



PHS ENGINEER OF THE YEAR AWARD (EOY)

PURPOSE: The EOY recognizes a Commissioned Officer of the US Public Health Service (PHS) or Civil Service Engineer or Architect who has demonstrated outstanding leadership, innovation, dedication and service to the Federal Agency to which the Engineer or Architect is assigned. The EOY truly represents the ideals of service over self to the Engineer Professional Advisory Committee (EPAC), the PHS, and the Agency served; going above and beyond to accomplish the mission. The EOY recognizes an Engineer or Architect who not only strives for self-improvement, but also improves the abilities of their team members as well.

ELIGIBILITY: All active duty PHS Engineer Officers and active Department of Health and Human Service (HHS) Civil Service Engineers or Architects are eligible to receive the EOY Award. Nominees must be in good standing with their assigned agencies, with no current or pending adverse actions on file or under investigation. PHS Officers must also be eligible for awards as determined by the Office of the Surgeon General. Individuals are only eligible to receive the EOY Award once. In addition, the awardee is ineligible for other individual Chief Engineer or SAME awards for the next full year awards cycle after receipt of the EOY Award (i.e. A nominee that receives the EOY Award solicited in the 2022 Fall Awards Cycle is next eligible for Individual SAME or Chief Engineer Awards during or after the 2024 Spring Awards Cycle). Group or unit awards, such as the SAME Cumming Plaque (Award) or Engineering Literary (ELIT) Awards do not impact EOY Award eligibility, nor vice versa. There is no limit to the number of nominations from one agency. The Fall Awards Cycle includes all SAME Awards, the Engineer of the Year (EOY), Engineer Responder of the Year (EROY) and RADM Michael Awards. The Spring Awards Cycle includes Lynch, Burgess, Villforth and ELIT Awards.

FORM OF AWARD: The EOY Award winner shall receive a plaque which will be presented in person during the USPHS Engineer's Week (E-Week) Ceremony (or equivalent). The Chief Engineer will present an award certificate and/or letter to the awardee, bearing the signature of the Chief Engineer, acknowledging award of the EOY Award.

SUBMISSION DEADLINE: November 1st at 11:59 p.m. EDT

TIMELINE REQUIREMENTS: Only nominee activities completed within the last 36 months of the submission deadline should be highlighted in the award write up. Activities that occurred over 36 months ago will not be considered.



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NOMINATION PROCEDURES: Nominees can be either self-nominated or submitted by a nominator.

1. One electronic copy of the following documents is required (single PDF):
 - a. Nomination Form, fully signed. Please use attached nomination form (2-pages).
 - b. Award nomination narrative which provides a clear and concise description of how the nominee meets the selection criteria (below). Overall, the narrative shall demonstrate significant contributions made by a nominee in meeting the mission of the Agency to which they are assigned through leadership, innovation, dedication and hard work. Narratives are limited to a maximum of two single-spaced typed pages (12 point, Times New Roman font), please use attached narrative form document.
2. Nominations must be endorsed (see nomination form for endorsement criteria).
3. The nomination packets (nomination form and narrative) shall be sent to the current Chair of the EPAC Awards Subcommittee via e-mail as a single PDF attachment (refer to Award Announcement Email or EPAC Website for Chair contact information).

SELECTION CRITERIA: Each nominee must have made outstanding achievements and contributions to the Agency to which they are assigned. The nominee must demonstrate sustained leadership, service and excellence in accomplishing the mission of the Agency to which they are assigned. The nominator should focus on the nominee's impact as it relates to public health for each of the four criteria. The award will be selected using the following criteria:

1. Excellence in engineering and project management as it impacts public health, **25 Points**.
2. Demonstrated consistent leadership in work and collateral duties, **25 Points**.
3. Improvements to agency/division/office technical capacity that greatly enhanced efficiencies which resulted in positive public health impacts to communities or populations, **25 Points**.
4. Professional contributions/advancements to the public health community that brings great credit to EPAC, the Public Health Service and the Agency, **25 Points**.



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NOMINATION FORM

Award Package:

- 1.) Complete Nomination Form (2-pages) with all required signatures. Electronic signatures are authorized.
- 2.) Complete 2-page write-up (use attached narrative form document).
- 3.) Submit entire package as a single PDF document to the current chair of the EPAC Awards Subcommittee (refer to Award Announcement Email or EPAC Website for contact information).

Nominee Information

Name: _____

Rank (if applicable): _____ **PHS # / Employee ID #:** _____

Phone Number: _____ **Email:** _____

OPDIV/Agency: _____

Position/Title: _____

Duty Station Address: _____

Self-Nominated (Check Box):

If not self-nominated, the nominator shall complete the information below:

Name: _____

Phone Number: _____ **Email:** _____

OPDIV/Agency: _____

Position/Title: _____

Signature Block: Self-nominator or nominator shall sign and date below.

Signature: _____ **Date:** _____



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NOMINATION FORM

Endorsement

If self-nominated or nominated by someone other than the nominee's supervisor, endorsement must be by the direct supervisor or a superior above the direct supervisor within the agency chain of command of the nominee. If the nominator is the supervisor, the endorsement must be by the second line supervisor or a superior above the supervisor within the agency chain of command of the nominee. Please complete the endorsement information below:

Name: _____

Phone Number: _____ **Email:** _____

OPDIV/Agency: _____

Position/Title: _____

Endorsing as (Check Box): **First Line Supervisor**

Superior (Second Line Supervisor or higher)

Signature _____ **Date:** _____



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Narrative Write-Up

Each nominee must have made outstanding achievements and contributions to the Agency to which they are assigned. The nominee must demonstrate sustained leadership, service and excellence in accomplishing the mission of the Agency to which they are assigned. The nominator should focus on the nominee's **impact as it relates to public health** for each of the four criteria. The award will be selected using the following criteria:

CRITERION 1: Excellence in engineering and project management as it impacts public health, 25 Points.

CRITERION 2: Demonstrated consistent leadership in work and collateral duties, 25 Points.

CRITERION 3: Improvements to agency/division/office technical capacity that greatly enhanced efficiencies which resulted in positive public health impacts to communities or populations, 25 Points.

CRITERION 4: Professional contributions/advancements to the public health community that brings great credit to EPAC, the Public Health Service and the Agency, 25 Points.

***NOTE: Award write-up must be in a Narrative format (bulleted or similar formats are not allowed and may be disqualified).**



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Narrative Write-Up

A large, empty rectangular box with a black border, intended for the narrative write-up.



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