



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

S: 15 December 2014

CECW-CO-N

**MEMORANDUM FOR CHIEFS, OPERATIONS, MAJOR SUBORDINATE COMMANDS
AND DISTRICT COMMANDS**

SUBJECT: Request for Nominations for the 2014 Excellence in Partnerships Award and National Volunteer Awards

1. I am pleased to request your nominations for an outstanding partner within your area of responsibility for the U.S. Army Corps of Engineers Excellence in Partnerships Award and outstanding volunteer(s) for the U.S. Army Corps of Engineers National Volunteer Awards. These awards, which are co-sponsored by the Corps Foundation, will be presented in the spring of 2015 at the award recipients' locations, in ceremonies that recognize their outstanding partnerships and service to the Corps.
2. The Excellence in Partnerships Award began in 2001 and is now in its thirteenth year recognizing exceptional contributions by a partner providing substantial support to the Corps Recreation and/or Environmental Stewardship programs. Each year, the award recipient is selected based on accomplishment of management objectives, creativity, improvements in public awareness, increasing public education, serving diverse audiences, and involvement of other partners.
3. The National Volunteer Awards are new this year, and were created to nationally recognize the extraordinary service provided by volunteers, draw attention to their vast skills and contributions, and encourage an attitude of stewardship and responsibility in caring for Corps lands, facilities, and resources. The intent of the awards is to distinguish those individuals, couples, family units, or groups who give their skills, talents, and time beyond the normal call of duty and whose creditable service to the Corps has resulted in the significant enhancement to one or more of the Corps business lines.
4. Each MSC will electronically forward nomination packages, assembled in accordance with the enclosed criteria and instructions, to Ms. Sara Jones, CESPCK-CO-SB and Ms. Miriam Fleming, CESAM-OP-TR, no later than 15 December 2014. A selection committee will review the nominations and provide me with recommendations for final selection.
5. More information about these awards can be found on the NRM Gateway at <http://corpslakes.usace.army.mil/partners/awards.cfm>.

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6. My POCs for this activity are Ms. Sara Jones, SPD Partnership Advisory Committee member, who can be reached via e-mail at sara.k.jones@usace.army.mil or via phone at 559-787-2589 and Ms. Miriam Fleming, SAD Partnership Advisory Committee member, who can be reached via e-mail at miriam.j.fleming@usace.army.mil or phone at 251-690-3004.



JAMES R. HANNON
Chief, Operations and Regulatory Division
Directorate of Civil Works

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1. Excellence in Partnership Nomination Criteria
2. National Volunteer Award Nomination Criteria
3. National Volunteer Award Application



Excellence in Partnerships Award Nomination Criteria



Purpose of the Award - The U. S. Army Corps of Engineers Excellence in Partnerships Award was created to recognize outstanding contributions of any partner organization which has participated in the Corps recreation or environmental stewardship activities and/or projects.

Eligibility – Corps partners who have provided substantial support to operations in the recreation and/or environmental stewardship arena.

Definition – A Partner is any organization whose partnership with the Corps results in the enhancement of and contributions to the Corps mission, particularly in regard to natural resources management.

Nomination Package - The nomination package will include the following:

- Corps project name
- Corps point of contact
- Partner's name
- Partner's point of contact
- Corps Project Mailing address
- Corps Project Phone number
- A narrative describing the nominee's accomplishments:
 - Should be a concise description of the nominee's project(s) or efforts that shows why the partner should be recognized.
 - Must address the criteria described below to enable the review committee to easily compare nomination packages.
- The narrative requirements:
 - a maximum of three single-spaced pages
 - using 12 point Times New Roman font
 - 1-inch margins
 - up to four pages of support material, including photographs and letters of recommendation may be attached. Photographs should be digital, at least 300dps and properly identified.
- The entire nomination package will be submitted electronically by the MSC to the award POCs listed on the announcement memo.

Nomination Criteria - Nominations will be judged on the following criteria:

(1) Creativity and Originality - The nominee has shown creativity and originality in serving the public and assisting the Corps in meeting the needs of its customers.

(2) Improvement in Public Awareness - Enhancing the public's awareness of the Corps Recreation and/or Environmental Stewardship missions.

(3) Public Education - Providing members of the public with significant opportunities to acquire the knowledge, values and attitudes related to Corps projects and public lands in general.

(4) Accomplishment of Management Objectives - Accomplishing management goals and objectives and has assisted the Corps in accomplishing work items that could not have been accomplished without the partnership.

(5) Involving Other Partners - The partnership has increased community involvement and understanding of the Corps role in serving the Nation.

(6) Serving Diverse Audiences - The partnership has strengthened and improved the Corps ability to provide good customer service by developing programs that are accessible and sensitive to the needs of diverse audiences.

The nominee's efforts should have been completed within the **preceding two calendar years** and should result in the completion of field level products, projects or programs.

Nomination Process – Nomination packages assembled according to the enclosed information will be forwarded electronically by COB 15 December 2014 from each MSC to Ms. Sara Jones, CESP, at sara.k.jones@usace.army.mil and Ms. Miriam Fleming, CESAM, at miriam.j.fleming@usace.army.mil.

The Partnership Advisory Committee and the Corps Foundation will review the nominations and provide recommendations to the Chief, Natural Resources Management HQUSACE. The winner will be honored in the spring of 2015 and will receive a plaque provided by the Corps Foundation at the partner's location.



National Volunteer Awards Nomination Criteria



Purpose - The U.S. Army Corps of Engineers, in partnership with the Corps Foundation created these awards to recognize the extraordinary service provided by volunteers, draw attention to their vast skills and contributions, and encourage an attitude of stewardship and responsibility in caring for Corps lands, facilities, and resources. The intent of the awards is to distinguish those individuals, couples, families, or groups who give their skills, talents, and time beyond the normal call of duty and whose creditable service to the Corps has resulted in the significant enhancement to one or more of the Corps business lines.

Eligibility - These awards may be given to an individual, couple, family, or group who has provided substantial support to operations in the recreation and/or environmental stewardship arena. Exemplary work performed may include such things as improving conditions for the resources, park facilities, operations, or visitors; addressing backlog maintenance items; developing community partnerships; or providing a positive, supportive work environment. The work performed can take place over multiple years, and at one or more projects. In addition to the general criteria outlined, the nomination must clearly identify how the nominee's work has fulfilled a project's needs, has had a positive impact in the USACE, and has made a lasting contribution.

For consideration, all nominees must have performed some of their **qualifying volunteer work during the previous fiscal year**. Nominees, such as hosted workers who have received payment other than incidentals from another source for their work are not eligible for the awards. Corps employees who volunteer during their non-duty hours are also not eligible.

Nomination Criteria - Selections will be made based on 4 criteria areas:

- (1) Support and dedication to the Corps missions – The nominee(s) service has supported one or more of the Corps missions and raised public awareness of the Corps mission in the local community.
- 2) Accomplishments – The nominee(s) has exceeded program goals through their improvements and contributions in accomplishing management objectives.
- 3) Impacts to the project, resources and community – The nominee(s) addressed an identified need, provided unique or innovative service to accomplish work that would not have happened without the volunteer's service.

4) Collaboration and partnerships – The nominee(s) efforts built partnerships, boosted public interest, and increased community support and involvement. A winner cannot receive the award in consecutive years. Submissions will be rated based on the narrative which supports the criteria and references/support documents.

Nomination and Selection Process - Each MSC can submit a total of four nomination packages (2 for the individual and 2 for the couple/family/group award). Individual volunteer nominations will be judged separately from group nominations. The nominations should include the following:

1. Completed nomination form
2. Narrative addressing the 4 award criteria (maximum of two pages on Part III of the fillable form)
3. At least one letter or e-mail of support
4. Up to three pages of photographs or articles that showcase/demonstrate the nominee's efforts or accomplishments

In the event that a nominee has served at multiple MSCs and both MSCs would like to submit a nomination package for the same person/group, the two (or more) MSCs can combine efforts and submit one multi-MSC nomination package.

Nomination materials must be received by 15 December 2014, and should be submitted electronically by the MSCs to Ms. Sara Jones, at sara.k.jones@usace.army.mil and Ms. Miriam Fleming, at miriam.j.fleming@usace.army.mil. MSCs will ensure all necessary nomination materials are complete and forward their top two regional selections for each category.

The Partnership Advisory Committee and the Corps Foundation will review the nominations and provide recommendations to the Chief, Natural Resources Management HQUSACE. The individual and group winners will receive plaques provided by the Corps Foundation, which will be presented by their Division or District Commander or other delegated representative.



U.S. Army Corps of Engineers
National Volunteer Award
2014 Nomination Application



PART I: NOMINATION INFORMATION

A. Name of Nominated Individual, Family or Group:

*Name to be inscribed on award or certificate:

Please select the category that most closely identifies the nominee.

(Select one from the drop down list)

Individual

B. Nominee:

Name of individual or the contact person for couple/group:

Street Address:

City, State, Zip:

Phone:

Email:

C. Nomination Submitted by:

Corps POC Name:

Corps Lake/Project Name:

Phone:

Email:

Relationship to Nominee:

PART II: VOLUNTEER PROJECT/ACTIVITY INFORMATION

A. Site location(s) where volunteer work was performed:

Corps Lake/Project Name(s):

Address:

City, State, Zip:

Phone Number:

B. Is the project or volunteer activity ongoing?

Yes

No

If no, how long did event/ project/activity last?

Days

Months

Years

Did some of the activity occur between October 1, 2013 and September 30, 2014?

Yes No

*If no, the volunteer or group does not qualify for an award this year.

C. Type of Volunteer Activity

Please select primary event/project/activity purpose. Select any that apply.

- Habitat Restoration
- Soil/ Water Conservation
- Education/ Interpretation/ Outreach
- Research/ Monitoring/ Studies
- Construction
- Species Management
- Historic/ Cultural Restoration Improvement
- Clean-Up/ Maintenance
- Host/ Site Steward/ Visitor Center
- Administration
- Other- Please specify

D. Volunteer Information

If a group, total number of volunteers:

Total volunteer hours for consideration:

Length of time (months/years) volunteer hours were served:

PART III: VOLUNTEER PROJECT/ACTIVITY NARRATIVE

The nominee(s) will be evaluated on the following criteria: Mission; Accomplishments; Impact; and Collaboration. Each criterion must be addressed in the narrative.

- 1. Support and Dedication to the Corps Missions.** Describe how the nominee's service supported one or more of the Corps missions. Describe how their service raised public awareness of the Corps missions in the local community.

- 2. Accomplishments.** Summarize the scope of the volunteer project/activity. What made the work, project, contribution, or program exceptional? Include major goals and their resulting accomplishments, improvements and contributions in accomplishing management objectives. Describe any challenges the nominee faced and overcame. Quantify whenever possible (i.e. number of miles groomed, bags/lbs. of trash collected, etc.).

- 3. Volunteer Impact.** Summarize the impact and benefits of the nominee's service on the lake/river project site, natural resources and/or community. How did the nominee address a real, identified need? Describe any unique or innovative service or creative solutions and programs provided by the nominee. Quantify the impact whenever possible. Include work items that could not have been accomplished without the volunteer's service.

- 4. Collaboration and Partnerships.** Briefly describe the collaborative or partnership efforts associated with the nominee's project/activities. Please indicate any funding sources and/ or in-kind donations received from this nominee's project/activities. Describe how the nominee's efforts have built partnerships, boosted public interest, or increased other community involvement.