



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

CECW-CO

MAR 09 2018

S: 27 April 2018

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

SUBJECT: Nominations for the Chief of Engineers Annual Natural Resources Management Awards –“Natural Resources Management Employee of the Year,” and “Hiram M. Chittenden Award for Interpretive Excellence.”

1. Purpose. The purpose of this memorandum is to encourage nominations for the 2018 Chief of Engineers Annual Natural Resources Management (NRM) Awards program. The “NRM Employee of the Year” award combines the previous “Recreation,” “Stewardship,” and “Environmental Compliance” award programs.

a. The Natural Resources Management “Employee of the Year” award acknowledges an individual who has done exceptional work in the field of natural resources management in 2017.

b. The Natural Resources Management “Hiram M. Chittenden Award for Interpretive Excellence” acknowledges an individual who has done exceptional work in the interpretive services profession in 2017.

c. Specific program descriptions and evaluation criterion for each award is enclosed.

2. Applicability. This announcement applies to Headquarters and all field operating activities having Civil Works responsibilities in the Natural Resources Management program, including division, district, and field projects.

3. References.

a. AR 672-20 Incentive Awards.

b. Engineer Regulation 672-1-18, “Decorations, Awards, and Honors, Incentive Awards,” dated 1 March 1995. This regulation provides guidance for the implementation of the incentive awards program.

c. Engineer Pamphlet 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993.

d. Engineer Regulation 1130-2-500, “Project Operations,” Change 2, dated 30 September 2003, Chapter 17, Chief of Engineers Annual Natural Resources Management Awards.

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4. General.

a. The subject awards were established under the general provisions of AR 672-20. Exceptional individual achievement is given recognition for contributions to the Natural Resources Management Program through recreation management, natural resources stewardship, environmental compliance management, and interpretation.

b. Nomination Procedures.

(1) District Operations Chiefs may submit nominations for the subject awards to their respective MSC divisions for consideration.

(2) Division Operations Chiefs may appoint a committee or use other methods to review district nominations and select a single nomination for each award to represent the entire division. Division Operations Chiefs will complete all necessary actions and forward their nominations along with supporting documentation by e-mail as designated in paragraph 8 below by COB 27 April 2018.

(3) Nominations received will be evaluated by a committee and approved by the HQUSACE Chief, Operations and Regulatory Division, who will forward recommendations to the Chief of Engineers for acknowledgement.

5. 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 Natural Resources Management “Hiram M. Chittenden Award for Interpretive Excellence.” All *individuals* employed by the Corps who contribute to interpretation and/or environmental education are eligible for this award.

c. The consolidation of two or more individuals into a single nomination for the “individual employee” awards is not permitted.

d. All nomination packages will reflect only those accomplishments made in the preceding calendar year (2017).

6. 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

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criteria as listed. The specific evaluation criteria for both of the individual employee awards are enclosed.

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 each of the employee nominations (“Natural Resources Management Employee of the Year” and “Hiram M. Chittenden Award for Interpretive Excellence”).

(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.

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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.

7. 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. The “Hiram M. Chittenden” Award winner will also be recognized at the annual National Association for Interpretation conference. MSC nominations for the “Hiram M. Chittenden” Award will be considered as “regional winners” for announcement and recognition purposes during the annual National Association for Interpretation award ceremony.

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.

8. Points of Contact. Nominations will be submitted by email to Ms. Melissa Rinehart, Melissa.J.Rinehart@usace.army.mil, CECW-CO-N, (202) 761-4558. Please contact Ms. Rinehart if you have questions about these awards.



THOMAS P. SMITH, P.E

Chief, Operations and Regulatory Division
Directorate of Civil Works

2 Enclosures

1. Evaluation Criteria, Employee of the Year
2. Evaluation Criteria, Hiram M. Chittenden Award for Interpretive Excellence

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ENCL 1

The Chief of Engineers Annual Natural Resources Management Awards

NATURAL RESOURCES MANAGEMENT EMPLOYEE OF THE YEAR
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 “Decorations, Awards, and Honors, Incentive Awards”, dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, “Project Operations”, Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The **Natural Resources Management “Employee of the Year”** award acknowledges an individual who has done exceptional work within the USACE Natural Resources Management Program (NRM). Eligibility includes permanent and seasonal employees who work under the natural resource program and contribute to the Environmental Compliance, Environmental Stewardship and/or Recreation.

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. Provide

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examples of how the nominee's work represents the best of the U.S. Army Corps of Engineers NRM Program. Submittal should also demonstrate the nominee's NRM knowledge, technical competence, and a sound professional reputation.

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

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ENCL 2

**The Chief of Engineers Annual Natural Resources Management Awards
HIRAM M. CHITTENDEN AWARD FOR INTERPRETIVE EXCELLENCE
EVALUATION CRITERIA**

References: AR 672-20; ER 672-1-18 “Decorations, Awards, and Honors, Incentive Awards”, dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, “Project Operations”, Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The Natural Resources Management Hiram M. Chittenden “Interpreter of the Year” Award recognizes outstanding contributions in interpretation and environmental education by a U.S. Army Corps of Engineers employee in a district or field office. An “interpreter” may be a park ranger, park manager, engineer, safety officer, public affairs officer, wildlife biologist, technician, forester, human resources specialist, or others who “interpret” the special resource theme for the Corps. Hiram M. Chittenden was an officer of the Corps, historian, and champion of our natural resources. This award is based on the demonstration of creativity and originality, which produces a positive experience for visitors and enhances the public’s understanding of the U.S. Army Corps of Engineers.

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) Creativity and Originality. Summarize the nominee's interpretive and/or environmental education accomplishments. Emphasize how the nominee's work showed innovation in technique, delivery, materials, or use of resources to provide interpretive services effectively to an audience. Describe how the interpretive work performed is an example of interpretation as an art that uses many forms. Also describe how the efforts and accomplishments of the nominee were implemented and what management objectives were met.

(2) Made a Positive Experience for Visitors. Document how the nominee's work exemplified the principles of interpretation in reaching the whole person was stimulating, entertaining, informative, and related to the experience of the audience. Provide evidence that the work and/or behavior of the nominee contributed to a positive change in attitude of the target audience, and promoted voluntary stewardship of natural, cultural, or created resources. If appropriate, the nomination should indicate how the nominee's work successfully reached a non-traditional audience such as persons with disabilities, non-English speaking, multi-cultural, or inner city audiences.

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(3) Enhancement of the Public's Understanding of the U. S. Army Corps of Engineers and the Site. Describe how the interpretive services presented by the nominee told the Corps story, interpreted the history or missions of the Corps, the functions of the Corps site, or a management issue of concern to the Corps. If applicable, the nomination should indicate any outreach efforts related to the interpretive and/or environmental education work.

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