



## The Chief of Engineers Annual Natural Resources Management Awards

### NATURAL RESOURCES MANAGEMENT EMPLOYEE OF THE YEAR NOMINATION PROCESS AND EVALUATION CRITERIA

#### References

- a. AR 672-20; ER 672-1-18 “Decorations, Awards, and Honors, Incentive Awards”, dated 1 March 1995;
- b. ER 1130-2-500, “Project Operations”, Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

#### Eligibility

- a. The Natural Resources Management “Employee of the Year” award. All individuals employed by the Corps, in the Natural Resources Management program, including division, district, and field projects, are eligible to receive this award.
- b. The consolidation of two or more individuals into a single nomination for the “individual employee” awards is not permitted.
- c. All nomination packages will reflect only those accomplishments made in the preceding calendar year (2023).

#### Nominating Criteria

a. Evaluation Criteria. Nominations will be evaluated on the basis of content, which should concisely describe specific accomplishments within each required category of criteria as listed below. The Chief of Engineers may recognize an individual based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, during the previous calendar year only, which clearly implement Corps policy, within the following criteria categories.

1. Leadership, Supervision, and/or Administration. Summarize the individual's contribution to leading, supervising, and/or administering personnel and/or programs in natural resources management. In the nomination, be sure to include general criteria demonstrating technical competence on all assigned tasks, showing traits of adaptability, innovation, and initiative, being dependable, responsible, and accountable, developing good working relationships with other team members performing as an effective communicator, being situationally aware, demonstrating leadership skills or leadership potential. Describe how these efforts have contributed to the Corps NRM Program. Describe how the employee's efforts support the Project Management Business Process.

2. Program Management. List activities that demonstrate the nominee's ability to manage programs and provide exceptional opportunities on Corps administered land and water projects. Include any outstanding programs and/or activities initiated by the

nominee. Program examples may include anything from the recreation management, interpretation, public safety, land and aquatic habitat management, fisheries management, shoreline management, natural resource stewardship, and environmental compliance coordination. Provide information on achievements and accomplishments towards the contribution of the Corps mission. Include how these efforts and accomplishments were implemented and what successes were achieved.

3. Creativity and Originality of Implementing Management Solutions. Summarize the nominee's accomplishments to the implementation of management solutions. Emphasize how the nominee's work showed creativity and/or originality in technique, delivery, materials, or use of resources. Describe how the efforts and accomplishments of the nominee were implemented and what management objectives were met.

NOTE: Based on the evaluation criteria for this award, the narrative justification should follow the specific numbered criteria categories as listed above.

b. Nomination Format.

1. Size. Documentation for nominations will be typed on 8½" x 11" paper, Times New Roman font, 12-point size. Elaborate bindings and custom printing shall be avoided.

2. All nomination packages will consist of the following:

(a) A single Cover Sheet containing:

- (1) Name of award
- (2) Name of nominee
- (3) Position title, series, and grade
- (4) Organization, location, and mailing address
- (5) Point of Contact and telephone number for inquiries

(b) Executive Summary. Summarize the nomination. The Summary will not exceed one single sided page.

(c) Narrative Justification.

(1) Based on the enclosed evaluation criteria for the specific award, the narrative justification must follow the specific, numbered criteria categories as listed on the award evaluation criteria sheet.

(2) No more than three (3) single sided pages for the employee nomination.

(d) Citation. Provide a citation that may be read at an appropriate ceremony should the nomination be selected for the award. The Citation will not exceed one-half of one

single sided page.

(e) Supporting Attachments.

(1) Nominations may include photographs, newspaper clippings, or other documentation that is appropriate and significantly contributes to the understanding of the accomplishments of the nominee. Extensive photo essays, videotapes, films, or other electronic media with essays and/or photographs will not be considered.

(2) Employee award nomination attachments will not exceed three (3) pages.

(3) Supporting attachments may be included within the body of the narrative justification as long as the total pages required do not exceed that of the narrative and attachments combined: (i.e. six (6) pages for each employee nomination).

(4) Photos separate of the nomination package, suitable for publication of the individual and/or facilities associated with the award recipients will be requested as needed.

### Awards

a. Types of Awards. The subject awards will consist of a plaque for the selected individual recipients. The plaques will be inscribed with the winning individual's name, year award is presented, citation, and signature of the Chief of Engineers or his representative.

b. Presentation. Award recipients will be selected prior to the 4th Quarter Executive Governance Meeting in August, where the Chief of Engineers will acknowledge all winners. Applicable division or district commanders or their representatives, may present the awards at an appropriate awards function.

c. Division and District commanders are encouraged to establish and maintain complementary Civil Works project and individual awards programs as an additional means of recognizing achievement in the Corps Natural Resources Management program.