



RADM ROBERT C. WILLIAMS ENGINEERING LITERARY AWARDS

ELIT
REV: 07/2022

PURPOSE: The RADM Robert C. Williams Engineering Literary Awards (ELIT Awards) recognizes outstanding written works of engineers and architects and to promote the literary achievements of the authors of the written works covering engineering management, research, regulations, construction, engineering application and engineering publications. Recognition and praise for exceptional and dedicated work is one of the key factors in job satisfaction and helps build a strong and productive workplace. Nomination of written works for an ELIT Award is an excellent way to recognize the exemplary written works of engineers and architects throughout the Public Health Service. These awards are presented annually in two categories by the EPAC and the USPHS Chief Engineer: (1) peer reviewed published papers, and (2) open articles/papers.

AUTHOR ELIGIBILITY: Authors of the written work may hold any rank or grade. 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 ELIT 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. Receiving other individual, group or unit awards, such as the other SAME Awards or Chief Engineer Awards do not impact ELIT eligibility, nor vice versa (i.e. no wait period). There is no limit to the number of times you may be an author of literary works that are awarded an ELIT Award. There is no limit to the number of nominations for ELIT Awards from any one agency.

LITERARY WORK ELIGIBILITY:

Peer Reviewed Category: For works to be considered under the peer reviewed category, the final paper must have achieved written acceptance by the publication as a peer-reviewed paper. The work described in the paper must be original and have been substantially completed by the author(s) and not a contractor (i.e. a paper that describes a design or data developed by a contractor for which the lead author was the contract project officer is not eligible). The work must be published in a reputable and recognized scientific periodical (Elsevier, Oxford, Springer, etc.) by the date of submission of the ELIT Nomination. A copy of the paper within the publication with documentation that the article has been peer-reviewed and accepted as written shall be included with the ELIT Award Nomination.

Open Articles/Papers Category: For works to be considered under the open articles/papers category, the work must be published within a reputable and recognized magazine, journal, newsletter, etc. with a public health and engineering focus (i.e. COA, SAME, ASCE, EPAC Newsletter, or an equivalent professional trades publication). The work must be original and written by the author(s) and published by the date of submission of the ELIT Nomination. Submissions that are in an interview type format or primarily written (ghostwritten) by another author will not be considered. Blogs or other online postings are ineligible. Standalone engineering reports are ineligible. A copy of the paper within the publication shall be included with the ELIT Award Nomination.

ELIT work for either category must have a public health engineering focus that furthers the education and professional competencies of PHS Engineers.



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FORM OF AWARD: An ELIT Award winner from each category shall receive a plaque which will be presented in person during the Engineer Category Day Awards Luncheon at the USPHS Symposium (or equivalent). The plaque will only be presented to the primary author or designated co-author for the group. In addition, the Chief Engineer will provide an award certificate and/or letter to the primary author and co-authors (if applicable), bearing the signature of the Chief Engineer, acknowledging award of the ELIT Award.

SUBMISSION DEADLINE: February 7th at 11:59 p.m. EST

TIMELINE REQUIREMENTS: Only work published within the last 36 months of the submission deadline will 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. A copy of the paper (nominated work) within the publication.
 - c. Documentation that the article has been peer-reviewed and accepted as written (peer-reviewed nominations only)
 - d. Co-Author contact information (if applicable). Please use attached form.
2. The endorsed nomination packets 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).
3. The EPAC Awards Subcommittee or Chief Engineer may choose to recommend that no award be given if the accomplishments and achievements of the nomination(s) are not commensurate with the spirit of the award or if all award criteria is not met.

SELECTION CRITERIA: The ELIT Award nominations will be evaluated based on the following criteria:

1. Originality, **10 Points.**
2. Knowledge and Understanding, **20 Points.**
3. Practical Application, **25 Points.**
4. Clarity and Readability, **15 Points.**
5. Impact on Public Health, **30 points.**



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NOMINATION FORM

Award Package:

- 1) Complete Nomination Form (2-pages minimum, additional pages for listed co-authors) with all required signatures. Electronic signatures are authorized.
- 2) A copy of the paper within the publication.
- 3) Documentation that the article has been peer-reviewed and accepted as written (peer-reviewed nominations only).
- 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).

Title of Work

Name of Publication

Date of Publication: _____ **Peer-Reviewed** **Open Category**

Multiple Authors Listed: **YES** (submit Co-Author Form) **No**

Nominee/Primary Author's Information (Recipient of Award Hardware)

Name: _____

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

Phone Number: _____ **Email:** _____

OPDIV/Agency: _____

Position/Title: _____

Duty Station Address: _____



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NOMINATION FORM

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:** _____

Endorsement

If self-nominated or nominated by one of the co-authors, endorsement must be by the direct supervisor or a superior above the direct supervisor within the agency chain of command of the nominee or a co-author. 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): **1st Line Supervisor**

Superior (Second Line Supervisor or higher)

Signature: _____ **Date:** _____

