	Reference
Coat, Blue Jacket, Dinner Dress	410
Shirt, White Formal Turndown	430
Trousers, Blue Evening	446
Cummerbund, Gold	415
Necktie, Black Bow	421
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Cuff Links, Gold	414
Studs, Gold	437
Medals, Miniature	12606

**Optional Items**

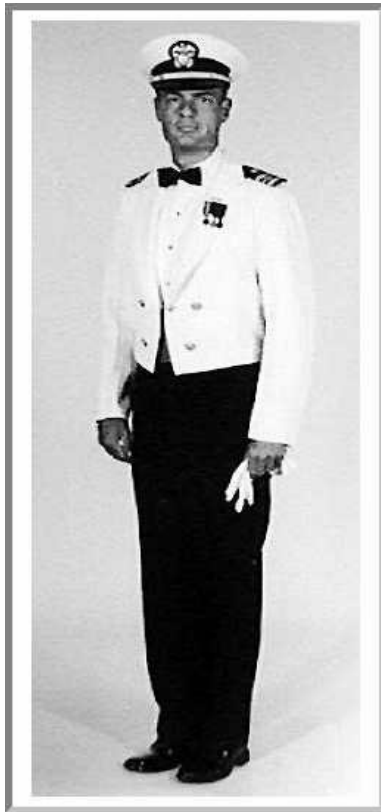
Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Boat Cloak	403
Cap, Combination, White	406
(Required with outer garment only)	
Scarf (with outer garment only)	426
Gloves, White*	417
Overshoes	424
Suspenders, White	438
Umbrella, Black	452
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress Blue Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed winter uniform for lieutenant commanders and above, optional for lieutenants and below.

**12403 DINNER DRESS WHITE JACKET**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, White Jacket, Dinner Dress	412
Shirt, White Formal Turndown	430
Trousers, Blue Evening	446
Cummerbund, Gold	415
Necktie, Black Bow	421
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Cuff Links, Gold	414
Studs, Gold	437
Shoulder Boards (Hard)	12602 B
Medals, Miniature	12606

**Optional Items**

All-Weather Coat/Raincoat, Blue*	401
Cap, Combination, White	406
(Required with outer garment only)	
Scarf (with outer garment only)	426
Gloves, White*	417
Overshoes	424
Suspenders, White	438
Umbrella, Black	452
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress White Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed summer uniform for lieutenant commanders and above, optional for lieutenants and below.

**12404 DINNER DRESS BLUE**



**Required Basic Uniform Items** **Reference**

Coat, Blue, Service Dress	411
Shirt, White, Long Sleeve	429
Trousers, Blue Dress	445
Belt, Black, with Gold Clip	402
Buckle, Gold	405
Necktie, Black Bow	421
Cap, Combination, White	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Medals, Miniature	12606

**Optional Items**

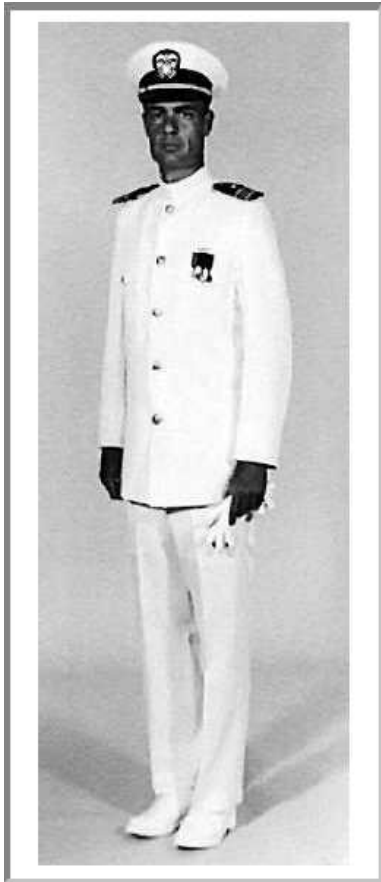
Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Scarf (with outer garment only)	426
Gloves, White*	417
Overshoes	424
Shirt, White Formal Turndown	430
Suspenders, White	438
Cuff Links, Gold	414
Studs, Gold	437
Umbrella, Black	452
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress Blue is worn to official, semiformal functions when civilian men normally wear dinner jackets or conservative business suits. This is a prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

**12405 DINNER DRESS WHITE**



Required Basic Uniform Items	Reference
Coat, White, Service Dress	413
Trousers, White Long	450
Belt, White, with Gold Clip	402
Buckle, Gold	405
Cap, Combination, White	406
Shoes, White Dress	434
Socks, White	436
Undershirt, White	453
Under shorts	454
Shoulder Boards (Hard)	12602 B
Medals, Miniature	12606

**Optional Items**

All-Weather Coat/Raincoat, Blue*	401
Scarf (with outer garment only)	426
Gloves, White*	417
Overshoes	424
Umbrella, Black	452
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress White is worn to official, semiformal functions when civilian men normally wear summer dinner jackets or lightweight conservative business suits. This is a prescribed summer uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress White Jacket.

**12406 FULL DRESS BLUE**



Required Basic Uniform Items	Reference
Coat, Blue, Service Dress	411
Shirt, White, Long Sleeve	429
Trousers, Blue Dress	445
Belt, Black, with Gold Clip	402
Buckle, Gold	405
Necktie, Black Four-in-Hand	420
Gloves, White	417
Cap, Combination, White	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Medals, Large	12605
Ribbon Bars	12607

**Optional Items**

Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Scarf (with outer garment only)	426
Overshoes	424
Cuff Links, Gold	414
Tie Clasp/Tack	443
Umbrella, Black	452
Sword	441
Command Insignia, Large	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Full Dress Blue is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, ceremonies, and solemnities.



**12407 FULL DRESS WHITE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, White, Service Dress	413
Trousers, White Long	450
Belt, White, with Gold Clip	402
Buckle, Gold	405
Gloves, White	417
Cap, Combination, White	406
Shoes, White Dress	434
Socks, White	436
Undershirt, White	453
Under shorts	454
Shoulder Boards (Hard)	12602 B
Medals, Large	12605
Ribbon Bars	12607
<b>Optional Items</b>	
All-Weather Coat/Raincoat, Blue*	401
Scarf (with outer garment only)	426
Overshoes	424
Umbrella, Black	452
Sword	441
Command Insignia, Large	12603
Qualification Insignia	12604
* Prescribed Items	

**Occasions for Wear**

Full Dress White is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, ceremonies, and solemnities.

**12408 SERVICE DRESS BLUE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, Blue, Service Dress	411
Shirt, White, Long Sleeve	429
Trousers, Blue Dress	445
Belt, Black, with Gold Clip	402
Buckle, Gold	405
Necktie, Black Four-in-Hand	420
Cap, Combination, White	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Name Tag	12609 A

**Optional Items**

Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Cap, Garrison, Blue (with pullover sweater or jacket only)	408
Scarf (with outer garment only)	426
Earmuffs (with outer garment only)	416
Gloves, Black (White* for funerals)	417
Overshoes	424
Sweater, Blue Cardigan	439
Sweater, Black V-neck Pullover	440
Shirt, White, Short Sleeve	429
Vest	455
Boots, Black, Half-Wellington	404
Cuff Links, Gold	414
Tie Clasp/Tack	443
Umbrella, Black	452
Shoulder Boards (Soft) (required on shirts with epaulets)	12602 B
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**12408 Cont.**

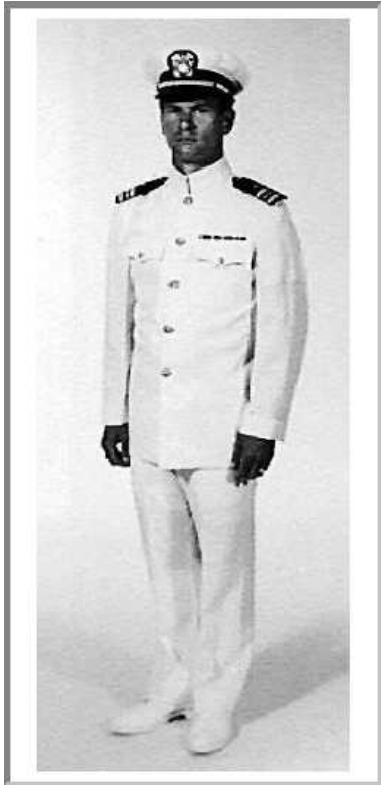
**Occasions for Wear**

Service Dress Blue is standard office attire and may be prescribed for year-round wear to official functions when civilian men's equivalent dress is coat and tie.

12409

**SERVICE DRESS WHITE**

**Required Basic Uniform ItemsReference**



Coat, White, Service Dress413  
Trousers, White Long450  
Belt, White, with Gold Clip402  
Buckle, Gold405  
Cap, Combination, White406  
Shoes, White Dress434  
Socks, White436  
Undershirt, White453  
Under shorts454  
Shoulder Boards (Hard)12602 B  
Name Tag12609 A

**Optional Items**

All-Weather Coat/Raincoat, Blue\*401  
Scarf (with outer garment only)426  
Earmuffs (with outer garment only)416  
Gloves, White\*417  
Overshoes424  
Umbrella, Black452  
Ribbon Bars12607  
Command Insignia, Miniature12603  
Qualification Insignia12604

\* Prescribed Items

**Occasions for Wear**

Service Dress White may be prescribed for summer wear when civilian men's equivalent is coat and tie.

**12410 WINTER BLUE**



Required Basic Uniform Items	Reference
Shirt, Winter Blue	433
Trousers, Blue Dress	445
Belt, Black, with Gold Clip	402
Buckle, Gold	405
Necktie, Black Four-in-Hand	420
Cap, Combination, White	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Collar Grade Insignia, Metal	12602 C
Name Tag	12609 A

**Optional Items**

Overcoat, Blue	423
All-Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Jacket, Brown Leather (aviators only)	496
Cap, Garrison, Blue	408
Scarf (with outer garment only)	426
Earmuffs (with outer garment only)	416
Overshoes	424
Sweater, Blue Cardigan	439
Sweater, Black V-neck Pullover	440
Boots, Black, Half-Wellington	404
Tie Clasp/Tack	443
Umbrella, Black	452
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

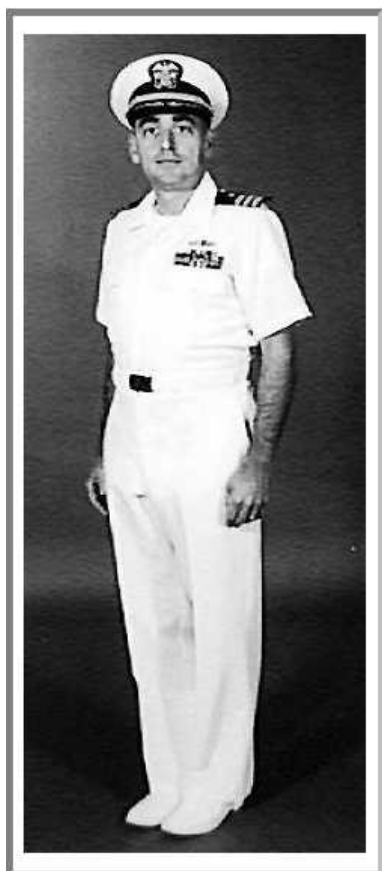
\* Prescribed Items

**Occasions for Wear**

Winter Blue is normally worn in winter for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.

12411

## SUMMER WHITE



### Required Basic Uniform Items

### Reference

Shirt, White Summer	432
Trousers, White Long	450
Belt, White, with Gold Clip	402
Buckle, Gold	405
Cap, Combination, White	406
Shoes, White Dress	434
Socks, White	436
Undershirt, White	453
Under shorts	454
Shoulder Boards (Hard)	12602 B
Name Tag	12609 A

### Optional Items

All-Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Scarf (with outer garment only)	426
Earmuffs (with outer garment only)	416
Overshoes	424
Sweater, Blue Cardigan	439
Sweater, Black V-neck Pullover	440
Umbrella, Black	452
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

### Occasions for Wear

Summer White is normally worn in summer for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.

**12412 TROPICAL WHITE**



**Required Basic Uniform Items**

**Reference**

Shirt, White Summer	432
Trousers, White Short	451
Belt, White, with Gold Clip	402
Buckle, Gold	405
Cap, Combination White	406
Shoes, White Dress	434
Socks, White Knee Length	436
Undershirt, White	453
Under shorts	454
Shoulder Boards (Hard)	12602 B
Name Tag	12609 A

**Optional Items**

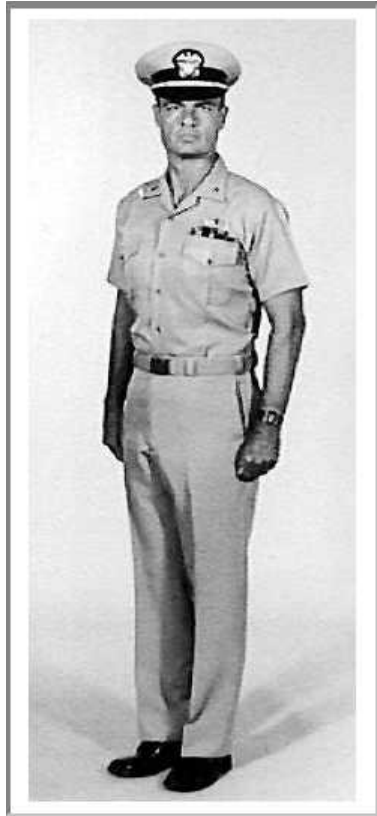
All-Weather Coat/Raincoat, Blue*	401
Overshoes	424
Umbrella, Black	452
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Item

**Occasions for Wear**

Tropical White is normally worn for office work, watch standing, liberty, or business ashore in tropical climates when prescribed as Uniform of the Day.

## 12413 SERVICE KHAKE



Required Basic Uniform Items	Reference
Shirt, Khaki Summer	427
Trousers, Khaki Summer	447
Belt, Khaki, with Gold Clip	402
Buckle, Gold	405
Cap, Combination, Khaki	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White V-neck	453
Under shorts	454
Collar Grade Insignia, Metal	12602 C
Name Tag	12609 A

### Optional Items

All Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Jacket, Windbreaker, Khaki	419
Jacket, Brown Leather (aviators only)	496
Cap, Garrison, Khaki*	408
Scarf (with outer garment only)	426
Earmuffs (with outer garment only)	416
Overshoes	424
Sweater, Blue Cardigan	439
Sweater, Black V-neck Pullover	440
Boots, Black, Half-Wellington	404
Shoes, Brown	434
Socks, Khaki (with brown shoes only)	436
Umbrella, Black	452
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

### Occasions for Wear

Service Khaki is normally worn for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.



12414

**WINTER WORKING BLUE**

**Required Basic Uniform ItemsReference**

Shirt, Winter Blue433  
Trousers, Blue Dress445  
Belt, Black, with Gold Clip402  
Buckle, Gold405  
Cap, Combination, White406  
Shoes, Black Dress434  
Socks, Black436  
Undershirt, White453  
Under shorts454  
Collar Grade Insignia, Metal12602 C

**Optional Items**

Overcoat, Blue423  
All-Weather Coat/Raincoat, Blue\*401  
Reefer425  
Jacket, Black419  
Jacket, Brown Leather (aviators only)496  
Cap, Garrison, Blue408  
Cap, Command Ball407  
Scarf (with outer garment only)426  
Earmuffs (with outer garment only)416  
Overshoes424  
Sweater, Blue Cardigan439  
Sweater, Black V-neck Pullover440  
Boots, Black, Half-Wellington404  
Shoes, Black Safety\*435  
Umbrella, Black452  
Name Tag12609 A  
Command Insignia, Miniature12603  
Qualification Insignia12604

\* Prescribed Items

**Occasions for Wear**

Winter Working Blue is worn when other uniforms would be unsafe or become unduly soiled. Working uniforms are not authorized for public interaction.





**12415 WORKING KHAKI**

<b>Required Basic Uniform Items</b>	<b>Reference</b>
Shirt, Khaki Working, Short Sleeve	428
Trousers, Khaki Working	448
Belt, Khaki, with Gold Clip	402
Buckle, Gold	405
Cap, Combination, Khaki	406
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White V-neck	453
Under shorts	454
Collar Grade Insignia, Metal	12602 C

**Optional Items**

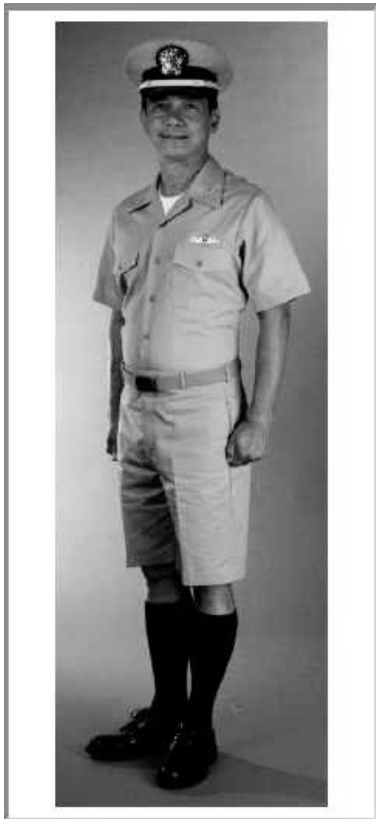
All-Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Jacket, Windbreaker, Khaki	419
Jacket, Brown Leather (aviators only)	496
Cap, Garrison, Khaki*	408
Cap, Command Ball	407
Scarf (with outer garment only)	426
Earmuffs (with outer garment only)	416
Overshoes	424
Sweater, Blue Cardigan	439
Sweater, Black V-neck Pullover	440
Shirt, Khaki Working, Long Sleeve*	428
Boots, Black, Half-Wellington	404
Shoes, Black Safety*	435
Shoes, Brown (aviators only)	434
Socks, Khaki (with brown shoes only)	436
Umbrella, Black	452
Name Tag	12609 A
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Working Khaki is worn when other uniforms would be unsafe or become unduly soiled.  
 Working uniforms are not authorized for public interaction.

## 12416 TROPICAL KHAKI



### Required Basic Uniform Items

### Reference

Shirt, Khaki Working, Short Sleeve	428
Trousers, Khaki Short	449
Belt, Khaki, with Gold Clip	402
Buckle, Gold	405
Cap, Combination, Khaki	406
Shoes, Black Dress	434
Socks, Black Knee Length	436
Undershirt, White V-neck	453
Under shorts	454
Collar Grade Insignia, Metal	12602 C

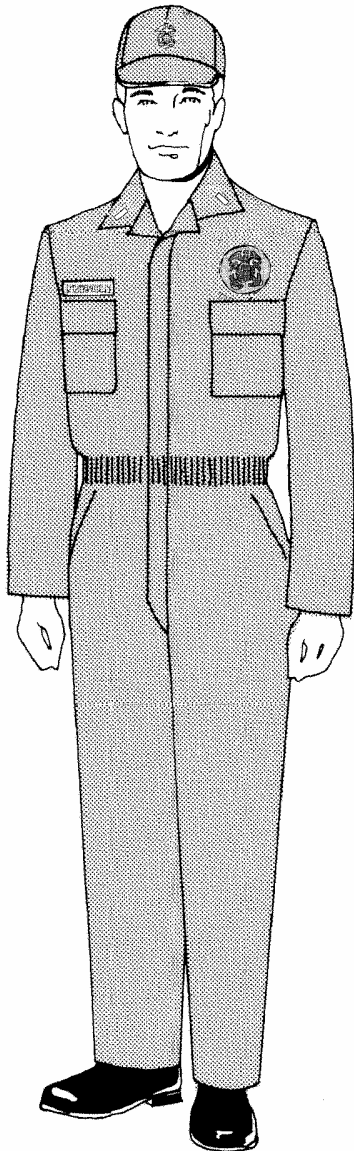
### Optional Items

All-Weather Coat/Raincoat, Blue*	401
Cap, Garrison, Khaki*	408
Cap, Command Ball	407
Overshoes	424
Shoes, Black Safety*	435
Umbrella, Black	452
Name Tag	12609 A
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

### Occasions for Wear

Tropical Khaki is a working uniform worn when Tropical White would become unduly soiled and safety is not a factor. Working uniforms are not authorized for public interaction.



## **12417 WORKING COVERALLS**

### **Required Basic Uniform Items**

### **Reference**

Coveralls, Dark Blue	492
Cap, Command Ball	407
Shoes, Black Dress	434
Socks, Black	436
Undershirt, White	453
Under shorts	454
Collar Grade Insignia, Embroidered	12602 C, D

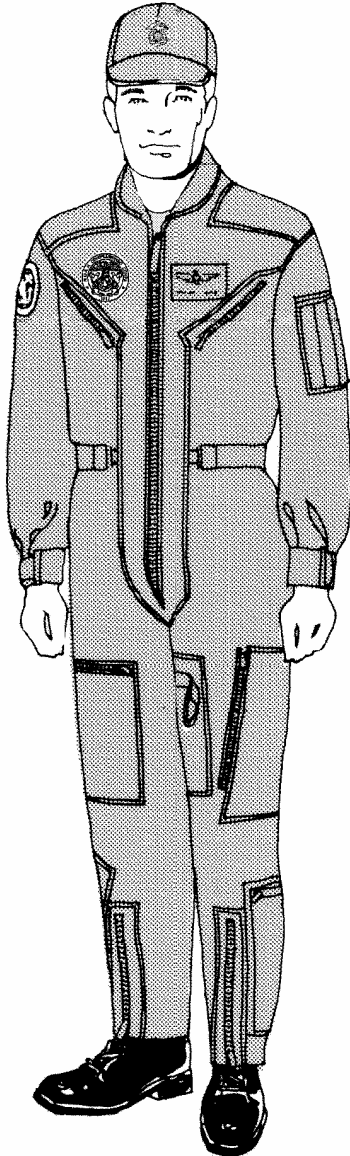
### **Optional Items**

All Weather Coat/Raincoat, Blue*	401
Reefer	425
Jacket, Black	419
Cap, Garrison, Blue	408
Hard Hat*	
Earmuffs (with outer garment only)	416
Overshoes	424
Shoes, Black Safety*	435
Boots, Black, Half-Wellington	404
Umbrella, Black	452
Name Tag, Plastic/Cloth	12609 A
Patch, NOAA Corps	

\* Prescribed Items

### **Occasions for Wear**

Working Coveralls are intended for wear under those conditions in a field environment so rigorous as to unduly soil or ruin a standard working uniform. Working uniforms are not authorized for public interaction.



## **12418 AVIATION COVERALLS**

### **Required Basic Uniform Items**

### **Reference**

Flying Suit, NOMEX, Blue	493
Gloves, Flyer's, NOMEX, Sage Green	494
Cap, Command Ball	407
Boots, Pilot's, Black Leather	490
Socks	
Undershirt	
Under shorts	454
Shoulder Grade Insignia, Metal/Embroidered	12602 B
Name Tag, Leather	12609 A
Patch, NOAA Corps	
Patch, AOC	

### **Optional Items**

Jacket, NOMEX, Green	497
Jacket, Brown Leather	496
Glove Shells, Flyer's, Leather	495
Cap, Garrison, Khaki	408

### **Occasions for Wear**

Aviation Coveralls are a working uniform intended for wear by NOAA flight crews. Uniform headgear will not be worn in the vicinity of aircraft. Other footwear appropriate to the mission may be authorized. Working uniforms are not authorized for public interaction.

**DESCRIPTION AND CORRECT WEAR OF MALE UNIFORM ITEMS**

**401. All-Weather Coat/Raincoat, Blue**

- A. Description: A single-breasted, beltless, water repellent coat made of navy blue (black in appearance), 65%/35% polyester/cotton poplin fabric. It has epaulets, tabs on cuffs, and a zip-out lining. Plastic and poplin unlined raincoats, and blue double-breasted raincoats may be worn as long as serviceable.
- B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. When wearing the all-weather coat/raincoat, the plastic combination cap rain cover may be worn. Wear coat with metal shoulder grade insignia. See NCD 12602B(3).

**402. Belt With Gold Clip (Black, White, Khaki)**

- A. Description: Plain cloth or webbing, same color as uniform, 1-1/4 inch wide, and fitted with gold-colored clip.
- B. Correct Wear: Wear the belt through all loops with clip to the LEFT of the buckle. Certified Navy Twill (CNT) belts are required with CNT uniforms.

**403. Boat Cloak**

- A. Description: Made of dark blue woolen fabric, three-quarters of a circle, with a circular bent collar, and extending 2 inches below the kneecap. May be water repellent. Cloak is closed at the neck with hooks and eyes and on the chest by one set of silk or mohair frogs.
- B. Correct Wear: Wear with all fasteners closed.

**404. Boots, Half-Wellington**

- A. Description: Plain black half boot without stitching or a seam across the toe.
- B. Correct Wear: Keep well shined and in good repair.

**405. Buckle, Gold**

- A. Description: The prescribed buckle is plain and gold colored. A larger silver-colored buckle decorated with the appropriate design of the officer's present command (i.e., ship) may be authorized. Silver-colored buckles, plain or decorated, of the same size as the plain gold-colored belt buckle, are not authorized.

**B. Correct Wear:**

- (1) Wear the plain gold-colored buckle so the belt clip end touches the left side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight "gig" line. A plain belt buckle is required for ceremonial functions.
- (2) When authorized, a decorated silver-colored buckle larger than the plain gold-colored buckle may be worn with the belt, gold-colored clip end concealed by the buckle and the buckle centered.

**406. Cap, Combination (White, Khaki)**

- A. Description: A military cap with black visor, rigid standing front, flaring circular rim and black cap band worn with detachable khaki or white cap cover. For visor ornamentation and cap insignia see NCD 12601B.
- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inches above the eyebrows. No hair shall show under the front bill of the cap. When wearing a raincoat, the plastic combination cap rain cover may be worn.

**407. Cap, Command Ball**

- A. Description: Made in conventional baseball cap style of standard blue wool or synthetic fabric or a blend. The cap may bear command logos in good taste. The command name and/or designation may be embroidered or sewn in block letters centered on the front. The individual's name may be centered on the back of the cap in sewn or embroidered letters. Lettering may be in traditional command colors. Visor ornamentation, appropriate to the wearer's grade, is authorized.
- B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inch above the eyebrows. The command ball cap may be worn with any working uniform, anywhere within the confines of the station if authorized by the prescribing authority. A miniature cap device is worn in accordance with NCD 12601C(2). The cap may be worn with civilian clothing on or off station without insignia.

**408. Cap, Garrison (Blue, Khaki)**

- A. Description: A plain, flat, folded, fore and aft cap made of navy blue or khaki fabric matching the uniform with which it is worn.

- B. Correct Wear: Wear squarely on the head, with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. No hair shall show under the front of the cap. Wear with miniature cap device and metal collar grade insignia. See NCD 12601C(1).

**409. Reserved**

**410. Coat, Blue Jacket, Dinner Dress**

- A. Description: A mess jacket made of authorized fabric with semi-peaked, narrow lapels of the same fabric as the jacket, and the back tapered to a point. There are three 35-line, gilt buttons down each side of the front, with a gold front closure held in by buttons placed inside each front facing. Buttons are described in NCD 12601D. Sleeve insignia shall be worn as described in NCD 12601A and 12602A.
- B. Correct Wear: Wear with gold elastic or chain closure fastened.

**411. Coat, Blue, Service Dress**

- A. Description: A double-breasted coat made of authorized fabric, with three outside pockets, one on each hip and one on left breast, and a sword slit over the left hip. There are three 35-line gilt buttons down each forefront. Buttons are described in NCD 12601D. Sleeve insignia shall be worn as described in NCD 12601A and 12602A.
- B. Correct Wear: Button all buttons. Coat may be removed in immediate office space only. If wearing the epauletted white dress shirt with soft shoulder boards, the coat need not be worn indoors in nonpublic areas. Commanding officers should specify areas within the command where coats are required.

**412. Coat, White Jacket, Dinner Dress**

- A. Description: A mess jacket made of authorized fabric with semi-peaked, narrow lapels of the same fabric as the jacket, loops for hard shoulder boards, and the back tapered to a point. There are two 35-line gilt buttons on each side of the front. The front is held together by two 28-line gilt buttons with a link approximately 3/4-inch long. Buttons are described in NCD 12601D.
- B. Correct Wear: Wear it held together by gold linked buttons. Wear with hard shoulder boards. See NCD 12602B(1).



**413. Coat, White, Service Dress**

- A. Description: A single-breasted, standing collar coat made of authorized fabric, form fitting, with sword slit over left hip, and loops for hard shoulder boards. There are two breast patch pockets with pointed button down flaps fastened by detachable 22-1/2-line gilt buttons. Five detachable 35-line buttons are on right front. Buttons are described in NCD 12601D.
- B. Correct Wear: Button all buttons and fasten the collar. Wear with hard shoulder boards. See NCD 12602B(1).

**414. Cuff Links**

- A. Description: Link or stud pattern of conservative design. Cuff Links may be gold colored or mother-of-pearl as required.
- B. Correct Wear: Wear with the face of the cuff link directed outboard from the wearer.

**415. Cummerbund, Gold**

- A. Description: Plain, gold-colored, pleated, to fasten in the back. Adjustable cummerbunds are authorized.
- B. Correct Wear: Wear with pleats up, around the waist overlapping the trouser top at least 1 inch.

**416. Earmuffs**

- A. Description: Plain, navy blue earmuffs with black attachment.
- B. Correct Wear: Wear earmuff attachment underneath the cap.

**417. Gloves (Black, White)**

- A. Description: Black gloves are made of leather; white gloves are made of authorized fabric. Glove stitching is the same color as the basic glove material.
- B. Correct Wear: Wear or carry white gloves when prescribed with formal or dinner dress uniforms. Wear white gloves with full dress uniforms, or if prescribed with other uniforms. Black gloves may be worn with reefers, overcoats, all-weather coats/raincoats, windbreakers, and black jackets unless white gloves are authorized with the uniform over which the garment is worn. Outdoors, black leather gloves are worn, never carried. Remove gloves to shake hands.

**418.** Reserved

**419. Jacket, Black/Jacket, Windbreaker (Khaki)**

**A. Description:**

- (1) Jacket, Black - Made of 55/45% polyester/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closure, two inverted slant pockets, and epaulets.
- (2) Jacket, Windbreaker (Khaki) - Made of water repellent polyester/cotton poplin cloth. Jacket is single-breasted with a zipper and a collar button closure. It has a plain collar, two pockets located on side fronts, and epaulets.

- B. Correct Wear:** Close the zipper at least three-quarters of the way. Wear the collar tab buttoned back when not in use. May be worn with liner. Wear with metal shoulder grade insignia. See NCD 12602B(3).

**420. Necktie, Black Four-in-Hand**

- A. Description:** Made of authorized fabric measuring no more than 3-1/4 inches wide. May be clip-on or hand tied.
- B. Correct Wear:** Wear hand tied knotted with a four-in-hand, half windsor or windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle.

**421. Necktie, Black Bow**

- A. Description:** Shall be plain style with square ends, not to exceed 2-1/4 inches in vertical width. May be clip-on or hand tied.
- B. Correct Wear:** Bow tie should cover the top shirt button.

**422. Necktie, White Bow**

- A. Description:** Shall be plain style with square ends, not to exceed 2-1/4 inches in vertical width.
- B. Correct Wear:** Bow tie should cover the top shirt button.

**423. Overcoat, Blue (Bridge Coat)**

- A. Description: A double-breasted coat made of blue woolen fabric. May be water repellent treated and fitted with a removable sleeveless liner. Extends one-third the distance from kneecap to ground, shaped at waist, held by a two section half-belt at back with the end of the belt overlapped and fastened with two 40-line gilt buttons. There is a sword slit over the left hip, a vertical slash side pocket on each front, and a single row of five 40-line gilt buttons down each forefront. The collar hides the top button on each forefront. The collar is made so the coat may be buttoned to the neck. There are two loops on each shoulder for hard shoulder boards. Buttons are described in NCD 12601D.
- B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. Wear with hard shoulder boards. See NCD 12602B(1).

**424. Overshoes/Rain or Snow Boots**

- A. Description: Overshoes are black rubber, conventional, low cut style. Rain or snow boots made of plain black vinyl or leather, mid calf to knee high, are also authorized.
- B. Correct Wear: Close all fasteners. Wear only during inclement weather with an outer garment and remove indoors.

**425. Reefer**

- A. Description: A double-breasted, hip-length coat made of dark blue authorized fabric with a convertible collar. It has a set-in pocket in each forefront, and a single row of three 40-line buttons on left front, and four on right (one for collar closure). Two loops are required on each shoulder to hold hard shoulder boards. Buttons are described in NCD 12601D.
- B. Correct Wear: Button all buttons except collar button. Collar button may be buttoned in inclement weather. Sleeves are to reach about three-quarters of distance from the wrist to the knuckles when arms hang naturally at the side. Wear with hard shoulder boards. See NCD 12602B(1).

**426. Scarf**

- A. Description: A plain white scarf made of knitted or woven silk or synthetic fabric.
- B. Correct Wear: May be worn under reefers, raincoats or overcoats.

**427. Shirt, Khaki Summer**

- A. Description: Made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck.
- B. Correct Wear: Button all buttons. The shirt and trouser fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with metal collar grade insignia. See NCD 12602C(2).

**428. Shirt, Khaki Working (Long Sleeve or Short Sleeve)**

- A. Description: Long or short sleeve shirt made of polyester/cotton with two breast pockets with button flaps. The long sleeve shirt has a button closure at the neck. The short sleeve shirt has an open collar forming a V-neck.
- B. Correct Wear: Button all buttons except the collar button on the long sleeve shirt. Wear with metal collar grade insignia. See NCD 12602C.

**429. Shirt, White (Long Sleeve or Short Sleeve)**

- A. Description: Long or short sleeve shirt made of authorized fabric. Sleeves may be long or short with plain buttons, convertible or French cuffs. Short sleeve shirts shall have epaulets; long sleeve shirts may or may not have epaulets. Collar points measure no more than 3-1/4 inches and have a medium spread.
- B. Correct Wear: Button all buttons. Long sleeves shall be worn for ceremonies. The coat shall not be removed outside the immediate office space if wearing a shirt without epaulets. Wear soft shoulder boards on shirts with epaulets. See NCD 12602B(2).

**430. Shirt, White Formal Turndown**

- A. Description: A dress shirt with a turndown collar and a plain stiff or wide pleated soft front.
- B. Correct Wear: Wear with all studs, buttons and cuff links fastened. Plain gold shirt studs and cuff links are required with dinner dress jacket uniforms.

**431. Shirt, White Formal Wing Collar**

- A. Description: A stiff-bosomed plain or pique unpleated white dress shirt, with a wing collar.
- B. Correct Wear: Button all buttons and fasten all studs and cuff links. Plain white shirt studs (mother-of-pearl) and cuff links (mother-of-pearl) are required.

**432. Shirt, White Summer**

- A. Description: Made of authorized fabric, with short sleeves, loops for hard shoulder boards, and an open collar forming a V-neck. Collar points measure no more than 3B1/4 inch and have a medium spread.
- B. Correct Wear: Button all buttons. The shirt and trouser fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with hard shoulder boards. See NCD 12602B(1).

**433. Shirt, Winter Blue**

- A. Description: A long-sleeve shirt made of authorized fabric. There are two breast pockets with flaps fastened with 25-line black anchor buttons. Collar points measure no more than 3-1/4 inches and have a medium spread.
- B. Correct Wear: Button all buttons. When worn as Winter Working Blue, unbutton the collar button. Wear with metal collar grade insignia. See NCD 12602C(1).

**434. Shoes, Dress (Black, White, Brown)**

- A. Description: Plain, black, white, or brown, low quarter, laced shoes with no stitching, decoration or seam across the toe. The heel shall be an outside heel 3/4 inch - 7/8 inch high, with a flat sole.
- B. Correct Wear: Lace from inside out through all eyelets and tie. Keep well shined and in good repair.
  - (1) Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g. Corfam) shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions. Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.
  - (2) Brown leather shoes and khaki socks are optional for officers assigned to aviation units. NOAA Corps officers with aviation designators, assigned to non-aviation units, may wear brown shoes and khaki socks, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black shoes and socks with Summer Khaki for specific occasions.

**435. Shoes, Black Safety**

- A. Description: Leather shoes, in laced or chukka styles, plain toe with no stitching. Must have a hard box or safety toe and be water resistant.
- B. Correct Wear: Lace from inside out through all eyelets and tie. Keep clean and in good repair.

**436. Socks (Black, White, Khaki)**

- A. Description: Made of undecorated, plain or ribbed knitted material. Knee length or mid calf socks are authorized.
- B. Correct Wear: Wear right side out.

**437. Studs**

- A. Description: Shall be plain without design or ornamentation. Studs shall be gold colored or mother-of-pearl as required.
- B. Correct Wear: Wear fastened on formal wing collar and formal turndown collar shirts.

**438. Suspenders, White**

- A. Description: Shall be plain white without design or ornamentation.
- B. Correct Wear: Wear fastened to the top of the trousers. They may be crossed in the back.

**439. Sweater, Blue Cardigan**

- A. Description: A plain single-breasted cardigan-style sweater made of authorized navy blue woolen or synthetic yarn, with a button front closure, long sleeves, wristlets, and V-neck. A pocket on the lower part of one or both foreparts is optional.
- B. Correct Wear: Wear only within the immediate office space.

**440. Sweater, Black V-neck Pullover**

- A. Description:
- (1) Navy style: Blue (black in appearance), V-neck pullover sweater, in light or heavy weave, with fabric epaulets, shoulder, and elbow patches. A Velcro-backed, black leather name tag is required on the left breast.
  - (2) Army style: Black, V-neck pullover sweater, with fabric epaulets, shoulder, and elbow patches. A NOAA plastic name tag shall be worn centered on the fabric patch provided on the right breast when the sweater is worn with Service Dress Blue, Winter Blue, or Summer Khaki. The name tag is optional when the sweater is worn with working uniforms.
- B. Correct Wear: The Navy-style sweater is preferred to the Army-style sweater, but the latter may be worn as long as serviceable. The sweater is authorized for travel, in public places, on board ship, and for attending working level meetings/briefings. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn. Soft shoulder boards shall be worn on the epaulets. See NCD 602B(2).

**441. Sword**

- A. Description: The NOAA sword shall have a cut and thrust blade, from 26 inches to 36 inches long, half basket hilt, and fit in a scabbard of plain black grain leather or synthetic material presenting the leather appearance. Both the traditional sword belt and the newer shoulder sword sling are authorized.
- B. Correct Wear: Sword length shall be based on the officer's height. The sword shall be worn on the left side. The sword belt or shoulder sword sling shall be worn under the coat so that neither is visible.

**442. Tailcoat, Blue Formal**

- A. Description: Made of authorized fabric, conventional cut, shaped to figure, with a double row of three 35-line gilt buttons. Buttons are described in NCD 12601D. Sleeve insignia shall be worn as described in NCD 12601A and 12602A.
- B. Correct Wear: Wear held together in front by two buttons and link. This coat may be prescribed for captains and admirals to meet certain unique protocol requirements. Miniature medals and other appurtenances shall conform to those required with Dinner Dress Blue Jacket. Coat hem falls approximately to the hollow behind the knee.

**443. Tie Clasp/Tack**

- A. Description: Shall be gold-colored, plain or decorated with appropriate insignia to which the wearer is entitled. Tie clasp shall be not more than 3/16-inch wide. Tie tack shall be no more than 5/8 inch in diameter.
- B. Correct Wear: Wear on the four-in-hand tie, 1 inch below the center of the tie in a horizontal position. The uniform coat should cover it.

**444. Reserved**

**445. Trousers, Blue Dress**

- A. Description: Made of authorized fabric, with fore and aft creases, without cuffs. May be either straight legged or slightly flared.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Trousers should cover the top of the shoe by approximately 1 inch at the heel. Fabric of Service Dress Blue trousers must match the Service Dress Blue coat.

**446. Trousers, Blue Evening**

- A. Description: Made high-waisted, without cuffs, belt loops, or back pockets, of the same fabric as the Dinner Dress Blue jacket.
- B. Correct Wear: Button all buttons and close all fasteners. Trousers should cover the top of the shoe by approximately 1 inch at the heel.

**447. Trousers, Khaki Summer**

- A. Description: Made of authorized fabric, with fore and aft creases, without cuffs. May be straight legged or slightly flared.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Trousers should cover the top of the shoe by approximately 1 inch at the heel. The shirt and trousers fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

**448. Trousers, Khaki Working**

- A. Description: Made of polyester/cotton fabric, with fore and aft creases, without cuffs. May be either straight legged or flared.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Trousers should cover the top of the shoe by approximately 1 inch at the heel.



**449. Trousers, Khaki Short**

- A. Description: Made of authorized fabric, with two side and two back pockets.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Hem is 2 inches above crease behind the knee.

**450. Trousers, White Long**

- A. Description: Made of authorized fabric, with fore and aft creases, without cuffs. May be either straight legged or slightly flared.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Trousers should cover the top of the shoe by approximately 1 inch at the heel. Made of the same fabric as the coat when worn with Service Dress White, and of the same fabric as the shirt when worn with Summer White.

**451. Trousers, White Short**

- A. Description: Made of authorized fabric, with two side and two back pockets.
- B. Correct Wear: Button all buttons, close all fasteners, and wear a belt through all loops. Hem is 2 inches above crease behind the knee.

**452. Umbrella, Black**

- A. Description: Plain, solid black, without design or ornamentation.
- B. Correct Wear: May be carried when weather conditions warrant, provided safety Directives or practices are not violated. The umbrella will be carried in the left hand to permit saluting. The umbrella will not be used as a cane or walking stick.

**453. Undershirt, White**

- A. Description: Made of white cotton or polyester/cotton. May be sleeveless and have a crew or V-neck.
- B. Correct Wear: Wear right side out, front of shirt to front of body. V-neck style is worn with open collar shirts, except crew neck shirts must be worn in areas where industrial fire hazards exist.

**454. Under shorts**

- A. Description: White boxer shorts or knitted brief style when worn with white uniforms. Color is optional with other uniforms.
- B. Correct Wear: Wear right side out.

**455. Vest**

- A. Description: Made in standard vest design of authorized blue fabric with six 22-1/2-line gilt buttons down the front. Buttons are described in NCD12601D.
- B. Correct Wear: Button all buttons. Worn with a shirt without epaulets only. Wear with dress coat outside the immediate office space.

**456. Waistcoat**

- A. Description: Made of white, conservatively-woven pique or other suitable material, with set-in lapel of same fabric, single-breasted with a welt pocket in each front section. Three 22-1/2-line gilt buttons on right front. Buttons are described in NCD 12601D.
- B. Correct Wear: Button all buttons.

**PROTECTIVE AND ORGANIZATIONAL CLOTHING**

**490. Boots, Pilot's, Black Leather**

- A. Description: Laced leather boots with steel toes.
- B. Correct Wear: Lace through all eyelets and tie. Keep clean and in good repair.

**491. Cap, Knit Watch**

- A. Description: Made of navy blue wool, closely knitted, bell-shaped, pullover style, 11- to 12- inches long, 8-1/4-inches wide at bottom with 5/8-inch border.
- B. Correct Wear: Wear squarely on the head, double-folded approximately 2-1/2 to 3 inches, with the bottom parallel to and 1-1/2 inches above the eyebrows.

**492. Coveralls, Dark Blue**

- A. Description: Full-length coveralls of dark blue fabric.
- B. Correct Wear: Button all buttons except a collar button, and close all fasteners. Two patches may be worn: a NOAA Corps patch centered on the left breast; a second patch of the individual's choice, acceptable to the command, may be worn on the left sleeve just below the shoulder. American and State flags may not be worn. A NOAA plastic or cloth name tag over the right breast pocket is optional. Embroidered collar grade insignia shall be worn on the collar points in the manner prescribed for an open-collared shirt. See NCD 12602C(2).

**493. Flying Suit, NOMEX, Blue (CWU-73/P)**

- A. Description: Full-length flight coveralls of high-temperature resistant, blue NOMEX with two zippered chest pockets, two zippered thigh pockets, two zippered leg pockets, and zippered sleeve pocket.
- B. Correct Wear: Fasten all fasteners. Close the zipper at least three-quarters of the way. Two patches are required: a NOAA Corps patch or NOAA patch on the right breast over the pocket, and an Aircraft Operations Center (AOC) patch on the right sleeve just below the shoulder. A leather name tag is worn on the left breast. See NCD 12609A(2). Wear with metal or embroidered shoulder grade insignia. See NCD 12602B(3) and 12602B(4). If metal insignia are worn, they shall be covered by plastic.

**494. Gloves, Flyer's, NOMEX, Sage Green (GS/FRP-2)**

- A. Description: Knit, fire-resistant NOMEX backs with leather palms.
- B. Correct Wear: Wear during flight operations.

**495. Glove Shells, Flyer's, Leather (HAU-6/P)**

- A. Description: Made of dark brown leather.
- B. Correct Wear: Wear over NOMEX flyer's gloves to provide additional warmth and protection.

**496. Jacket, Brown Leather (USAF A-2)**

- A. Description: Made of brown leather, with zipper closure, snap front pockets, collar snaps, knit cuffs and bottom, and epaulets. The jacket is fully lined.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. See NCD 12609A(2).

**497. Jacket, NOMEX, Green (CWU-36/P and CWU-45/P)**

- A. Description: Made of authorized fabric, with zipper closure, one large pouch pocket on each front, wind flap and zippered pencil holder/pocket on left sleeve, and knit cuffs and bottom.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. See NCD12609A(2).

**498. Jacket, Working (Blue, Green) (A-2)**

- A. Description: Made of authorized fabric, with zipper closure, breast pockets with zippers or snaps, side pockets, knitted wristlets, and a pointed collar. The jacket is fully lined.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A cloth name tag worn on the right breast is optional. See NCD 12609A(3).
- C. This uniform item will no longer be authorized for wear after January 1, 2005.

**PART 5 - Uniform Descriptions (Female)**

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Attachment 1 - Description and Correct Wear of Female Uniform Items

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**12501 FORMAL DRESS**



**Required Basic Uniform Items**

**Reference**

Coat, Blue Jacket, Dinner Dress	512
Shirt, White Dress	534
Skirt, Blue Formal	541
Cummerbund, Gold	516
Necktie, Black Dress	526
Gloves, White	519
Shoes, Black Formal	537
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Miniature	12606

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Cape (Gold Lining)	509
Cap, Combination, White	506
(required with outer garment only)	
Scarf (with outer garment only)	530
Overshoes	528
Tiara	561
Earrings, Pearl	518
Umbrella, Black	562
Handbag, Black Dress	522
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Formal Dress is worn to official formal evening functions when civilian men normally wear evening clothes (white tie).

**12502 DINNER DRESS BLUE JACKET**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, Blue Jacket, Dinner Dress	512
Shirt, White Dress	534
Skirt, Blue Unbelted	542
Cummerbund, Gold	516
Necktie, Black Dress	526
Shoes, Black Formal	537
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Miniature	12606

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Cape, (Gold Lining)	509
Cap, Combination, White	506
(Required with outer garment only)	
Scarf (with outer garment only)	530
Gloves, White*	519
Overshoes	528
Skirt, Blue Formal	541
Tiara	561
Earrings, Pearl	518
Umbrella, Black	562
Handbag, Black Dress	522
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress Blue Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed winter uniform for lieutenant commanders and above, optional for lieutenants and below.

**12503 DINNER DRESS WHITE JACKET**



**Required Basic Uniform Items** **Reference**

Coat, White Jacket, Dinner Dress	514
Shirt, White Dress	534
Skirt, Blue Unbelted	542
Cummerbund, Gold	516
Necktie, Black Dress	526
Shoes, Black Formal	537
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Miniature	12606

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Cap, Combination, White (required with outer garment only)	506
Scarf (with outer garment only)	530
Gloves, White*	519
Overshoes	528
Skirt, Blue Formal	541
Tiara	561
Earrings, Pearl	518
Umbrella, Black	562
Handbag, Black Dress	522
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress White Jacket is worn to official functions when civilian men normally wear black tie. This is a prescribed summer uniform for lieutenant commanders and above, optional for lieutenants and below.



**12504 DINNER DRESS BLUE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, Blue, Service Dress	513
Shirt, White, Long Sleeve	533
Skirt, Blue Unbelted	542
Necktie, Black	525
Cap, Combination, White	506
Shoes, Black Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Miniature	12606

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Scarf (with outer garment only)	530
Gloves, White*	519
Overshoes	528
Shirt, White Dress	534
Skirt, Blue Formal	541
Shoes, Black Formal	537
Earrings, Pearl	518
Umbrella, Black	562
Handbag, Black Dress	522
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress Blue is worn to official, semiformal functions when civilian men normally wear dinner jackets or conservative business suits. This is a prescribed winter uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress Blue Jacket.

**12505 DINNER DRESS WHITE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
-------------------------------------	------------------

Coat, White, Service Dress	515
Shirt, White, Long Sleeve	533
Skirt, White Unbelted	546
Necktie, Black	525
Cap, Combination, White	506
Shoes, White Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Miniature	12606

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Scarf (with outer garment only)	530
Gloves, White*	519
Overshoes	528
Shirt, White Dress	534
Earrings, Pearl	518
Umbrella, Black	562
Handbag, White Dress	522
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Dinner Dress White is worn to official, semiformal functions when civilian men normally wear summer dinner jackets or lightweight conservative business suits. This is a prescribed summer uniform. Lieutenants and below may wear this uniform in lieu of Dinner Dress White Jacket.

**12506 FULL DRESS BLUE**



**Required Basic Uniform Items**

**Reference**

Coat, Blue, Service Dress	513
Shirt, White, Long Sleeve	533
Skirt, Blue Unbelted	542
Necktie, Black	525
Gloves, White	519
Cap, Combination, White	506
Shoes, Black Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Large	12605
Ribbon Bars	12607

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Scarf (with outer garment only)	530
Overshoes	528
Slacks, Blue Unbelted (with sword only)	549
Shoes, Black Service (required with slacks)	539
Socks, Black (with black service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Sword	560
Command Insignia, Large	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Full Dress Blue is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, ceremonies, and solemnities.

**12507 FULL DRESS WHITE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
-------------------------------------	------------------

Coat, White, Service Dress	515
Shirt, White, Long Sleeve	533
Skirt, White Unbelted	546
Necktie, Black	525
Gloves, White	519
Cap, Combination, White	506
Shoes, White Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Medals, Large	12605
Ribbon Bars	12607

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Scarf (with outer garment only)	530
Overshoes	528
Shirt, White, Short Sleeve	533
Slacks, White Unbelted (with sword only)	555
Shoes, White Service (required with slacks)	539
Socks, White (with white service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, White	521
Sword	560
Command Insignia, Large	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Full Dress White is worn on formal occasions such as assuming or relinquishing command, or participating in the ceremony; ceremonial visits to foreign men-of-war and foreign officials; and occasions of state, ceremonies, and solemnities.

**12508 SERVICE DRESS BLUE**



**Required Basic Uniform Items** **Reference**

Coat, Blue, Service Dress	513
Shirt, White, Long Sleeve	533
Skirt, Blue Unbelted	542
Necktie, Black	525
Cap, Combination, White	506
Shoes, Black Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Name Tag	12609 A

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Cap, Garrison, Blue (with pullover sweater or jacket only)	508
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Gloves, Black (White* for funerals)	519
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Shirt, White, Short Sleeve	533
Slacks, Blue Unbelted*	549
Shoes, Black Service*	539
Socks, Black* (with black service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Handbag, Black Dress	522
Shoulder Boards (Soft) (required on shirts with epaulets)	12602 B
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Service Dress Blue is standard office attire and may be prescribed for year-round wear to official functions when civilian men's equivalent dress is coat and tie.

**12509 SERVICE DRESS WHITE**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coat, White Service Dress	515
Shirt, White, Long Sleeve	533
Skirt, White Unbelted	546
Necktie, Black	525
Cap, Combination, White	506
Shoes, White Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Name Tag	12609 A

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Gloves, White*	519
Overshoes	528
Shirt, White, Short Sleeve	533
Slacks, White Unbelted*	555
Shoes, White Service*	539
Socks, White* (with white service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, White	521
Handbag, White Dress	522
Shoulder Boards (Soft) (required on shirts with epaulets)	12602 B
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Service Dress White may be prescribed for summer wear when civilian men's equivalent is coat and tie.

**12510 WINTER BLUE**



**Required Basic Uniform Items**

**Reference**

Shirt, Winter Blue	535
Skirt, Blue Belted	540
Belt, Black with Gold Clip	502
Buckle, Gold	505
Necktie, Black	525
Cap, Combination, White	506
Shoes, Black Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Collar Grade Insignia, Metal	12602 C
Name Tag	12609 A

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Jacket, Brown Leather (aviators only)	596
Cap, Garrison, Blue*	508
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Slacks, Blue Belted*	548
Shoes, Black Service*	539
Socks, Black* (with black service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Handbag, Black Dress	522
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Winter Blue is normally worn in winter for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.

**12511 SUMMER WHITE**



**Required Basic Uniform Items**

**Reference**

Shirt, White, Short Sleeve	533
Skirt, White Belted	545
Belt, White, with Gold Clip	502
Buckle, Gold	505
Cap, Combination, White	506
Shoes, White Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Shoulder Boards (Soft)	12602 B
Name Tag	12609 A

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Slacks, White Belted*	553
Shoes, White Service*	539
Socks, White* (with white service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, White	521
Handbag, White Dress	522
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Summer White is normally worn in summer for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.



**12512 TROPICAL WHITE**



**Required Basic Uniform Items**

**Reference**

Shirt, White Short Sleeve	533
Slacks, White Short	554
Belt, White, with Gold Clip	502
Buckle, Gold	505
Cap, Combination, White	506
Shoes, White Service	539
Socks, White, Knee Length	557
Brassiere	504
Underpants	563
Shoulder Boards (Soft)	12602 B
Name Tag	12609 A

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Beret	503
Overshoes	528
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, White	521
Handbag, White Dress	522
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Tropical White is normally worn for office work, watch standing, liberty, or business ashore in tropical climates when prescribed as Uniform of the Day.

**12513 SERVICE KHAKI**



**Required Basic Uniform Items**

**Reference**

Shirt, Khaki Summer	531
Skirt, Khaki Summer	543
Belt, Khaki, with Gold Clip	502
Buckle, Gold	505
Cap, Combination, Khaki	506
Shoes, Black Dress	536
Hosiery	557
Brassiere	504
Underpants	563
Slip	556
Collar Grade Insignia, Metal	12602 C
Name Tag	12609 A

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Jacket, Windbreaker, Khaki	524
Jacket, Brown Leather (aviators only)	596
Cap, Garrison, Khaki*	508
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Slacks, Khaki Summer*	551
Shoes, Black Service*	539
Shoes, Brown Dress (aviators only)	536
Shoes, Brown Service (aviators only)	539
Socks, Black* (with black service shoes only)	557
Socks, Khaki (with brown service shoes only)	557
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Handbag, Black Dress	522
Handbag, Brown (with brown shoes only)	521
Ribbon Bars	12607
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**12513 (Continued)**

**Occasions for Wear**

Service Khaki is normally worn for office work, watch standing, liberty, or business ashore when prescribed as Uniform of the Day.

**12514 WINTER WORKING BLUE**



**Required Basic Uniform Items**

**Reference**

Shirt, Winter Blue	535
Slacks, Blue Belted	548
Belt, Black, with Gold Clip	502
Buckle, Gold	505
Cap, Combination, White	506
Shoes, Black Service	539
Socks, Black	557
Brassiere	504
Underpants	563
Collar Grade Insignia, Metal	12602 C

**Optional Items**

Overcoat, Blue	527
All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Jacket, Brown Leather (aviators only)	596
Cap, Garrison, Blue*	508
Cap, Command Ball	507
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Shoes, Black Safety*	538
Undershirt, White, V-neck*	564
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Name Tag	12609 A
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Winter Working Blue is worn when other uniforms would be unsafe or become unduly soiled. Working uniforms are not authorized for public interaction.

**12515 WORKING KHAKI**



**Required Basic Uniform Items**

**Reference**

Shirt, Khaki Working, Short Sleeve	532
Slacks, Khaki Working	552
Belt, Khaki with Gold Clip	502
Buckle, Gold	505
Cap, Combination, Khaki	506
Shoes, Black Service	539
Socks, Black	557
Brassiere	504
Underpants	563
Collar Grade Insignia, Metal	12602 C

**Optional Items**

All-Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Jacket, Windbreaker, Khaki	524
Jacket, Brown Leather (aviators only)	596
Cap, Garrison, Khaki*	508
Cap, Command Ball	507
Beret	503
Scarf (with outer garment only)	530
Earmuffs (with outer garment only)	517
Overshoes	528
Sweater, Blue Cardigan	558
Sweater, Black V-neck Pullover	559
Shirt, Khaki Working, Long Sleeve*	532
Shoes, Black Safety*	538
Shoes, Brown Service (aviators only)	539
Socks, Khaki (with brown service shoes only)	557
Undershirt, White, V-neck*	564
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Handbag, Brown (with brown shoes only)	521
Name Tag	12609 A
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**12515      WORKING KHAKI (Continued)**

**Occasions for Wear**

Working Khaki is worn when other uniforms would be unsafe or become unduly soiled. Working uniforms are not authorized for public interaction.

**12516 TROPICAL KHAKE**



**Required Basic Uniform Items**

**Reference**

Shirt, Khaki Working, Short Sleeve	532
Slacks, Khaki Short	550
Belt, Khaki with Gold Clip	502
Buckle, Gold	505
Cap, Combination, Khaki	506
Shoes, Black Service	539
Socks, Black Knee Length	557
Brassiere	504
Underpants	563
Collar Grade Insignia, Metal	12602 C

**Optional Items**

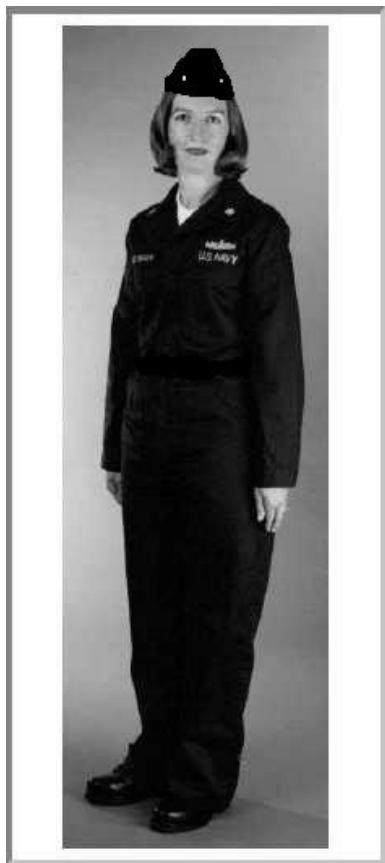
All-Weather Coat/Raincoat, Blue*	501
Cap, Garrison, Khaki*	508
Cap, Command Ball	507
Beret	503
Overshoes	528
Shoes, Black Safety*	538
Undershirt, White, V-neck*	564
Earrings, Gold Ball	518
Umbrella, Black	562
Handbag, Black	521
Name Tag	12609 A
Command Insignia, Miniature	12603
Qualification Insignia	12604

\* Prescribed Items

**Occasions for Wear**

Tropical Khaki is a working uniform worn when Tropical White would become unduly soiled and safety is not a factor. Working uniforms are not authorized for public interaction.

**12517 WORKING COVERALLS**



<b>Required Basic Uniform Items</b>	<b>Reference</b>
Coveralls, Dark Blue	592
Cap, Command Ball	507
Shoes, Black Service	539
Socks, Black	557
Brassiere	504
Underpants	563
Collar Grade Insignia Embroidered	12602 C, D

**Optional Items**

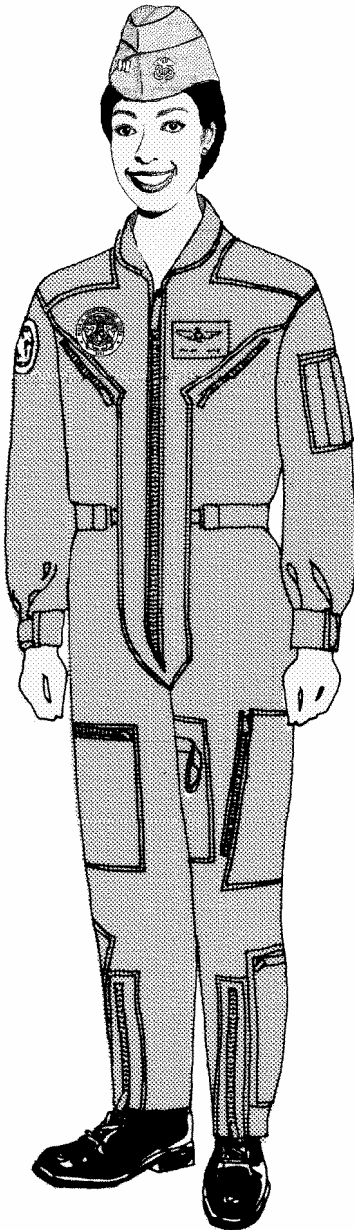
All Weather Coat/Raincoat, Blue*	501
Reefer	529
Jacket, Black	524
Cap, Garrison, Blue	508
Hard Hat*	
Earmuffs (with outer garment only)	517
Overshoes	528
Shoes, Black Safety*	538
Undershirt, White*	564
Earrings, Gold Ball	518
Umbrella, Black	562
Name Tag, Plastic/Cloth	12609 A
Patch, NOAA Corps	

\* Prescribable Items

**Occasions for Wear**

Working Coveralls are intended for wear under those conditions in a field environment so rigorous as to unduly soil or ruin a standard working uniform. Working uniforms are not authorized for public interaction.





**12518 AVIATION COVERALLS**

**Required Basic Uniform Items**

**Reference**

Flying Suit, NOMEX, Blue	593
Gloves, Flyer's, NOMEX, Sage Green	594
Cap, Command Ball	507
Boots, Pilot's, Black Leather	590
Socks	
Brassiere	504
Undershirt	
Underpants	563
Shoulder Grade Insignia, Metal/Embroidered	12602 B
Name Tag, Leather	12609 A
Patch, NOAA Corps	
Patch, AOC	

**Optional Items**

Jacket, NOMEX, Green	597
Jacket, Brown Leather	596
Glove Shells, Flyer's, Leather	595
Cap, Garrison, Khaki	508
Earrings, Gold Ball	518

**Occasions for Wear**

Aviation Coveralls are a working uniform intended for wear by NOAA flight crews. Uniform headgear will not be worn in the vicinity of aircraft. Other footwear appropriate to the mission, may be authorized. Working uniforms are not authorized for public interaction.

**DESCRIPTION AND CORRECT WEAR OF FEMALE UNIFORM ITEMS**

**501. All-Weather Coat/Raincoat, Blue**

A. Description: A single-breasted, beltless, water repellent coat made of navy blue (black in appearance), 65%/35% polyester/cotton poplin fabric. It has epaulets, tabs on cuffs, and a zip-out lining. Plastic and poplin unlined raincoats may be worn as long as serviceable.

B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. When wearing the all-weather coat/raincoat, the clear plastic combination cap rain cover may be worn. Wear coat with metal shoulder grade insignia. See section 12602B(3).

**502. Belt with Gold Clip (Black, White, Khaki)**

A. Description: Plain cloth or webbing, same color as uniform, 1-inch wide and fitted with gold-colored clip.

B. Correct Wear: Wear the belt through all loops with clip to the RIGHT of the buckle. Certified Navy Twill (CNT) belts are required with CNT uniforms.

**503. Beret**

A. Description: A black, semirigid, feminine-style beret.

B. Correct Wear: Wear the beret toward the front of the head, approximately 3/4 inch above the forehead hairline, and tilted slightly to the right. Align miniature cap device above the left eye. See section 12601C(3).

**504. Brassiere**

A. Description: Shall be white or flesh color when worn with white shirts, otherwise, color is optional.

B. Correct Wear: Wear right side out with all fasteners secured.

**505. Buckle, Gold**

A. Description: The prescribed buckle is plain and gold colored. A larger silver-colored buckle decorated with the appropriate design of the officer's present command (i.e., ship) may be authorized. Silver-colored buckles, plain or decorated, of the same size as the plain gold-colored belt buckle, are not authorized.

B. Correct Wear:

(1) Wear the plain gold-colored buckle so the belt clip end touches the right side of the buckle. Align the left side of the buckle with the opening of the shirt and, if applicable, the front zipper opening of the skirt or slacks, forming a straight "gig" line. A plain belt buckle is required for ceremonial functions.

(2) When authorized, a decorated silver-colored buckle larger than the plain gold-colored buckle may be worn with the belt, gold-colored clip end concealed by the buckle and the buckle centered.

**506. Cap, Combination (White, Khaki)**

A. Description: A navy blue, military-style cap with detachable white or khaki cap cover. For hat band ornamentation and cap insignia see section 12601B.

B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inches above the eyebrows. No hair shall show under the front brim of the cap. When wearing a raincoat, the clear plastic combination cap rain cover may be worn.

**507. Cap, Command Ball**

A. Description: Made in conventional baseball cap style of standard blue wool or synthetic fabric or a blend. The cap may bear command logos in good taste. The command name and/or designation may be embroidered or sewn in block letters centered on the front. The individual's name may be centered on the back of the cap in sewn or embroidered letters. Lettering may be in traditional command colors. Visor ornamentation, appropriate to the wearer's grade, is authorized.

B. Correct Wear: Wear squarely on the head, with the bottom edge parallel to and 1-1/2 inch above the eyebrows. The command ball cap may be worn with any working uniform, anywhere within the confines of the station if authorized by the prescribing authority. A miniature cap device is worn in accordance with section 12601C(2). The cap may be worn with civilian clothing on or off station without insignia.

**508. Cap, Garrison (Blue, Khaki)**

Description: (Blue) A plain, flat, folded, fore and aft cap made of navy blue fabric matching the uniform with which it is worn. Men's style garrison cap is the only cap authorized.  
(Khaki) A plain, flat, folded, contoured, fore and aft cap made of khaki fabric matching the uniform with which it is worn.

B. Correct Wear: Wear squarely on the head, with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. No hair shall show under the front of the cap. Wear with miniature cap device and metal collar grade insignia. See section 12601C(1). Optional wear of men's style garrison cap is authorized (Khaki).

**509. Cape (Gold Lining)**

A. Description: Made of navy blue woolen fabric, fully lined with gold cloth, with a velvet collar.

B. Correct Wear: Wear closed at the neck with hooks and eyes, and at the breast with frogs.

**510. Reserved**

**511. Reserved**

**512. Coat, Blue Jacket, Dinner Dress**

A. Description: A single-breasted, Eton-style jacket made of authorized fabric, with long sleeves and a narrow shawl collar of the same fabric as the jacket. There are three 22-1/2-line gilt buttons down each front. Buttons are described in section 12601D. Sleeve insignia shall be worn as described in sections 12601A and 12602A.

B. Correct Wear: Wear open.

**513. Coat, Blue, Service Dress**

A. Description: A single-breasted coat made of authorized fabric, with two breast pocket flaps, and a sword slit over the left hip. Coats without sword slits may be worn as long as serviceable. There are four 35-line gilt buttons on the left front. Buttons are described in section 12601D. Sleeve insignia shall be worn as described in sections 12601A and 12602A.

- B. Correct Wear: Button all buttons. Coat may be removed in immediate office space only. The coat need not be worn indoors in non-public areas. Commanding officers should specify areas within the command where coats are required.

**514. Coat, White Jacket, Dinner Dress**

A. Description: A single-breasted, Eton-style jacket made of authorized fabric, with long sleeves and a narrow shawl collar of the same fabric as the jacket. There are three 22-1/2-line gilt buttons down each front. Buttons are described in section 12601D. Sleeve insignia shall be worn as described in sections 12601A and 12602A.

- B. Correct Wear: Wear open.

**515. Coat, White, Service Dress**

A. Description: A single-breasted coat made of authorized fabric, with two breast pocket flaps, and four 35-line gilt buttons on the left front. Buttons are described in section 12601D. Sleeve insignia shall be worn as described in sections 12601A and 12602A.

B. Correct Wear: Button all buttons. Coat may be removed in immediate office space only. The coat need not be worn indoors in non-public areas. Commanding officers should specify area within the command where coats are required.

**516. Cummerbund, Gold**

A. Description: Plain, gold-colored, pleated, to fasten in the back. Adjustable cummerbunds are authorized.

- B. Correct Wear: Wear with pleats up, around the waist overlapping the skirt top at least 1 inch.

**517. Earmuffs**

A. Description: Plain, navy blue earmuffs with black attachment.

- B. Correct Wear: Wear earmuff attachment underneath the cap.

**518. Earrings (Gold Ball, Pearl)**

- A. Description: Gold-colored earrings are 6mm ball (approximately 1/4 inch), plain with brushed or matte finish, screw-on or post type. Pearl earrings have a single small white pearl.
- B. Correct Wear: Pearl earrings may be worn with Dinner Dress or Formal uniforms, gold ball earrings may be worn with all other uniforms. Only one earring may be worn per ear, centered on the earlobe.

**519. Gloves (Black, White)**

- A. Description: Black gloves are made of leather; white gloves are made of authorized fabric. Glove stitching is the same color as the basic glove material.
- B. Correct Wear: Wear or carry white gloves when prescribed with formal or dinner dress uniforms. Wear white gloves with full dress uniforms, or if prescribed with other uniforms. Black gloves may be worn with reefers, overcoats, all-weather coats/raincoats, windbreakers, and black jackets unless white gloves are authorized with the uniform over which the garment is worn. Outdoors, black leather gloves are worn, never carried. Remove gloves to shake hands.

**520. Reserved**

**521. Handbags (Black, White, Brown)**

- A. Description: A plain black, white, or brown leather or synthetic material, envelope-style handbag, of semi-rigid construction approximately 10-1/4 inches wide, 7-1/4 inches high, 3-1/2 inches deep, with three separate inside compartments and 1 inch adjustable shoulder strap. The bag has an outside lined pocket and is closed by means of a twist lock and flap plate. Color of handbag will match color of shoes worn.
- B. Correct Wear: Carry over the left shoulder or forearm, placing the top of the handbag at waist level.

**522. Handbags, Dress (Black, White)**

- A. Description: A small clutch type black or white handbag. A collapsible inside handle is optional.
- B. Correct Wear: May be carried with formal dress, dinner dress, or service uniforms.

**523. Reserved**

**524. Jacket, Black/Jacket, Windbreaker (Khaki)**

A. Description:

(1) Jacket, Black - Made of 55/45% polyester/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closure, two inverted slant pockets, and epaulets.

(2) Jacket, Windbreaker (Blue, Khaki) - Made of water repellent polyester/cotton poplin cloth. Jacket is single-breasted with a zipper and a collar button closure. It has a plain collar, two pockets located on side fronts, and epaulets.

B. Correct Wear: Close the zipper at least three-quarters of the way. Wear the collar tab buttoned back when not in use. May be worn with liner. Wear with metal shoulder grade insignia. See section 12602B(3).

**525. Necktie, Black**

A. Description: An adjustable black, one-piece neck tab made of authorized fabric, which adjusts in the back with Velcro.

B. Correct Wear: The necktab's outer edges should be parallel to the outer edges of the collar. An equal amount of necktab should show on each side of the collar. Wear parallel to and slightly above the top of the shirt collar closure, hiding the top button.

**526. Necktie, Black Dress**

A. Description: A small, crescent-shaped, black velvet ribbon tapering to each edge from 1-inch width at center.

B. Correct Wear: Wear under the collar with the front slightly above the top of the shirt.

**527. Overcoat, Blue (Bridge Coat)**

- A. Description: A double-breasted coat made of blue woolen fabric. May be water repellent treated and fitted with a removable sleeveless liner. Extends one-third the distance from kneecap to ground, shaped at waist, held by a two section half-belt at back with the end of the belt overlapped and fastened with two 40-line gilt buttons. There is a sword slit over the left hip, a vertical slash side pocket on each front, and a single row of four 40-line gilt buttons on each forefront. The top button on each forefront is hidden by the collar. The collar is made so the coat may be buttoned to the neck. There are two loops on each shoulder for hard shoulder boards. Buttons are described in section 12601D.
- B. Correct Wear: Button all buttons except the collar button. Collar button may be buttoned in inclement weather. Wear with hard shoulder boards. See section 12602B(1).

**528. Overshoes/Rain or Snow Boots**

- A. Description: Overshoes are black rubber, conventional, low-cut style. Rain or snow boots made of plain black vinyl or leather, mid calf to knee high, are also authorized.
- B. Correct Wear: Close all fasteners. Wear only during inclement weather with an outer garment and remove indoors.

**529. Reefer**

- A. Description: A double-breasted, hip-length coat made of dark blue authorized fabric with a convertible collar. It has a set-in pocket in each forefront, and a single row of three 40-line buttons on right front, and four on left (one for collar closure). Two loops are required on each shoulder to hold hard shoulder boards. Buttons are described in section 12601D.
- B. Correct Wear: Button all buttons except collar button. Collar button may be buttoned in inclement weather. Sleeves are to reach about three-quarters of distance from the wrist to the knuckles when arms hang naturally at the side. Wear with hard shoulder boards. See section 12602B(1).

**530. Scarf**

- A. Description: A plain white scarf made of knitted or woven silk or synthetic fabric.
- B. Correct Wear: May be worn under reefers, raincoats or overcoats.



**531. Shirt, Khaki Summer**

- A. Description: Made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck.
- B. Correct Wear: Button all buttons. The shirt and slacks/skirt fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Wear with metal collar grade insignia. See section 12602C(2).

**532. Shirt, Khaki Working (Long Sleeve or Short Sleeve)**

- A. Description: Long or short sleeve shirt made of polyester/cotton with two breast pockets with button flaps. The long sleeve shirt has a button closure at the neck. The short sleeve shirt has an open collar forming a V-neck.
- B. Correct Wear: Button all buttons except the collar button on the long sleeve shirt. Wear with metal collar grade insignia. See section 12602C.

**533. Shirt, White (Long Sleeve or Short Sleeve)**

- A. Description: Long or short sleeve shirt made of authorized fabric. The shirt has epaulets, two breast pockets with button flaps and collar points measuring no more than 3B1/4 inches with a medium spread.
- B. Correct Wear: The top button is buttoned when wearing a tie. The short sleeve shirt and Summer White skirt/slacks fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Soft shoulder boards must be worn on the epaulets if the coat is removed. See section 12602B(2).

**534. Shirt, White Dress**

- A. Description: Made of polyester/cotton fabric with small pleated ruffles down front, pearl buttons, and short sleeves. It has a plain, rounded turndown collar.
- B. Correct Wear: Button all buttons.

**535. Shirt, Winter Blue**

- A. Description: A long-sleeve shirt made of authorized fabric. There are two breast pockets with flaps fastened with 25-line black anchor buttons. Collar points measure no more than 3-1/4 inches and have a medium spread.
- B. Correct Wear: Button all buttons. When worn as Winter Working Blue, unbutton the collar button. Wear with metal collar grade insignia. See section 12602C(1).

**536. Shoes, Dress (Black, White, Brown)**

A. Description: Plain black, white, or brown dress pumps made of smooth leather or synthetic leather, with closed heels and toes. The heel shall be no higher than 2-5/8 inches nor less than 5/8 inch measured from the forward edge, and no wider than 1-3/4 inches at the base. Sole shall be no thicker than 1/4 inch. Wedge heels are not authorized.

B. Correct Wear: Keep clean, polished, and in good repair. Brown dress pumps are optional for officers assigned to aviation units. Officers with aviation designators, assigned to non-aviation units, may wear brown pumps, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black pumps with Summer Khaki for specific occasions.

**537. Shoes, Black Formal**

A. Description: Plain black pumps with closed heels and toes, of suede, silk, or peau de soie, meeting the same heel requirements as the black dress shoes.

B. Correct Wear: Keep clean and in good repair.

**538. Shoes, Black Safety**

A. Description: Leather shoes, in laced or chukka styles, plain toe with no stitching. Must have a hard box or safety toe and be water resistant.

B. Correct Wear: Lace from inside out through all eyelets and tie. Keep clean and in good repair.

**539. Shoes, Service (Black, White, Brown)**

A. Description: Black, white, or brown laced leather or synthetic oxfords with two rows (1/16 inch apart) of matching stitching around the top of the toe. Smooth-toed shoes are authorized for optional wear but are not prescribable. Shoes shall have an outside heel 5/8 inch - 1 inch high. The soles shall be 3/16 inch - 3/8 inch thick. Wedge heels are not authorized.

B. Correct Wear: Lace from inside out through all eyelets and tie. Keep well shined and in good repair.

(1) Leather shoes are required for all personnel aboard ship for normal daily operations. Poromeric (e.g., Corfam) shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions. Poromeric shoes ashore remain an individual option except in designated hazardous areas where leather safety shoes are required.

(2) Brown oxfords and khaki socks are optional for officers assigned to aviation units. Officers with aviation designators, assigned to non-aviation units, may wear brown oxfords and khaki socks, as authorized, at the discretion of the unit commander. Commanding officers may direct officers to wear black shoes and socks with Summer Khaki for specific occasions.

**540. Skirt, Blue Belted**

A. Description: A plain belted skirt made of authorized fabric, with two welt pockets in upper front and a zipper in back.

B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in back and a belt through all loops.

**541. Skirt, Blue Formal**

A. Description: A plain, floor-length, six-gored skirt made of authorized fabric, with optional slit on one side no higher than mid calf.

B. Correct Wear: Wear the zipper on the left side.

**542. Skirt, Blue Unbelted**

A. Description: A plain, six-gored skirt made of authorized fabric, with two diagonal pockets in upper front (single pocket may be worn as long as serviceable).

B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper on the left side. When worn with a blue coat, skirt matches the coat in color and fabric.

**543. Skirt, Khaki Summer**

A. Description: A plain belted skirt made of authorized fabric, with two welt pockets in upper front and a zipper in back.

B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in the back and a belt through all loops. The shirt and skirt fabric must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

**544. Reserved**

**545. Skirt, White Belted**

A. Description: A plain, belted skirt made of authorized fabric, with a full lining, two welt pockets in upper front and a zipper in the back.

B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear with the zipper centered in the back and a belt through all loops. The shirt and skirt must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

**546. Skirt, White Unbelted**

A. Description: A plain, six-gored skirt made of authorized fabric, with two diagonal pockets in upper front (single pocket may be worn as long as serviceable).

B. Correct Wear: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper on the left side. Skirt matches the coat in color and fabric.

**547. Reserved**

**548. Slacks, Blue Belted**

A. Description: Made of authorized fabric with a front zipper, two side and two back pockets. The welt-pocket style may be worn as long as serviceable.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel. Wear a belt through all loops.

**549. Slacks, Blue Unbelted**

A. Description: Flared-style slacks made of the same fabric as the Service Dress Blue coat. Slacks have a zipper on the left hip and a waistband pocket in the upper right front.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel.

**550. Slacks, Khaki Short**

A. Description: Made of polyester/cotton khaki fabric in the style of working khaki slacks.

B. Correct Wear: Wear a belt through all loops. Hem is 2 inches above the crease behind the knee.

**551. Slacks, Khaki Summer**

A. Description: Made of authorized fabric in the style of working khaki slacks. The welt pocket style may be worn as long as serviceable.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel. Wear a belt through all loops. The shirt, slacks, and garrison cap fabrics must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

**552. Slacks, Khaki Working**

A. Description: Made of polyester/cotton with a front zipper, two side and two back pockets, belt loops, and peg legs.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel. Wear a belt through all loops.

**553. Slacks, White Belted**

A. Description: Made of authorized fabric, with a front zipper and two side pockets. The welt pocket style may be worn as long as serviceable.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel. Wear a belt through all loops. The shirt and slacks fabrics must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.).

**554. Slacks, White Short**

A. Description: Made of authorized fabric, with a front zipper, two side pockets, and belt loops. The welt pocket style may be worn as long as serviceable.

B. Correct Wear: Wear a belt through all loops. The shirt and slacks fabrics must match (i.e., poly/cotton with poly/cotton, CNT with CNT, etc.). Hem is 2 inches above the crease behind the knee.

**555. Slacks, White Unbelted**

A. Description: Made of same fabric as Service Dress White coat. Slacks have a zipper on the left hip and a waistband pocket in the upper right front.

B. Correct Wear: Slacks should cover the top of the shoes by approximately 1 inch at the heel.

**556. Slip**

- A. Description: May be full or half slip. Shall be white or flesh color when wearing white skirts.
- B. Correct Wear: Wear right side out with all unlined skirts. A slip is optional with lined skirts.

**557. Socks, Hosiery**

- A. Description:
  - (1) Socks (Black, White, Khaki): Made of undecorated, plain or ribbed knitted material. Knee length or mid calf socks are authorized.
  - (2) Hosiery: Made of nylon, individual's flesh tone color, undecorated and seamless.
- B. Correct Wear: Wear right side out.

**558. Sweater, Blue Cardigan**

- A. Description: A plain single-breasted cardigan style sweater made of authorized navy blue woolen or synthetic yarn, with a button front closure, long sleeves, wristlets and V-neck. A pocket on the lower part of one or both foreparts is optional.
- B. Correct Wear: Wear only within the immediate office space.

**559. Sweater, Black V-neck Pullover**

- A. Description:
  - (1) Navy style: blue (black in appearance), V-neck pullover sweater, in light or heavy weave, with fabric epaulets, shoulder, and elbow patches. A Velcro-backed, black leather name tag is required on the left breast.
  - (2) Army style: black, V-neck pullover sweater, with fabric epaulets, shoulder, and elbow patches. A NOAA plastic name tag shall be worn centered on the fabric patch provided on the right breast when the sweater is worn with Service Dress Blue, Winter Blue, or Summer Khaki. The name tag is optional when the sweater is worn with working uniforms.

B. Correct Wear: The Navy-style sweater is preferred to the Army-style sweater, but the latter may be worn as long as serviceable. The sweater is authorized for travel, in public places, on board ship, and for attending working level meetings/briefings. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn. Soft shoulder boards shall be worn on the epaulets. See section 12602B(2).

**560. Sword**

A. Description: The NOAA sword shall have a cut and thrust blade, from 26 inches to 36 inches long, half basket hilt, and fit in a scabbard of plain black grain leather or synthetic material presenting the leather appearance. Both the traditional sword belt and the newer shoulder sword sling are authorized.

B. Correct Wear: Sword length shall be based on the officer's height. The sword shall be worn on the left side. The sword belt or shoulder sword sling shall be worn under the coat so that neither is visible. The sword shall be worn with slacks and not a skirt.

**561. Tiara**

A. Description: Small and crescent shaped, to fit over crown of the head. It is made of black velvet with an embroidered NOAA cap device at the center, and for admirals, captains, and commanders, appropriate graduated grade ornamentation embroidered on either side.

B. Correct Wear: Wear the tiara over the crown of the head. The tiara need not be removed indoors.

**562. Umbrella, Black**

A. Description: Plain, solid black, without design or ornamentation.

B. Correct Wear: May be carried when weather conditions warrant, provided safety DIRECTIVES or practices are not violated. The umbrella will be carried in the left hand to permit saluting. The umbrella will not be used as a cane or walking stick.

**563. Underpants**

- A. Description: Shall be white or flesh color when worn with white skirt/slacks, otherwise, color is optional.
- B. Correct Wear: Wear right side out.

**564. Undershirt**

- A. Description: Made of white cotton or polyester/cotton. May be sleeveless and have a crew or V-neck.
- B. Correct Wear: Wear right side out, front of shirt to front of body. VB neck style is worn with open collar shirts, except crew neck shirts must be worn in areas where industrial fire hazards exist.

**PROTECTIVE AND ORGANIZATIONAL CLOTHING**

**590. Boots, Pilot's, Black Leather**

- A. Description: Laced leather boots with steel toes.
- B. Correct Wear: Lace through all eyelets and tie. Keep clean and in good repair.

**591. Cap, Knit Watch**

- A. Description: Made of navy blue wool, closely knitted, bell-shaped, pullover style, 11- to 12- inches long, 8-1/4-inches wide at bottom with 5/8-inch border.
- B. Correct Wear: Wear squarely on the head, double-folded approximately 2-1/2 to 3 inches, with the bottom parallel to and 1-1/2 inches above the eyebrows.

**592. Coveralls, Dark Blue**

- A. Description: Full-length coveralls of dark blue fabric.
- B. Correct Wear: Button all buttons except a collar button, and close all fasteners. Two patches may be worn: a NOAA Corps patch centered on the left breast; a second patch of the individual's choice, acceptable to the command, may be worn on the left sleeve just below the shoulder. American and State flags may not be worn. A NOAA plastic or cloth name tag over the right breast pocket is optional. Embroidered collar grade insignia shall be worn on the collar points in the manner prescribed for an open-collared shirt. See section 12602C(2).



**593. Flying Suit, NOMEX, Blue (CWU-73/P)**

- A. Description: Full-length flight coveralls of high-temperature resistant, blue NOMEX with two zippered chest pockets, two zippered thigh pockets, two zippered leg pockets, and zippered sleeve pocket.
- B. Correct Wear: Fasten all fasteners. Close the zipper at least three-quarters of the way. Two patches are required: a NOAA Corps patch or NOAA patch on the right breast over the pocket, and an Aircraft Operations Center (AOC) patch on the right sleeve just below the shoulder. A leather name tag is worn on the left breast. See section 12609A(2). Wear with metal or embroidered shoulder grade insignia. See sections 12602B(3) and 12602B(4). If metal insignia are worn, they shall be covered by plastic.

**594. Gloves, Flyer's, NOMEX, Sage Green (GS/FRP-2)**

- A. Description: Knit, fire-resistant NOMEX backs with leather palms.
- B. Correct Wear: Wear during flight operations.

**595. Glove Shells, Flyer's, Leather (HAU-6/P)**

- A. Description: Made of dark brown leather.
- B. Correct Wear: Wear over NOMEX flyer's gloves to provide additional warmth and protection.

**596. Jacket, Brown Leather (USAF A-2)**

- A. Description: Made of brown leather, with zipper closure, snap front pockets, collar snaps, knit cuffs and bottom, and epaulets. The jacket is fully lined.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. See section 12609A (2).

**597. Jacket, NOMEX, Green (CWU-36/P and CWU-45/P)**

- A. Description: Made of authorized fabric, with zipper closure, one large pouch pocket on each front, wind flap and zippered pencil holder/pocket on left sleeve, and knit cuffs and bottom.
- B. Correct Wear: Close the zipper at least three-quarters of the way. A leather name tag is worn on the left breast. See section 12609A(2).

**598. Jacket, Working (Blue, Green) (A-2)**

- A. Description: Made of authorized fabric, with zipper closure, breast pockets with zippers or snaps, side pockets, knitted wristlets, and a pointed collar. The jacket is fully lined.
- B. **Correct Wear**: Close the zipper at least three-quarters of the way. A cloth name tag worn on the right breast is optional. See section 12609A(3).
- C. This uniform item will no longer be authorized for wear after January 1, 2005.

**NOAA CORPS DIRECTIVES**  
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**Chapter 12**

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**12601 SERVICE INSIGNIA**

- A. Sleeve Device is the NOAA Corps device consisting of a circular base of gold matte embroidery 15/16-inch in diameter, with inscribed triangle of gold shine embroidery, the triangle outlined with heavy gold jaceron. The triangle shall be subdivided into three smaller triangles by a single line of jaceron. The device shall be centered on the sleeve midway between front and rear creases, the base of the triangle parallel to the edge of the cuff with the bottom of the embroidered circle 1/4-inch above the uppermost sleeve stripe.



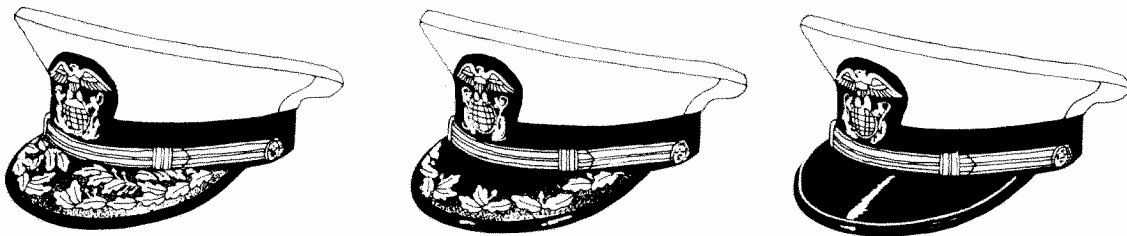
- B. Combination Cap Device is solid metal consisting of a full globe, 1-1/16 inches in diameter, surmounted by a spread eagle, facing dexter, 1-inch in height with tips of wings 2-3/8 inches apart. The breast of the eagle carries a shield 9/16-inch in height with tip of shield 1/16-inch above top of globe. The globe is superimposed on crossed fouled anchors 1-1/4 inches in overall length. The globe and eagle shall be of gold-colored metal, the anchors and shield of silver-colored metal.



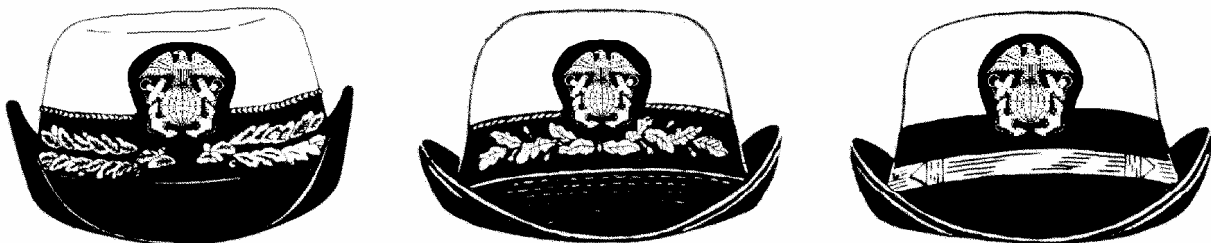
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- (1) Combination Cap (Male) insignia shall consist of a NOAA Corps combination cap device, a 1/2-inch-wide gold chin strap and two 22-1/2-line NOAA cap screw buttons. Officers in the grade of rear admiral (lower half) and above wear a visor covered with dark-blue cloth, embroidered fully in gold with two rows of oak leaves and acorns. For captains and commanders the visor shall be the same as for flag officers but with only one row of oak leaves and acorns. Officers in the grade of lieutenant commander and below wear a plain visor.



- (2) Combination Cap (Female) insignia shall consist of a NOAA Corps combination cap device and two 22-1/2-line NOAA cap screw buttons. Officers in the grade of rear admiral (lower half) and above wear a hat band covered with dark-blue cloth, embroidered fully in gold with two rows of oak leaves and acorns. The hat band is encircled at the top by gold braid piping approximately 1/8-inch-wide. For captains and commanders the hat band shall be the same as for flag officers but with only one row of oak leaves and acorns. Officers in the grade of lieutenant commander and below wear a plain hat band and a 1/2-inch-wide gold chin strap.



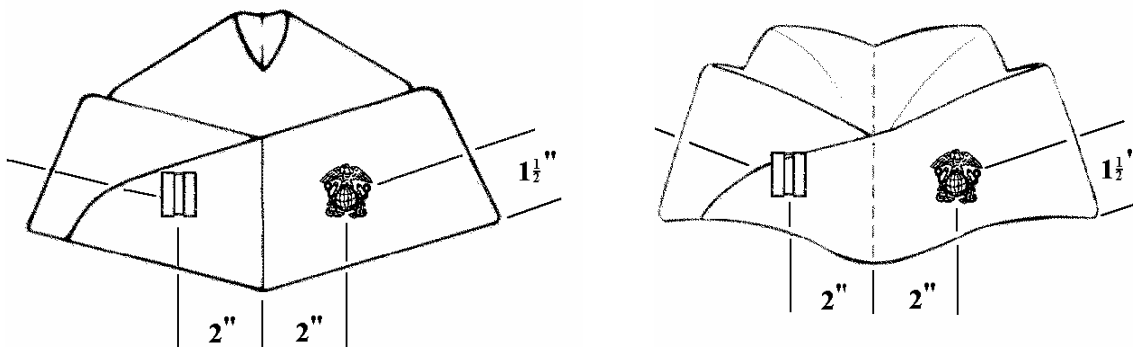
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- C. Miniature Cap Device is metal and of similar design and color as the combination cap device except that each dimension shall be reduced by one-half and no shield shall be used on the breast of the eagle.



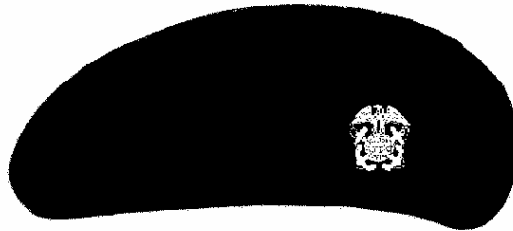
- (1) Garrison Cap shall be worn with a miniature cap device on the left and a collar grade insignia on the right as specified in section 12602C(2)(c). The devices are centered 1-1/2 inches from the lower edge and 2 inches from the center line.



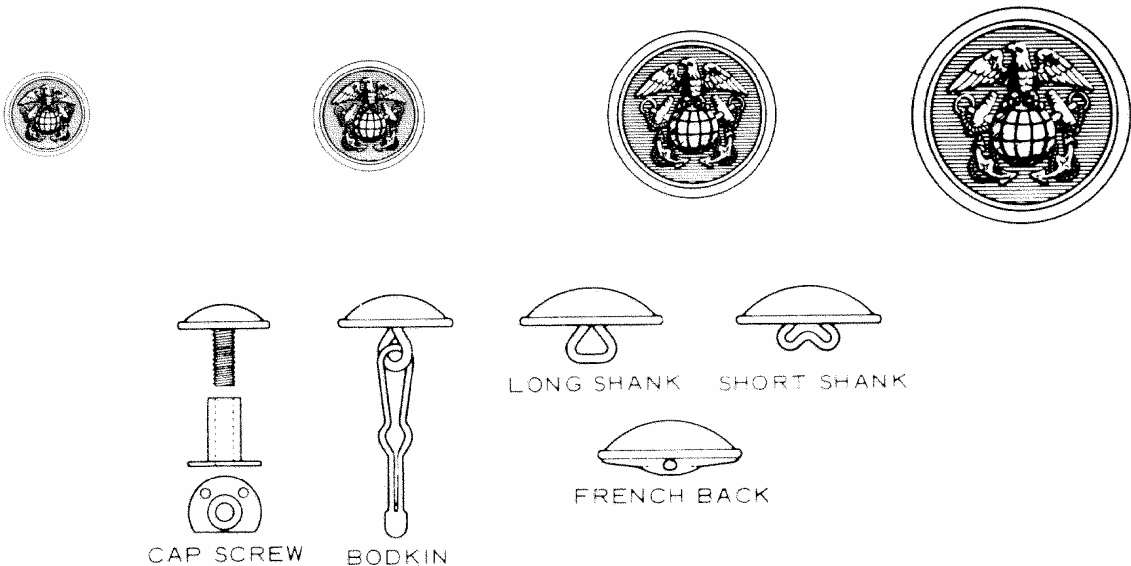
- (2) Command Ball Cap is worn with the miniature cap device centered both vertically and horizontally on the front of a plain cap. The miniature cap device may be worn on the front of a cap with a command logo and/or emblem as these designs permit. No grade insignia are worn on the command ball cap.



- (3) Beret (female only) shall be worn with the miniature cap device aligned over the left eye. No grade insignia are worn on the beret.



- D. Buttons are gold-colored metal with an embossed design consisting of an eagle rising, wings displayed and inverted, with the eagle's head turned to its right, with talons gripping the top of a globe, and two fouled anchors crossing behind the globe, with the flukes at the bottom of the design and the stocks under the eagle's wing. Button sizes are designated in terms of "lines," e.g., a 40-line button is 1 inch in diameter. Button sizes authorized are 22-1/2-line, 28-line, 35-line, and 40-line.



### **12602 GRADE INSIGNIA**

- A. Sleeve Insignia consist of stripes of gold lace in widths of 2-inch, 1/2-inch, or 1/4-inch indicating an officer's grade. Stripes encircle the sleeve with the lower edge of the first stripe 2 inches from the edge of the sleeve. Multiple stripes are separated by 1/4-inch intervals. Sleeve insignia are worn as indicated below:

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- (1) Vice Admiral - One 2-inch stripe with two 1/2-inch stripes above it.
- (2) Rear Admiral - One 2-inch stripe with one 1/2-inch stripe above it.
- (3) Rear Admiral (Lower Half) - One 2-inch stripe.
- (4) Captain - Four 1/2-inch stripes.
- (5) Commander - Three 1/2-inch stripes.
- (6) Lieutenant Commander - Two 1/2-inch stripes with one 1/4-inch stripe in between.
- (7) Lieutenant - Two 1/2-inch stripes.
- (8) Lieutenant (junior grade) - One 1/2-inch stripe with one 1/4-inch stripe above it.
- (9) Ensign - One 1/2-inch stripe.



**B. Shoulder Insignia consist of shoulder boards and metal grade insignia, as follows:**

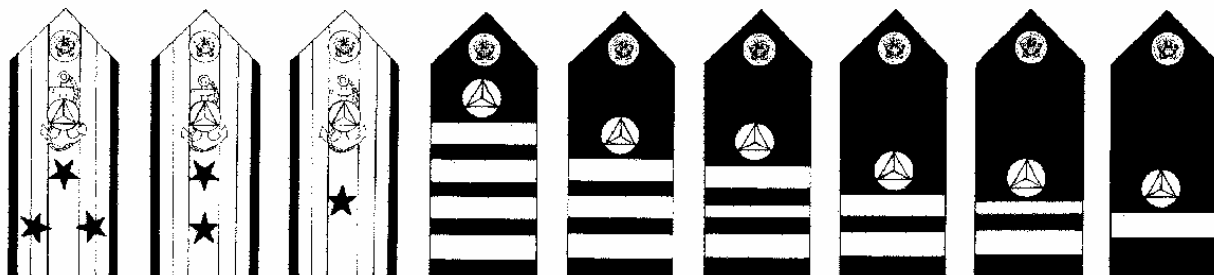
- (1) Hard Shoulder Boards indicate the wearer's grade and service. They shall be 5-1/2 inches long and 2-1/4 inches wide, with the outer end squared and the inner end terminating in a symmetrical triangular peak, extending 1 inch beyond the parallel sides. They shall be stiff, curved to fit the shoulder and secured at their inner ends by a 22-1/2-inch line NOAA gilt button snap fastener or cap screw button.
  - (a) For flag officers the outside face of the hard shoulder board shall be covered with gold lace of approved shade and pattern, showing a margin of 1/8-inch of blue cloth on each of the long sides. A fouled anchor shall be embroidered in silver thereon with the centerline of the shank coinciding with the centerline of the longer dimension of the shoulder board.



Superimposed on the shank of the anchor is a 1/2-inch circle and inscribed equilateral triangle, the triangle to be embroidered in gold bullion or synthetic material. The crown of the anchor and base of the triangle shall be pointed toward the squared end of the board. The device shall measure 1-7/16 inch overall and shall be placed with the ring 1-1/4 inch from the pointed end of the board. The unfouled arm of the stock shall point to the front.

Designation of grade shall consist of silver embroidered five-pointed star(s), each of a size to be inscribed in a circle 3/4-inch in diameter, placed between the crown of the anchor and the squared end of the shoulder board as follows:

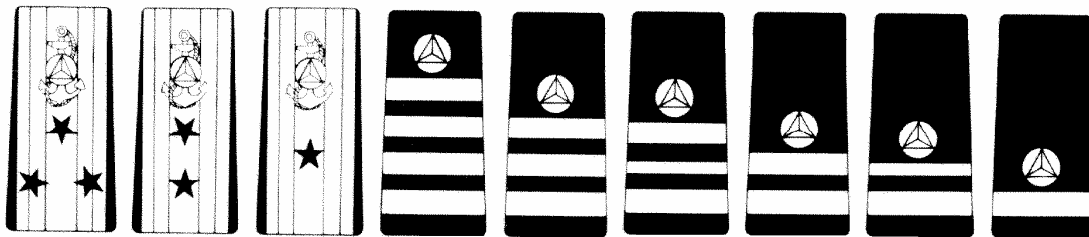
- (1) Vice Admiral - Three five-pointed stars placed to form an isosceles triangle with a 1-1/8 inch base and altitude. Inner star shall have a ray pointing toward the squared end of the shoulder board. Centers of the outermost stars shall be 3/4-inch from the squared end of the shoulder board and have a ray of each pointing toward the other.
  - (2) Rear Admiral - Two five-pointed stars embroidered in silver, each of a size to be inscribed in a circle 3/4-inch in diameter, placed on the centerline of the board, with the centers of the stars 13/16-inch apart, and the center of the outer star 3/4-inch from the squared end of the board. A ray of each star shall point toward the other.
  - (3) Rear Admiral (Lower Half) - One five-pointed star located on the center line of the shoulder board and centered between the crown of the anchor and the squared end of the shoulder board, with one ray pointing toward the pointed end of the shoulder board.
- (b) For officers below flag grade the outside face of the hard shoulder board shall be covered with navy-blue cloth lined with black silk, rayon, or similar cloth. Grade shall be designated by stripes of gold lace of the same width and number and with the same spacing as specified in 12602A for stripes on the sleeves of the coat, except that the outer edge of the first stripe shall be 1/4-inch (1/2-inch for ensigns) from the squared end of the shoulder board. A Corps device 15/16-inch in diameter, embroidered in gold, shall be affixed 1/4 inch above the innermost stripe.



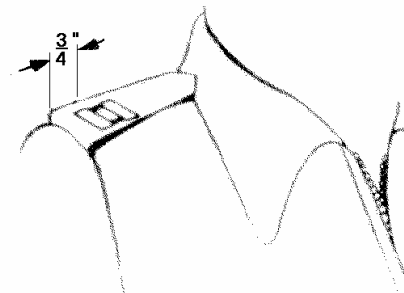
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- (2) Soft Shoulder Boards shall be made of navy-blue gabardine or similar material, sewn in a loop to fit over the shoulder straps. They shall be 4-3/16 inches long, squared at both the inner and outer ends, tapering from 2-1/4 inches wide at the outer end to 1-7/8 inches wide at the inner end.
- (a) For flag officers the outside face of the soft shoulder boards shall be covered with 1-1/2 inches width gold lace, with embroidery similar to that on the hard shoulder boards for each grade.
- (b) For officers below flag grade, grade shall be designated by a stripe or stripes of gold lace of 3/8-inch or 1/8-inch widths, encircling the boards. The outer edge of the first stripe shall be 1/4-inch from the outer edge of the shoulder board, with 1/4-inch intervals between stripes. A Corps device, 15/16-inch in diameter, embroidered in gold, shall be affixed 1/4 inch above the innermost stripe.



- (3) Metal Shoulder Grade Insignia are large U.S. Navy-type, and shall be worn on the shoulders of aviation coveralls and the shoulder straps of all-weather coats/raincoats, black jackets, and blue and khaki windbreaker jackets to indicate the wearer's grade. The outer edge of each device shall be placed 3/4-inch from the squared end of the strap. On aviation coveralls without shoulder straps, wear the insignia 3/4-inch inboard from the shoulder seam. NOTE: Army-type insignia are different and are NOT authorized.

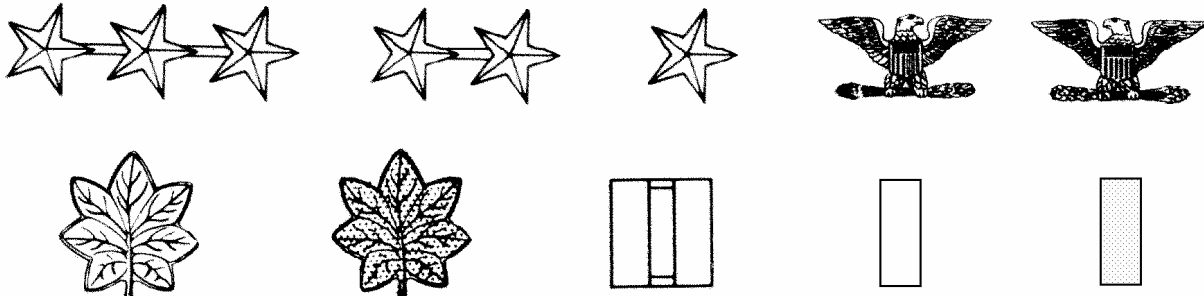


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- (a) Vice Admiral - Three silver-colored, five-pointed pyramidically-shaped stars, worn lengthwise on the strap so that the single ray of each star points toward the collar.
- (b) Rear Admiral - Two silver-colored, five-pointed, pyramidically-shaped stars, worn in the same manner as prescribed for vice admiral.
- (c) Rear Admiral (Lower Half) - One silver-colored, five-pointed, pyramidically-shaped star, one ray of which shall point toward the collar.
- (d) Captain - A silver-colored spread eagle, worn with the top of eagle's head toward the collar, and head and olive branch pointing to the front (rights and lefts).
- (e) Commander - A silver-colored oak leaf, plain, raised, and veined, worn with the tip of leaf toward the collar.
- (f) Lieutenant Commander - A gold-colored oak leaf of the same design as that prescribed for commander, worn in the same manner.
- (g) Lieutenant - Two silver-colored bars, attached at the ends, placed on the long center line of each shoulder strap with the longer dimension of the bars in a fore and aft line.
- (h) Lieutenant (junior grade) - One silver-colored bar placed on the long center line of each shoulder strap with the longer dimension of the bar in a fore and aft line.
- (i) Ensign - A gold-colored bar worn on the shoulder strap in the same manner as prescribed for lieutenant (junior grade).

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- (4) Embroidered Shoulder Grade Insignia are large U.S. Navy-type embroidered on a blue background. These insignia may be worn on the shoulders of aviation coveralls in lieu of metal shoulder grade insignia.

C. Metal Collar Grade Insignia are small U.S. Navy-type, and shall be worn on the collar points of shirts, as authorized, and on the garrison cap.

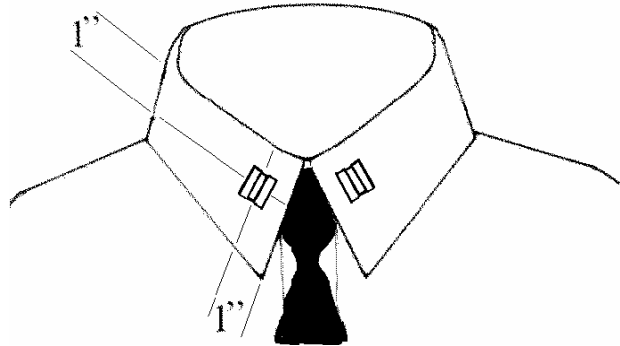
- (1) Description - Metal collar grade insignia shall be of the same design as metal shoulder grade insignia described in NCD 12602B (3) except as specified below.
- (a) Vice Admiral - Three silver-colored pyramidically-shaped stars, worn with one ray of each star pointed upward and along a fine line drawn through the three stars.
  - (b) Rear Admiral - Two silver-colored pyramidically-shaped stars of the same characteristics and worn in the same manner prescribed for vice admiral.
  - (c) Rear Admiral (Lower Half) - One silver-colored, pyramidically-shaped star, one ray pointing upward.



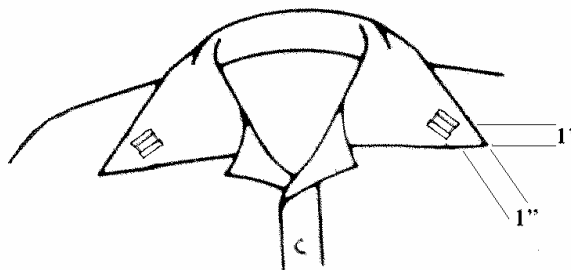
- (2) Manner of Wear

- (a) Closed Collar shirts, whether worn closed or open, shall have the insignia centered 1-inch from the front and upper edges of the collar, except that for vice admirals and rear admirals, the first star shall be centered 1-inch from the front and upper edges of the collar, and positioned with the vertical axis of the insignia at right angles (the horizontal axis parallel) to the upper edge of the collar.

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- (b) Open Collar shirts shall have the insignia centered 1-inch from the front and lower edges of the collar and positioned with the vertical axis of the insignia along (the horizontal axis at right angles to) an imaginary line bisecting the angle of the collar point.



- (c) Garrison Cap is worn with a collar grade insignia on the right and a miniature cap device on the left. The devices are centered 1-1/2 inches from the lower edge and 2 inches from the center line. Officers in the grade of captain wear the right eagle (i.e., eagle's head and olive branch shall be toward the centerline). See section NCD12601C(1).
- D. Embroidered Collar Grade Insignia are small U.S. Navy-type, embroidered on a dark blue background. These insignia will be worn on the collar points of working coveralls.
- E. Tie Clasp/Tack Grade Insignia, if worn, shall be the appropriate insignia to which the wearer is entitled.

**Part 6 - Insignia, Medals, and Ribbon Bars****12603 COMMAND INSIGNIA**

A. General - Command insignia are worn on the breast to indicate designation as Commanding Officer of a NOAA vessel or Chief-of-Party of a mobile duty assignment. Command insignia are authorized only for officers in the grade of captain and junior thereto. All insignia authorizations have to be approved by the Director. See NCD 12601 - Attachments 1 and 3.

B. Authorized Insignia

(1) NOAA Command-at-Sea Insignia

- (a) Shall be a gold-colored pin consisting of a triangle superimposed on anchor flukes and an unfurled commissioning pennant showing six triangles. The insignia is provided in two sizes: 1-1/2 inches in diameter and 3/4-inch in diameter.



- (b) The NOAA Command-at-Sea insignia is authorized for incumbents serving under orders designating them in command of Class 1 through Class 5 NOAA commissioned vessels.
- (c) A NOAA Corps officer who has previously successfully held command (but is not currently in command) of a NOAA commissioned vessel (as described in section above) for at least 6 months during which the vessel was engaged for at least 4 months in operations at sea, may, after authorization, wear the Command-at-Sea insignia.
- (d) Eligibility to wear the insignia is not attained by a NOAA Corps officer being temporarily or acting in command due to absence, illness or transfer of the designated commanding officer, for periods of less than six continuous months.

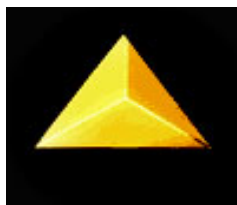
(2) NOAA Small-Craft-Command Insignia

**Part 6 - Insignia, Medals, and Ribbon Bars**

- (a) Shall be a bronze-colored insignia, of the same design and sizes as the Command-at-Sea insignia.



- (b) NOAA Corps officers not qualifying for the Command-at-Sea insignia as stated above who are incumbents serving under orders designating them as officer-in-charge or in command of NOAA vessels, greater than 50 feet in length up through Class 6, are authorized to wear the Small-Craft-Command insignia.
- (c) A NOAA Corps officer who has previously been in charge of, or held command of a NOAA vessel (as described in the section above) for at least 6 months during which the vessel spent at least 4 months in field operations, may, after authorization, wear the Small-Craft-Command insignia. This insignia shall not be worn when the Command-at-Sea insignia is authorized.
- (d) Eligibility to wear the insignia is not attained by an officer being temporarily or acting in command due to absence, illness or transfer of the designated commanding officer, for periods of less than 6 continuous months.
- (3) NOAA Chief-of-Party Insignia
- (a) Shall be a gold-colored pin consisting of a raised equilateral triangle. The insignia is provided in two sizes: approximately 1-1/2 inches on a side and approximately 3/4 inches on a side.



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- (b) The NOAA Chief-of-Party insignia is authorized for incumbents serving in assignments designating them as Chief-of-Party or equivalent.
- (c) A NOAA Corps officer who has previously served in an assignment as Chief-of-Party, or equivalent, for at least 6 months during which the unit was engaged for at least 4 months in field operations, may, after authorization, wear the Chief-of-Party insignia.
- (d) Eligibility to wear the insignia is not attained by an officer being temporarily assigned or acting as Chief-of-Party due to absence, illness or transfer of the designated Chief-of-Party, for periods of less than 6 continuous months.

**C. Manner of Wear****(1) Incumbent**

- (a) Wear the command insignia centered 1/4 inch above the right breast pocket or pocket flap. When a name tag or ribbon bars are worn on the right breast, the insignia is centered 1/4 inch above them.
- (b) On the men's Service Dress Blue coat, the insignia is positioned on the right breast as though there were a pocket.
- (c) On Formal Dress and Dinner Dress Jacket (Blue or White), men wear the insignia centered on the right lapel, 3 inches below the notch; women wear the insignia centered on the right lapel, down one third the distance between the shoulder seam and the coat hem.

**(2) Post-Tour**

- (a) Only one post-tour command insignia may be worn. The choice of insignia worn is up to the individual.
- (b) Center the device point up on the left breast, 1/4 inch below the top of the pocket/flap. When wearing two qualification insignia, center the command insignia 1/4 inch below the secondary insignia, or on uniforms with pocket flaps, 1/4 inch below the flap.
- (c) When wearing miniature medals, center post-tour command insignia 1/4 inch below the medals or secondary qualification insignia.



**Part 6 - Insignia, Medals, and Ribbon Bars**

- (d) When wearing large medals, men center post-tour command insignia 1/4 inch below the lower of either medals or a qualification insignia in the secondary position; women center the insignia 1/4 inch above the left pocket flap, medals, or primary insignia. On men's Full Dress White the combination of breast insignia and medals shall not extend below the lower seam of the pocket.
- (3) Incumbent with Post-Tour Insignia - An incumbent shall not wear a post-tour command insignia of the same command category. An incumbent insignia may be worn with one post-tour command insignia, but the Small-Craft Command and Command-at-Sea insignia shall not be worn concurrently. Specifically, incumbent Small- Craft Command or Command-at-Sea insignia may be worn with post-tour Chief-of-Party insignia and vice versa.

**12604 QUALIFICATION INSIGNIA**

- A. NOAA Corps officers who have qualified as aviators, divers, submariners, parachutists, etc., or are otherwise entitled to wear a qualification insignia and whose right to wear it has not been specifically revoked, may wear the insignia at their discretion in accordance with these Directives.
- B. Authorized Insignia
  - (1) NOAA Deck Officer Insignia
    - (a) Shall be a gold-colored pin displaying breaking waves, with a central device consisting of a fouled anchor surcharged with a NOAA Corps device. The insignia is provided in two sizes: 2-5/8 inches by 1 inch and 1-5/16 inches by 1/2 inch.



- (b) NOAA Corps officers certified as Senior Watch Officer may wear the NOAA deck officer insignia after authorization by the Director, NC.

**Part 6 - Insignia, Medals, and Ribbon Bars****(2) NOAA Aviator Insignia**

- (a) Shall be a gold-colored pin, winged, with a central device consisting of a fouled anchor surcharged with a NOAA Corps device. The insignia is provided in two sizes: 2-3/4 inches by 1 inch and 1-3/8 inches by 1/2 inch.



- (b) NOAA Corps officer pilots and navigators may wear the NOAA aviator insignia after authorization by the Director.

**(3) NOAA Diver Insignia**

- (a) Shall be a gold-colored pin consisting of a NOAA Corps device surrounded by two dolphins. The insignia is provided in two sizes: 1-1/2 inches in diameter and 3/4-inch diameter.



- (b) NOAA Corps officers qualified as NOAA divers may wear the NOAA diver insignia after authorization by the Director.

- (4) Insignia of Other Services –NOAA Corps officers authorized to wear qualification insignia of other services may do so in accordance with the section below.

**C. Manner of Wear**

- (1) Qualification insignia are worn on the left breast.
- (2) If wearing one device, place it in the primary position.

**Part 6 - Insignia, Medals, and Ribbon Bars**

- (3) NOAA Corps officers with multiple qualifications may wear two insignia, placing one in the primary position and one in the secondary position. Only one insignia from any qualification category (i.e., diver, aviator, etc.) is authorized for wear at the same time.
- (4) Positioning of insignia shall be as follows:
  - (a) With Ribbon Bars or Medals
    - 1. The primary insignia is centered above ribbon bars or medals with the lower edge of the device 1/4-inch above the top row of ribbon bars or medals.
    - 2. The secondary insignia is centered below ribbon bars with the top of the device 1/4 inch below the top of the pocket or pocket flap, or centered below medals with the top of the device 1/4 inch below the lowest row of medals.
  - (b) Without Ribbon Bars or Medals
    - 1. The primary insignia is centered above the left pocket with the lower edge of the device 1/4 inch above the top of the pocket. On Dinner Dress Jacket uniforms, men center the insignia on the left lapel, 3 inches below the notch; women center the insignia on the left lapel down one-third the distance between the shoulder seam and coat hem.
    - 2. The secondary insignia is centered 1/4 inch below the top of the pocket or pocket flap. On Dinner Dress Jacket uniforms, position the secondary insignia 1/4 inch below the primary insignia. Secondary insignia are not authorized for wear on working uniforms.

**12605 LARGE MEDALS**

- A. Large medals recognize awards made to individuals for performance of certain duties, acts, or services. With the exception of the Medal of Honor, all United States medals consist of a short suspension ribbon, in distinctive colors, from which hangs a medallion.

**Part 6 - Insignia, Medals, and Ribbon Bars**

- B. Large medals shall be worn on the left breast of Full Dress uniforms. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Rows may contain up to three medals without overlap. In rows containing four or five medals, the medals are overlapped. Overlapping shall be proportional, making the width equal to a row of three. The inboard medal shall show in full. Medals shall be arranged in rows in accordance with NCD Chapter 12, Part 6, Attachment 2. Position each upper row of medals so the medallions cover the suspension ribbons of the medals in the row below. The holding bar of the lowest row of medals is centered 1/4 inch above the pocket or pocket flap.
- C. Medals shall be arranged by order of precedence from inboard to outboard and from top to bottom. The Medal of Honor is worn on a suspension ribbon made to fit around the neck.
- D. Recipients of decorations and service awards for which no large medals have been authorized or struck shall wear such ribbon bars on the right breast when large medals are worn. On Full Dress White (male and female) and Full Dress Blue (female), the ribbon bars shall be centered 1/4 inch above the right pocket flap. On Full Dress Blue (male) the ribbon bars shall be positioned on the right breast as though there were a pocket. Arrangement of ribbon bars shall be by order of precedence from inboard to outboard and from top to bottom. (NOTE: This order mirrors wear on left breast.)

**12606      MINIATURE MEDALS**

- A. A miniature medal is a replica of a large medal, to a scale of one-half that of the original. The full-size Medal of Honor is worn when miniature medals are authorized.
- B. Miniature medals are worn with Formal Dress, Dinner Dress Jacket, and Dinner Dress uniforms. When wearing more than one medal, suspend them from a holding bar that supports the medals' weight. Wear up to five miniature medals in a single row with no overlap. Medals shall be arranged in accordance with NCD Chapter 12, Part 6, Attachment 2. Position each upper row of medals so the medallions cover the suspension ribbons of the medals in the row below.

**Part 6 - Insignia, Medals, and Ribbon Bars**

- (1) Male Officers
  - (a) When worn on the Service Dress coat (blue or white), the holding bar of the lowest row of medals is centered 1/4 inch above the left breast pocket.
  - (b) When worn on the Dinner Dress Jacket coat (blue or white), the holding bar of the lowest row of medals shall be positioned 3 inches below the notch and centered on the left lapel.
- (2) Female Officers
  - (a) When worn on the Service Dress coat (blue or white), the holding bar of the lowest row of medals is centered 1/4 inch above the left pocket flap.
  - (b) When worn on the Dinner Dress Jacket coat (blue or white), the holding bar of the lowest row of medals is worn in the same relative position as in (1) (b) above, down 1/3 the distance between the shoulder seam and coat hem.
- C. Medals shall be arranged by order of precedence from inboard to outboard and from top to bottom.
- D. Recipients of awards for which no miniature medals have been authorized or struck shall not wear such ribbon bars when miniature medals are required.

**12607 RIBBON BARS**

- A. A ribbon bar replicates the distinctive fabric design symbolizing a particular award, in the form of a bar, 1-3/8 inches by 3/8 inch. Thin-mount ribbon bar sets that retain the appearance of standard ribbon bars are authorized. Ribbon bars shall be kept neat and clean at all times.
- B. On service uniforms, no ribbon bars, the three senior ribbon bars, or all ribbon bars may be worn at the discretion of the individual NOAA Corps officer. Ribbon bars are required on Full Dress uniforms. Ribbon bars, when worn, will be placed on the uniform in the manner prescribed in these Directives
- C. Manner of Wear - Ribbon bars shall be arranged by order of precedence from inboard to outboard and from top to bottom. One, two, or three ribbon bars are worn in a single row. When more than three ribbon bars are authorized, they shall be worn in horizontal rows of three each. If not in multiples of three, the uppermost row shall contain the lesser number, the center of the row to be over the center of the row below it.

**Part 6 - Insignia, Medals, and Ribbon Bars**

Ribbon bars shall be worn without intervals between ribbon bars or rows, with the bottom row centered 1/4 inch above the left breast pocket or pocket flap. In all instances, a single back plate shall be used to properly display all ribbon bars. For example, one three-ribbon back plate will be used instead of three one-ribbon back plates.

**12608 ATTACHMENTS TO MEDALS AND RIBBON BARS**

- A. Only one of each medal or ribbon bar shall be worn. Subsequent awards are denoted by attachments to the medal or ribbon bar.
- B. Stars - There are seven variations of stars used on medals and ribbon bars issued by the NOAA Corps. Stars are worn with one point up. See 12601 - Attachment 4.
  - (1) A 5/16-inch gold-colored star is worn on personal decorations (large medals and ribbon bars) to denote each subsequent award received.
  - (2) A 5/16-inch silver-colored star is worn on personal decorations (large medals and ribbon bars) in lieu of five gold-colored stars to represent sixth award.
  - (3) A 3/16-inch bronze-colored star is worn on unit, service, and societal awards (ribbon bars) to denote subsequent awards.
  - (4) A 3/16-inch silver-colored star is worn on unit, service, and societal awards (ribbon bars) in lieu of five bronze-colored stars to represent sixth award.
  - (5) A 1/8-inch gold-colored star is worn on personal decorations (miniature medals) to denote each subsequent award received.
  - (6) A 1/8-inch silver-colored star is worn on:
    - (a) personal decorations (miniature medals) in lieu of five gold-colored stars to represent sixth award; and
    - (b) unit, service, and societal awards (miniature medals) in lieu of five bronze-colored stars to represent sixth award.
  - (7) A 1/8-inch bronze-colored star is worn on unit, service, and societal awards (miniature medals) to denote subsequent awards.
- C. Triangles - Triangles are worn one point up.
  - (1) A 3/16-inch bronze-colored triangle is worn on the SAME ribbon bar as part of the SAME Karo Award.
  - (2) A 3/16-inch silver-colored triangle is worn:

**Part 6 - Insignia, Medals, and Ribbon Bars**

- (a) on the SAME miniature medal and the SAME ribbon bar as part of the SAME Colbert Medal; and
  - (b) on the NOAA Corps International Service Ribbon bar to denote completion of an overseas permanent change of station (PCS) tour in an area other than the United States, its possessions or territories.
- D. Antarctica Wintered-Over Clasp - A bronze-colored clasp, 1/8-inch by 1-1/2 inches, with the words "Wintered Over" on the suspension ribbon of the Antarctic Service Medal (large medal) denotes the first wintering over period. A gold-colored clasp of the same dimensions denotes the second wintering over period, and a silver-colored clasp of the same dimensions denotes the third or subsequent wintering over period. The clasp is worn centered on the suspension ribbon. Not more than one clasp shall be worn.
- E. Antarctica Wintered-Over Disk - A bronze-colored disk, 5/16-inch diameter, with an outline of the Antarctic continent inscribed thereon worn on the suspension ribbon of the Antarctic Service Medal (miniature medal) and on the ribbon bar denotes the first wintering over period. A gold-colored disk denotes the second wintering over period, and a silver-colored disk denotes the third or subsequent wintering over period. The disk is worn centered on the ribbon bar and the suspension ribbon of the miniature medal, peninsula pointing up. Not more than one disk shall be worn.
- F. "S"
  - (1) A 3/16-inch bronze-colored "S" affixed to the large ACO medal suspension ribbon and ribbon bar signifies the ACO Science Award.
  - (2) A 1/8-inch bronze-colored "S" affixed to the miniature ACO medal suspension ribbon signifies the ACO Science Award.
- G. "E"
  - (1) A 3/16-inch bronze-colored "E" affixed to the large ACO medal suspension ribbon and ribbon bar signifies the ACO Engineering Award.
  - (2) A 1/8-inch bronze-colored "E" affixed to the miniature ACO medal suspension ribbon signifies the ACO Engineering Award.

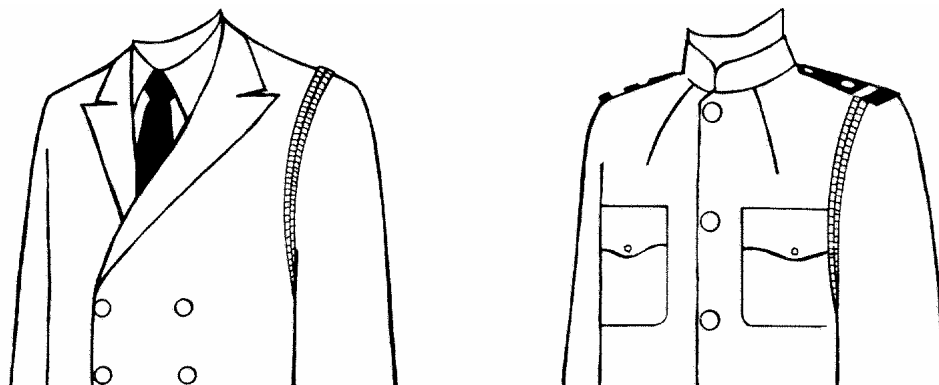
**Part 6 - Insignia, Medals, and Ribbon Bars****12609 NAME TAGS, AIGUILLETTES, AND IDENTIFICATION BADGES OF OTHER SERVICES****A. Name Tags**

- (1) Plastic - The name tag shall conform to the following specifications:
  - (a) Size - 1 inch by 3 inches.
  - (b) Color - Lustrous, "air force blue" background.
  - (c) Lettering - Engraved, white block-type uppercase, last name only.
  - (d) Material - Bakelite or any similar material that will hold the lustrous
  - (e) NOAA Seal – Engraved or Etched.
  - (f) Manner of Wear - Worn on all service uniforms. The name tag is worn centered 1/4-inch above the right breast pocket. On uniforms without a right breast pocket, place the name tag on the right front as though there were a pocket. On the Army-style black V-neck pullover sweater, the name tag is worn centered on the fabric patch provided on the right breast.
- (2) Leather - The name tag shall conform to the following specifications:
  - (a) Size - 2 inches by 4 inches.
  - (b) Color - Black.
  - (c) Lettering - Gold block-type uppercase, 3/16-inch high for last name and service "NOAA CORPS".
  - (d) Material - Leather with Velcro affixed to the back.
  - (e) NOAA Corps Seal - A gold-colored NOAA Corps emblem shall be
  - (f) Manner of Wear - Worn on the Velcro patch provided on sweaters, flight suits, and flight jackets.
- (3) Cloth - the name tag shall conform to the following specifications:



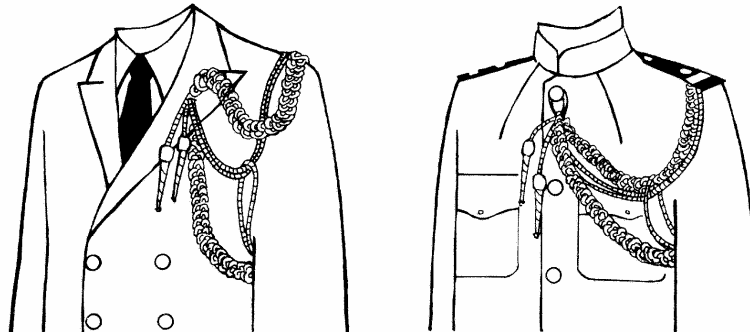
**Part 6 - Insignia, Medals, and Ribbon Bars**

- (a) Size - 1-inch wide cloth. Length corresponds to the length of the last name.
  - (b) Color - Blue or green background.
  - (c) Lettering - White on blue background or black on green background, block-type uppercase, embroidered or stenciled, last name only.
  - (d) Material - Standard name-tag-grade cloth.
  - (e) Manner of Wear - Worn centered on right breast. The blue name tag is worn on Working Coveralls and the Blue Working Jacket (A-2). The green name tag is worn on the Green Working Jacket (A-2).
- (4) Plastic and leather NOAA name tags are ordered through the Commissioned Personnel Center. Cloth name tags are available through many military uniform outlets.
- (5) NOAA Corps officers assigned to other services may wear a name tag of that service's design on the NOAA uniform while assigned to that service.
- B. Aiguillettes – A NOAA Corps officer designated as aide for Secretary of Commerce, Under Secretary, Assistant Secretary or NOAA Corps admirals shall wear an aiguillette on the left shoulder of the uniform while acting in that capacity. Service aiguillettes are ordinarily worn; dress aiguillettes are for formal official ceremonies and functions.
- (1) Service Aiguillettes consist of two or three loops of aiguillette cord, with a core of yellow cotton, covered by braiding of gold or gilt thread and dark-blue silk. Three loops of aiguillette cord designate an aide to a vice admiral and two loops designate an aide to a rear admiral or rear admiral (lower half).



**Part 6 - Insignia, Medals, and Ribbon Bars**

- (2) Dress Aiguillettes consist of two single aiguillette cords, having a core of yellow cotton, covered by braiding of gold or gilt thread and dark-blue silk, plaited, and two additional loops of unplaited aiguillette cord. The end of the plaited cord has a becket of gold cord and two gilt metal pencils secured by lengths of plain cord.

**C. Identification Badges of Other Services**

- (1) Identification badges authorized while assigned to another service or organization may be worn in accordance with the issuing service's Directives.
- (2) Subsequent to departure from duty with that service or organization, continued wearing of the identification badge is at the discretion of the officer involved.
- (3) Identification badges shall not be worn on working uniforms.

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## Part 7 – Awards


**12701 GENERAL**

- A. NOAA Corps officers who have been awarded certain decorations or service awards may wear them on specific uniforms in the manner prescribed.
- B. Awards issued by any Department of the U.S. Government are authorized for wear. Awards issued by outside organizations or foreign governments, specifically for official performance of duty, may be approved by the Director on a case-by-case basis.
- C. Members of other uniformed services serving on active duty with NOAA are eligible for certain Department of Commerce, NOAA, and NOAA Corps awards as specified herein. Authorization to wear awards is at the discretion of the member's parent service.


**12702 DEFINITIONS**

- A. Award - An all-inclusive term covering all decorations, medals, badges, ribbon bars, and their accessories.
- B. Decoration - An award to an individual for a specific act of heroism or meritorious service.
- C. Service Award - An award to an individual or group signifying arduous or remote duty.

**12703 PERSONAL DECORATIONS**

- A. DEPARTMENT OF COMMERCE GOLD MEDAL (GOLD) 
  - 1. Eligibility Requirements - The highest honorary award granted by the Secretary. Awarded to an individual, group, or Commerce organization for extraordinary achievements in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. To warrant a Gold Medal, a contribution must meet at least one of the following criteria:
    - a. Achievement of critical program goals far surpassing expectations, marked by unusual creativity, energy, or persistence, contributing significantly to the welfare of the Nation;
    - b. Unusually outstanding leadership or management that results in dramatic improvement in productivity, program effectiveness, or quality of the Department's service to the Nation;
    - c. Scientific or technological breakthroughs that resolve longstanding problems or radically advance the state-of-the-art;
    - d. Highly distinguished authorship or editorship that affects the primary principles of the discipline involved, opens up new fields of inquiry, or redefines major issues of investigation; or
    - e. Heroic action involving jeopardy of life.

## Part 7 – Awards

2. Type of Recognition - Performance-based, honorary, non-monetary.
  3. Nomination Procedure - See NAO 202-451, Part V.
  4. Selection Procedure - See NAO 202-451, Part V.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. The Department of Commerce presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
    - c. Attachments to Medals and Ribbon Bars
      1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
      2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
      3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- B. DEPARTMENT OF COMMERCE SILVER MEDAL (SILV) 
1. Eligibility Requirements - The second highest honorary award granted by the Secretary. Awarded to an individual, group, or Commerce organization for major contributions of exceptional value in support of the Department's overall goals in service to the Nation. To warrant a Silver Medal, a contribution must meet at least one of the following criteria:
    - a. Achievement of important program goals, marked by excellence of performance and quality of results exceeding expectations;
    - b. Superior leadership or management resulting in substantial improvements in productivity, program effectiveness, or the quality of the Department's service;
    - c. Scientific or technological contributions that significantly advance the understanding, knowledge, or mastery of a given discipline;
    - d. Exceptionally meritorious authorship or editorship that contributes significantly to the body of knowledge in a given field; or
    - e. Unusual courage or competence in an emergency.

## Part 7 – Awards


2. Type of Recognition - Performance-based, honorary, non-monetary.
3. Nomination Procedure - See NAO 202-451, Part V.
4. Selection Procedure - See NAO 202-451, Part V.
5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - b. The Department of Commerce presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
  - c. Attachments to Medals and Ribbon Bars
    1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
    2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
    3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.

## C. DEPARTMENT OF COMMERCE BRONZE MEDAL (BRON)

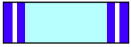


1. Eligibility Requirements - The highest honorary award of NOAA, granted by the Under Secretary for Oceans and Atmosphere. Awarded to an individual, group, or organization for significant contributions to NOAA. Contributions must meet one or more of the following criteria:
  - a. Accomplishment of improvements in management systems that are more effective or more efficient;
  - b. Demonstration of unusual or creative ability in the development and improvement of methods and procedures;
  - c. Significant contribution affecting major programs or a scientific accomplishment or;
  - d. Superior accomplishment of assigned tasks for at least five consecutive years.
2. Type of Recognition - Performance-based, honorary, non-monetary.
3. Nomination Procedure - See NAO 202-451, Part V.

## Part 7 – Awards

4. Selection Procedure - See NAO 202-451, Part V.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. NOAA presents a medallion and a certificate. CPC provides a large medal, miniature medal, and ribbon bars.
    - c. Attachments to Medals and Ribbon Bars
      1. A 5/16-inch silver-colored “O” worn on the large medal suspension ribbon and ribbon bar denotes a group or organizational award.
      2. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
      3. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- D. NOAA CORPS MERITORIOUS SERVICE MEDAL (NCMS) 
1. Eligibility Requirements - The highest honorary award of the NOAA Corps. Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, who distinguishes him/herself by outstanding meritorious achievement or service to the United States in a position of considerable responsibility. Normally, the acts or service must be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Commendation Medal, but which does not warrant a U.S. Department of Commerce Gold or Silver Medal, such as:
    - a. Voluntary acts of heroism such as to stand out distinctly above normal expectations. Officers who act with heroism in the face of great danger may be considered instead for a U.S. Department of Commerce Gold or Silver Medal;
    - b. Meritorious service worth of special recognition. The service should be far superior to that usually expected of an individual commensurate with his/her grade, demonstrate significant leadership accomplishments, or constitute a significant and substantial contribution to the Government, such as major improvements in policies, management, or organization. The service may cover an extended period of time; or
    - c. Outstanding career service worthy of special recognition, in view of an officer's sustained performance over multiple assignments. Service should reflect tangible and sustained achievements in leadership, management and government service.
  2. Type of Recognition - Performance-based, honorary, non-monetary.

## Part 7 – Awards

3. Nomination Procedure
    - a. Initiated by an individual employed, assigned, or attached to NOAA or DOC.
    - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
    - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
  4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
    - c. Attachments to Medals and Ribbon Bars
      1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
      2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- E. NOAA ADMINISTRATOR'S AWARD (NAAM) 
1. Eligibility Requirements - An individual award granted by the Under Secretary for Oceans and Atmosphere in recognition of significant contributions to NOAA programs. Areas in which significant contributions to NOAA programs will be considered for an Administrator's Award include: Equal Employment Opportunity (EEO), program management, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.
  2. Type of Recognition - Honorary, monetary.
  3. Nomination Procedure - See NAO 202-451, Appendix 12.2.
  4. Selection Procedure - See NAO 202-451, Appendix 12.2.
  5. Issuance and Manner of Wear



## Part 7 – Awards

- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. NOAA presents a plaque. CPC provides a certificate, a large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
  1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
  2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.

## F. NOAA CORPS COMMENDATION MEDAL (NCCM)




1. Eligibility Requirements - Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, who distinguishes him/herself by heroic or meritorious acts or service.

To merit this award, service must be accomplished or performed in an exemplary manner above that normally expected and must be sufficient to distinguish the individual from those performing similar services. Acts must reflect the preservation of life or property. Acts or service must be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Achievement Medal, as follows:

- a. Acts of heroism worthy of special recognition, but not to the degree required for the U. S. Department of Commerce (DOC) Gold or Silver Medals.
  - b. Outstanding achievement worthy of special recognition, but not to the degree required for the DOC Bronze Medal or the NOAA Corps Meritorious Service Medal. The achievement should constitute a definite contribution to the Government, such as an invention or an improvement in design, procedure, or organization.
  - c. Outstanding service worthy of special recognition, but not to the degree required for the DOC Bronze Medal or the NOAA Corps Meritorious Service Medal. The service should be superior to that usually expected of an individual commensurate with his/her grade. The service may cover an extended period of time. Award is based on the circumstances and conditions under which the service was performed.
  - d. Leadership that merits special recognition. Leadership must be sustained so as to demonstrate a high state of development; be of such merit as to earn singular recognition; and reflect most creditably on the efforts of the individual toward accomplishment of the unit mission.
2. Type of Recognition - Honorary, non-monetary.

## Part 7 – Awards

3. Nomination Procedure
    - a. Initiated by an individual employed, assigned, or attached to NOAA or DOC.
    - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
    - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
  4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
    - c. Attachments to Medals and Ribbon Bars
      1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award.
      2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award.
- G. NOAA CORPS ACHIEVEMENT MEDAL (NCAM) 

1. Eligibility Requirements - Awarded to NOAA Corps officers, and members of other uniformed services assigned, detailed, or attached to NOAA. The award is given for professional and/or leadership achievement based on sustained performance or specific achievement of a superlative nature, and shall be of such merit as to warrant more tangible recognition than is possible by the NOAA Corps Director's Ribbon, but which does not warrant a NOAA Corps Commendation Medal or higher award.
  - a. Superior Achievement Recognition - For a contribution resulting in tangible benefits or savings, or intangible benefits to the Government. "Contribution" means an accomplishment achieved through an individual.
2. Type of Recognition - honorary, non-monetary.

## Part 7 – Awards

3. Nomination Procedure
  - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.
  - b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
  - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
  - c. Attachments to Medals and Ribbon Bars
    1. A 5/16-inch gold-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 5/16inch silver-colored star denotes a sixth award.
    2. A 1/8-inch gold-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.

## H. NOAA CORPS DIRECTOR'S RIBBON (NCDR)



1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service detailed, assigned, or attached to NOAA, in recognition of noteworthy accomplishments in the performance of duty of a lesser order than that required for the NOAA Corps Achievement Medal, as follows:
  - a. Unusual or substantial accomplishment set apart from others in the same or similar circumstances.
  - b. Sustained exemplary performance set apart from others in the same or similar circumstances.
2. Type of Recognition - Honorary, non-monetary.


## Part 7 – Awards

3. Nomination Procedure
  - a. Initiated by an individual employed, assigned or attached to NOAA or DOC.
  - b. Transmitted via NOAA form 56-63 the nominee's supervisor, to the Director, CPC, for initial screening.
  - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - b. CPC provides a certificate and ribbon bars.
  - c. Attachments to Ribbon Bars - A 5/16-inch gold-colored star worn on the ribbon bar denote each subsequent award. A 5/16-inch silver-colored star denotes a sixth award.


**12704 UNIT AWARDS AND NON-GOVERNMENT DECORATIONS****A. NOAA UNIT CITATION (NUCA)**

1. Eligibility Requirements - Awarded to a group of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's programs. Consideration for a Unit Citation is given, but not limited to those contributions which:
  - a. Are outstanding enough to bring unusual credit and/or favorable attention to NOAA and the Department of Commerce;
  - b. Result in greatly advancing or furthering NOAA programs;
  - c. Accomplish significant savings or improvements in NOAA's operating programs; and
  - d. Represent outstanding service to the public.
2. Type of recognition - Honorary, non-monetary.

## Part 7 – Awards

3. Nomination Procedure - Submitted by the nominator on form CD-326, Recommendation for Recognition (revised 7-10) through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director.
  4. Selection Procedure - Approval is given by the Assistant Administrator or NOAA Staff or Program Office Director, as appropriate.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. NOAA presents a certificate. CPC provides ribbon bars.
    - c. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
  6. Additional Information - See NAO 202-451, Appendix 12.2.
- B. NOAA ACO - JUNIOR OFFICER OF THE YEAR AWARD (ACOJ) 
1. Eligibility Requirements - Awarded annually to a NOAA Corps officer, below the grade of lieutenant commander, to recognize outstanding contributions to NOAA, outstanding performance, and/or the positive reflection cast by the recipient upon the NOAA Corps. NOAA Corps officers who are promoted to lieutenant commander during the calendar year for which the award is made are eligible.
  2. Type of Recognition - Honorary, non-monetary.
  3. Nomination Procedure
    - a. Nominations are solicited by the National ACO in the first quarter of each fiscal year for the immediately preceding calendar year.
    - b. Any supervisor (not limited to immediate supervisor) under whom the nominee is serving, or any NOAA Corps officer senior in rank to the nominee, may nominate that NOAA Corps officer to receive the award. More than one nomination may be made by each supervisor or senior officer. Nomination should be made for a NOAA Corps officer who, by his/her actions, demonstrated outstanding qualities of personal and/or Corps development. This may include performance of assigned duties, academic achievement, scientific advancement of a NOAA mission, public service, and/or other exemplary achievements.

## Part 7 – Awards

- c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, which reflect the basis for the nomination. Criteria on which the supervisor may want to expound include daily job performance, officer bearing, active participation in NOAA Corps-related activities, extra-curricular activities, and any other noteworthy characteristics.
  4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.
  5. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- C. NOAA ACO – SCIENCE AWARD (ACOS) 
  1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who has distinguished him/herself by making outstanding scientific contribution(s) that distinguish the individual above those performing similar services.
  2. Type of Recognition - Honorary, non-monetary.
  3. Nomination Procedure
    - a. Nominations are solicited by the National ACO in the first quarter of each fiscal year for the immediately preceding calendar year.
    - b. Any commissioned officer, or any supervisor under whom the officer is serving, may nominate the officer to receive the award.
    - c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, and should specify the award for which the nomination is being made, the nature of the contribution or achievement, and its significance in relation to the missions of the nominee's unit, NOAA, and/or the NOAA Corps.
  4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.

## Part 7 – Awards

## 5. Issuance and Manner of Wear

- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
  1. A 3/16-inch bronze-colored "S" is worn on the large medal suspension ribbon and ribbon bar.
  2. A 1/8-inch bronze-colored "S" is worn on the miniature medal suspension ribbon.

## D. NOAA ACO – ENGINEERING AWARD (ACOE)



1. Eligibility Requirements - Awarded to a NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who has distinguished him/herself by making outstanding engineering contribution(s) that distinguish the individual above those performing similar services.
2. Type of Recognition - Honorary, non-monetary.
3. Nomination Procedure
  - a. Nominations are solicited by the National ACO in the first quarter of each calendar year for the immediately preceding calendar year.
  - b. Any commissioned officer, or any supervisor under whom the officer is serving, may nominate the officer to receive the award.
  - c. The nomination shall consist of at least two pages, the first a cover memo addressed to the National ACO and containing the name, grade, duty title, and job description of the nominated officer. The following page(s) shall be the personal comments of the supervisor, and should specify the award for which the nomination is being made, the nature of the contribution or achievement, and its significance in relation to the missions of the nominee's unit, NOAA, and/or the NOAA Corps.
4. Selection Procedure - Selection shall be made by the Executive Committee of the National ACO.
5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.

## Part 7 – Awards

- b. ACO presents a certificate, large medal, miniature medal, and ribbon bars.
- c. Attachments to Medals and Ribbon Bars
  - 1. A 3/16-inch bronze-colored "E" is worn on the large medal suspension ribbon and ribbon bar.
  - 2. A 1/8-inch bronze-colored "E" is worn on the miniature medal suspension ribbon.

## E. SAME COLBERT MEDAL (COLB)



- 1. Eligibility Requirements - Awarded annually to a member of the National Ocean Service, officer or civilian, active or retired, in recognition of the most outstanding contribution to military engineering through achievement in design, construction, administration, research, or development.
- 2. Type of Recognition - Honorary, non-monetary.
- 3. Nomination Procedure
  - a. Nominations are solicited by the designated Service Chief at the beginning of each calendar year for the immediately preceding calendar year.
  - b. Nominations may be initiated by any NOAA employee. Nominations shall be submitted through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director, who forwards the nominations to the designated Service Chief.
  - c. The nomination shall consist of at least two pages, beginning with a concise sentence stating the reason for the award and followed by a more detailed description of the contributions or achievements and their significance to engineering and science.
- 4. Selection Procedure - Nominations are screened and final selection made by a special committee appointed by the designated Service Chief. Following approval by the designated Service Chief, nominations are forwarded to the Executive Director, Society of American Military Engineers, for validation and award.
- 5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - b. SAME presents a certificate and a large SAME Colbert medal. CPC provides a SAME miniature medal, ribbon bars, and triangle attachments.



## Part 7 – Awards

- c. Attachments to Medals and Ribbon Bars - A 3/16-inch silver-colored triangle is worn on the SAME miniature medal suspension ribbon and ribbon bar.

## F. SAME KARO AWARD (KARO)



1. Eligibility Requirements - Awarded annually to a field unit of the National Ocean Service which has made an outstanding contribution in an engineering or scientific field. A plaque is awarded to the unit.
2. Type of Recognition - Honorary, non-monetary.
3. Nomination Procedures
  - a. Nominations are solicited by the designated Service Chief at the beginning of each calendar year for the immediately preceding calendar year.
  - b. Nominations may be initiated by any NOAA employee. Nominations shall be submitted through channels to the appropriate Assistant Administrator or NOAA Staff or Program Office Director, who forwards the nominations to the designated Service Chief.
  - c. The nomination shall consist of at least two pages, beginning with a concise sentence stating the reason for the award and followed by a more detailed description of the contributions or achievements and their significance to military engineering/engineering and science. A list of all individuals attached to the unit during the award period shall be included with the nomination.
4. Selection Procedure - Nominations are screened and final selection made by a special committee appointed by the designated Service Chief. Award is made by the designated Service Chief.
5. Issuance and Manner of Wear
  - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - b. CPC provides ribbon bars and triangle attachments.
  - c. Attachments to Ribbon Bars
    1. A 3/16-inch bronze-colored triangle is worn on the ribbon bar.
    2. A 3/16-inch bronze-colored star worn on the ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.

## Part 7 – Awards

## 12705 CAMPAIGN AND SERVICE AWARDS

## A. ANTARCTICA SERVICE MEDAL (AASM)



1. Eligibility Requirements - Each person who, during the period subsequent to January 1, 1946, and a date to be ultimately established by the Secretary of Defense, meets the qualifications of any of the subparagraphs set forth below, shall be eligible to receive this medal. For the purpose of this paragraph, Antarctica is defined as the area south of latitude 60ES [Public Law 86-600, enacted July 7, 1960].
  - a. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who, as a member of a U.S. expedition, participates in or has participated in scientific, direct support, or exploratory operations in Antarctica.
  - b. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who participated in a foreign Antarctic expedition in Antarctica in coordination with a U.S. Antarctic expedition and who is or was under the sponsorship and approval of competent U.S. Government authority.
  - c. Any member of the U.S. Armed Forces who participates in or has participated in flights as a member of the crew of an aircraft flying to or from the Antarctic Continent in support of operations in Antarctica.
  - d. Any member of the Armed Forces of the United States or civilian citizen, national, or resident alien of the United States who serves or has served aboard a U. S. ship operating south of latitude 60°S in support of U. S. programs in Antarctica.
  - e. Any person, including citizens of foreign nations, not fulfilling the qualifications under subparagraphs (a) through (d) above, but who participates in, or has participated in a U.S. Antarctic expedition in Antarctica at the invitation of a participating U.S. agency may be given the award by the Secretary of the Department under whose shore cognizance the expedition falls, provided the commander of the military support force as senior U.S. representative in Antarctica considers that this person has performed outstanding and exceptional service and shared the hardships and hazards of the expedition.
  - f. No minimum time limits of participation are required for eligibility for this medal before June 1, 1973. After June 1, 1973, minimum time limits for the award are 30 days under competent orders to duty at sea or ashore, south of latitude 60ES. Each day of duty under competent orders at an outlying station on the Antarctic Continent will count as 2 days when determining award eligibility. Flight crews of aircraft providing logistics support from outside the Antarctic area will receive no more than 1 day's credit for flights in and out during any 24-hour period. Days need not be consecutive.

## Part 7 – Awards

## 2. Issuance and Manner of Wear

- a. Upon completion of the eligibility requirements, the commanding officer or officer in charge shall forward to the National Science Foundation (NSF), Office of Polar Programs, appropriate documentation, in letter form, listing the names of the participant(s), their social security numbers, and inclusive dates of qualification.
- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. NSF presents a certificate, a large medal, a ribbon bar, and some attachments to medals and ribbon bars. Miniature medals and other attachments may be purchased through many military uniform outlets.
- d. Attachments to Medals and Ribbon Bars
  1. Clasps - A bronze-colored clasp, 1/8-inch by 1 1/2 inches, with the words "Wintered Over" on the suspension ribbon of the large medal, denotes the first wintering over period. A gold-colored clasp of the same dimensions denotes the second wintering over period, and a silver-colored clasp of the same dimensions denotes the third or subsequent wintering over period. The clasp is worn centered on the suspension ribbon. Not more than one clasp shall be worn. (The winter period is from mid-March to early October.)
  2. Disks - A bronze-colored disk, 5/16-inch diameter, with an outline of the Antarctic continent inscribed thereon worn on the suspension ribbon of the miniature medal and on the ribbon bar denotes the first wintering over period. A gold-colored disk denotes the second wintering over period, and a silver-colored disk denotes the third or subsequent wintering over period. The disk is worn centered on the ribbon bar and the suspension ribbon of the miniature medal, peninsula pointing up. Not more than one disk shall be worn.
- e. The award may be made posthumously.

## B. COAST GUARD ARCTIC SERVICE MEDAL (ARCT)



1. Eligibility Requirements - The Director is authorized to award the Coast Guard Arctic Service Medal to NOAA Corps officers who qualify in accordance with the most current COMDTINST M1650.25D. Requirements are as follows:
  - a. Any NOAA Corps officer who, during summer operations (1 May to 31 October), serves or has served aboard a NOAA vessel operating in polar waters north of the Arctic Circle (66°33'N). Minimum time requirement is 21 non-consecutive days under competent orders. Only one award per year is authorized.

## Part 7 – Awards

- b. Any NOAA Corps officer who, during winter operations (1 November to 30 April), serves or has served aboard a NOAA vessel operating in polar waters north of latitude 60°N in the Bering Sea, Davis Strait, or Denmark Strait. Minimum time requirement is 21 non-consecutive days under competent orders. Only one award per year is authorized.
  - c. Any NOAA Corps officer who serves or has served in shore-based or flight operations north of the Arctic Circle. Minimum time requirement is 21 non-consecutive days under competent orders, receiving no more than one day's credit for flights in and out during an 24-hour period. Only one award per year and/or deployment is authorized.
- 2. Issuance and Manner of Wear
  - a. Upon completion of a deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge shall forward to the Director, CPC, appropriate documentation, in the form of a memorandum, listing the inclusive dates for which this medal has been authorized.
  - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - c. CPC issues a large medal. Miniature medals and ribbon bars may be purchased through many military uniform outlets.
  - d. Attachments to Medals and Ribbon Bars - For all qualifying deployments after January 1, 1989:
    - 1. A 3/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
    - 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.
    - 3. Only one award may be earned each deployment.
  - e. The award may be made posthumously.

## Part 7 – Awards

## C. NOAA CORPS NATIONAL RESPONSE DEPLOYMENT MEDAL (NRDM)



1. Eligibility Requirements – Awarded to NOAA Corps officers, and members of other uniformed services assigned, detailed, or attached to NOAA who distinguish themselves by significant participation in any national response operation, as designated by the Director. The medal is not awarded for participation in support of operations not within the designated operational area. Significant participation is defined as:
  - a. Any NOAA Corps officers assigned to a NOAA research platform (ship or aircraft) that was deployed on specific tasking of response activities, or was engaged in research at or near the presence of any hazard related to the response.
  - b. Any NOAA Corps officer deployed to the response effort with significant duties related to the incident. This includes but is not limited to officers temporarily assigned to the response centers, NOAA facilities and research platforms in response area.
  - c. Any personnel of a uniformed service other than NOAA Corps, that was assigned to assist NOAA in execution of response operations.
2. Type of Recognition - honorary, non-monetary.
3. Nomination Procedure
  - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.
  - b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
  - c. Nominations should be made within 120 days of performance of the act or end of the period of service.
  - d. Officers shall be awarded the NRDM based on the significance of deployment. Uniformed service personnel shall be reviewed for the award, who provide evidence of their significant service to the response effort via memorandum to the Director, CPC. Minimum requirements for the award will be determined by the Director.
  - e. The award may be made posthumously.
4. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
5. Issuance and Manner of Wear

## Part 7 – Awards


- a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
- c. Attachments to Medals and Ribbon Bars
  - 1. A 5/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 5/16- inch silver- colored star denotes a sixth award.
  - 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.

## D. NOAA CORPS OUTSTANDING VOLUNTEER SERVICE MEDAL (NCOV)



- 1. Eligibility Requirements - Awarded to a member of the NOAA Corps, or a member of another uniformed service detailed, assigned, or attached to NOAA, perform outstanding volunteer community service of a sustained direct and consequential nature. To qualify for award of the NCOV, a service members volunteer service must meet the following requirements:
  - a. Be to the civilian community, to include the uniformed services family community.
  - b. Be significant in nature and produce tangible results.
  - c. Reflect favorably on the NOAA Corps and the Department of Commerce.
  - d. Be of a sustained and direct nature.
  - e. While there is no specific time period to qualify for the NCOV, the recommending and approving authorities shall ensure the service to be honored merits the special recognition afforded by this medal. The NCOV is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of community activities. For the purpose of this award, attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line is considered qualifying service.
- 2. Nomination Procedure
  - a. Initiated by an individual employed, assigned, or attached to NOAA or the U. S. Department of Commerce.

## Part 7 – Awards

- b. Transmitted via NOAA form 56-63 from the nominee's supervisor, to the Director, CPC.
    - c. Nominations should be made within 120 days of performance of the act or end of the period of service. If nominations are not made in that time frame a letter of lateness must accompany the nomination.
  - 3. Selection Procedure - Requires review and favorable recommendation by the NOAA Corps Uniform and Awards Board and approval by the Director.
  - 4. Issuance and Manner of Wear
    - a. Appropriate service record entries will be made at CPC after receipt of proper documentation.
    - b. CPC provides a certificate, large medal, miniature medal, and ribbon bars. Medals are issued for first award only.
    - c. Attachments to Medals and Ribbon Bars
      - 1. A 3/16-inch bronze-colored star worn on the large medal suspension ribbon and ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
      - 2. A 1/8-inch bronze-colored star worn on the miniature medal suspension ribbon denotes each subsequent award. A 1/8-inch silver-colored star denotes a sixth award.
- E. NOAA CORPS SEA SERVICE DEPLOYMENT RIBBON (NSSR) 
  - 1. Eligibility Requirements - The Director is authorized to award the NSSR to NOAA Corps officers serving aboard commissioned ships, and to USPHS officers assigned to NOAA ships, who qualify. Requirements are as follows:
    - a. Twelve months accumulated sea duty, including temporary duty at sea, that includes at least one 90 consecutive-day deployment. Second and subsequent awards will be earned for each additional 12 months of sea duty in which a 90 consecutive-day deployment occurs. Periods in shipyard away from home port are not considered deployments.
    - b. The NSSR is retroactive to January 1, 2002. The Navy Sea Service Deployment (SSDR) award was authorized for sea duty or deployments prior to January 1, 2002.

## Part 7 – Awards

- c. After January 1, 2002, awards will be made as described in (a) above. The accumulated sea time for subsequent awards is reset to zero upon completion of both criteria for each award period. Ninety-day deployments may not be carried forward when accumulated sea time is reset.
  1. Upon completion of a ship deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates of the 12-month period and the 90-day deployment for which this ribbon has been authorized. Use of the Awards Authorization is required.
  2. Appropriate service record entries will be made at CPC after receipt and verification of proper documentation.
  3. The command or CPC provides ribbon bars.
  4. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award.
  5. The award may be made posthumously.

## F. NOAA CORPS ATLANTIC SERVICE RIBBON (NCAS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a permanent sea assignment aboard a NOAA vessel operating in the waters of the Atlantic Ocean, Gulf of Mexico, Great Lakes or adjacent waters after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
  - a. Upon completion of the eligibility requirements the commanding officer may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized. Use of the Awards Authorization is required. A memorandum directed to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.
  - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - c. The command or CPC provides ribbon bars.



## Part 7 – Awards

- d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
- e. The award may be made posthumously.

## G. NOAA CORPS PACIFIC SERVICE RIBBON (NCPS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a permanent sea assignment aboard a NOAA vessel operating in the waters of the Pacific Ocean, Indian Ocean, Bering Sea, or adjacent waters after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
  - a. Upon completion of the eligibility requirements the commanding officer may authorize and issue this award, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized. Use of the Awards Authorization is required. A memorandum directed to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.
  - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - c. The command or CPC provides ribbon bars.
  - d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
  - e. The award may be made posthumously.

## H. NOAA CORPS MOBILE DUTY SERVICE RIBBON (NCMS)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who completes 180 days of a mobile duty assignment in the United States, its possessions or territories after January 1, 1946, shall be eligible to receive this ribbon. The Director may waive the minimum time requirement.
2. Issuance and Manner of Wear
  - a. The Chief-of-Party or officer shall forward a memorandum to the Director, CPC, demonstrating how the eligibility requirements were met.

## Part 7 – Awards

- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. CPC provides ribbon bars.
- d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
- e. The award may be made posthumously.

## I. NOAA CORPS INTERNATIONAL SERVICE RIBBON (NCIS)



## 1. Eligibility Requirements

- a. Any NOAA Corps officer, or member of another uniformed service assigned, detailed, or attached to NOAA, who serves aboard a United States vessel operating in foreign or international waters, with at least one foreign in-port call, and participating in a foreign or international project as part of the deployment after January 1, 1946, shall be eligible to receive this ribbon. Minimum time requirement is 21 consecutive days under competent orders. Time includes foreign port calls but excludes transit to and from the United States, its territories, or possessions.
- b. Any NOAA Corps officer who serves aboard a foreign vessel or on operational duty, based in areas other than the United States, its territories or possessions. Minimum time requirement is 21 consecutive days under competent orders.

## 2. Issuance and Manner of Wear

- a. In the case of (1)(a) or (1)(b) above, upon completion of a ship deployment during which the eligibility requirements for this award have been met, the commanding officer or officer in charge may authorize and issue this award to those eligible, and shall forward to the Director, CPC, appropriate documentation listing the inclusive dates for which this ribbon has been authorized.

Use of the Awards Authorization - Atlantic Fleet form, or Awards Authorization - Pacific Fleet form is strongly recommended. A memorandum to the Director, CPC, demonstrating how the eligibility requirements were met, may be substituted for the forms when referencing assignments commencing before January 1, 1986.

- b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
- c. The command or CPC provides ribbon bars.

## Part 7 – Awards

## d. Attachments to Ribbon Bars

1. In the case of (1)(a) or (1)(b) above, a 3/16-inch bronze-colored star worn on the ribbon bar denotes each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
2. In the case of (1)(c) above, a 3/16-inch silver-colored triangle is worn on the ribbon bar. Only one triangular attachment is authorized.

## e. The award may be made posthumously.

## J. NOAA CORPS NATIONAL RESPONSE SERVICE RIBBON (NRSR)



1. Eligibility Requirements - Any NOAA Corps officer, or member of another uniformed service assigned, detailed, TDY, or attached to NOAA, who provides significant support to NOAA during a period of national emergency. The Director will determine the parameters of national emergency for the purposes of this award, and will determine the minimum requirements for significant contribution to the response effort. Authority to award the NRSR may be delegated to the Director CPC.
2. Issuance and Manner of Wear
  - a. Upon completion of the eligibility requirements the officer may submit evidence of support to the Director, CPC, for review. The Director will award the NRSR based on the established minimum requirements.
  - b. Appropriate service record entries will be made at CPC after receipt of proper documentation.
  - c. CPC provides ribbon bars.
  - d. Attachments to Ribbon Bars - A 3/16-inch bronze-colored star worn on the ribbon bar denote each subsequent award. A 3/16-inch silver-colored star denotes a sixth award. Only one award is authorized for each tour of duty.
  - e. The award may be made posthumously.

**12706 OTHER AWARDS AND BADGES**

- A. Professional organization awards - Awards received from nongovernmental sources, solely for NOAA-related professional performance, may be approved for wear by the Director. Authorization shall be on a case-by-case basis after an examination of the criteria used and after the suitability of the award has been established.
- B. Foreign awards – NOAA Corps officers who have been specifically authorized by the Director to accept awards from foreign governments may wear such awards.

**Part 7 – Awards**

- C. Awards and badges of societies and various organizations - Awards and badges of military societies, veteran's organizations, and civilian organizations not provided for in the above paragraphs may be worn on the uniform only while the individual is attending meetings or conventions of the awarding society or organization, or while participating in parades or other ceremonies as a member of:
1. American Legion, Veterans of Foreign Wars, or other officially recognized veteran's organizations.
  2. Technical societies, such as the Society of American Military Engineers.
- D. The Director, through the Uniform and Awards Board, will resolve any individual questions regarding the wearing and precedence of decorations, medals, awards, ribbons, or badges not listed above.

## Part 7 – Awards

**12707 ORDER OF PRECEDENCE FOR AWARDS**

- A. The order of precedence of awards that may be authorized for NOAA Corps officers is indicated below. Awards given by the Department of Commerce, NOAA, and the NOAA Corps are indicated by bolded, uppercase letters.

B. **Personal Decorations**

Medal of Honor

Navy Cross; Distinguished Service Cross; Air Force Cross

Presidential Medal of Freedom

Defense Distinguished Service Medal

**COMMERCE GOLD MEDAL**

Distinguished Service Medals (Armed Forces)

Merchant Marine Distinguished Service Medal

Silver Star Medal

Defense Superior Service Medal

**COMMERCE SILVER MEDAL**

Legion of Merit

Distinguished Flying Cross

Navy-Marine Corps Medal; Soldier's Medal; Airman's

Medal; Coast Guard Medal

Gold Lifesaving Medal

Bronze Star Medal

Purple Heart Medal

National Security Medal

**COMMERCE BRONZE MEDAL**

Defense Meritorious Service Medal

**NOAA CORPS MERITORIOUS SERVICE MEDAL**

Meritorious Service Medals (Uniformed Services)

Public Health Service Outstanding Service Medal

Merchant Marine Meritorious Service Medal

Air Medal

Silver Lifesaving Medal

**NOAA ADMINISTRATOR'S AWARD MEDAL**

Joint Service Commendation Medal

**NOAA CORPS COMMENDATION MEDAL**

Commendation Medals (Uniformed Services)

Joint Service Achievement Medal

**NOAA CORPS ACHIEVEMENT MEDAL**

Achievement Medals (Uniformed Services)

National Medal of Science

**NOAA CORPS DIRECTOR'S RIBBON**

Coast Guard Commandant's Letter of Commendation Ribbon

Public Health Service Citation

Merchant Marine Mariner's Medal

Combat Action Ribbon

**Part 7 – Awards****C. Unit Awards** (no medals authorized)

Presidential Unit Citation  
Joint Meritorious Unit Award  
**NOAA UNIT CITATION**  
Navy Unit Commendation  
Army Valorous Unit Award  
Air Force Outstanding Unit Award  
Secretary of Transportation's Award for Outstanding Achievement  
Coast Guard Unit Commendation  
Public Health Service Outstanding Unit Citation  
Navy Meritorious Unit Commendation  
Army Meritorious Unit Commendation  
Air Force Organizational Excellence Award  
Coast Guard Meritorious Unit Commendation  
Public Health Service Unit Commendation  
Coast Guard Meritorious Team Commendation  
Navy "E" Ribbon

**D. Non-Government Decorations**

NOAA ACO Junior Officer of the Year Award  
NOAA ACO Science/Engineering Award  
Society of American Military Engineers Colbert Medal  
Society of American Military Engineers Karo Award

**E. Campaign and Service Awards**

Prisoner of War Medal  
Outstanding Airman of the Year Ribbon  
Air Force Recognition Ribbon  
Good Conduct Medals: Navy, Marine Corps, Army, Air Force, Coast Guard  
Naval Reserve Meritorious Service Medal  
Organized Marine Corps Reserve Medal  
Coast Guard Reserve Good Conduct Medal  
(Formerly USCG Reserve Meritorious Service Ribbon)  
Army Reserve Component Achievement Medal  
Air Reserve Forces Meritorious Service Medal  
Navy Fleet Marine Force Ribbon  
Expeditionary Medals  
Navy Occupation Service Medal  
Medal for Humane Action  
National Defense Service Medal  
Korean Service Medal  
Merchant Marine Korean Service Bar  
Antarctica Service Medal

**Part 7 – Awards****E. Campaign and Service Awards (cont.)**

Coast Guard Arctic Service Medal

Armed Forces Expeditionary Medal

Vietnam Service Medal

Merchant Marine Vietnam Service Bar

Humanitarian Service Medal

**NOAA CORPS NATIONAL RESPONSE DEPLOYMENT MEDAL**

**NOAA CORPS OUTSTANDING VOLUNTEER SERVICE MEDAL**

Military Outstanding Volunteer Service Medal

Army Overseas Ribbon

Air Force Overseas Ribbon (long tour replaces short tour)

**NOAA CORPS SEA SERVICE DEPLOYMENT RIBBON**

**NOAA CORPS ATLANTIC SERVICE RIBBON**

**NOAA CORPS PACIFIC SERVICE RIBBON**

**NOAA CORPS MOBILE DUTY SERVICE RIBBON**

**NOAA CORPS INTERNATIONAL SERVICE RIBBON**

**NOAA CORPS NATIONAL RESPONSE SERVICE RIBBON**

Public Health Service Foreign Duty Service Award

Public Health Service Hazardous Duty Service Award

Public Health Service Isolated Hardship Service Award

Public Health Service Special Assignment Service Award

Public Health Service Smallpox Eradication Campaign Ribbon

Public Health Service Crisis Response Service Award

Southwest Asia Service Medal

Navy and Marine Corps Overseas Service Ribbon

Navy Arctic Service Ribbon

Coast Guard Special Operations Service Ribbon

Armed Forces Reserve Medal

Naval Reserve Medal

Marine Corps Reserve Ribbon

Air Force Longevity Service Award

Air Force NCO Professional Military Education Graduate Ribbon

Army NCO Professional Development Ribbon

Coast Guard Basic Training Honor Graduate

Air Force Basic Military Training Honor Graduate

Army Service Ribbon

Air Force Training Ribbon

Naval Reserve Sea Service Ribbon

**F. Foreign Personal Decorations****G. Foreign Unit Awards (no medals authorized)**

Philippine Presidential Unit Citation

Korean Presidential Unit Citation

Vietnam Presidential Unit Citation Republic of Vietnam Meritorious Unit Citation Cross of Gallantry Republic of Vietnam Meritorious Unit Citation Civil Actions Medal Color

**Part 7 – Awards**

**H. Non-U.S. Service Awards**

United Nations Service Medal

United Nations Medal

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Saudi Arabia)

Kuwait Liberation Medal (Kuwait)



**INCENTIVE AWARDS PROGRAM****Number:** DAO 202-451**Effective Date:** 1990-08-14**SECTION 1. PURPOSE.**

.01 This Order prescribes Department of Commerce policies, procedures, and requirements for incentives based on performance, one-time special achievements, and other superior accomplishments which improve Government operations and services. The Incentive Awards Program of the Department is designed to motivate employees to increase productivity and creativity by rewarding those whose job performance and ideas benefit the Government and are substantially above normal job requirements and performance standards.

.02 This extensive revision represents a reissuance of this DAO. Therefore, text change highlighting is not shown, in accordance with DAO 200-3.

**SECTION 2. GENERAL PROVISIONS.**

.01 Scope . This Order applies to all incentive awards that the Department grants or for which the Department offers nominations.

.02 References. This revision implements and supplements Federal Personnel Manual (FPM) Chapters 430, 451, 531 and 540. Other documents which describe systems or programs related to the incentive awards program are:

DAO 202-430 Performance Appraisal System for the Senior Executive Service - Appendix A

DAO 202-430 Performance Management and Recognition System - Appendix B

DAO 202-430 Performance Appraisal System for the General Workforce - Appendix C

DAO 202-920 Executive Personnel and Policy Manual

DAO 202-452 Incentive Awards for Federal Inventors

DAO 202-453 Awards for the Disclosure of Fraud, Waste or Mismanagement

DAO 202-454 Suggestion Program Foreign Service Applicable Provisions for Foreign Service Employees Act of 1980

Foreign Affairs Awards for Foreign Service Americans and Foreign Service Nationals Manual, Vol. 3

33 U.S.C. 853R NOAA Corps: Personnel Board

NDM 56-68.05 NOAA Corps Uniform Regulations (Awards)

B-233607 (10/26/89) Comptroller General Decisions (payment of travel expenses to attend honor awards ceremonies) and 55 CG-800 (1976)

65 CG-738 (1986) Comptroller General Decisions (payment for refreshments for awards ceremonies)

.03 Policy. The policy of the Department is to:

a. Encourage employees toward increased productivity and creativity and to support and enhance achievement of Departmental and national goals;

b. Grant recognition based on the high-level performance of employees or on the value of their contribution to the Federal Government;

c. Design and administer recognition programs which are nondiscriminatory in application and effect;

- d. Use incentives for their intended purpose and not as substitutes for other personnel actions or pay;
- e. Consider employee contributions for applicability throughout the Department or Government;
- f. Give due weight to incentive awards when considering employees for promotion;
- g. Emphasize the importance to managers and supervisors of incentives in motivating employees and improving Government operations: and
- h. Allocate adequate budget, staffing and support services to assure prompt action on awards and employee suggestions, and effective promotion and publicity activities.

.04 Timing. To have the maximum effectiveness as incentives for excellent performance, nominations for recognition must be initiated and sent to the servicing personnel office promptly. Supervisors must maintain the timeframes specified throughout this Order and should make every effort to provide prompt recognition of noteworthy accomplishments by their employees when specific timeframes are not given.

.05 Confidentiality of Nominations. Documentation in support of recommendations for recognition is privileged information and made available only to those involved in the awards decision process and other officials on a need-to-know basis. As a general rule, recommendations are not to be discussed with nominees or with anyone not involved in the decision process until the award has been approved within the Department; or in the case of external award nominations, until the nominee has been selected by the Department as its nominee. When nominations for external awards require personal information (e.g., date of birth, home address, professional affiliations, employment history), operating **units** must obtain permission from the nominee(s) before submitting the information to the Department.

.06 Grievability. DAO 202-771, "Employee Grievances," describes the applicability of grievance procedures to awards and other forms of recognition covered by this Order.

### **SECTION 3. FORMS OF RECOGNITION.**

.01 Cash Awards.

- a. Cash awards (one-time, lump-sum payments) may be granted for various reasons such as performance or superior accomplishments (special acts or services, suggestions, or inventions). The Department may grant cash awards ranging from \$25 to \$10,000. Those over \$10,000 require the Office of Personnel Management's approval.
- b. Cash awards for superior accomplishments may be granted to groups of employees as covered in Appendix E.
- c. Normally, cash awards are paid by the operating **unit** or **units** benefiting from the contribution. When an award is paid to an employee in another operating **unit** or another Federal agency, arrangements must be made to reimburse the employing agency. If the amount of the award is less than \$200, the employing agency absorbs the award costs in accordance with 5 CFR 451.105(b) and 5 USC 4502(d).
- d. A cash award is additional compensation and not a part of the basic annual salary of the employee. The payment is subject to Federal and State withholding taxes, Social Security, and Medicare deductions. Cash awards are neither subject to retirement fund contributions nor creditable for inclusion in the "high three" average pay computation for retirement benefits. A cash award does not affect the computation of salary differentials.

.02 Non-Monetary Awards. Non-monetary awards are medals, certificates, plaques, **citations**, badges, or other award items that can be worn or displayed and have an award or honor connotation. These awards are used to recognize distinguished achievements or significant contributions that benefit the Government.

.03 Combination Non-monetary and Cash Awards. These awards are usually honorary in nature with a cash honorarium accompanying the recognition. Awards in this category are either Presidential or special awards developed to meet specific conditions and recognition needs.

#### **SECTION 4. TYPES OF RECOGNITION.**

The various types of recognition, policies, eligibility criteria, and processing requirements are described in detail in the appendices. Briefly, they are:

.01 Performance-based Recognition for General Workforce and Foreign Service Employees and NOAA Corps Officers. Performance-based recognition for these groups includes performance awards, Quality Step Increases (QSI's), and Meritorious Service Increases (MSI's). (See Appendix A.)

.02 Performance Management and Recognition System (PMRS) Performance Awards. These awards are based on ratings of record and recognize high level performance by PMRS employees. (See Appendix B.)

.03 Performance Recognition for the Senior Executive Service (SES). Performance awards (SES Bonuses) are paid to members of the Senior Executive Service based on high level performance during the annual performance appraisal cycle. (See Appendix C.)

.04 Performance Recognition for the Senior Foreign Service. There are two forms of performance recognition for members of the Senior Foreign Service: (1) Performance pay (including Presidential Awards of performance pay for Distinguished or Meritorious Service); and (2) Executive Schedule pay adjustments. (See Appendix D.)

.05 Superior Accomplishment Awards These awards recognize the following one-time contributions: special acts or services, suggestions, or inventions. (See Appendix E.)

.06 Presidential Recognition. These awards granted by the President recognize exceptional achievements of unusual benefit to the Nation. Included in this Appendix are the following: President's Award for Distinguished Federal Civilian Service; Presidential Management Improvement Awards; Presidential Letters of Commendation; and Presidential Rank Awards for Senior Executives. (See Appendix F.)

.07 Honor Awards. The Gold and Silver Medal Awards are the highest form of honorary recognition that the Department bestows for distinguished and meritorious service. The Bronze Medal Award is the highest form of honorary recognition that a Secretarial Officer or operating **unit** head bestows for superior service. (See Appendix G.)

.08 On-the-Spot Awards. These non-monetary awards recognize accomplishments which represent steps toward achievement of organizational goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. (See Appendix H.)

.09 Special Recognition. These awards include career service recognition, unique Departmental or operating **unit** awards, external awards, productivity-based award systems, and several other types of awards. (See Appendix I.)

.10 Recognition Certificates. Standard certificates are available for recognizing particular

contributions. These are the only types of recognition certificates an operating **unit** may use. { See Appendix J.)

### **SECTION 5. ELIGIBILITY FOR RECOGNITION.**

Employees of the Department {and in some cases, private citizens and employees of other agencies) are eligible for recognition as provided in the chart displayed in Exhibit 3. Awards may be granted to former employees or to their legal heirs or estates if the contribution recognized by the award was made during their employment with the Department.

### **SECTION 6. PROGRAM RESPONSIBILITIES.**

.01 Supervisors/Managers. Supervisors and managers have the major responsibility for assuring the effective use of incentive awards and preserving the program's credibility. Effective use means:

- a. Encouraging better performance and employee ideas for improvement;
- b. Rewarding superior achievements promptly;
- c. Being fair and objective in granting awards;
- d. Publicizing what awards are granted, to whom, and why; and
- e. Considering wider application of contributions.

.02 Assistant Secretary for Administration. The Assistant Secretary for Administration is responsible for Department-wide administration of the Incentive Awards Program.

.03 Department Office of Personnel. The Director for Personnel and Civil Rights is responsible for giving central direction to and coordinating the Incentive Awards Program. Specifically, the Director is responsible for:

- a. Developing and promulgating the Department's policies and procedures;
- b. Developing training courses for managers and supervisors on effective and proper use of incentives for improving performance;
- c. Obtaining required higher-level concurrence and approval of major awards that require Departmental action;
- d. Approving the purpose, form, criteria, selection method, and manner of presentation of all special recognition programs as defined in Appendix I, .04 and .05 (including any changes made in existing special awards programs);
- e. Providing Department-wide promotion and publicity of recognition programs and award recipients;
- f. Evaluating program results to assure incentives are granted equitably on the basis of merit and performance and providing feedback to managers, supervisors, and employees;
- g. Designating a Departmental Incentive Awards Officer to serve as technical advisor to operating **units** on incentive award matters and to serve as Executive Secretary to the Department's Incentive Awards Board; and
- h. Transmitting the following for approval through the Secretary of Commerce to the Office of Personnel Management:
  1. Award recommendations over \$10,000;
  2. Recommendations for Presidential awards;
  3. Changes to the Department's Incentive Awards Program which modify any element of the Commerce system included in OPM's Performance Management Plan Checklist;
  4. An annual report on incentive awards program activities for the past fiscal year and a statement of major program goals, objectives, and resources for the next year; and
  5. The Department's annual SES performance award distribution.
- i. Serving as permanent chairperson of the Department's Incentive Awards Board.

.04 Operating **Unit** Personnel Officers. Personnel Officers, under the technical guidance of the Director for Personnel and Civil Rights, are responsible for planning, coordinating, and administering the Incentive Awards Program for their respective operating **unit**(s). Each personnel officer must designate an Incentive Awards Program Officer or Coordinator to implement incentive awards activities within guidelines established by the Department.

.05 Regional Administrative Support Center Personnel Officers. The Personnel Officer for each Center designates an Incentive Awards Program Coordinator to coordinate procedural and other requirements with operating **units** for whom the Center provides personnel services. .06 Awards Boards and Committees.

a. Department's Incentive Awards Board (DIAB). The Department's Incentive Awards Board consists of seven members. Board members are appointed by the Assistant Secretary for Administration and are normally at the Deputy Assistant Secretary level or equivalent. The Director for Personnel and Civil Rights serves as the Board's permanent chairperson.

1. The Board reviews and recommends action to the Secretary, or appropriate approving authority, on award nominations in the following categories:

(a) Gold and Silver Medal Awards;

(b) Cash awards over \$5,000 for superior accomplishments for individuals or groups of general workforce, PMRS, or Foreign Service employees (except members of the Senior Foreign Service), or NOAA Corps Officers;

(c) Cash awards over \$5,000 for performance for general workforce employees, Foreign Service Nationals, or NOAA Corps Officers;

(d) Presidential recognition (excluding Senior Executive Rank Awards and Presidential Awards for members of the Senior Foreign Service);

(e) Awards sponsored by outside organizations; and

(f) Any other award requiring Departmental approval.

2. The Board also reviews the purpose, criteria, and form (or changes) of all awards granted by the Department or operating **units**. The Board acts as an advisory body on incentive awards policies and procedures, when requested, and considers specific actions at the request of the Secretary.

b. Departmental Executive Resources Board (ERB). The Departmental Executive Resources Board recommends action to the Secretary on any requests for recognition of Senior Executive Service (SES) employees for Presidential Rank Awards, performance awards (bonuses), or incentive awards. The functions of the Executive Resources Board are described in the Executive Personnel and Policy Manual. The ERB also recommends action to the Secretary on nominations for performance awards for PMRS employees for unusually outstanding performance under 5 USC 5406.

c. Departmental Performance Review Board (PRB). The Departmental Performance Review Board provides an objective peer review of the appraisals, ratings, and recommendations prepared by appointing authorities for those members of the SES whom they supervise directly. Appointing authorities who are in the SES also have their performance appraisals and ratings reviewed by this Board. After Departmental PRB review, the Board's recommendations are returned to the appropriate appointing authority for action. The functions of the Departmental Performance Review Board are described in DAO 202-430, Appendix A.

d. Operating **Unit** Incentive Awards Committees. Heads of operating **units** may establish incentive awards committees (or other review bodies) for the sole purpose of reviewing nominations for awards requiring the Department's approval, as described in paragraph a. above. Operating **unit** incentive awards committees or other review bodies serving similar purposes are prohibited from reviewing Quality Step Increases, Meritorious Service Increases, performance awards, superior accomplishment awards of less than \$2, 5,000, and other routine awards if the authority to approve has been redelegated under Section 7.02a. of this Order. Committee review is unnecessarily time-consuming and often delays granting of awards, thus defeating the objective of reinforcing desired performance through recognition.

e. Operating **Unit** Performance Review Boards PRB's. Operating **Unit** Performance Review Boards

review the performance appraisals of Senior Executive Service employees and recommend to the appointing authority which Senior Executives should receive performance awards (bonuses). These boards may also make or concur with recommendations on performance award (bonus) amounts to be paid to individual career executives, retention considerations, performance-related pay adjustments, and incentive awards. Guidelines on PRB functions are contained in Appendix A to DAO 202-430.

f. Selection Boards, Foreign Service. Selection Boards review the performance of Foreign Service Americans according to formal precepts. The Boards rank Foreign Service Americans and recommend promotions, sustained superior performance awards, meritorious service increases, Presidential Awards and executive service level adjustments for the Senior Foreign Service, or other personnel actions.

g. NOAA Corps Officer Personnel Board. The Officer Personnel Board recommends changes in the lineal list of NOAA Corps Officers and selects and recommends NOAA Corps Officers for promotions, separations, and retirements. The NOAA Corps Awards Board makes recommendations on honorary awards for NOAA Corps Officers. Further guidance is contained in Title 33 of the **United States** Code, Section 853r.

## **SECTION 7. DELEGATIONS OF AUTHORITY.**

.01 Delegation.

a. The following officials of the Department are delegated the authorities described in paragraph b. of this section:

General Counsel

Under Secretary for Oceans and Atmosphere (Administrator)

Under Secretary for Economic Affairs

Under Secretary for International Trade

Under Secretary for Travel and Tourism

Under Secretary for Technology

Assistant Secretary for Congressional and Intergovernmental Affairs

Assistant Secretary for Communications and Information

Assistant Secretary and Commissioner of Patents and Trademarks

Inspector General

Assistant Secretary for Economic Development

Director, National Institute of Standards and Technology

Director, Bureau of the Census

Director, Minority Business Development Agency

b. The following authorities are delegated:

1. To grant cash awards for superior accomplishments to general workforce, Foreign Service (except Senior Foreign Service) employees, and to NOAA Corps Officers in amounts not to exceed \$5,000;

2. To grant cash awards for superior accomplishments to PMRS employees (subject to the technical review and concurrence of the Director for Personnel and Civil Rights) in amounts not to exceed \$5,000;

3. To grant cash awards for performance to general workforce employees and Foreign Service Nationals and to NOAA Corps Officers in amounts not to exceed \$5,000;

4. To select awards payout ratios, to approve ratings, and to decide whether to grant performance awards under the Performance Management and Recognition System to employees who are rated Fully Successful with summary rating scores of 350 points or more as specified in Section 8 of Appendix B to DAO 202-430;

5. To grant Quality Step Increases to General Schedule employees and Meritorious Service Increases to Foreign Service employees (except Senior Foreign Service employees);

6. To grant Bronze Medal Awards;



7. To recommend establishment of and grant special operating **unit** awards in accordance with provisions of this Order;
8. To recommend individuals or groups of general workforce or Foreign Service (except Senior Foreign Service) employees or NOAA Corps Officers to the Secretary for cash awards over \$5,000 for superior accomplishments;
9. To recommend general workforce employees, Foreign Service Nationals or NOAA Corps Officers to the Department's Incentive Awards Board for cash awards over \$5,000 for performance and superior accomplishments;
10. To recommend PMRS employees to the Secretary for performance awards for unusually outstanding performance under 5 USC 5406;
11. To recommend individuals, organizations or groups to the Secretary for Presidential, Departmental, and external honor awards;
12. To grant length-of-service recognition to employees for completion of 10 years of service and for subsequent 10-year intervals; and
13. To recommend Senior Executives for Presidential Rank Awards for Distinguished or Meritorious Service, performance awards, or incentive awards.
14. To recommend members of the Senior Foreign Service for incentive awards other than performance pay or Presidential Awards.

.02 Redelegation.

a. The officials specified in paragraph 7.01a. may further delegate the following authorities:

1. To approve Quality Step Increases and Meritorious Service Increases;
  2. To approve cash awards for superior accomplishments for PMRS employees in amounts up to \$2,500 (subject to the technical review and concurrence of the Director for Personnel and Civil Rights);
  3. To approve cash awards for superior accomplishments for general workforce and Foreign Service (except Senior Foreign Service) employees, and for NOAA Corps Officers in amounts up to \$2,500;
  4. To approve cash awards for performance for general workforce employees and Foreign Service Nationals, and for NOAA Corps Officers in amounts up to \$2,500;
  5. To grant length-of-service recognition to employees for completion of 10 years of service and for subsequent 10-year intervals;
  6. To select awards payout ratios, to approve ratings, and to decide whether to grant performance awards under the Performance Management and Recognition System to employees who are rated Fully Successful with summary rating scores of 350 points or more as specified in Section 8 of Appendix B to DAO 202-430 (may be redelegated only to PMRS pool managers).
- b. All redelegations of authority under this Order to a lower management level must be made in writing. The Director for Personnel and Civil Rights must be notified in writing by the Program Secretarial Officer or equivalent before any redelegation is made.

.03 Authorities Not Delegated. The Secretary retains authority to:

- a. Grant cash awards for superior accomplishments to general workforce, Foreign Service (except Senior Foreign Service) and PMRS employees, and to NOAA Corps Officers for amounts above \$5,000 and up to \$10,000;
- b. Grant cash awards for performance to general workforce employees, Foreign Service Nationals and NOAA Corps Officers for amounts above \$5,000 and up to \$10,000;
- c. Grant performance awards (bonuses) or incentive awards to employees in the Senior Executive Service;
- d. Grant pay rate adjustments, performance pay or incentive awards for members of the Senior Foreign Service and refer nominations for Presidential Awards to the State Department's Inter-agency Selection Board;
- e. Grant performance awards to PMRS employees for unusually outstanding performance under 5 USC 5406;
- f. Grant cash awards based on performance and superior accomplishments in excess of \$10,000

with prior approval of the Office of Personnel Management;

- g. Approve nominations of employees for Presidential award programs;
- h. Nominate Senior Executives for Presidential Rank Awards for Distinguished and Meritorious Service or other Presidential awards;
- i. Grant the Department's Honor Awards (Gold and Silver Medal Awards) ;
- j. Grant the Secretary of Commerce Special Medal; and
- k. Approve awards sponsored by outside organizations (or to designate an appropriate Departmental official).

#### **SECTION 8. PAYMENTS TO AWARD RECIPIENTS.**

.01 Expenses. Travel and per diem expenses may be provided to a Departmental award recipient to participate in an awards ceremony held in his/her honor. Travel and transportation expenses may be paid for one member of an award recipient's family to attend the ceremony. If a handicapped employee selected for an award is unable to travel unattended because of the handicap, travel expenses for an attendant may be paid by the employing agency. These expenses may be paid from funds or appropriations available to the recipient's organization, the organization benefiting from the contribution, or from various other funds as determined by the head of the operating **unit**.

.02 Conditions of Payment. When an award is granted, the acceptance of the award constitutes an agreement that the use by the Government of an idea, method, or device for which the award is made does not form the basis of a further claim of any nature against the Government by the employee or his/her heirs or assigns.

#### **SECTION 9. REPORTS AND RECORDS.**

.01 Annual Report. Each operating **unit** must submit to the Director of Personnel by October 15 of each year, a report on program activities for the past fiscal year and a statement of program goals, objectives, and resources, and the amount budgeted for superior accomplishment awards for the next year.

.02 Records.

- a. When the form SF-50 is required for an award, Quality Step Increase or Meritorious Service Increase, it must be filed in the recipient's Official Personnel Folder. Other documentation (i.e., performance appraisals and, if applicable, a narrative statement describing the impact of the contribution, including an estimate of tangible and intangible benefits) should be filed in the recipient's Official Personnel Folder on the left (temporary) side.
- b. Incentive Awards Program records must be kept for three years in a manner which facilitates efficient reviews, audits, and evaluations of the program.
- c. A record of all awards granted for a single invention in the National Technical Information Service (NTIS), Federal Inventors Awards Program (DAO 202-452), must be maintained by NTIS and made available to the Department upon request.
- d. Records must be kept on the total number of cash awards granted for each suggestion which was also submitted as an invention to assure that employees do not receive dual compensation for the same contribution.

#### **SECTION 10. EXCEPTIONS.**

Within the limits of administrative discretion permitted to the Department, exceptions to the provisions of this Order may be granted from time to time in unusual cases by the Director for Personnel and Civil Rights whenever the facts indicate that such an exception will promote the objectives of the Incentive Awards Program. Each request for an exception must be submitted in



writing through the head of the operating **unit** or appropriate Program Secretarial Officer or equivalent and must contain a full justification for the request.

### **SECTION 11. EFFECT ON OTHER ORDERS.**

.01 This Order supersedes DAO 202-450 (Establishment of Awards and Service Certificates) dated September 9, 1975; DAO 202-451 (Incentive Awards Program), dated November 3, 1978, as amended.

.02 This Order also supersedes all operating **unit** or regional directives prescribing policy for the Incentive Awards Program.

Signed - Acting Director for Personnel and Civil Rights

Approved: Assistant Secretary for Administration

Office of Primary Interest  
Office of Personnel

### APPENDIX A

#### PERFORMANCE-BASED RECOGNITION FOR GENERAL WORKFORCE AND FOREIGN SERVICE EMPLOYEES AND NOAA CORPS OFFICERS

##### A. COVERAGE.

This Appendix applies to employees who are covered by the General Workforce and Foreign Service Appraisal Systems (except members of the Senior Foreign Service), and to NOAA Corps Officers. There are two forms of recognition for high level performance by these employees: Performance Awards and Quality Step Increases (QSIs) or Meritorious Service Increases (MSIs). A performance award is a performance-based cash payment to an employee based on the employee's rating of record. A performance award does not increase base pay. A QSI or MSI is an increase in an employee's rate of basic pay from one step of the grade of his or her position to the next higher step of the grade. A performance award, QSI, or MSI is granted to an employee based on his or her rating of record for the current appraisal period.

##### B. PERFORMANCE AWARDS.

###### .01 Eligibility.

a. To qualify for a performance award, an employee must occupy a position which is covered by the General Workforce Performance Appraisal System or the appraisal systems which cover Foreign Service Americans and Nationals or NOAA Corps Officers on the last day of the annual appraisal cycle for which performance awards are being granted, and:

1. Except for Foreign Service employees and NOAA Corps members, have received a rating of record of at least Fully Successful with a summary rating score of 350 points or more, and every critical element rated at least Fully Successful;
2. If a Foreign Service American, be recommended by a US&FCS Selection Board based on his or her individual ranking;
3. If a Foreign Service National, have an overall performance rating of at least Fully Successful and a minimum rating of Fully Successful on all seven performance factors, and in addition have at least 70% of performance factors rated as Commendable; or
4. If a NOAA Corps Officer, have an overall performance rating of Outstanding or Excellent in at least seven of the ten evaluation areas and an overall rating score of 80 points.

b. Except for Foreign Service American employees, when an employee receives a temporary promotion during the appraisal cycle, that employee may receive an award based on the portion of the appraisal period in which the employee was not serving at the higher grade level as long as the employee has served in the lower graded position for at least 120 days of the appraisal cycle. In such cases, the award amount must be prorated in accordance with Section B.O4a. of this Appendix.

c. When an employee (other than a Foreign Service American) changes positions within the last 120 days of the appraisal period, the employee may receive an award based on his or her interim rating (which becomes the rating of record at the end of the appraisal period) for the position held immediately before the change in positions. For example, if the employee changes positions three months before the end of the appraisal period, the award is based on the nine months of the appraisal period preceding the change in position.

#### .02 Approval.

a. Each operating **unit** must specify the delegations of authority for approval of performance awards. The official authorized to approve a performance award must be at the same or higher organizational level than the approving official for the performance appraisal.

b. Performance awards must be approved by the operating **unit** official who is responsible for administering the performance awards budget.

#### .03 Timing of Awards.

a. Approved nominations for performance awards for general workforce employees and NOAA Corps Officers must be submitted to the servicing personnel office within 90 days of the end of the performance appraisal cycle.

b. Foreign Service Americans are recommended for performance awards by the Selection Board at its annual meeting.

c. Approved nominations for performance awards for Foreign Service Nationals must be submitted to the servicing personnel office within 90 days of the end of the fiscal year.

.04 Determining Award Amounts. Performance award amounts are linked directly to the summary rating score on the employee's rating of record and are calculated as a percentage of base pay.

a. The qualifying performance rating scores and award ranges for full-time employees (except for Foreign Service American employees, Foreign Service Nationals, and NOAA Corps members) for a full performance appraisal cycle are as follows:

Qualifying Summary		Award Ranges
Rating Score	Rating	(Percent of Base Pay)
350-379	Fully Successful	up to 3%
380-459	Commendable	up to 6%
460-500	Outstanding	up to 10%

- b. The eligibility of Foreign Service American employees for performance awards is determined by their ranking by the Selection Board. All employees rated eligible for performance awards by the Selection Board may receive an award of up to three percent of base salary. Sixty percent of the eligible employees in each class may receive awards up to six percent of base salary. Twenty percent of all eligible employees in each class may receive awards up to ten percent of base salary. A lower ranking employee may not be awarded a higher percentage of base pay than a higher ranking employee in the same class. The total amount of money awarded for performance awards in each class may not exceed the product of the total base pay of all members of the class and a percentage determined annually by the Secretary as the maximum payout for Performance Management and Recognition System (PMRS) employees.
- c. The allowed ranges for performance awards for Foreign Service Nationals are:

<b>Percent of Performance Factors Exceeding Normal Requirements</b>	<b>Award Range (Percent of Base Pay)</b>
70- 75%	up to 3%
76- 91%	up to 6%
92- 100%	up to 10%

- d. The allowed ranges for performance awards for NOAA Corps Officers are:

<b>Rating Score (Evaluation Areas)</b>	<b>Award Range (Percent of Base Pay)</b>
80- 89	up to 3%
90- 95	up to 6%
96- 100	up to 10%

- e. When determining performance award amounts, management officials must consider the value of any superior accomplishment awards granted during the appraisal period that are related to the employee's job responsibilities. The total monetary recognition given must be proportionate to the employee's contributions and may not exceed the percentages listed in B.04a. above.
- f. If a performance award is based on a period of less than a full appraisal cycle, then the award ranges must be reduced in proportion to the length of the appraisal period.
- g. For employees under a prevailing rate pay schedule, base pay means the current hourly rate

multiplied by 2,087.

h. For part-time employees, the award ranges must be reduced in proportion to the employee's scheduled biweekly work hours compared to 80 hours.

i. For intermittent employees, the award ranges above must be reduced in proportion to the number of hours actually worked during the period covered by the award, compared to a full-time work schedule.

j. Performance awards are limited to half of the percentages shown in the scales in Section B.04a. above for employees who receive a permanent promotion during the appraisal cycle on which the award is based.

#### C. QUALITY STEP INCREASES (QSIs) OR MERITORIOUS SERVICE INCREASES (MSIs).

A QSI or MSI may be granted in addition to a regular within-grade or class increase if the employee meets the eligibility criteria in .01a. of this section. QSIs may be granted to General Schedule employees and MSIs to Foreign Service employees to recognize high-quality performance. A QSI or MSI is not automatically granted when an Outstanding rating is given.

##### .01 Eligibility.

a. To qualify, a general workforce employee or Foreign Service National must:

1. Have received a performance rating of record of Outstanding (general workforce employees) or have a current overall performance rating of Outstanding (Foreign Service Nationals) for the current appraisal cycle;
2. Have held the same grade and type of position (or similar position) in a pay status for at least six-months before the end of the appraisal cycle;
3. Be expected to continue at the same high level of performance and in the same grade and type of position for at least 60 days after the effective date of the increase;
4. Not have been on a detail or temporarily promoted to another position during the last six months of the appraisal period, unless detailed to the same grade and type of position;
5. Not have a promotion in progress or anticipated within 60 days after the effective date of the increase;
6. Not have received a QSI or MSI within 52 consecutive calendar weeks preceding the effective date of the increase; and
7. Not be at the top step of his or her pay range.

b. Foreign Service Americans are recommended for MSI's by the Selection Boards and must meet the criteria in items 6. and 7. of Section C.01a. above.

##### .02 Multiple QSI's.

a. When an employee has received a QSI based on performance during the previous appraisal period, and is being recommended for another QSI for the current appraisal period, the following applies:

1. The employee must have demonstrated current performance that is at a significantly higher level than the performance which warranted the previous QSI;
2. The Personnel Officer must review the QSI and forward it to the head of the operating **unit** with a recommendation for approval or disapproval. The recommendation must address whether the current performance is at a significantly higher level than the performance which warranted the previous QSI; and
3. The QSI must be personally approved by the head of the operating **unit**.

b. If an employee receives more than two QSI's in a four-year period, the recommendation for each QSI beyond two must be submitted to the Director for Personnel and Civil Rights for approval.

c. The granting of multiple QSI's should be considered atypical, occurring only in rare circumstances.

.03 Approval. MSI's for Foreign Service Nationals are approved by the Senior Commercial Officer at Post upon recommendation by the Inter-agency Awards Committee.

.04 Timing.

- a. Nominations for QSI's must be submitted to the servicing personnel office within 90 days after the end of the performance appraisal annual cycle (March 31 or September 30) .
- b. Nominations for MSI's for Foreign Service Nationals must be submitted to the servicing personnel office within 90 days after the end of the fiscal year.

D. LIMITATION.

Except in unusual circumstances where an employee's performance is exceptionally outstanding or is an exceptionally important contribution to mission or national goals, an employee may not receive a QSI or MSI and a performance award, both of which recognize the same performance during an appraisal period. The situations are considered so rare that a written justification must be sent to the Director for Personnel and Civil Rights for prior approval. The combined value of the QSI or MSI amount (computed on an annual basis) and the performance award amount together must not exceed ten percent of the employee's annual salary.

E. PROCESS.

.01 After review of the employee's performance, the supervisor may initiate a recommendation for a performance award or QSI/MSI by completing the performance recognition section of CD-396, "Performance Management Record." The approved performance appraisal document is the sole written justification for a performance award or QSI/MSI (except for a Foreign Service American).

.02 Recommending officials must send the CD-396 to the servicing personnel office within 90 days after the annual appraisal cycle. Award nominations for Foreign Service Nationals who are on an anniversary date appraisal cycle must be sent to the servicing personnel office within 90 days after the end of the fiscal year.

.03 The appropriate Incentive Awards Program Officer or designee reviews the award nomination for conformity to eligibility criteria and, if it meets all technical requirements, certifies it and forwards it to the payroll office for payment.

.04 The performance award or QSI/MSI becomes effective on the first day of the first pay period on or after approval by the appropriate management official and certification by the personnel office. QSI's may not be retroactive except to correct an administrative error that occurred after approval of the award.

APPENDIX B

PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS) PERFORMANCE AWARDS

A. DESCRIPTION.

PMRS performance awards are lump-sum cash awards linked directly to the summary performance ratings assigned to employees under the Department's performance appraisal system prescribed by DAO 202-430, Performance Appraisal.

B. ELIGIBILITY.

.01 The following are eligible for PMRS performance awards:

- a. PMRS employees receiving a summary performance rating of Outstanding, Commendable, or Fully Successful with a summary rating score of at least 350 points for the most recently completed performance appraisal cycle;
- b. PMRS employees unratable on the basis of the most recently completed performance appraisal cycle (see Section 8.04g. of Appendix B, DAO 202-430) who have PMRS summary performance ratings of Outstanding, Commendable, or Fully Successful (with at least 350 points) that are

extended from the immediately preceding appraisal cycle;

c. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has a summary performance rating of record or interim rating of Outstanding or Commendable from his or her former agency.

.02 The following are not eligible for PMRS performance awards:

- a. Employees not covered by PMRS on the last workday of the performance appraisal cycle;
- b. Any PMRS employee whose rating of record is Marginal or Unsatisfactory;
- c. Employees newly appointed to the Federal government (as specified in 5 CFR 540.107d.) who occupied PMRS positions for less than 120 days during the most recently completed appraisal cycle;
- d. Unrateable PMRS employees who do not have a PMRS summary performance rating from the immediately preceding appraisal cycle that may be extended and used as a basis for the award;
- e. PMRS employees not in a pay status for at least 120 days during the most recently completed appraisal cycle;
- f. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has already received a PMRS performance award for that fiscal year's appraisal cycle from his or her former agency.

.03 The following limitations apply:

- a. All eligible employees rated outstanding or Commendable share in performance awards determined collectively as provided in Section 8. of the PMRS system document. Organizational pool managers determine if employees in their pools who are rated Fully Successful with summary rating scores of 350 or more points receive performance awards.
- b. PMRS employees rated outstanding with summary rating scores of 475 points or more may receive performance awards beyond the amounts set collectively for the pool. Up to 3 percent of each operating **unit's** PMRS population may be nominated for this additional recognition.
- c. The PMRS performance award is the primary award granted to PMRS employees for accomplishments covered by their performance plans or position descriptions. However, under certain circumstances, PMRS employees may also be considered for superior accomplishment awards for non-recurring accomplishments that are job-related, subject to the technical review and concurrence of the Director for Personnel and civil Rights (see Appendix E).

#### c. DETERMINING AWARD AMOUNTS.

.01 As provided for in Section 8 of the PMRS system document, the amounts of performance awards of up to 10% of base pay are set collectively for all eligible PMRS employees. Within each pool, award amounts are proportionately greater for Outstanding employees than Commendable employees, which in turn are greater than those for Fully Successful employees, according to ratios predetermined by pool managers within limits set by the Department. The maximum payout for the Department is 1.5 percent of the expected aggregate payroll for the following year for the PMRS employee population.

.02 PMRS employees rated Outstanding must receive a performance award of at least two percent of their pre-merit increase salary.

.03 The minimum performance award granted to employees rated Commendable or Fully Successful is \$250. If the amount computed for an employee of an organizational pool is less than \$250 because of the rating distribution or other factors, no award is granted.

.04 Employees with Outstanding ratings and summary rating scores of at least 475 who are nominated for awards greater than the amounts collectively set may receive awards of up to 20 percent of their pre-merit increase salary. The awards must be individually justified and approved as described in paragraph D. below.

## D. PROCEDURES.

.01 Before the end of the annual performance appraisal period, the Office of Personnel issues guidelines on the distribution of PMRS performance awards.

.02 After performance ratings have been approved, operating **units** must submit the following to the Director for Personnel and Civil Rights according to a schedule set by the Office of Personnel each year:

- a. An approved listing of each pool's employees, their current ratings, and pre- and post-merit increase salaries;
- b. Nomination packages for performance awards ranging up to 20 percent of base pay (awards in excess of the amounts collectively set) for Outstanding employees with summary rating scores of 475 or more points. Instructions for preparing nomination packages are issued each year by the Office of Personnel.

.03 The Office of Personnel reviews all nominations for compliance with regulations and Departmental policy. Nominations are then reviewed by the Departmental Executive Resources Board which develops final recommendations for the Secretary's consideration. Only the Secretary or his designee may approve performance awards greater than the amounts collectively set ranging up to 20 percent of base pay. The Secretary's decisions are conveyed to operating **units** by the Director for Personnel and Civil Rights, who asks pool managers (or appointing authorities) to:

- a. Select an award payout ratio of 2:1, 2.5:1, or 3:1. A 2:1 award ratio would provide Outstanding employees with awards twice those of Commendable employees, and four times those of eligible Fully Successful employees; and
- b. Decide whether to grant performance awards to employees rated Fully Successful with summary scores of 350 or more points. Once these decisions have been made, the Director for Personnel and Civil Rights issues performance award tables to servicing personnel offices. Awards processing may not begin until these tables are issued.

## PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)

## PERFORMANCE AWARDS

## A. DESCRIPTION.

PMRS performance awards are lump-sum cash awards linked directly to the summary performance ratings assigned to employees under the Department's performance appraisal system prescribed by DAO 202-430, Performance Appraisal.

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.01 The following are eligible for PMRS performance awards:

- a. PMRS employees receiving a summary performance rating of Outstanding, Commendable, or Fully Successful with a summary rating score of at least 350 points for the most recently completed performance appraisal cycle;



b. PMRS employees unratable on the basis of the most recently completed performance appraisal cycle (see Section 8.04g. of Appendix B, DAO 202-430) who have PMRS summary performance ratings of Outstanding, Commendable, or Fully Successful (with at least 350 points) that are extended from the immediately preceding appraisal cycle;

c. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has a summary performance rating of record or interim rating of Outstanding or Commendable from his or her former agency.

.02 The following are not eligible for PMRS performance awards:

a. Employees not covered by PMRS on the last workday of the performance appraisal cycle;

b. Any PMRS employee whose rating of record is Marginal or Unsatisfactory;

c. Employees newly appointed to the Federal government (as specified in 5 CFR 540.107d.) who occupied PMRS positions for less than 120 days during the most recently completed appraisal cycle;

d. Unrateable PMRS employees who do not have a PMRS summary performance rating from the immediately preceding appraisal cycle that may be extended and used as a basis for the award;

e. PMRS employees not in a pay status for at least 120 days during the most recently completed appraisal cycle;

f. Any PMRS employee who has transferred from a PMRS position in another Federal agency during the last 120 days of the appraisal cycle and who has already received a PMRS performance award for that fiscal year's appraisal cycle from his or her former agency.

.03 The following limitations apply:

a. All eligible employees rated Outstanding or Commendable share in performance awards determined collectively as provided in Section 8. of the PMRS system document. Organizational pool managers determine if employees in their pools who are rated Fully Successful with summary rating scores of 350 or more points receive performance awards.

b. PMRS employees rated Outstanding with summary rating scores of 475 points or more may receive performance awards beyond the amounts set collectively for the pool. Up to 3 percent of each operating **unit's** PMRS population may be nominated for this additional recognition.

c. The PMRS performance award is the primary award granted to PMRS employees for accomplishments covered by their performance plans or position descriptions. However, under certain circumstances, PMRS employees may also be considered for superior accomplishment awards for non-recurring accomplishments that are job-related, subject to the technical review and concurrence of the Director for Personnel and Civil Rights (see Appendix E).

## C. DETERMINING AWARD AMOUNTS.

.01 As provided for in Section 8 of the PMRS system document, the amounts of performance awards of up to 10% of base pay are set collectively for all eligible PMRS employees. Within each pool,



award amounts are proportionately greater for Outstanding employees than Commendable employees, which in turn are greater than those for Fully Successful employees, according to ratios predetermined by pool managers within limits set by the Department. The maximum payout for the Department is 1.5 percent of the expected aggregate payroll for the following year for the PMRS employee population.

.02 PMRS employees rated Outstanding must receive a performance award of at least two percent of their pre-merit increase salary.

.03 The minimum performance award granted to employees rated Commendable or Fully Successful is \$250 because of the rating distribution or other factors, no award is granted.

.04 Employees with Outstanding ratings and summary rating scores of at least 475 who are nominated for awards greater than the amount collectively set may receive awards of up to 20 percent of their pre-merit increase salary. The awards must be individually justified and approved as described in paragraph D. below.

#### D. PROCEDURES.

.01 Before the end of the annual performance appraisal period, the Office of Personnel issues guidelines on the distribution of PMRS performance awards.

.02 After performance ratings have been approved, operating **units** must submit the following to the Director for Personnel and Civil Rights according to a schedule set by the Office of Personnel each year:

a. An approved listing of each pool's employees, their current ratings, and pre-and post-merit increase salaries.

b. Nomination packages for performance awards ranging up to 20 percent of base pay (awards in excess of the amounts collectively set) for Outstanding employees with summary rating scores of 475 or more points. Instructions for preparing nomination packages are issued each year by the Office of Personnel.

.03 The Office of Personnel reviews all nominations for compliance with regulations and Departmental policy. Nominations are then reviewed by the Departmental Executive Resources Board which develops final recommendations for the Secretary's consideration. Only the Secretary or his designee may approve performance awards greater than the amounts collectively set ranging up to 20 percent of base pay. The Secretary's decisions are conveyed to operating **units** by the Director for Personnel and Civil Rights, who asks pool managers (or appointing authorities) to:

a. Select an award payout ratio of 2:1, 2.5:1, or 3:1. A 2:1 award ratio would provide Outstanding employees with awards twice those of Commendable employees, and four times those of eligible Fully Successful employees; and

b. Decide whether to grant performance awards to employees rated Fully Successful with summary scores of 350 or more points. Once these decisions have been made, the Director for Personnel and Civil Rights issues performance award tables to servicing personnel offices. Awards processing may not begin until these tables are issued.

#### APPENDIX C

## PERFORMANCE BONUSES FOR THE SENIOR EXECUTIVE SERVICE

## A. DESCRIPTION.

Performance awards, more commonly referred to as bonuses, are lump-sum cash payments to recognize career members of the Senior Executive Service (SES) for excellence in performance during a performance appraisal cycle. Bonus amounts are specified as a percentage of the recipient's payable base salary and are governed by 5 U.S.C. 5384.

The Office of Personnel Management issues guidance each fiscal year on the distribution of performance bonuses and reviews their distribution after payment. The Secretary awards all SES bonuses and assigns dollar amounts based on recommendations furnished by the Departmental Executive Resources Board.

.01 Eligibility Criteria. To be eligible for a performance bonus, an employee must:

- a. Be a career senior executive;
- b. Be covered by a valid performance plan; and
- c. Have a Fully Successful rating or higher on his/her SES performance appraisal rating of record for the current appraisal period.

.02 Additional Guidance. Before the end of the annual SES performance appraisal cycle, the Department provides appointing authorities with bonus allocation guidelines, a timetable of critical dates, and the process for submitting bonus recommendations. The Departmental Executive Resources Board may specify additional eligibility requirements for a performance bonus.

.03 Determining Award Amounts. The total amount of performance bonuses may not exceed three percent of the aggregate payroll for all SES career appointees within the Department at the end of that fiscal year. The minimum award is five percent of the senior executive's annual salary, and the maximum award is 20 percent.

## B. PROCESS.

.01 On the basis of SES performance plans and appraisals, each operating **unit** Performance Review Board (PRB) prepares a listing of proposed bonus recipients and recommended bonus amounts and submits it to the appropriate appointing authority.

.02 Appointing authorities review PRB recommendations and prepare a priority listing of bonus nominees and recommended amounts for consideration by the Secretary.

.03 In accordance with the Department's timetable and annual instructions, Secretarial Officers (or equivalents) forward the priority listing to the Director for Personnel and Civil Rights as Executive Secretary of the Department's Executive Resources Board.

.04 The Departmental Executive Resources Board (ERB) reviews each submission for adherence to legal and regulatory requirements and for compliance with Departmental policy. It then makes recommendations to the Secretary on each proposal.

.05 The Secretary makes decisions on bonuses as indicated in the timetable.

## APPENDIX D

## PERFORMANCE RECOGNITION FOR MEMBERS OF THE SENIOR FOREIGN SERVICE

## A. DESCRIPTION.

Members of the Senior Foreign service may be granted recognition for high level performance in the

following ways: Performance Pay, including Presidential Awards; and Executive Schedule pay adjustments.

.01 Performance Pay.

- a. Performance pay is awarded to career members of the Senior Foreign Service (SFS) for excellence in performance during a performance appraisal cycle, and is given as a lump sum. Performance pay decisions take into account the criteria established by OPM for performance awards for the Senior Executive Service (5 U.S.C. 5384) and Presidential Rank Awards (5 U.S.C. 4502). The Secretary awards performance pay to members of the Senior Foreign Service based on recommendations furnished by the US&FCS Senior Selection Board.
- b. Nominations for Presidential Awards of performance pay are made by the Secretary of Commerce to the Department of State's Inter-agency Selection Board. Presidential Awards are granted for sustained extraordinary accomplishment as follows: The Distinguished Service Award (DSA) includes a lump-sum payment of \$20,000; the Meritorious Service Award (MSA) includes lump-sum payment of \$10,000.

.02 Executive Schedule Pay Adjustments. Basic salary rates for members of the Senior Foreign Service are adjusted in the same manner as rates of basic pay are adjusted for the Senior Executive Service. Pay rate adjustments are based on the recommendations and rankings of the US&FCS Senior Selection Board.

B. PERFORMANCE PAY.

.01 Eligibility.

- a. To be eligible for performance pay, an SFS member must be serving under:
  1. A career or career candidate appointment; or
  2. A limited appointment with reemployment rights as a career appointee in the Senior Executive Service.
- b. Performance pay may be granted to no more than 50% of SFS members.
- c. Presidential Awards may be conferred on no more than 6% of SFS members.

.02 Determining Award Amount.

- a. The total amount of performance pay (excluding Presidential Awards) may not exceed three percent of the aggregate payroll for all eligible SFS members within the Department at the end of that fiscal year.
- b. The minimum amount of performance pay granted is 5% of the SFS member's payable annual base salary; the maximum amount granted is 20% of the recipient's payable annual base salary, except in the case of Presidential Awards for Distinguished and Meritorious Service.

C. EXECUTIVE SCHEDULE PAY ADJUSTMENTS.

.01 Eligibility. Only Senior Foreign Service members who are Counselors at ES levels FE-OC-I, 2, or 3, or who are Minister-Counselors at ES level FE-MC-4, are eligible for ES level increases.

.02 The following are the minimum criteria required for an ES level increase:

- a. Summary performance ratings of at least Commendable for the past two years; and
- b. A current summary rating of outstanding or a current performance appraisal with no element rated less than 4 (Commendable).

D. LIMITATION.

An SFS member may not receive more than one of the following in the same competition year: (1) An award of performance pay by the Secretary of Commerce; (2) a Presidential Award for Distinguished or Meritorious Service; or (3) a pay rate adjustment.

## E. PROCESS.

.01 The Senior Selection Board considers the entire record of the members of the Senior Foreign Service and makes recommendations for performance pay and for pay rate adjustments (both upward and downward) based on performance.

.02 The Senior Selection Board submits a report to the Director General of the US&FCS with recommendations for performance pay awards and pay rate adjustments for SFS members.

.03 The Director General reviews the Selection Board's report and determines which recommendations for awards of performance pay and pay rate adjustments are to be forwarded for consideration by the Secretary.

.04 The Secretary makes final decisions on performance pay and pay rate adjustments for individual SFS members, and refers recommendations for Presidential Awards to the State Department's Inter-agency Selection Board for review and submission to the President.

.05 Once the recipients of Presidential Awards have been named by the President, pay rate adjustments are made, and awards are paid to recipients in accordance with the Selection Board's rank order list.

## APPENDIX E

## SUPERIOR ACCOMPLISHMENT AWARDS

## A. DEFINITIONS.

.01 "Superior accomplishment award" means a monetary or non-monetary award for a contribution resulting in tangible benefits or savings, or intangible benefits to the Government. There are three types of superior accomplishment awards: special act or service awards, suggestion awards, and invention awards.

.02 "Contribution" means an accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, or a special act or service in the public interest connected with or related to official employment that contributes to the efficiency, economy, or other improvement of Government operations, or achieves a significant reduction in paperwork.

.03 "Intangible benefits" means benefits to the Government that cannot be measured in terms of dollar savings.

.04 "Non-monetary award" means a medal, certificate, plaque, **citation**, badge, or other similar item that has an award or honor connotation.

.05 "Tangible benefits" means benefits or savings to the Government that can be measured in terms of dollar savings.

## B. ELIGIBILITY.

All employees of the Department are eligible for superior accomplishment awards. Individuals and groups may be recognized.

## C. POLICY.

.01 A superior accomplishment award may be granted alone or in addition to a performance award

granted under the authority of 5 CFR 430 for general workforce employees or 5 CFR 540 for PMRS employees, or a quality step increase. When an employee's superior accomplishment is related to his or her job responsibilities, management officials must consider other monetary recognition that has been or will be given to the employee for the accomplishment when determining the award amount so that the total monetary recognition given to the employee is proportionate to the employee's contribution.

.02 A superior accomplishment award must not be used as a substitute for other personnel action, or as a substitute for pay.

.03 A superior accomplishment award may not be used to recognize overall employee performance, nor may it be used to recognize outstanding performance on an element of a performance plan unless the accomplishment otherwise meets the criteria in D.01a.

.04 A PMRS employee may be granted a superior accomplishment award for a special act or service only when the accomplishment meets the criteria in D.01a. and also provides such substantial benefits to the government that recognition above a PMRS performance award is warranted.

.05 To be considered as the basis for a superior accomplishment award, a contribution must:

- a. Be made while the contributor is a Federal employee;
- b. Be supported by a written justification separate from the employee's rating of record; and
- c. Be approved at a management level higher than that of the individual who recommended use of the suggestion or invention, or recommended the award.

.06 When a cash award is granted to a group for superior accomplishments, the following provisions apply:

- a. The accomplishment must have substantially exceeded normal expectations for the group as a whole;
- b. All employees to whom the accomplishment or contribution is creditable, including a supervisor, may share in the award;
- c. A cash award may be divided in equal shares or allotted to each member in proportion to his/her share of credit for the contribution;
- d. The total amount of a cash award to a group should be based solely on the value of tangible and intangible benefits accruing from the contribution; the total amount of the award may not exceed the amount that would be authorized if the contribution had been made by one individual, except that in unusual circumstances, a greater amount may be approved by the Director for Personnel and Civil Rights;
- e. Any recommendation for a group award totaling more than \$5,000 requires the Department's Incentive Awards Board's review.

.07 Superior accomplishment awards must be documented in the Official Personnel Folder to reflect the nature of the award and the award amount.

.08 Acceptance of a monetary award constitutes an agreement that the use by the Government of the idea, method, or device for which the award is paid does not form the basis of a further claim against the Government.

.09 When contributions result in significant tangible benefits to the operating **unit**, management officials should consider the possibility of wider application of the benefits throughout the Department and the Federal government and coordinate appropriate action with the Incentive Awards Program Officer.

#### D. TYPES OF SUPERIOR ACCOMPLISHMENT AWARDS.

.01 Special Act or Service Award.

a. Criteria. A special act or service is a contribution or accomplishment in the public interest that is:

1. A non-recurring contribution either within or outside of job responsibilities;
2. A scientific achievement;
3. An act of heroism.

b. Eligibility. To be eligible for a special act or service award, an employee must:

1. Make a contribution that meets a criterion under .01a. of this section; and
2. Not have a current rating of record of less than Fully Successful, except that in rare circumstances, an employee with less than a Fully Successful rating may receive an award with the advance written approval of the Director for Personnel and Civil Rights.

c. If an employee who is currently under the PMRS was covered by the General Workforce Performance Appraisal System during the entire recognition period, the special act or service award is processed according to procedures for general workforce employees.

d. Details. Service on a detail does not in itself constitute a non-recurring or one-time contribution that qualifies for a special act or service award. If an employee is detailed for 120 days or more, exemplary performance on the detail will be factored into his/her performance rating. Exemplary performance on a detail of less than 120 days may be recognized with a special act or service award only if the employee's contribution meets the criteria in D.01a.

The job-related contributions of detailees must be considered on the same basis as those of permanent incumbents in determining if they meet the criteria for a special act or service award.

e. Summer Employees. Summer employees (May 13- September 30) who perform beyond expectations or who make superior accomplishments in the Department may be recognized only under this authority. These awards may be processed no earlier than the last pay period of the employee's summer employment. An award may not exceed ten percent of a summer employee's total earnings for that summer, unless there are significant tangible benefits resulting from their contributions which could support a greater amount.

f. Process.

1. The supervisor may initiate a CD-326, "Recommendation for Recognition," as soon as the employee (except for summer employees) makes a worthy contribution. The recommendation must include a description of the accomplishment, its benefits, how it was exceptional, and the amount of any savings to be realized. The award scales in Exhibits 1 and 2 should be used to determine award amounts and the award recommendation should include documentation as to how the amount recommended was determined.

2. The supervisor forwards the award recommendation through organizational channels to the official with approval authority.

3. The Director for Personnel and Civil Rights must approve all special act or service awards for PMRS employees.

(a) The request for approval must include the following: CD-326, "Recommendation for Recognition," the employee's position description, and the latest completed CD-396, "Performance Management Record."

(b) The following factors are taken into account before approval is granted:

- (1) Whether the benefits accruing to the Government from the contribution are so great that a performance award would be insufficient recognition;
- (2) Whether the accomplishment greatly exceeds normal expectations for performance by the employee; and
- (3) Whether the contribution constitutes a significant portion of the employee's performance plan or an element of the plan.

4. A special act or service award for an SES employee must be approved by the Secretary through the same channels as SES performance bonuses.

.02 Suggestion Awards.

a. Description. A suggestion award is granted for an idea that contributes directly to the economy,

efficiency, or effectiveness of operations. The award amount is based on the benefits realized as a result of the implementation of the idea. See DAO 202-454, "Suggestion Program," for a complete description of the program.

b. Criteria. To warrant consideration for an award, a suggestion:

1. Must be processed under the employee suggestion program, except when an idea is implemented outside the Suggestion Program but is deemed worthy of recognition by an award as allowed by DAO 202-454;
2. Must be adopted by an official with authority to adopt it; and
3. Must provide tangible benefits to the Government with a value of at least \$250 or comparable intangible benefits or a combination of tangible and intangible benefits. (See Exhibits 1 and 2.)

c. Process.

1. When the evaluator has decided to adopt a suggestion, he or she works with the Incentive Awards Program Officer to determine the amount of the proposed award using the tangible and/or intangible benefits scales. The signed and dated CD-170, "Official Suggestion Evaluation Form," serves as the documentation for the award.
2. The CD-170 must show the amount of the cash award.
  - (a) In calculating the benefits to the Government of an adopted suggestion, the evaluator should estimate the net benefits (i.e., the total savings minus any implementation costs).
  - (b) Cash awards for adopted suggestions are normally based on the estimated first-year benefits to the Government. If savings extend over more than one year, the award may be based on the average annual savings for a longer period, not exceeding five years.
  - (c) When a suggestion results in both tangible and intangible benefits, the amount of the award warranted by the tangible benefits should be increased to compensate for intangible benefits. (See Exhibits 1 and 2.)
  - (d) A cash award may also be granted if a suggestion is only partially adopted. (See DAO 202-454).
  - (e) Normally when a suggestion falls within the scope of the employee's job responsibilities and within the authority of the employee to approve or adopt it, it is not eligible for consideration under the Suggestion Program. However, in rare cases, a job-related suggestion is made that warrants recognition under the Suggestion Program because the contribution far exceeds the employee's performance standards and has an impact that goes beyond the scope of the employee's normal job responsibilities. In such cases, a suggestion award may be appropriate if the contribution has not been otherwise recognized by a cash award.
3. Award recommendations are forwarded through organizational channels to the approving official. If a proposed suggestion award exceeds \$5,000, the recommendation, evaluation report, and suggestion must be approved by the Department's Incentive Awards Board.
4. Suggestion awards to SES members must be approved by the Secretary through the same channels as performance bonuses.
5. An employee whose idea is implemented and, in retrospect, would merit an award under the Suggestion Program, may request that his/her idea be considered for a suggestion award no later than three months after the idea was first placed into effect.
- d. Suggestion Award Entitlement Period. The suggestion award entitlement period is the two-year period following the date of final action on a suggestion during which the suggester retains the right to be considered (1) for an additional award if additional benefits result after adoption, or (2) for an award if a non-adopted suggestion is implemented within the two-year period.

.03 Invention Awards.

a. Description. An invention award is cash or honorary recognition granted to a Federal employee for an invention which is of interest to the U.S. Government or the public and for which protection by patenting or publication is sought.

b. Amount/Timing.

1. An invention award of at least \$300 is granted when an employee's invention has been favorably searched and a patent application has been filed. In the case of joint inventors, each inventor is nominated for an equal share of the initial award except that the share to each inventor must be no less than \$100.

2. Further awards, up to \$35,000, may be granted (FPM Chapter 451, Subchapter 9) for an invention owned by the U.S. Government whenever the invention benefits the public, as evidenced by the number of patent licenses granted, reports on commercialization from patent licenses, and other information pertaining to the commercial use of the invention; or the invention is used by and benefits the Government.

3. Employees are eligible to receive a cash award in any year that royalty-bearing licenses covering their inventions are in effect (refer to DAO 202-452).

c. Process.

1. After receiving notification of a filed patent application, the Office of General Counsel informs the inventor's organization and recommends that an award recommendation (CD-326) be prepared, and also advises the Incentive Awards Program Officer.

2. The awarding official approves the recommendation. The Incentive Awards Program Officer forwards the award proposal to the payroll office for payment if it conforms with requirements.

3. Invention awards to SES members must be approved by the Secretary through the same channels as performance bonuses.

## APPENDIX F

### PRESIDENTIAL RECOGNITION

#### A. DESCRIPTION.

The President may grant a cash award for honorary recognition of an employee who (1) by his or her suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations, or (2) performs an exceptionally meritorious special act or service in the public interest in connection with or related to his or her official employment. A Presidential award may be in addition to an agency award under 5 U.S.C. 4504 and 5 U.S.C. 5403.

The President may also award to a career appointee in the Senior Executive Service the rank of Meritorious or Distinguished Executive under 5 U.S.C. 4507.

#### B. TYPES OF PRESIDENTIAL RECOGNITION.

.01 President's Award for Distinguished Federal Civilian Service.

a. Description. This award is the highest honor that the Federal Government can grant to a career employee in recognition of benefits to the Nation. The President may grant as many as five awards each year. An award consists of a certificate, a gold medal, and a rosette.

b. Criteria. This award is granted to a career Federal employee for an outstanding achievement that produces a major improvement in Government operations or serves the public interest. The achievement must be so important that the employee deserves greater recognition than can be granted by the Secretary.

c. Process. The Director of the Office of Personnel Management requests nominations from heads of Federal departments and agencies and issues instructions for submitting award nominations. Nominations are reviewed by the Department's Incentive Awards Board and then submitted to the Secretary for approval. The Secretary's nominations are submitted to the President through the Office of Personnel Management.

.02 Presidential Management Improvement Awards.

a. Description. These awards are presented by the president to a limited number of individuals or small working teams (groups) whose suggestions or special achievements result in tangible benefits to the Government that exceed \$250,000.

b. Criteria. To be nominated, the individual or group must have been recommended for a Presidential Letter of Commendation for their achievements.

c. Process. Nominations are reviewed by the Department's Incentive Awards Board before going to the Secretary for approval. The Secretary submits nominations to the Director, Office of Personnel



Management, for review and presentation to the President.

.03 Presidential Letters of Commendation.

- a. Description. These awards consist of personal letters of commendation from the President.
- b. Criteria. Presidential Letters of Commendation are granted for contributions that are significantly beyond job requirements and produce first year savings of \$10,000 or more. Nominees must first receive recognition from the Department to be eligible for Presidential recognition.
- c. Process. All nominations must be reviewed by the Department's Incentive Awards Board before submission to the Secretary for approval and recommendation to OPM for referral to the President.

.04 Presidential Rank Awards for Senior Executives.

- a. Description. Presidential Rank Awards include stipends, certificates, and pins that are granted annually by the President to a few Senior Executive Service members. The two award types are:
  - 1. Distinguished Executive - Includes a lump-sum payment of \$20,000 for sustained extraordinary accomplishments.
  - 2. Meritorious Executive - Includes a lump-sum payment of \$10,000 for sustained accomplishments.
- b. Eligibility.
  - 1. All SES career appointees are eligible. Performance for which a nomination is submitted must have been sustained for at least three years while in an executive or equivalent position.
  - 2. An individual who receives either the Meritorious or Distinguished Executive Award is not eligible for the same award during the next four fiscal years.
  - 3. An individual who receives payment of an SES bonus is not eligible for a Presidential Rank Award in the same calendar year.
  - 4. Nominees must have been rated Fully Successful or better in each of the preceding three years, preferably with the most recent rating being outstanding.
  - 5. A nominee for Distinguished Rank would typically have received the rank of Meritorious Executive in a prior year; however, the rank of Distinguished Executive may be awarded without previous recognition when only the highest rank can serve as fitting recognition.
- c. Criteria. A nominee must show sustained accomplishments to be a Meritorious Executive. To be a Distinguished Executive the nominee must show sustained extraordinary accomplishment. Criteria upon which nominees are evaluated may include, but need not be limited to, the following (for each criterion offered, specific examples must be cited):
  - 1. Career achievements that are recognized throughout the agency or are acknowledged on a national or international level;
  - 2. Specific achievements of significant cost reduction or cost avoidance enabling the agency to reallocate resources to high priority activities;
  - 3. Successful use of human resources as evidenced through high workforce productivity and/or effective development and recognition of subordinates;
  - 4. Demonstration of personal initiative and innovation;
  - 5. Substantial improvements in quality of work, efficiency, and/or timeliness of service;
  - 6. Unusual levels of cooperative effort with other Federal agencies, government jurisdictions, and/or the private sector.
  - 7. Especially successful efforts in affirmative action; and
  - 8. Major career-related awards and honors received.

In addition to the above criteria, it must be clear that the nominee has demonstrated qualities of strength, leadership, integrity, industry, and personal conduct that have established and maintained a high degree of public confidence and trust. General guidelines which may be helpful in structuring an award nomination are contained in 5 U.S.C. 4313.
- d. Nominating Process.
  - 1. The Department announces the Presidential Rank Award program to appointing authorities who request nominations within their organizations.
  - 2. Operating **unit** Performance Review Boards (PRB's) review nominations and submit them to the appropriate appointing authority, with written recommendations on the approval or disapproval, stating the reasons for their recommendations. A PRB member who has been nominated for a

Presidential Rank Award may not participate in any related rank award deliberations.

3. The appointing authority, after considering the PRB recommendations, submits nominations to the Department in accordance with the timetable and procedures established annually. Nominations for each award category must be submitted in priority order.

e. Submission Requirements. Nominations must be signed by the head of the operating **unit** and the appropriate Secretarial Officer and submitted to the Department according to instructions which are issued annually by the Office of Personnel.

f. Review Procedures.

1. The Departmental Executive Resources Board (ERB) screens nominations and recommends nominees to the Secretary. The ERB may convene an ad hoc group to assist in the initial screening process.

2. After review, the ERB submits to the Secretary documentation and a priority order listing of those nominees it recommends. A list of nominees not recommended by the ERB is also forwarded to the Secretary.

3. The Secretary forwards the Department's nominees to the Office of Personnel Management for consideration and potential selection by the President.

g. Award Payment. Payments must be made in the same fiscal year as the original nomination, unless the aggregate amount (base salary plus Rank Award plus bonuses) paid to the recipient exceeds the payable rate of Executive Level I.

.05 Senior Foreign Service Presidential Awards. Presidential Awards are presented by the President to members of the Senior Foreign Service (SFS) as authorized by the Foreign Service Act of 1980 (22 U.S.C. 3965). (See Appendix D.)

## APPENDIX G

### HONOR AWARDS

#### A. DESCRIPTION.

The purpose of honor awards is to provide high-level recognition to deserving employees for their contributions to the Department. Forms of recognition are as follows:

Gold Medal - highest honorary award granted by the Secretary for extraordinary achievements in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. The award can be presented to an individual or a group of two or more individuals, or to a Commerce organization.

Silver Medal - second highest honorary award granted by the Secretary for major contributions of exceptional value in support of the Department's overall goals in service to the Nation. The award can be presented to an individual or group of two or more individuals, or to a Commerce organization.

Bronze Medal - highest honorary award of the operating **unit** granted by the appropriate operating **unit** head or Secretarial Officer or equivalent for a significant contribution to that operating **unit**.

The award can be presented to an individual or group of two or more individuals, or to an organization within the operating **unit**.

#### B. GOLD AND SILVER MEDAL AWARDS.

##### .01 Eligibility.

a. Gold and Silver Medals may be given to individuals, to groups of two or more, or to organizations.

b. Any office, division or sub**unit** within an operating **unit** or Departmental office which is formally recognized as a separate entity, as in organization orders or charts, may be nominated for an

organizational award. When two or more organizational **units** perform related functions and share responsibility for an achievement which is worthy of recognition, those organizations may be nominated jointly for an organizational award.

c. Nominating officials are responsible for ensuring that only those individuals and organizations which have made exceptional contributions and which are truly deserving of high honor are nominated.

d. When deciding which individuals are to be recognized, nominating officials should carefully consider the overall record of each person.

e. For individuals and groups, Gold and Silver Medals are ordinarily given only to employees whose performance is at the Commendable level or better. If a nominee does not have a current performance rating of Outstanding or Commendable (or its equivalent), specific reasons must be provided in the justification for why the award is recommended.

f. Except for Gold Medals given for heroic action involving jeopardy to life, Gold Medal recipients will normally have received other high level recognition of their achievements. Examples of appropriate previous recognition include Silver Medals, Presidential Rank Awards, high level operating **unit** recognition, and awards from outside organizations.

.02 Gold Criteria. A Gold Medal Award may be granted only for extraordinary accomplishments in support of the critical objectives of the Department with a significant beneficial effect on the Nation or the world. To warrant a Gold Medal Award, a contribution must meet at least one of the following criteria:

- a. Achievement of critical program goals far surpassing expectations, marked by unusual creativity, energy, or persistence, contributing significantly to the welfare of the Nation;
- b. Unusually outstanding leadership or management that results in dramatic improvement in productivity, program effectiveness, or quality of the Department's service to the Nation;
- c. Scientific or technological breakthroughs that resolve longstanding problems or radically advance the state-of-the-art;
- d. Highly distinguished authorship or editorship that affects the primary principles of the discipline involved, opens up new fields of inquiry, or redefines major issues of investigation; or
- e. Heroic action involving jeopardy to life.

.03 Silver Criteria. A Silver Medal Award may be granted for major contributions which are of exceptional value in support of the Department's overall goals in service to the Nation. To warrant a Silver Medal Award, a contribution must meet at least one of the following criteria:

- a. Achievement of important program goals, marked by excellence of performance and quality of results exceeding expectations;
- b. Superior leadership or management resulting in substantial improvements in productivity, program effectiveness, or the quality of the Department's service;
- c. Scientific or technological contributions that significantly advance the understanding, knowledge, or mastery of a given discipline;
- d. Exceptionally meritorious authorship or editorship that contributes significantly to the body of knowledge in a given field; or
- e. Unusual courage or competence in an emergency.

.04 Nominating Process.

- a. The Department requests nominations for Gold and Silver Medal Awards annually. Appropriate management officials then request nominations from within their organizations.
- b. Nominations are submitted by the appropriate approving official to the servicing personnel office.
- c. Incentive Awards Program Officers review nominations for adherence to award criteria and coordinate action with boards or committees, if appropriate. Nominations are then reviewed, and if approved are signed by the head of the operating **unit**. Approved nominations must be ranked in priority order and submitted through the Program Secretarial Officer (or equivalent) to the Director for Personnel and Civil Rights. Gold and Silver Medal nominations must be ranked separately;

nominations for organizational awards should be ranked among nominations for individuals or groups.

d. Nominations must be received by the Department's Office of Personnel by the due date established each year.

.05 Submission Requirements. Each nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating **unit** or Departmental mission, and the degree to which the contribution exceeds normal job responsibilities. The justification should specify which of the criteria in Sections B.02 and .03 the contribution meets. For nominations of groups, a justification must be prepared to support the nomination of each individual in the group. The following documentation is required:

a. Individual and group medal awards. Nominations must include:

1. CD-491, Honor Awards Nomination and justification(s);
2. Current position description(s) ; and
3. Current performance appraisal rating of record for each individual nominated.

b. Organizational awards. Nominations must include:

1. CD-491, Honor Awards Nomination with information on the individual who is to receive the award on behalf of the organization, and a justification; and
2. Departmental Organization Order (DOO) for the organization to be recognized. If the organization is not defined in a DOO, organization charts or other documentation may be submitted. Use of these forms is mandatory and no other attachments may be considered. An original and seven copies of the above documents (in the order stated) are required by the Department for each Gold and Silver Medal Award nomination. Two additional copies of each CD-491 should also be submitted to the Department. Operating **units** may request additional copies.

.06 Review Procedures. The Department's Incentive Awards Board reviews Gold and Silver Medal Award nominations and recommends approval or disapproval to the Secretary. The DIAB may recommend the approval or disapproval of each member of a group award nomination.

.07 Award Presentation. Gold and Silver Medal Awards are presented by the Secretary at a Departmental Honor Awards Ceremony. Each individual Gold or Silver Medal recipient or group member receives an engraved medal, a lapel emblem, and a framed certificate that briefly describes his or her contribution. An organizational award consists of a medal and a framed Gold or Silver Medal Award Certificate which is inscribed with the name of the organization to be recognized and which briefly describes the organization's contribution.

## C. BRONZE MEDAL AWARDS.

.01 Eligibility.

a. Bronze Medals may be given to individuals or groups of two or more, or to organizations.

b. Any office, division or sub**unit** within an operating **unit** or Departmental office which is formally recognized as a separate entity, as in organization orders or charts, may be nominated for an organizational award. When two or more organizational **units** perform related functions and share responsibility for an achievement which is worthy of recognition, those organizations may be nominated jointly for an organizational award.

c. Nominating officials are responsible for ensuring that only those individuals and organizations which have made significant contributions and which are truly deserving of high honor are nominated.

d. When deciding which individuals are to be recognized, nominating officials should carefully consider the overall record of each person.

e. Any employee who has a current performance rating of less than Fully Successful may not be nominated for a Bronze Medal Award.

.02 Bronze Criteria. A Bronze Medal Award may be granted for a significant contribution to the employee's operating **unit**. Contributions must meet one or more of the following criteria:

- a. Accomplishing improvements in management systems that make them more effective or more efficient;
- b. Demonstration of unusual or creative ability in the development and improvement of methods and procedures;
- c. A significant contribution affecting major programs, or a scientific accomplishment; or
- d. Superior performance of assigned tasks with the operating **unit** for at least five consecutive years.

.03 Nominating Process.

- a. Operating **units** should request nominations for Bronze Medal Awards at the same time Gold and Silver Medal Award nominations are requested.
- b. Nominations for Bronze Medal Awards must be submitted to the servicing personnel officer of the operating **unit**.
- c. Operating **unit** Incentive Awards Program Officers provide specific submission requirements to the organizations they service when nominations are requested.

.04 Submission Requirements. Each nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating **unit**, and the degree to which the contribution exceeds normal job responsibilities. The justification should specify which of the criteria in Section C.02 the contribution meets. For nominations of groups, a justification must be prepared to support the nomination of each individual in the group. The following documentation is required:

- a. Individual and group medal awards. Nominations must include:
  1. CD-491, Honor Awards Nomination and justification(s) ;
  2. Current position description(s) ; and
  3. Current performance appraisal rating of record for each individual nominated.
- b. Organizational Awards. Nominations must include:
  1. CD-491, Honor Awards Nomination with information on the individual who is to receive the award on behalf of the organization, and a justification; and
  2. Department organization Order (DOO) , organization chart, or other appropriate documentation for the organization to be recognized.

.05 Review Procedures. Operating **unit** boards or committees, if appropriate, review and recommend Bronze Medal Award nominations to the appropriate operating **unit** head or Secretarial Officer (or equivalent) for approval.

.06 Award Presentation. Bronze Medal Awards are presented by the appropriate operating **unit** head or Secretarial Officer (or equivalent) at an annual ceremony scheduled by the operating **unit**. Each Bronze Medal recipient or group member receives an engraved medal, a lapel emblem, and a framed certificate that briefly describes his or her contribution. An organizational award consists of a medal and a framed Bronze Medal Award Certificate, which is inscribed with the name of the organization to be recognized and which briefly describes the organization's contribution.

## APPENDIX H

### ON THE SPOT AWARDS

A. PURPOSE. The purpose of this award is to provide supervisors with a means of recognizing employees for those day-to-day efforts which contribute "in a special way" to getting the job done. This non-monetary award program provides for immediate recognition with minimal documentation, and serves as a means of giving employees recognition for nonrecurring contributions.

B. GENERAL POLICY. On-the-Spot Awards are granted by supervisors to recognize accomplishments which represent steps toward achievement of organizational goals or purposes, but for which higher level recognition such as honor awards, performance awards, or superior accomplishment awards are not appropriate. Awards may be granted to employees for noteworthy contributions which have benefited the employing office, the employee's bureau, or the Department.

01. Operating **units** may implement instant award programs which meet their specific needs and are compatible with their organizational climate. This program is not meant to replace other traditional methods of recognition, but rather to increase supervisors' options in rewarding and reinforcing employee excellence.

#### C. OPERATING **UNIT** RECOGNITION PROGRAMS

01. The program must be described in a document, signed by the head of the operating **unit** or Departmental Office, and contain at least the information prescribed in Section D of this Appendix.

02. The program must be publicized to all employees.

03. The program must reward small contributions, which would not qualify for either performance awards or special act or service awards.

04. The presentation of the award to the employee must be made shortly after the contribution.

05. The value of an individual award item may not exceed \$75, and an employee may not receive awards under this program which exceed \$125 in value in a single performance year. For example, if awards are valued at \$25, then the employee may receive only 5 awards during that performance year.

06. The program must include procedures for documenting awards on form CD-326A, "Recommendation for On-the-Spot Award". (Exhibit 4) .

07. The program document must be submitted to the Director for Personnel and Civil Rights for review and approval.

#### D. OPERATING **UNIT** PLAN

Each plan must specify:

01. What types of contributions are eligible for recognition under the program. Examples include, but are not limited to: planning a special event which is particularly successful, completion of a short-term project, or handling an unusually heavy workload.

02. Who is eligible to participate in the program.

03. The delegations of authority under the program, including supervisory authorities.

04. The award items that will be given out under the program, including the dollar values.

05. The plans for procuring, distributing, and controlling access to supplies of award items.

06. The frequency and timing of awards.



07. The procedures for notifying employees and supervisors about the program.

08. The program recordkeeping requirements.

## APPENDIX I

### SPECIAL RECOGNITION

.01 Career Service Recognition. Career service recognition is granted to employees who complete 10 years of Federal service, and thereafter at 10-year intervals.

a. Creditable service is determined using the service computation date for leave purposes, which includes total civilian service and some honorable military service.

b. The career service emblem and certificate serve as the primary form of length-of-service recognition. Career service emblems are available through the GSA supply system.

.02 Secretary of Commerce Special Medal.

a. The Secretary may grant the Secretary of Commerce Special Medal to a person other than an employee of the **United** States Government whenever the Secretary determines that such a presentation is appropriate.

b. The Secretary of Commerce Special Medal is a bronze medal, suitably engraved.

c. The Secretary of Commerce Special Medal is presented only to a private citizen or national of the **United** States for a significant contribution, act, service, or cooperation in the public interest or to an official of a foreign government or international organization, or to a national of a foreign country, to recognize a particular event, activity, or cooperative effort of official interest to the Secretary.

.03 Commerce Award for Outstanding Administrative Management. The Assistant Secretary for Administration grants this Departmental award to employees who make outstanding contributions in the fields of administration such as financial management, data processing, budget, information management, and personnel management. Awards are given for four types of achievements: Extra-mile service, productivity improvement, systems improvements, and resource-sharing. The Assistant Secretary determines the number of awards to be given each year and the amount of each award. Nominations are requested near the end of the fiscal year by the Department's Office of Personnel.

.04 Departmental Awards. The Department may establish other awards. A new award may be considered only if written justification supports the conclusion that awards already established under the provisions of this Order are not adequate to meet organization, mission, or employee needs. Any proposal for establishing an award, including the related certificate, must be forwarded, through the appropriate Secretarial Officer, to the Director for Personnel and Civil Rights for approval.

.05 Special Operating **Unit** Awards. Individual operating **units** may establish employee awards such as "Equal Employment Opportunity Awards," "Supervisor of the Year," or "Scientist of the Year," which are appropriate to their particular interests in recognizing certain groups of employees and which do not detract from the effectiveness of the awards established under this Order. The guidelines in section .04 above for establishing Department awards apply to establishing new operating **unit** awards.

.06 Major Awards Sponsored By External Organizations. Numerous outside organizations sponsor award programs to recognize outstanding Federal employees and major achievements in government. These organizations invite the Department to submit nominations. These programs are

additional means for recognizing the achievements of Commerce employees and for publicizing their accomplishments on a national level.

.07 Honorary Recognition to Employees of Other Federal Agencies and Private Citizens and Organizations. Honorary awards (other than Medal Awards) may be granted in recognition of special services or other beneficial contributions to the Department. When it is considered appropriate to award a certificate or other similar token of appreciation, the form of the award must be approved by the Director for Personnel and Civil Rights. Examples of the types of actions or contributions for which these awards may be considered include:

- a. Exemplary service in an advisory capacity to the Department's programs or projects;
- b. Direct assistance to the Department through actions or useful ideas which are beneficial in eliminating or minimizing problems or in actively contributing to mission accomplishment;
- c. Assistance to the Government through the cooperative use of facilities, equipment, or staff;
- d. Courageous or heroic actions in support of a Federal activity or mission; and
- e. Significant contributions in the form of valuable consultation.

.08 Department of State Awards. The Department of State considers nominations of Foreign Service employees for the Secretary of State Award, and the Award for Valor. (See Department of State Foreign Affairs Manual, Volume 3, section 642.2b for specifics on criteria and nominating procedures.)

## APPENDIX J

### RECOGNITION CERTIFICATES

#### A. TYPES OF CERTIFICATES.

Recognition certificates are standardized for Department-wide use and are the only types of award certificates an operating **unit** may use. If new certificates are proposed for establishment, they must be submitted in accordance with provisions of B. below. The types of award certificates are:

##### .01 Departmental Certificates.

- a. Gold, Silver, and Bronze Medal Award Certificates are granted to employees and organizations who receive Gold, Silver, or Bronze Medal Awards. Gold and Silver Medal Award certificates are signed by the Secretary and presented at the Departmental Honor Awards Program ceremony. Bronze Medal Award certificates are signed by a Secretarial Officer or equivalent or head of the operating **unit** and presented at an appropriate ceremony.
- b. Commerce Award for Outstanding Administrative Management Certificates are granted annually to recipients of the Commerce Award for Outstanding Administrative Management and presented by the Assistant Secretary for Administration in an appropriate ceremony.
- c. Certification of Appreciation. There are two types of certificates of appreciation:
  1. Certificates 11" x 14" in size are granted to non-employees of the Department who have made outstanding contributions or who have performed significant services for the Department. They are signed by the Secretary, Secretarial Officer, or head of the operating **unit**, and presented by an appropriate official, depending on the nature and significance of the contribution.
  2. Certificates 8 1/2" x 11" in size are granted to employees and student volunteers for honorary recognition, significant accomplishments, or appreciation of their services. They are signed and presented by the Secretarial Officer or head of the operating **unit**, or other official if appropriate.
- d. Certificates of Recognition (CD-184) are granted to employees who receive Performance Awards and QSIs/MSIs (see Appendices A and B) or Special Act or Service Awards (see Appendix E). They may also be granted to employees who have received outstanding performance ratings, if the employees did not receive performance awards. The CD-184's are prepared by the servicing personnel office, signed by the appropriate approving official, and presented to employees in a



suitable ceremony.

e. Suggestion Certificates are granted to employees in official recognition and appreciation of valuable suggestions which have been adopted. The certificates are signed by the head of the operating **unit**. (See Appendix E.)

f. Length of Service Certificates are granted to employees to recognize significant milestones in their careers from 10 years on in 10-year increments. They are provided to an eligible employee's supervisor by the servicing personnel office for presentation to the employee by the supervisor or other higher level official within the operating **unit**.

02. Special Operating **Unit** Award Certificates are granted to employees by the head of the operating **unit** for honorary awards pertinent to the operating **unit**. Examples are the Crittenden Award, National Bureau of Standards; Administrator's Award, National Oceanic and Atmospheric Administration; National Technical Information Service Employee of the Year Award; and Clerical Employee of the Year, Patent and Trademark Office.

03. Procedures for Obtaining Certificates.

a. Operating **unit** certificates are prepared and granted upon approval of the specific recognition. The Incentive Awards Program Officer in the servicing personnel office distributes the certificates.

b. The Gold, Silver, and Bronze Medal Certificates, and the Commerce Award for Outstanding Administrative Management Certificates are issued only by the Office of Personnel. Copies of all other Departmental certificates can be kept on hand and issued by the servicing personnel office. Whenever a certificate requires the Secretary's or Deputy Secretary's signature, a written request must be forwarded, through the appropriate Secretarial Office or equivalent, to the Director for Personnel and Civil Rights for approval and submission to the Secretary or Deputy Secretary. Written requests from the servicing personnel office must include the following information:

1. Reasons for awarding each of the certificates;
2. Name of the official who is to sign the certificates;
3. Complete name of each recipient; and
4. The **citation** to be printed on each certificate.

#### B. ESTABLISHMENT OF RECOGNITION OR SERVICE CERTIFICATES.

Policies and procedures for recognition or service certificates must be approved by the Director for Personnel and Civil Rights. A proposal to establish a certificate must be forwarded through the appropriate Secretarial Officer or equivalent. The proposal must be specific as to the purpose, form, and administration of the program, and must include a draft of the certificate to be used. The Office of Personnel reviews the proposal for appropriateness of purpose, and obtains the advice of the Office of Publications concerning the format and design of the certificate.

The Department coordinates the design and issuance of recognition and service certificates to ensure maximum standardization and appropriateness of design and to facilitate orderly stocking and control of their use.

PLEASE BE ADVISED THE EXHIBITS AT THE END OF THIS ORDER ARE NOT INCLUDED HEREIN -

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**1**

**Effective Date:** 1992-10-28

Amendment 1

INCENTIVE AWARDS PROGRAM

Page Insertions. Appendix K, Time Off as an Incentive Award, is added to the Order.

This appendix implements the provisions of Public Law 101-509, Federal Employee Pay Comparability Act of 1990, Section 201. This Section authorizes agencies to grant employees time off in recognition of certain accomplishments or contributions.

Signed - Director for Human Resources Management

Approved Signet - Chief Financial Officer and Assistant Secretary for Administration

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Appendix K October 28, 1992

USCOMM-DC - 93-8922

APPENDIX K DAO 202-451

## TIME OFF AS AN INCENTIVE AWARD

### A. INTRODUCTION

This Appendix implements the provisions of Public Law 101-509, Federal Employees Pay Comparability Act of 1990, Section 201. This section of the law authorizes agencies to grant employees time off in recognition of certain accomplishments or contributions. The authority is regulated by 5 CFR Part 451, Subpart C.

### B. POLICY

.01 Definition. "Time Off Award" means an excused absence granted to an employee without charge to leave or loss of pay.

.02 Coverage. All employees of the Department are eligible for time off awards except:

- a. Officers appointed by the President by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule, and such other officers as may have been designated under authority delegated in Executive Order 10540, dated June 29, 1954, (19 CFR 3983), to the Director of the Office of Personnel Management;
- b. Employees who do not have a regular, established tour of duty prescribed in advance (i.e., intermittent or WAE employees);
- c. Temporary employees hired solely for the purpose of work on a specific construction project and paid at hourly rates;
- d. Employees appointed without compensation;

- e. Employees paid on a fee basis;
- f. Commissioned Officers of the NOAA Corps;
- g. Employees in the Senior Executive Service (SES); and
- h. Employees whose current rating of record under one of the Department's performance appraisal systems is less than Fully Successful (or its equivalent).

.03 Eligibility.

Time off awards may be granted to covered employees to recognize achievements such as the following:

- a. Making a high quality contribution involving a difficult or important project of assignment;

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- b. Displaying initiative and skill in completing an assignment or project before the deadline;
- c. Using initiative and creativity in making improvements in a product, activity, program or service; or
- d. Ensuring the mission of the work **unit** is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

.04 Delegation of Authority.

- a. Authority to approve time off awards is hereby delegated to Secretarial Officers and heads of operating **units** and Departmental offices. This authority may be redelegated subject to limitations provided for in this paragraph. Any redelegation of this authority must be documented in writing before the authority may be exercised.
- b. Authority to grant up to a full day of time off as an incentive award may be delegated to any leave approving official of the Department. A full day is the length of the scheduled work day for the particular employee being recognized on the day that the time off is given.
- c. Time off of more than one day must be reviewed and approved by an official at a higher organizational level than the manager or supervisor who initiated the award nomination.
- d. All time off awards of any length must be reviewed by the personnel officer (or designee) for technical compliance before the time off may be taken.

.05 Use of Time Off.

- a. Time off granted as an incentive award must be scheduled and taken within one year after the date of award is made; i.e., the date of the SF-50 effecting the award, normally the first day of

the first pay period following final approval of the award. If the time is not taken off within one year, it is lost and may not be restored. No other award or compensation may be substituted for it.

b. Time off is considered excused absence. Scheduling of time off is subject to supervisory approval.

c. If an employee is incapacitated for duty during a period of time off as an incentive award, that period of absence may be recorded as sick leave, and the time off scheduled for another time, within the limits of paragraph .05a.

.06 Limitations.

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a. The total amount of time off granted to a full-time employee as an incentive award during a leave year may not exceed 80 hours. Total time off granted as an incentive award during a leave year to a part-time employee or an employee with an uncommon tour of duty may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty.

b. Time off granted as an incentive award for any single contribution by a full-time employee may not exceed 40 hours. For part-time employees or employees with an uncommon tour of duty, the limit for any single contribution is one half the maximum that may be granted during the leave year.

c. The minimum time off award is a half day (half of the scheduled work hours for the employee on the day of the excused absence). If the employee's work day is not an even number of hours, the half day must be rounded up so that the amount of leave granted is in multiples of one-hour **units**.

d. The amount of time off granted must be proportionate to the value of the contribution being recognized. Exhibits 1 and 2 with this Order may be used as guides to compare the value of the contributions to the value of the time off granted. These exhibits need not be rigorously followed, but serve as board benchmarks for setting award amounts.

.07 Processing Time Off Awards.

a. Time off awards must be recommended and approved in writing on Form CD-326, "Recommendation for Recognition." On item 7 of the CD-326, "Type of Recognition", the box labelled "Other" should be checked, the type of award should be specified as a time off award, and the amount of time off should be indicated. Item 12, "Justification" must include a specific description of the reason for the award. The CD-326 must then be signed by the recommending officials and any others as required by the applicable delegation of authority, and submitted to the servicing personnel office.

b. The servicing personnel office must review the award recommendation as soon as possible to assure that all technical requirements are met, and notify the recommending official of its disposition of the case. An employee may not be granted time off until the personnel officer authorizes the award. The personnel officer or designee must sign the CD-326 for approved awards,

and document the award with an SF-50. More detailed instructions on processing the actions and record keeping are presented in Personnel/Payroll Processing Note No. 106.

c. The time off taken by the employee must be documented on the Time and Attendance Report as excused absence. More detailed instructions for timekeeping are presented in Time and Attendance Processing Note No. 91-02.

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#### **C. RELATIONSHIP TO OTHER ACTIONS**

.01 Time off is an award independent of other types of awards, to be given when it is more appropriate than monetary or honorary awards. Managers and supervisors who grant time off as an incentive award must ensure that the total recognition granted for any single achievement or period of performance is proportionate to the contribution being recognized.

.02 Since a time off award is not a monetary award, its converted monetary value does not count against the limitations on performance awards stated in Section B.04 of this Orders.

.03 Due weight must be given to time off awards when rating and ranking an employee for promotion, as provided in 5 U.S.C. 3362.

#### **D. RECORDING KEEPING**

The SF-50, Notification of Personnel Action, documenting this award must be filed in the employee's Official Personnel Folder. The CD-326 must be filed in the Employee Performance File and retained for two years, and a copy must be attached to the certified Time and Attendance Report as supporting documentation.

# NOAA INCENTIVE AWARDS PROGRAM

*NAO 202-451 --- Iss. 20 May 98; Eff. 13 May 98; as Amended 13 Apr 99*

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## SECTION 1. PURPOSE/BACKGROUND. [\[Top of Page\]](#)

.01 The implementation of the two-level performance management program, with its pass/fail ratings, and the implementation of the DOC Demonstration Project (DEMO), has brought about a new approach to the awards program. For employees covered by the two level program, performance awards, other than Quality Step Increases (QSIs), will no longer be tied directly to the performance appraisal time period. Instead, awards should be given throughout the year, to individuals or groups, to acknowledge and reward significant efforts and accomplishments in a timely fashion. Guidance for performance bonuses for employees covered by the DEMO is contained in the DEMO Operating Procedures dated March 1998.

.02 The awards program provides a way to recognize employees' significant achievements and ideas that benefit the NOAA, the Department of Commerce (DOC),

and the Federal government. As a management tool, it provides a visible and effective way to communicate and reinforce those objectives most important to organizational success. By encouraging goals related to growth, creativity, and innovation, awards can maintain and reinforce the importance of productivity and customer service.

.03 To be effective, the awards program must:

- a. encourage employees toward increased productivity and creativity, and support and enhance achievement of strategic and operating plan goals;
- b. be non-discriminatory in application and effect;
- c. use incentives for their intended purposes, not as substitutes for other personnel actions or pay;
- d. be regarded by managers and supervisors as an important motivational tool; and
- e. ensure that offices allocate adequate budget and support services to provide for prompt action and effective publicity.

.04 This NOAA Administrative Order (NAO) supersedes NAO 202-451, NOAA Incentive Awards Program, dated April 6, 1989. It shall be used in conjunction with the DEMO Operating Procedures and the Departmental Administrative Order (DAO) 202-451, Incentive Awards Program, dated August 14, 1990, and supplements policy and procedures in that Order. This is not a restatement of the DOC policy, but an extension of coverage to those delegations made to the NOAA and redelegated by the Under Secretary for Oceans and Atmosphere to management officials. The DEMO Operating Procedures take precedence over this NAO should there be any conflicting guidance in the two documents.

## **SECTION 2. REFERENCES.** [\[Top of Page\]](#)

For a complete description of the DOC policies, procedures, and requirements for incentive awards, refer to DAO 202-451 and the DEMO Operating Procedures.

## **SECTION 3. IMPLEMENTATION PLANS.** [\[Top of Page\]](#)

.01 Line Offices/Staff Offices/Program Offices (LOs/SOs/POs) are encouraged to develop incentive award implementation plans and to provide the plans to all employees. The plans should:

- a. be in writing;
- b. be made available to all employees, including updates as necessary;

- c. grant recognition based on the high-level performance of employees or on the value of their contributions to the Federal government;
- d. be non-discriminatory in application and effect;
- e. describe the cash award pools (e.g., 1.5 percent of salary and budget costs), and their distribution within the organization;
- f. provide for an adequate budget to support prompt action on award recommendations and appropriate publicity of award activities, prepare certificates, letters of congratulations, order plaques, and arrange appropriate ceremonies;
- g. identify the awards used by the organization, the delegations of authority for approval of each award, and the method of presenting each award to the recipients; and
- h. describe any organization-specific awards.

.02 For offices which include bargaining unit employees, partnership with the union(s) is encouraged in the development of all awards plans. At a minimum, individuals must ensure their labor relations obligations are met prior to implementation of their plans. Offices shall contact their servicing Human Resources/Labor Relations Specialists for guidance. See [Appendix A](#) for a sample implementation plan.

#### **SECTION 4. MONETARY AWARDS.** [\[Top of Page\]](#)

##### **.01 POLICY.**

- a. Awards are made as one-time, lump sum payments.
- b. Award pool amounts should be established as close to the beginning of each fiscal year as practicable.
- c. All NOAA employees, except employees in the Senior Executive Service, are eligible for awards covered by this section. Any employee, or group of employees, whose performance warrants recognition, may be considered for an appropriate award. To be eligible to receive awards, employees must have current ratings of "Meets or Exceeds," or "Eligible."

**NOTE:** Award amounts may be prorated for employees who: 1) work part time; 2) have been in the position less than 1 year; 3) have had extended periods of absence. This decision will be made by the individual LO/SO/PO.

- d. Assistant Administrators (AAs) and NOAA SO/PO Directors may approve cash awards of \$5,000 or less for general workforce employees and NOAA Corps Officers. This authority may be further delegated as determined by the individual LO/SO/PO.



e. Cash awards exceeding \$5,000 and up to \$10,000 are submitted through the Director for Human Resources Management, NOAA, and the Under Secretary for Oceans and Atmosphere before being forwarded to the Director for Human Resources Management, DOC, for approval by the Secretary. Awards in excess of \$10,000 require approval by the Office of Personnel Management.

f. A copy of the completed and approved CD-326s and accompanying narratives will be forwarded to the servicing human resources offices (SHROs), where they will be input into the personnel/payroll system. SHROs will notify the supervisors of the effective dates. The employees will receive SF-50s documenting the awards.

## 02. TYPES OF AWARDS.

a. **SPECIAL ACT OR SERVICE AWARD.** This award may be granted to an employee, or group of employees, to recognize accomplishments in the public interest related to official duties, suggestions, inventions, or personal efforts which contribute to the efficiency, economy, or improvements in Government operations.

1. The award may be for specific achievement(s) or a period of exceptional productivity at any time during the performance year, for accomplishments that may or may not be covered in the individual's performance plan. Examples of such achievements would be:

(a) completing an absent co-worker's major assignment with exceptional skill and success so that organizational goals are met;

(b) identifying an innovative solution to an issue outside an employee's planned work assignment but which benefits the organization as a whole;

(c) saving significant money for the organization or government as a whole;

(d) using new technologies or methods to greatly improve an organization's (or a government-wide) product or service;

(e) streamlining a process which helps the organization provide its products and services, or meet its goals, more effectively;

(f) directing a team effort with exceptional skill and sensitivity;

(g) handling an unforeseen problem with minimal disruption to the overall work assignment; or

(h) maintaining exceptional productivity during a period of time.

2. The achievement is characterized by a defined effort as opposed to sustained high performance throughout an entire appraisal cycle. As such, the award should be given as close to the accomplishment as possible. [NOTE: Recognition for accomplishments

covered by a DEMO employee performance plan is made at the end of the performance cycle with a performance bonus.]

3. The employee's expected future level of performance is not a major consideration.

4. A written justification must be prepared by the recommending official and accompany the CD-326 award nomination. The justification need not be extensive, but adequate documentation might include:

- (a) what is significant about the achievement;
- (b) the scope and extent of the achievement, and the amount of savings, if any;
- (c) clear indication of how the achievement exceeds normal performance expectations;
- (d) impact of the achievement on work, goals, and/or mission of the organization;
- (e) magnitude of the achievement in relation to the employee's job responsibility (degree of ingenuity reflected); or
- (f) period of time covered by the award.

5. The award justification should make it readily clear to the reader that the award is warranted. Because of the flexibility with this award, it is recommended that each LO/SO/PO establish a range of award amounts associated with contributions and achievements for their respective organizations. Appendices B and C may be used, as is, to determine award amounts or as a guideline for developing such a scale.

**b. QSI.** The QSI is the only performance award tied to the appraisal period. The supervisor must write a justification providing specific examples of the employee's exceptional performance. This justification must be documented in the appraisal of record. It is possible for an employee to receive other awards (e.g. special act, cash-in-your-account, time-off awards) during the same rating cycle as a QSI; however, the justification must indicate that the basis for the QSI goes well beyond that indicated for the other awards received during the appraisal period.

1. NOAA Corps Officers and employees who are part of the Demonstration Project are not eligible for this award.

2. A QSI **may** be granted in addition to a regular within-grade increase if the following eligibility requirements are met. The employee:

- (a) has held the same grade and type of position, and not been detailed or temporarily promoted (unless to the same type of position), and has been in a pay status for at least 6 months before the end of the appraisal cycle;

(b) does not have a promotion in progress or anticipated within 60 days after the effective date of the increase.

(c) is not at the top step of his/her grade; and

(d) has not received a QSI within 52 consecutive calendar weeks preceding the effective date of the increase.\*

*\***MULTIPLE QSIs:** The granting of multiple QSIs should occur only in rare circumstances. To be eligible for another QSI the following year, the employee must have demonstrated current performance at a **significantly higher** level than that of the previous year. The documentation must be sent to the appropriate AA or equivalent - or to a management official to whom this authority has been delegated - for review and approval.*

3. The QSI rewards performance that consistently exceeds the performance indicators for quality products, teamwork, and/or customer service to such a degree that there is rarely room for improvement. The impact of the employee's work must be of such significance that:

(a) organizational objectives were accomplished that otherwise would not have been;

(b) accuracy and thoroughness of the employee's work are exceptionally reliable;

(c) application of technical knowledge and skills goes beyond that expected for the position;

(d) employee significantly improves the work processes for which he/she is responsible;

(e) work is planned so that it follows the most logical sequence;

(f) contingency plans have been developed to handle potential problems, new priorities and changes in procedures and programs are quickly adapted;

(g) strengths in planning and adaptability result in early or timely completion of work under all but the most extraordinary circumstances, resulting in cost savings to the government;

(h) interpersonal relationships are handled with exceptional skill, anticipating and avoiding potential causes of conflict and actively promoting cooperation and teamwork with clients, coworkers, and supervisors; and

(i) oral and written expression are exceptionally clear and effective. Complicated or controversial subjects are presented or explained effectively to a variety of audiences so that desired outcomes are achieved.

c. **CASH-IN-A-FLASH/CASH-IN-YOUR-ACCOUNT (CIYA).** This award provides supervisors the opportunity to give employees more immediate recognition for a job well done. Unlike other monetary awards which are paid at biweekly intervals to coincide with regular paydays, CIYA awards may be paid at any time. This program provides a means of giving employees recognition for non-recurring contributions, with a minimum of documentation. **CIYA is NOAA's variation of the Department's Cash-In-A-Flash program.** See [Appendix D](#) for procedures.

(1) NOAA Corps Officers are not eligible for this award.

(2) CIYA awards are appropriate in instances where higher-level monetary or honor awards would not be warranted. Following are some examples of the kind of efforts that would qualify:

(a) completing a short-term project or significant milestone in less time than expected or when unusual difficulties had to be overcome;

(b) developing new or revised procedures or other contributions toward improving office productivity;

(c) handling an unusually heavy workload, e.g., because co-workers are absent;

(d) completing a significant special assignment that is outside normal job responsibilities; and

(e) planning a special event that is particularly successful.

(3) This program is not meant to replace other methods of recognition, only to increase the supervisor's options for rewarding and reinforcing employee excellence.

(4) An employee may receive awards in net amounts of \$50, \$100, \$150, \$200, \$250, \$300, \$350, \$400, \$450, or \$500. An employee, as an individual or part of a group, may not exceed a net total of \$500 in a single calendar year under this program. There is no limitation on the number of awards granted to an employee as long as the dollar amount does not exceed the \$500 limitation. [NOTE: Unlike other monetary award amounts, CIYA amounts are reflected as net payments rather than a gross dollar value before taxes are withheld.] **IN ORDER TO AVOID TAX LIABILITY COMPLICATIONS, CIYA AWARDS WILL NOT BE PROCESSED DURING THE LAST TWO PAY PERIODS OF THE CALENDAR YEAR.**

d. **ADMINISTRATOR'S AWARD.** The Administrator's Award is given annually in recognition of employees or groups who have made significant contributions to NOAA programs.

(1) A request for nominations will be issued each year by the Director for HRM, NOAA. Managers should consider potential nominees during the course of the year. Each

nomination must describe clearly, in nontechnical language, the contribution to be recognized, its impact on the operating unit, and the degree to which the contribution exceeds normal job responsibilities.

(2) The award nomination must be submitted in narrative form, not to exceed two pages, to LO/SO/PO representatives (who will be identified in the request memo), complying with any additional instructions and deadlines required by the respective offices.

(3) Senior Executives may not receive the monetary portion of this award, but may receive honorary recognition through the Administrator's Award.

(4) There is no limit on the total number of Administrator's Awards given in a calendar year. The award consists of a plaque and a \$5,000 stipend. In the case of group awards, the \$5,000 is split equally among the members. All awards are funded by the appropriate LO/SO/PO.

(5) Areas in which significant contributions to NOAA programs will be considered for Administrator's Awards include: Equal Employment Opportunity (EEO), Diversity, scientific research, public service, engineering development, environmental conservation, policy development, administrative support, public affairs, and information systems.

(6) In evaluating nominations submitted for the Administrator's Awards, the following factors shall be considered:

(a) the importance of the nominee's personal contribution to NOAA programs and the extent or degree to which it served an urgent need;

(b) the uniqueness and originality of the nominee's contribution;

(c) whether the contribution brought unusual credit to NOAA and the DOC;

(d) whether the nominee's contribution resulted in an unusually important and clearly demonstrated improvement in a NOAA program;

(e) if a nominee is a supervisor, whether his or her specific contribution demonstrates significant leadership skills such as the ability to lead and guide a competent staff, develop staff talents, and successfully run a productive program;

(f) exceptional leadership, skill, ingenuity, or ability displayed in administration or performance of duties which accomplished significant savings in money, time, staff resources, or equipment;

(g) creation or development of a major improvement in a service which results in a high degree of benefit to NOAA or the DOC;

(h) successful implementation of new or improved policies in NOAA;

- (i) exceptional skill and ingenuity in focusing on policy needs;
- (j) contributions in engineering development in the areas of applied technology systems or equipment developed; and
- (k) important scientific research contributions.

e. **NOAA TECHNOLOGY TRANSFER AWARD.** The purpose of this award is to recognize NOAA scientific, engineering, and technical employees for: (1) inventions or other outstanding scientific or technological contributions of value to the United States due to commercial applications and (2) exemplary activities that promote the domestic transfer of science and technology developed within NOAA and result in the use of such science and technology by American industry or business, universities, State or local government, or other non-Federal parties.

This award responds to the requirement of Section 13 of the Federal Technology Transfer Act of 1986 (P.L. 99-502). For further details see [Appendix E](#).

f. **SUGGESTION AWARD.** A suggestion award is granted for an idea that contributes directly to the economy, efficiency, or effectiveness of operations. The award amount is based on the benefits realized as a result of the implementation of the idea.

1. **Policy.** To warrant consideration for an award, a suggestion:

- (a) must be processed under the employee suggestion program, except when an idea is implemented outside the suggestion program, but is deemed worthy of recognition by an award as allowed by DAO 202-454, Suggestion Program, dated August 14, 1990);
- (b) must be adopted by an official with authority to adopt it; and
- (c) must provide tangible benefits to the government with a value of at least \$250 or comparable intangible benefits, or a combination of tangible or intangible benefits, in order to receive a monetary award.

2. **Responsibility.**

(a) The employee must submit suggestions on Form CD-170 to:

1) the LO/SO/PO Incentive Award Program Officer (IAPO) *if the suggestion pertains to programs or operations contained entirely within the employee's primary organization, e.g., NWS, NOS, etc.*; or 2) to the NOAA (IAPO), OFA 41, SSMC-4, if the suggestion concerns matters outside the employee's primary organization. The employee proposing the suggestion must:

- (1) describe the specific problem or objective, present a solution or plan for improvement, and show benefit to the government;

- (2) include sufficient information to clarify the proposal (sketches, photos, stock, numbers, etc.);
  - (3) sign the form to signify agreement that the U.S. Government may use the suggestion without incurring any further claim by the suggester or heirs; and
  - (4) indicate if more than one person is involved in submitting the suggestion.
- (b) The supervisor should encourage the employee's participation in the Suggestion Program and assist, if requested, in developing the proposal. See DAO 202-454 for a complete description of the program.
- (c) The primary organization or NOAA IAPO will acknowledge receipt of all suggestions within 15 workdays, and must:
- (1) process all suggestions received as stated in DAO 202-454 Section 5;
  - (2) refer the suggestion to an evaluator in the organization having primary responsibility for operation, procedures, system, or program that is the subject of the suggestion;
  - (3) track all suggestions and maintain appropriate records; and
  - (4) arrange for payment of any approved award.
- (5) The suggestion evaluator will give proper consideration to all suggestions; recommend whether or not it should be adopted; recommend the form of award the suggester should receive if the award shall be adopted; complete Form CD-170, "Official Suggestion Evaluation," within 30 work days and return it to the originating awards program officer.

### **3. Award Amounts.**

- (a) The signed and dated CD-170 must show the amount of the cash award, and will serve as the documentation for the award.
- (b) In calculating the benefits of an adopted suggestion to the government, the evaluator should estimate the net benefits (i.e., the total savings minus any implementation costs).
- (c) Cash awards for adopted suggestions are normally based on the estimated first-year benefits to the Government. If savings extend over more than 1 year, the award may be based on the average annual savings for a longer period, not exceeding 5 years.

### **4. Process.**

- (a) Award recommendations are forwarded through organizational channels to the approving official.

(b) Awards in excess of \$5,000 for adopted suggestions must be submitted to and approved by the DOC Incentive Awards Board.

(c) If a suggestion is not recommended for adoption by the evaluator, the employee proposing the suggestion may request a reconsideration from the DOC Incentive Awards Officer.

#### **5. Entitlement Period.**

(a) The suggestion award entitlement period is the two-year period following the date of final action on a suggestion during which the suggester retains the right to be considered:

(1) for an additional award if additional benefits result after adoption, or;

(2) for an award if a non-adopted suggestion is implemented within the 2-year period.

**g. INVENTION AWARDS.** An invention award is cash or honorary recognition granted to a Federal employee for an invention which is of interest to the U.S. Government or the public and for which protection by patenting or publication is sought.

#### **1. Amount/Timing.**

(a) An invention award of at least \$300 is granted when an employee's invention has been favorably searched and a patent application has been filed. In the case of joint inventors, each inventor is nominated for an equal share of the initial award except that the share to each inventor must be no less than \$100.

(b) Further awards, up to \$35,000, may be granted for an invention owned by the U.S. Government whenever the invention benefits the public as evidenced by the number of patent licenses granted, reports on commercialization from patent licenses, and other information pertaining to the commercial use of the invention; or the invention is used by and benefits the government.

(c) Employees are eligible to receive a cash award in any year that royalty-bearing licenses covering their inventions are in effect. (See DAO 202-452, "Incentive Awards for Federal Inventors," dated June 3, 1977.)

#### **2. Process.**

(a) After receiving notification of a filed patent application, the Office of General Counsel informs the inventor's organization and recommends that Form CD-326, "Recommendation for Award," be prepared, and also advises the NOAA IAPO.

(b) The awarding official approves the recommendation. The IAPO forwards the award proposal to the payroll office for payment if it conforms with requirements.



(c) Invention awards to SES members must be approved by the Secretary through the same channels as performance bonuses.

## SECTION 5. NON-MONETARY AND HONORARY AWARDS. [\[Top of Page\]](#)

### .01 POLICY.

- a. Non-monetary awards are medals, certificates, plaques, citations, badges, or other award items that can be worn or displayed and have an award or honor connotation.
- b. These awards are used to recognize distinguished achievements or significant contributions that benefit the government.
- c. To be eligible to receive an award, an employee must have a current rating of "Meets or Exceeds" or "Eligible."

### .02 TYPES OF AWARDS.

a. **BRONZE MEDAL.** The Bronze Medal Award is the highest honorary award given by a head of an operating unit or Secretarial Officer or equivalent. A Bronze Medal is defined as *superior* performance characterized by outstanding or significant contributions which have increased the efficiency and effectiveness of the operating unit. To warrant a Bronze Medal, a contribution must focus on qualitative and quantitative performance measures cited in the Department's Strategic Plan and be identified in one of the following areas: leadership, personal and professional excellence, scientific/engineering achievement, employee development, customer service, administrative/technical support, or public service or heroism. The award may be given to individuals, groups, or organizations. A Gold or Silver Medal nomination disapproved at the Department level will automatically receive a Bronze Medal Award that same year.

#### 1. Recipient Categories.

- (a) Individual - each individual receives a framed, engraved medal and certificate, and a lapel pin.
- (b) Group - a group consists of a number of individuals working together, where each person makes a specific substantive contribution to the achievement being recognized. Each group member receives a framed, engraved medal and certificate, and a lapel pin.
- (c) Organization - an organization may be either an office, division, or subunit which is formally recognized as a separate entity, or an ad hoc organization assembled to work on a specific project. A single organization is one office, division, or subunit where all or most of the people work together on a specific project. The single organization receives an engraved medal and a framed certificate. A joint organizational award consists of two or more offices or subunits working together to complete a specific project. Each organization receives a framed, engraved medal with a certificate.

## 2. Submission Requirements.

- (a) All employees may submit nominations.
- (b) Justifications for individuals may be up to two pages.

For groups, one page for the group effort and up to one page detailing each individual's contribution may be submitted. A group nomination having more than 10 members must be accompanied by a one page justification which explains the higher number. Nominations for organizations may be up to two pages and should include the name of the individual who will accept the award on behalf of the organization.

- (c) Nominations should clearly describe the contribution to be recognized, its impact on NOAA or the Department, and the extent to which the contribution exceeds normal performance expectations. It should also specify how the contribution meets one or more of the criteria listed below.
- (d) All nominations must comply with directions and submission requirements specific to individual organizations.

## 3. **Criteria.** Contributions must meet one or more of the following criteria:

- (a) leadership - recognizes personal leadership and management of an organization that produces substantial, innovative achievements, resulting in high-quality service to the agency;
- (b) personal and professional excellence - recognizes those who demonstrate an outstanding level of accomplishment in furthering the agency's mission;
- (c) scientific/engineering achievement - recognizes scientific/engineering or technological breakthroughs that resolve longstanding problems; radically advance state-of-the-art, significantly impact DOC or the economy, or significantly advance the understanding, knowledge, or mastery of a given discipline;
- (d) employee development - recognizes those whose accomplishments contribute to creating an organizational culture that is constantly learning and growing; one which maximizes employee potential and fosters high ethical standards;
- (e) customer service - recognizes those who provide or foster a culture which nurtures world-class customer service;
- (f) administrative/technical support - recognizes those who demonstrate an outstanding level of accomplishment in providing administrative and technical support; and

(g) public service or heroism - recognizes quality service demonstrated by substantial improvement in productivity or services, an increase in the quality of life of Americans, or more cost-effective agency programs or services.

**b. TIME-OFF AWARD.** This award may be given to eligible employees to recognize achievements and/or contributions. It is an excused absence granted without charge to leave or loss of pay, and it is independent of other types of awards. It should be given when it is more appropriate than monetary or honorary awards.

### **1. Eligibility.**

All NOAA employees are eligible for this award except:

1) Officers appointed by the President by and with the advice and consent of the Senate, or by the President alone, to positions for which rates of basic compensation may exceed the maximum rate provided in the General Schedule; 2) employees who do not have a regular, established tour of duty prescribed in advance (i.e., employees who are intermittent); 3) employees paid on a fee basis; 4) NOAA Corps Officers; and 5) employees in the Senior Executive Service.

### **2. Policy.**

(a) The total amount of time off granted to a full-time employee as an incentive award for a single contribution is up to 40 hours, and may not exceed 80 hours, during a leave year. Total time off for a part-time employee or an employee with an uncommon tour of duty may not exceed the average number of hours of work in the employee's biweekly scheduled tour of duty.

(b) The minimum time-off award is a half day (half of the scheduled work hours for the employee on the day of the excused absence). If the employee's work day is not an even number of hours, the half day must be rounded up so that the amount of leave granted is in multiples of one-hour units.

(c) Time off granted as an incentive award must be scheduled and taken within 1 year after the effective date of the award. Scheduling time off is subject to supervisory approval.

(d) The amount of time off should be proportionate to the value of the contribution being recognized.

(e) If an employee is incapacitated for duty during a period of time-off absence, that period of absence may be recorded as sick leave, and the time off scheduled for another time within the limits of paragraph b.(1)(c).

### **3. Authority.**

The authority to approve time-off awards is delegated to heads of LOs/SOs/POs. This authority may be redelegated in writing to any leave approving official. **EXCEPTION:** Per DAO 202-451, award periods in excess of one full duty day must be reviewed and approved by an official higher in the organization than the award initiator.

#### **4. Processing.**

The award must be recommended and approved in writing on Form CD-326, and the amount of time should be indicated. Item 8, "Narrative," must include a brief but specific description of the reason for the award. The CD-326 is signed by the recommending and approving official and forwarded to the SHRO. The SHRO will process the award and document it with an SF-50.

**c. ON-THE-SPOT AWARDS.** The purpose of this award is to provide supervisors with a means of recognizing employees with merchandise-type items, for those day-to-day efforts which contribute "in a special way" to getting the job done. This program provides for immediate recognition with minimal documentation for non-recurring contributions. This program is not meant to replace other methods of recognition, but rather to increase the supervisor's options for rewarding employees.

##### **1. Eligibility.**

NOAA Corps Officers and members of the Senior Executive Service are not eligible for this award.

##### **2. Policy.**

(a) LO/SO/POs may implement on-the-spot award programs which meet their specific needs and are compatible with their organizational climate. If utilized, this program must be described in the award implementation plan signed by the head of the LO/SO/PO, and the plan must be consistent with the NOAA On-The-Spot Award Program approved on August 12, 1993. Specifically, the plan must include:

- (1) types of contributions which qualify for recognition;
- (2) who is eligible to participate;
- (3) delegations of authority;
- (4) award items that will be given out under the program and dollar values;
- (5) plans for procuring, distributing, and controlling access to supplies of these items;
- (6) frequency and timing of awards;
- (7) procedures for notifying employees and supervisors about the program; and

(8) record keeping requirements.

(b) The value of an individual merchandise award may not exceed \$75, and should be at least \$25. Under this program, an employee may not receive awards which exceed \$125 in value in a single performance year. Supervisors are responsible for assuring compliance with this limitation.

(c) Good judgment should be exercised when awarding informal recognition items. A basic principle is that their primary value should be as a form of recognition that has a lasting memento value and not as an object with monetary value. Be particularly sensitive to public perceptions that could arise from granting expensive, non-monetary award items.

### **3. Authority.**

The expenditure of funds for such items is authorized by the statutory language in 5 U.S.C. 4503, which permits agency heads to pay cash awards to and incur necessary expenses for the honorary recognition of employees. Suggested guidelines for the awards are listed below:

(a) the award should be honorary in nature;

(b) the award should be able to be worn, displayed, or used in the recipient's work environment;

(c) the award should include the DOC, NOAA, or/LO/SO/PO seal or logo;

(d) the award should be presented to the employee shortly after the contribution.

### **4. Processing.**

The award should be documented with a brief and to-the-point narrative justification on form CD-326. Once the award has been approved, the supervisor should make the presentation to the employee in the presence of his/her peers.

**d. UNIT CITATIONS.** A Unit Citation recognizes groups of employees who, because of their individual and collective efforts, have made substantive contributions to NOAA's programs. There is no monetary reward associated with the Unit Citation. The award consists of a Unit Plaque and individual certificates for each participant.

#### **1. Policy.**

(a) Consideration for a Unit Citation is given, but not limited to, those contributions which:

(1) are outstanding enough to bring unusual credit and/or favorable attention to NOAA and DOC;

(2) result in greatly advancing or furthering NOAA programs;

(3) accomplish significant savings or improvements in NOAA's operating programs; or

(4) represent outstanding service to the public.

(b) Unit Citation nominations may be made at any time using Form CD-326.

## **2. Processing.**

(a) The nomination will be submitted to the LO/SO/PO approving official for review and approval.

(b) After approval, the certificates and plaque will be obtained and prepared by the LO/SO/PO. Unit Citation certificates are signed by the Under Secretary for Oceans and Atmosphere. The LO/SO/PO will arrange for this signature and maintain a record of recipients.

## **e. RECOGNITION CERTIFICATES.**

(1) **Certificates of Appreciation.** There are two types of Certificates of Appreciation:

(a) Certificates 11" x 14" in size (CD-522\*) are granted to non-employees of NOAA who have made outstanding contributions or who have performed significant services for the agency. They may be signed by the Secretary, Secretarial Officer, or Under Secretary for Oceans and Atmosphere, and presented by an appropriate official, depending on the nature and significance of the contribution.

(b) Certificates 8½ x 11 (CD-521\*) in size are granted to employees and student volunteers for honorary recognition, significant accomplishments, or appreciation of their services. They are signed and presented by the head of the LO/SO/PO, or other official if appropriate.

(2) **Certificates of Recognition (CD-184\*).** These certificates are granted to employees who receive Special Act or Service, or QSI Awards. The CD-184s are obtained and prepared by the LO/SO/PO and presented to employees in an appropriate ceremony.

(3) **Length-of-Service Certificates\*\*.** These certificates are granted to employees to recognize service of at least 10 years in 5-year increments. Note: Information pertaining to employee eligibility for length of service recognition is available through the Human Resources Data System. The certificates are obtained and prepared by the LO/SO/PO and presented to the employee by the supervisor or other higher-level official within the organization.

(4) **Other Length-of-Service Recognition.** Lapel pins, charms, and tie tacks are also available to recognize 5-year increments of employees' service. These tokens of appreciation for service performed are obtained by the LO/SO/POs and presented to employees along with the certificate.

\* Certificates may be ordered from the DOC Forms Store - 202-482-4765.

\*\* May be ordered from GSA.

## **SECTION 6. LO/SO/PO-SPECIFIC AWARDS.** [\[Top of Page\]](#)

.01 These awards were established to recognize an employee (or employees) of the specific LO/SO/PO who have made significant contributions to that organization and/or its programs and missions. There are four approved LO/SO/PO specific awards. They are: 1) National Ocean Service Employee of the Year; 2) Office of Oceanic and Atmospheric Research Employee of the Year; 3) Office of Finance and Administration Employee of the Year; and 4) NOAA General Counsel's Award for Outstanding Achievements.

.02 Information on the approved awards must be made available to all employees, preferably through the LO/SO/PO incentive awards implementation plan. It must indicate the number of awards to be presented, what the award will be, e.g., money (to include amounts), plaque, certificate, merchandise, etc., and the manner in which the award will be presented.

.03 If the award is monetary, the LO/SO/PO must forward a copy of the completed, approved CD-326 to the SHRO for input into the personnel/payroll system. The SHRO will notify the supervisor of the effective date. The LO/SO/PO will prepare the certificate, plaque, etc., and make arrangements to present the award.

.04 Requests for approval of new awards must be forwarded to DOC for approval, through the NOAA IAPO, and must indicate:

- a. length of service required;
- b. category of employee to be considered (individuals or groups, supervisory or non-supervisory);
- c. type of achievement to be considered;
- d. when nominations will be requested;
- e. who can nominate an employee;
- f. format for nominations;
- g. where to send nominations;

- h. who will review the nominations;
- i. when the decision will be made; and
- j. when the award will be presented.

## **SECTION 7. ACCOUNTABILITY AND OVERSIGHT.** [\[Top of Page\]](#)

.01 AAs and NOAA SO/PO Directors are delegated the authority to approve Special Act or Service Awards (up to \$5,000), QSIs, CIYA Awards, Time-Off Awards, On-the Spot Awards, and Unit Citations. This approval authority may be redelegated, in writing, to any subordinate supervisor. Each LO/SO/PO must maintain a written summary record of these delegations. Approving officials are held accountable for the judicious execution of their incentive awards responsibilities. Accountability will be emphasized through all levels of the delegation of authority chain from recommending official to AAs and NOAA SO/PO Directors.

.02 The effectiveness of the incentive awards program is assessed through NOAA's ongoing oversight program. Evaluations focus on: (1) the satisfaction of supervisors and employees with the program; (2) NOAA's technical compliance with the pertinent laws, Office of Personnel Management regulations, and DOC/NOAA policy; (3) the ability of NOAA's program to adequately acknowledge and reward significant achievements and ideas; (4) NOAA's adherence to the merit systems principles, particularly the requirement to distribute awards fairly without regard to race, national origin, sex, or other non-merit factors; and (5) the ability of the program to successfully encourage employees toward increased productivity and creativity and to support and enhance the achievement of strategic and operating plan goals. In addition, SHROs will review a sampling of processed awards to ensure compliance with the technical requirements (e.g., proper signatures, adequate justification, etc.) and provide written feedback to the originating office.

## **SECTION 8. TRAINING AND INFORMATION.** [\[Top of Page\]](#)

SHROs are responsible for establishing appropriate training and orientation programs on the purpose and procedures of the incentive awards program.

## **SECTION 9. RECORD KEEPING.** [\[Top of Page\]](#)

.01 Incentive awards records and related documents will be maintained in accordance with the provisions of this document, the Privacy Act, the Freedom of Information Act, other legislative and regulatory requirements, and negotiated agreements.

- a. The original copy of the completed and approved award forms (e.g., CD-170, CD-326) must be retained in the Employee Performance File (EPF) for a minimum of 3 years. Monetary awards will be further documented with a SF-50B, Notice of Personnel Action, filed with the employee's Official Personnel Folder.



b. In addition, automated records may be retained for statistical analysis.

.02 When an employee transfers from one LO/SO/PO to another, the incentive awards records must be transferred. These records must be purged from the EPF, however, when an employee transfers from one operating unit to another with DOC or another Federal agency.

## **SECTION 10. EFFECT ON OTHER ISSUANCES.** [\[Top of Page\]](#)

This Order supersedes NOAA Administrative Order 202-451, NOAA Incentive Awards Program, dated April 6, 1989.

**SIGNED,**

*Acting Chief Financial Officer/Chief Administrative Officer*

[Attachment](#)

Office of Primary Interest:

Office of Finance and Administration

Human Resources Management Office (OFA41)

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