



## SOCIETY OF AMERICAN MILITARY ENGINEERS CUMMING PLAQUE (AWARD)

**PURPOSE:** The Society of American Military Engineers (SAME) Cumming Plaque (Award) recognizes the outstanding contributions to public health engineering and science of a US Public Health Service (PHS) agency, operating division or program, deployment team, section, unit, or work group in consonance with the SAME mission, vision and values. This award is named in honor of former Surgeon General Dr. Hugh S. Cumming of the U.S. Public Health Service, who served as Surgeon General from 1920-1936. It was first awarded in the year 2000. Nomination for the SAME Cumming Plaque is an excellent way to recognize the exemplary work of PHS units performing public health engineering and science.

**ELIGIBILITY:** The award is open to units, groups or teams that consist of active duty PHS Engineer Officers and/or active Department of Health and Human Service (HHS) Civil Service Engineers or Architects across all ranks and grades. Civil Service Engineers or Architects of non-HHS agencies are ineligible. 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. Receiving other individual, group or unit awards, such as the other SAME Awards or Chief Engineer Awards do not impact Cumming Plaque eligibility, nor vice versa (i.e. no wait period). There is no limit to the number of times you may be a member of different teams that are awarded the Cumming Plaque. There is no limit to the number of nominations for the Cumming Plaque from any one agency.

**FORM OF AWARD:** The selected PHS agency operating division or program, section, unit, or work group shall be awarded a plaque which will be supplied by SAME and presented in person at the SAME Joint Engineer and Training Conference (JETC) (or equivalent) at the sole discretion of SAME. The plaque will only be presented to the team lead, designated member or nomination point of contact for the team. In addition, the Chief Engineer will provide an award certificate and/or letter to the individual team members, bearing the signature of the Chief Engineer, acknowledging award of the Cumming Plaque.

**SUBMISSION DEADLINE:** November 1<sup>st</sup> at 11:59 p.m. EST

**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.

**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 excellence and leadership in engineering and project management with a public health focus. 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. Complete list of team members with all contact information (see attached).



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2. Nominations must be endorsed (see nomination form for endorsement criteria).
3. The endorsed nomination packets (nomination forms with narratives) 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 team must have made outstanding achievements and contribution in engineering, project/program management and/or emergency response. Each team must have demonstrated active leadership and dedication in progressing through a major program initiative, project and/or emergency response and recovery mission. 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. Project Scope and/or Complexity, **25 Points.**
  - Time critical nature of the project
  - Scope
  - Applicability
  - Project cost
2. Initiative, Innovation and Creativity, **25 Points.**
  - Addresses emerging public health issues
  - Technology advancement
  - Interagency Collaboration
3. Project Management/Program Management, **25 Points.**
  - Fiscal Responsibility
  - Project completion ahead of schedule
  - Strategic planning
  - Involves the end user(s) as a partner
  - Highly effective teamwork
4. Outcome and Impact, **25 Points.**
  - Public health significance
  - Population affected
  - Improved processes or policy
  - Improved quality of life
  - Cost savings



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**NOMINATION FORM**

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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.) Complete list of team members with all contact information (see attached).
- 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**

**Team/Group Name:** \_\_\_\_\_

**Team Lead Name (Recipient of Award Hardware):** \_\_\_\_\_

**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**

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**Endorsement**

*If self-nominated or nominated by someone other than the team leads supervisor, endorsement must be by the direct supervisor or a superior above the direct supervisor within the agency chain of command of the team lead or deployment team commander. If the nominator is the deployment team commander, the endorsement must be by the direct supervisor or a superior above the supervisor within the agency chain of command of the team lead.*

*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)**
  - Deployment Team Commander**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CUMMING PLAQUE (AWARD)

### Narrative Write-Up

Each team must have made outstanding achievements and contribution in engineering, project/program management and/or emergency response. Each team must have demonstrated active leadership and dedication in progressing through a major program initiative, project and/or emergency response and recovery mission. 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: Project Scope and/or Complexity, 25 Points.

CRITERION 2: Initiative, Innovation and Creativity, 25 Points.

CRITERION 3: Project Management/Program Management, 25 Points.

CRITERION 4: Outcome and Impact, 25 Points.

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



**CUMMING PLAQUE (AWARD)**

**Narrative Write-Up**

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



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