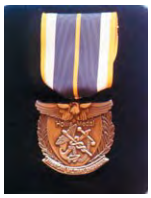


SOCIETY OF AMERICAN MILITARY ENGINEERS
HOLLIS MEDAL

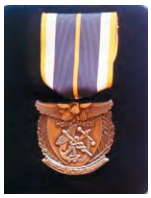
PURPOSE: The Society of American Military Engineers (SAME) Hollis Medal recognizes a senior level Commissioned Officer of the US Public Health Service (PHS) or civilian employee of equivalent grade that are within a U.S. Department of Health and Human Service Operating Division (HHS OPDIV) of the Public Health Service who have demonstrated outstanding contributions to public health engineering and science in consonance with the SAME mission, vision and values. This award is named for RADM Mark D.Hollis of the U.S. Public Health Service who held the post of Chief Engineer from 1948-1962. It was first awarded in the year 2000. Nomination for the SAME Hollis Medal is an excellent way to recognize the exemplary work of PHS senior engineers and architects or equivalent grade Civil Service engineers and architects.

ELIGIBILITY: All active duty, inactive or retired PHS Engineer Officers (rank of O-4 (Lieutenant Commander) or above) and active or retired Department of Health and Human Service (HHS) Civil Service Engineers or Architects (GS-11 or above and defined as senior level by the Agency) are eligible to receive the Hollis Medal. 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 Hollis Medal 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 Hollis Medal. (i.e. A nominee that receives the Hollis Medal solicited in the 2021 Spring Awards Cycle is next eligible for Individual SAME or Chief Engineer Awards during or after the 2022 Fall Awards Cycle). Group or unit awards, such as the SAME Cumming Plaque (Award) or Engineering Literary (ELIT) Awards do not impact Hollis Medal eligibility, nor vice versa. There is no limit to the number of nominations from one agency. The Fall Awards Cycle includes the Engineer of the Year (EOY), Engineer Responder of the Year (EROY) and RADM Michael Awards. The Spring Awards Cycle includes all SAME Awards, Lynch, Burgess, Villforth and ELIT Awards.

FORM OF AWARD: The Hollis Medal winner shall be awarded a medal 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 Chief Engineer will present an award certificate and/or letter to the awardee, bearing the signature of the Chief Engineer, acknowledging award of the Hollis Medal.

SUBMISSION DEADLINE: March 1st 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.



SOCIETY OF AMERICAN MILITARY ENGINEERS
HOLLIS MEDAL

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). The narrative overall 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.

2. Nominations must be endorsed (see nomination form for endorsement criteria).

3. The 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).

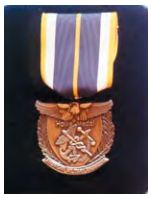
SELECTION CRITERIA: Each nominee must have made outstanding achievements and contribution in engineering and project/program management. Each nominee must have demonstrated an active leadership role in the progression of key project and program activities. The nominator should focus on the nominee's **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



SOCIETY OF AMERICAN MILITARY ENGINEERS
HOLLIS MEDAL

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 Chair contact information).

Nominee Information

Name: _____ **PHS # / Employee ID #:**_____

Rank or GS Grade:_____ **Senior Level Employee:** ☐
(Check box for Civil Service Nominee only)

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: _____

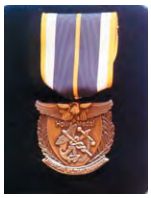
Phone Number: _____**Email:** _____

OPDIV/Agency: _____

Position/Title:_____

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

Signature: _____ **Date:**_____



SOCIETY OF AMERICAN MILITARY ENGINEERS
HOLLIS MEDAL

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. Endorsing the application also affirms that the nominee meets the agency's criteria for being a senior level employee. If the nominee is inactive or retired, the endorsement must be made by the nominee's last active duty supervisor or superior or agency manager that oversees the work of the nominee (nominator and endorser cannot be the same person).

Please complete the endorsement information below:

Name:_____

Phone Number: _____**Email:** _____

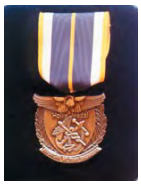
OPDIV/Agency: _____

Position/Title:_____

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

☐ **Superior (Second Line Supervisor or higher)**

Signature_____ **Date:**_____



SAME HOLLIS MEDAL

Narrative Write-Up

Each nominee must have made outstanding achievements and contribution in engineering and project/program management. Each nominee must have demonstrated an active leadership role in the progression of key project and program activities. 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:

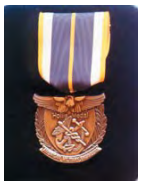
CRITERION 1: Project Scope and/or Complexity, **25 Points.**

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

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

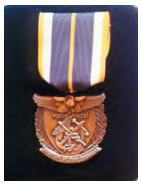
CRITERION 4: Outcome and Impact, **25 Points.**

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



SAME HOLLIS MEDAL

Narrative Write-Up



SAME HOLLIS MEDAL

Narrative Write-Up