ROGER H. LYNCH OUTSTANDING YOUNG PHS ENGINEER AWARD

PURPOSE: The Roger H. Lynch Outstanding Young PHS Engineer Award (Lynch Award) recognizes a junior level civilian engineer or architect employed within a U.S. Department of Health and Human Service agency of the Public Health Service who has demonstrated exemplary work as evidence by specific accomplishments toward the mission of their agency. Nomination for the Roger H. Lynch Outstanding Young PHS Engineer award is an excellent way to recognize the exemplary work of civil service junior engineers throughout the agencies of the Public Health Service.

ELIGIBILITY: All active Department of Health and Human Service (HHS) Civil Service Engineers or Architects of a GS-11 grade or lower upon the date nominations are due are eligible to receive the Lynch Award. Nominees must be in good standing with their assigned agencies, with no current or pending adverse actions on file or under investigation. Individuals are only eligible to receive the Lynch 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 Lynch Award. (i.e. A nominee that receives the Lynch Award 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 Lynch Award 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 Lynch Award winner shall receive a plaque which will be presented in person during the Engineer Category Day Awards Luncheon at the USPHS Symposium (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 Lynch Award.

SUBMISSION DEADLINE: March 1st at 11:59 p.m. EST

TIMELINE REQUIREMENTS: Nominee activities that were completed during any time period working as a Junior Civil Service Engineer or Architect for an HHS agency of the Public Health Service will be considered. Activities that occurred outside of this time period will not be considered. Accomplishments while working for other federal agencies that are not HHS agencies of the Public Health Service, as an active duty officer with the PHS or other uniform services or while holding other non-federal civilian positions shall not be included in the nomination write-up.

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) and the significant contributions made by a nominee in furthering the mission of the agency to which they are assigned. Narratives are limited to a maximum of two single-spaced typed pages (12 point, Times New Roman font), please use attached narrative form document.

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c. CV Cover Page (must follow the current template on the EPAC Website).

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

3. The endorsed nomination packets (nomination form, narrative and CV Cover Page) 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 have demonstrated the ability to accept higher levels of responsibility and leadership in the furtherance of public health. 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. Cited Engineering Achievement, **40 Points.**
   - Level of initiative, innovation and imagination required.
   - Advancement of state of the art of engineering.
   - Significance of contribution to the solution of an important/difficult problem.
   - Level of improvement in a procedure, policy, or regulation which increases efficiency, reduces cost, saves time, or otherwise contributes significantly to the accomplishment of an important health or engineering objective.
2. Consistent Superior Performance in the Accomplishment of Assigned Duties, **40 Points.**
3. Career Potential, **20 Points.**
   - Advancement in career.
   - Performing efficiently in positions of higher responsibility than the nominee's current grade.

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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) CV Cover Page (must follow current template on the EPAC Website).
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: _____

GS Grade:_____ **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 2nd 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 junior level engineer. Please complete the endorsement information below:

Name:_____

Phone Number: _____**Email:** _____

OPDIV/Agency: _____

Position/Title:_____

Endorsing as (Check Box): ☐ **1st Line Supervisor**

☐ **Superior (2nd 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 have demonstrated the ability to accept higher levels of responsibility and leadership in the furtherance of public health. 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: Cited Engineering Achievement, **40 Points.**

CRITERION 2: Consistent Superior Performance in the Accomplishment of Assigned Duties, **40 Points.**

CRITERION 3: Career Potential, **20 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

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Narrative Write-Up