



RADM JERROLD M. MICHAEL ENGINEER AWARD

PURPOSE: The RADM Jerrold M. Michael Engineer Award (Michael Award) recognizes a Commissioned Officer of the US Public Health Service (PHS) or Civil Service Engineer or Architect who has demonstrated outstanding leadership and dedication to the development, education, training and mentoring of present and future PHS and Civil Service Engineers and Architects. The education and development of the federal engineering workforce is essential in exuding continual strength.

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 Michael 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 Michael 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 Michael Award. (i.e. A nominee that receives the Michael 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 Michael 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 Michael 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 Michael Award.

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

TIMELINE REQUIREMENTS: Nominee activities that were completed during any time period serving as an active duty PHS Officer or Civil Service Engineer or Architect for an HHS agency will be considered. Activities that occurred outside of this time period will not be considered.

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

1. One electronic copy of each 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) and the significant contributions made by a nominee in progressing, educating and mentoring our current and future PHS and Civil Service Engineers and Architects. Narratives are limited to a maximum of two single-spaced typed pages (12 point, Times New Roman font), please use attached narrative form document.
 - c. CV Cover Page (Officers must follow the current template on the CCMIS Website) or Resume (Civil Service nominees only, one page maximum).



RADM JERROLD M. MICHAEL ENGINEER AWARD

2. Nominations must be endorsed (see nomination form for endorsement criteria).
3. The nomination packets (nomination form, narrative and CV Cover Page/Resume) 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 in the development, education, training and mentoring of current as well as future PHS and Civil Service Engineers and Architects. The nominator should focus on the nominee's **impact as it relates to public health** for each of the three criteria. The award will be selected using the following criteria:

1. Engineering Education, **35 Points**. Examples include, but are not limited to the following:
 - Planning/organizing engineer professional education forums attended by PHS and Civil Service Engineers/Architects (e.g. USPHS Symposium, SAME, ASME, ASCE sessions).
 - Service as a speaker at an engineer oriented professional meeting attended by PHS and Civil Service Engineers/Architects on any topic of interest and relevance to PHS and Civil Service Engineers/Architects.
 - Leadership on national or local engineering committees dedicated to the provision of educational opportunities for which PHS and Civil Service Engineers/Architects can benefit.
 - Service as a faculty member or trainer at government and/or non-government sponsored educational undertakings which benefits the continuing or advanced education of PHS and Civil Service Engineers/Architects.
 - Demonstrated continued professional development and advancement of the nominee throughout their career; attainment of advanced degrees, certificate programs, professional certifications, etc.
2. Engineering Category Advocacy, **30 Points**. Examples include, but are not limited to the following:
 - Demonstrated leadership in assisting fellow PHS and Civil Service Engineers/Architects in acquiring engineering employment opportunities and advancement within federal service.
 - Contributions (as a writer and/or editor) to EPAC publications, published engineering magazines, professional journals and professionally edited governmental publications on any subject of interest and relevance to PHS and Civil Service Engineers/Architects.
 - Presentations at professional conferences that highlight and bring recognition to the important work of PHS and Civil Service Engineers/Architects.
3. Engineering Mentoring & Recruitment, **35 Points**. Examples include, but are not limited to the following:
 - Local community outreach (participation in youth science fairs, boy/girl scouts, school career days, etc.) that facilitates understanding of the engineering profession to and mentoring of the next generation of PHS and Civil Service Engineers/Architects.
 - Service as an engineer mentor for a number of engineers.
 - Speaking at local colleges, high schools, middle schools, etc. about the engineering profession and engineering job opportunities within federal service.



RADM JERROLD M. MICHAEL ENGINEER AWARD

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.) CV Cover Page or Resume (one page maximum).
- 4.) 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:** _____



RADM JERROLD M. MICHAEL ENGINEER AWARD

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:** _____



RADM JERROLD M. MICHAEL ENGINEER AWARD

Narrative Write-Up

Each nominee must have made outstanding achievements and contributions in the development, education, training and mentoring of current as well as future PHS and Civil Service Engineers and Architects. The nominator should focus on the nominee's **impact as it relates to public health** for each of the three criteria. The award will be selected using the following criteria:

CRITERION 1: Engineering Education, 35 Points.

CRITERION 2: Engineering Category Advocacy, 30 Points.

CRITERION 3: Engineering Mentoring & Recruitment, 35 Points.

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



RADM JERROLD M. MICHAEL ENGINEER AWARD

Narrative Write-Up

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



RADM JERROLD M. MICHAEL ENGINEER AWARD

Narrative Write-Up

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