



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

CECW-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Nominations for National Boating Federation's National Water Safety Awards

1. The National Boating Federation (NBF) wishes to honor a U.S. Army Corps of Engineers (USACE) employee and team for their outstanding contribution to boating and water safety. A National Water Safety Award will be presented to an employee and to a team who have done exceptional work regarding boating and water safety in 2023.
2. The NBF will recognize the award winners in 2024. If awards are presented at a conference, the salary, travel, and per diem costs to attend the conference are the responsibility of the home project or district. Conference approvals for attendees must be coordinated through the awardee's District and Division Commanders in accordance with the USACE conference policy (Enclosure 3).
3. Nominations will be evaluated based on the enclosed evaluation criteria and supporting documentation (Enclosures 1 and 2). Nominations must be submitted through District Operations Chiefs to their respective Major Subordinate Commands (MSCs) for consideration. One nomination per MSC can be forwarded to Headquarters U.S. Army Corps of Engineers (HQUSACE) for each award. Division Operations Chiefs should send a single nomination for each award no later than 8 December 2023. Nominations received will be evaluated by the USACE National Water Safety Committee and approved by the HQUSACE Chief, Operations and Regulatory Division. Recommendations will be forwarded to the NBF for acknowledgement.
4. MSCs should forward their nominations, along with supporting documentation as described in Enclosures 1 and 2, to Pam Doty, National Water Safety Program Manager, at (817) 886-1727 or [pamela.j.doty@usace.army.mil](mailto:pamela.j.doty@usace.army.mil), no later than 8 December 2023.

Encls

THOMAS P. SMITH, P.E.  
Chief, Operations and Regulatory Division

## ENCL 1

### The National Boating Federation Annual Boating and Water Safety Awards USACE Employee and Team Awards Evaluation Criteria

The National Boating Federation may recognize a U.S. Army Corps of Engineers (USACE) employee and team based upon evaluation of the content of the nominations that concisely describes the employee's or team's innovative performance and specific accomplishments, **during the current year only**, towards promoting boating and water safety, within the following criteria.

If nominating both an employee and a team, two separate nomination packages must be submitted, one for the employee and one for the team.

The consolidation of two or more individuals into a single nomination for the employee award is not permitted.

- 1) Creativity and Originality. Summarize the employee's or team's boating and water safety accomplishments that embraced the goal of reducing public recreation fatalities on our nation's waterways. Emphasize how the work showed innovation in technique, delivery, materials, or use of resources to provide interpretive services and outreach, visitor assistance, and/or recreation facility maintenance to all ages. Explain in detail how boating and water safety was promoted to adults. Describe how all the efforts and accomplishments were implemented and what management objectives were met.

Things mentioned in the nomination packet can be new initiatives, events, policies, partnerships, etc. and ones that were implemented before 2023. If it was something implemented before 2023 mention when it was implemented and what was done in 2023 regarding it.

Can include but not limited to:

- Interpretive services and outreach provided using face-to-face contacts, programs, events, exhibits, publications, brochures, news releases, website development, social media, and other methods.
- How resources provided by the HQUSACE National Water Safety Program or purchased on a local basis were used to promote water safety.
- Partnerships developed new and/or enhanced with individuals, groups, schools, other agencies (local, state, or federal), etc. to promote water safety.
- Recreation facility improvements pertaining to boating and water safety.
- Visitor assistance techniques used to promote boating and water safety.
- Policies implemented and enforcement measures used regarding boating and water safety.
- Guidelines, manuals, or other information regarding boating and water safety developed as resources for employees.

## ENCL 2

### The National Boating Federation Annual Boating and Water Safety Awards USACE Employee and Team Awards Supporting Documentation

Nominations will be evaluated based on content that should concisely describe innovative performance and specific accomplishments, **during the current year only**, towards promoting boating and water safety.

To assist with the evaluation process and award presentation, the following must be included in the nomination package. Documentation for nominations shall be typed on 8½" x 11" paper, Times New Roman font, and 12-point size. Elaborate binding and custom printing should be avoided.

- 1) A single cover sheet containing:
  - a. Category (employee or team)
  - b. Name of employee or team
  - c. Position, title, series, and grade (for team list all team members that were directly involved with tasks completed by the team, if needed this information can be provided on an additional page)
  - d. Organization, location, and mailing address (for team provide organization and location for all team members and mailing address for primary POC)
  - e. Nomination Package POC, telephone number and email address for inquiries

Any USACE employee may make a nomination with concurrence of the nominee's supervisor. Self-nominations will be accepted but must be approved and cleared through the employee's supervisory chain.

- 2) Executive Summary. Summarize the nomination. The summary should not exceed one-single-sided page.
- 3) Narrative Justification.
  - a. The narrative justification must follow the evaluation criteria (Encl 1).
  - b. No more than four (4) single-sided pages for each nomination.
- 4) Citation. Provide a citation that may be read at an appropriate ceremony should the nomination be selected for the award. The citation should not exceed one-half of one single-sided page.
- 5) Supporting Attachments.
  - a. 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.

- b. Award nomination supporting attachments should not exceed three (3) pages.
- c. Supporting attachments should be separate from the body of the narrative justification.
- d. Each supporting attachment should be labeled to describe what is being provided.
- e. Photos separate of the nomination package, suitable for publication of the award recipients will be requested as needed.

Nomination package and supporting MSC documentation should be submitted electronically by Division Operations Chiefs or MSC Business Line Managers no later than 08 December 2023 to Pam Doty, National Water Safety Program Manager, at [pamela.j.doty@usace.army.mil](mailto:pamela.j.doty@usace.army.mil).

## Encl 3

### **The National Boating Federation Annual Boating and Water Safety Awards USACE Employee and Team Awards Presentation of Awards**

Nominations received will be evaluated by the USACE National Water Safety Committee and approved by the HQUSACE Chief, Operations and Regulatory Division. Recommendations will be forwarded to the National Boating Federation (NBF) for acknowledgement.

If any of the nomination packages received do not meet the evaluation criteria, they will not be evaluated. If all the nomination packages received do not meet the evaluation criteria, then a recommendation will not be forwarded to the NBF for acknowledgement.

- 1) Types of Awards. The National awards will consist of a plaque or trophy for the selected employee and team provided by the NBF. Each division nomination that met the evaluation criteria will be recognized with a framed certificate provided by the NBF.
- 2) Presentation. The National award recipients will be recognized in 2024. Division nominations will be considered as “regional winners” for announcement and recognition purposes in 2024. If award recipient is unable to receive their award directly from the NBF then applicable Division or District Commanders or their representatives, may present the award at an appropriate awards function.

If the awards are presented during a conference, then the salary, travel, and per diem costs to attend the conference are the responsibility of the home project or district. Conference approvals for attendees must be coordinated through the awardee’s District and Division Commanders in accordance with USACE Conference Policy.