



# UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH

NATIONAL CENTER FOR ATMOSPHERIC RESEARCH | UCAR OFFICE OF PROGRAMS

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## MEMORANDUM

TO: Directors or Managers of:  
NCAR  
NCAR Labs, Divisions, Programs, and Institutes  
UCP  
UCP Programs  
UCAR Finance and Administration  
UCAR Corporate Affairs

Administrators for all programs listed above

FROM: Rick Anthes *RA*

SUBJECT: 2010 Distinguished Achievement and Outstanding Accomplishment Awards

This request is for the annual Distinguished Achievement and Outstanding Accomplishment Awards nominations. With performance reviews recently or soon to be completed, you undoubtedly have staff in mind that you would like to nominate for one of the awards. Staff members recognize that competition for these awards is intense and even being nominated is an honor. Although nominations are not due until October, ample time to consider and prepare thoughtful, well-written, and thorough nominations is helpful. I want to take this opportunity to thank those of you who will put forth the effort to nominate deserving individuals. I realize the significant time involved, and I greatly appreciate all that you do to recognize the excellent work being done at our institution.

This past year's jury was appreciative of the fact that a majority of nominators are using the Criteria Checklists and a greater number of nominations met all the criteria. The procedures for the Employee Recognition Awards (Policy 6-14) and the two sets of Criteria Checklists may be found at this url: <http://www.fin.ucar.edu/polpro/section6/6-14.html#da>. **Please note that there are differences in the checklists including the number of pages allowed for each type of nomination.** The Distinguished Achievement award nominations are allowed four pages for the nomination and four pages of supporting material. The five Outstanding Accomplishment Award categories (Publication, Scientific and Technical Advancement, Administrative Achievement, E&O, and Mentoring) are allowed only three pages of nomination material and three pages of supporting material.

As was announced in February, the President's Council added an additional award for Diversity, under the UCAR Outstanding Accomplishment Awards category. This award will be given for significant efforts to increase or support diversity of the UCAR/NCAR/UCP staff based on the impact, magnitude, and degree of difficulty of the efforts. Additional information can be found at the link above.

Those preparing these nominations should take into account that the jury is comprised of both scientists and non-scientists. Particularly the executive summary that delineates the significance, impact, and/or importance of the work should be written with a layperson's perspective in mind.

The jury this past year also wanted to encourage those making these nominations to try to secure strong letters of recommendation and support for these nominations.

The jury was also appreciative of the fact that nominators this past year limited the number of publications nominated to one, even if the nominated paper was part of a series of publications. As before, the other publications may be referenced in the nomination.

**Please submit 23 copies of each nomination and supporting documents (including copies of the nominated publications) to my office by Friday, 15 October.** Attach a single transmittal memo that includes the nominator's name, the person or persons being nominated, and the award for which they are being nominated. Affix this identifying memo to only the top copy of the submitted nomination materials. Having contact information will be helpful if there are questions or the jury would like to provide feedback at the end of the process.

As a reminder, if you are considering a team nomination, please double check with the supervisor or manager to make sure that everyone who has significantly contributed to the object of the nomination is included and their contribution is specifically stated in the nomination. Belatedly adding additional staff to a nomination creates additional work and confusion, especially if it is very late in the process. Also, a supervisor or manager may have additional information that would strengthen the nomination.

Thank you again for your participation in recognizing the important contributions and accomplishments of UCAR/NCAR/UCP staff. Decisions made within your entity will help us ensure that the most significant and noteworthy achievements are recognized. If you have any questions about this year's process, please feel free to contact Susan Montgomery-Hodge (ext. 1653 or [montgoms@ucar.edu](mailto:montgoms@ucar.edu)).

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