RADM JOHN C. VILLFORTH LEADERSHIP AWARD

PURPOSE: The RADM John C. Villforth Leadership Award (Villforth Award) recognizes and acknowledges outstanding architects and engineers whose service in the public trust meets the highest ethical standards and is in the best interest of public health. The award will honor those who exemplify and excel in leadership, have demonstrated exemplary professional conduct, and are committed to constant improvement in exhibiting the highest degree of character, technical excellence, and competence. This award is named for RADM John C. Villforth who held the post of Chief Engineer from 1985-1989. Nomination for the RADM John C. Villforth Leadership Award is an excellent way to recognize the exemplary work of career leaders in the Public Health Service.

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

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

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 the following documents is required (single PDF):
    a. Nomination Form, fully signed. Please use attached nomination form (2-pages).

    b. Award nomination <u>narrative</u> which provides a clear and concise description of how the nominee meets the selection criteria (below). The narrative overall shall demonstrate excellence and active leadership in the nominees engineering field as well as the ability to inspire others to improve their professional skills. 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 (must follow the current template on the EPAC Website).

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

3. The 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 in engineering leadership and technical capacity throughout the course of a distinguished career. 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. Leadership Achievements, **25 Points.**
   - Services to enhance public trust
   - Scope & Applicability
   - Effective communication
   - Mentoring

2. Initiative, Responsibility and Innovation, **25 Points.**
   - Research and identification of solutions to public health problems
   - Technology advancement
   - Development of new concepts and methods to address public health issues, policy, and procedures
   - Planning, designing, constructing, and/or managing health related facilities (sanitary, biomedical, research, patient care)
   - Application of state of the art technology or public health practice

3. Public Service, **25 Points.**
   - Timely, cost-effective professional services
   - Responsive to changing needs and desires of the public
   - Impact on public health
   - Improved quality of life
   - Teaching

4. Professional Support & Development, **25 Points.**
   - Achievements in professional registration and/or specialty certifications
   - Contributions and involvement in professional organizations, associations and societies
   - Expertise outside engineering
   - Continuing education

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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: _____

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:**_____

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. 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 in engineering leadership and technical capacity throughout the course of a distinguished career. 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: Leadership Achievements, **25 Points.**

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

CRITERION 3: Public Service, **25 Points.**

CRITERION 4: Professional Support & Development, **25 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