



## The Chief of Engineers Annual Natural Resources Management Awards

### HIRAM M.CHITTENDEN AWARD FOR INTERPRETIVE EXCELLENCE

#### 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. EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993;
- c. 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 "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.
- 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. 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.

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.

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. 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.