MEMORANDUM

TO: Directors or Managers of:
   NCAR Directorate
   NCAR Labs, Divisions, Programs, and Institutes
   UCP Directorate
   UCP Programs
   UCAR Finance and Administration
   Administrators for all entities listed above

FROM: Tom Bogdan

SUBJECT: 2014 Distinguished Achievement and Outstanding Accomplishment Awards

This request is for the annual Distinguished Achievement and Outstanding Accomplishment Awards nominations. With performance reviews recently 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 it is an honor just to be nominated.

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.

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. Nominations that violate criteria such as font size and formatting will either be rated lower or not considered at all by the jury.

Those preparing nominations should take into account that the jury is comprised of both scientists and non-scientists. The executive summary in particular, which delineates the significance, impact, and/or importance of the work, should be written with a layperson's perspective in mind. Please also note the jury's request to limit the executive summary to approximately 250 words.
The jury wanted to encourage nominators to secure strong letters of recommendation and support. Also, in either the nomination or the letters of support, please briefly identify the relationship of the supporter to the nominee(s) and/or the supporter's qualifications in the field (i.e. Director of......, or Co-PI on......, or Winner of X in X field, etc). Please don’t assume that because someone is well known or highly esteemed in a particular field, they are known to all the jury members.

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.

Nominations this year will be submitted electronically to Rachel Hauser, either on a flash drive or to the UCAR at CIT (U) drive by COB Friday, 17 October. Only Directors or their designates can submit nominations. Please send a transmittal memo via email to Rachel which includes the nominator's name, the person or persons being nominated, and the award for which they are being nominated. Having contact information will be helpful if there are questions or the jury chooses to provide feedback at the end of the process. The transmittal memo should not be used as the executive summary or to reiterate the nomination's qualifications.

Please note that nominations which are not received by the deadline will not considered and will be returned to the nominators.

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 late in the process. Also, a supervisor or manager may have additional information that would strengthen the nomination. Last but not least, please make sure that all names are spelled correctly.

Thank you again for your participation in recognizing the important contributions and accomplishments of UCAR, NCAR, and 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 Rachel Hauser (ext. 1117 or rhauser@ucar.edu).

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