

United States Public Health Service

Engineer Professional Advisory Committee (EPAC)



Awards Subcommittee

Standard Operating Procedures (SOP)

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ARTICLE I PURPOSE

The Engineer Professional Advisory Committee (EPAC) Awards Subcommittee Standard Operating Procedures (SOP) provides operational and procedural guidance for the EPAC Awards Subcommittee. This SOP provides guidance on matters not addressed by the EPAC Charter or Bylaws; for the Awards Subcommittee mission and general responsibilities, refer to the [EPAC Charter](#), Part IV, Functions, and the [EPAC Bylaws](#), Article III, Subcommittees, respectively.

This SOP applies to all documents created that are related to all functions within the EPAC Awards Subcommittee to establish policies, processes, records, and acceptance criteria under the auspices of EPAC.

The Awards subcommittee reviews the following award nominations for the following awards. Nomination forms can be found on the EPAC website.

[Engineer Professional Advisory Committee \(psc.gov\)](http://psc.gov)

Chief Engineer's Award:

PHS Engineer of the Year,

PHS Engineer Responder of Year,

RADM Jerrold M. Michael Engineer,

Ian K. Burgess Outstanding Young PHS Engineer Award (BURGESS),

Roger H. Lynch Outstanding Young PHS Engineer Award (LYNCH),

US Public Health Service Engineering Literacy Awards (ELIT),

John C. Villforth Leadership,

S.A.M.E. PHS Engineering Achievement Awards

Society of American Military Engineers Hollis Medal,

Society of American Military Engineers Green Medal,

Society of American Military Engineers Cumming Plaque,

ARTICLE II SUBCOMMITTEE RESPONSIBILITIES & ORGANIZATION

Section 1. Workgroup Responsibility

A Workgroup is an established and recurring program within the Subcommittee. Projects are often developed within the Workgroups. A project is defined as a short-term tasking or assignment that may or may not have a definitive termination date, depending on the tasking and any applicable deadlines.

The Awards Subcommittee consists of the following Workgroups:

1. Standard Operating Procedures Workgroup:
 - a. Draft an SOP for the subcommittee outlining annual operations in coordination with EPAC Chair and CPO.
 - b. Revise and update SOP as necessary.
 - c. Create Review Criteria for Awards Subcommittee members

2. Website Coordination Workgroup:
 - a. Provide information to EPAC website manager (EPAC Information Subcommittee)
 - b. Revise Award Nomination Forms and Rubrics
 - c. Draft Example Award Write ups

Section 2. Leadership Roles

A. Chair and Vice Chair

1. Responsibilities
 - a. Organizes and approves meeting agendas in advance for all meetings.
 - b. Develops action plans for projects for the year and submits to EPAC Chair for review at the beginning and middle of each operational year.
 - c. Ensures subcommittee participants understand expectations in order to qualify for a letter of appreciation (LOA) at the end of the operation year.
 - d. Assigns action items to Subcommittee Workgroup Leads and other leadership positions and ensures milestones are met.
 - e. Coordinates and communicates to EPAC Chair regarding progress, goals, reviews and initiatives of the subcommittee in which CPO involvement is required.
 - f. Reports Subcommittee accomplishments and other noteworthy news to EPAC.
 - g. Provides orientation to new Subcommittee participants.
 - h. Sends email soliciting members for the Subcommittee.
 - i. Selects members for Workgroup Lead roles.
 - j. Summarizes accomplishments for the operational year to submit to EPAC Chair.
 - k. Coordinates Commissioned Corps PAC Awards Program for EPAC.
 - l. Sends award nominators an acknowledgement email for the nominations and encourages the nominators to continue nominating their staff in the future.
 - m. Ensure award nominations are acceptable and meets award criteria
 - n. Sends award nominations to subcommittee participants for review
 - o. Summarizes subcommittee award recommendations to EPAC Chair
 - p. Transition and debrief new Award Subcommittee Chair and Vice Chair

B. Workgroup Leads

1. Responsibilities
 - a. Assign specific tasks and responsibilities to individual Workgroup members as needed.

- b. Hold meetings, as necessary, ensuring effective communication among Workgroup members and setting project timelines to meet the overall expectations as set forth by the Subcommittee Chair.
- c. Submit regular updates on Workgroup progress to Subcommittee Chair.
- d. Transition off of any one Workgroup Lead position after a maximum of two years' service to allow others an opportunity to lead the Workgroup. Transitioning should also include outgoing Lead debriefing incoming Lead on Workgroup responsibilities and procedures.

C. EPAC Chair

1. Responsibilities

- a. Serve as ex-officio member of the awards subcommittee.
- b. Monitor all subcommittee functions and appoints subcommittee chairs and vice chairs.
- c. Serve as the contact point to the Awards Chair/ Vice Chair
- d. Reviews recommended awardees and advises CPO for selection of specific awardee.
- e. Reviews example award write ups, SOP, and all other documents from the subcommittee.

D. Chief Professional Officer (CPO)

1. Responsibilities

- a. Reviews recommendations for awardees from subcommittee and EPAC Chair
- b. Provides final selection for awardees within 4 weeks of receiving recommendations from Subcommittee and reports results back to EPAC Chair and Subcommittee Chair.
- c. Signs and submits Events subcommittee templated notification letter to recipient for each awardee selected.
- d. Procures Awards and ensures awards are presented at or before event

Section 3. Subcommittee Involvement

Subcommittee members who wish to be involved as participants will fulfill the following expected roles and responsibilities:

- A. Maintain minimum standards for participants:
 - 1. Attend at least half of the eligible meetings since joining the Subcommittee.
 - 2. Actively participate in meeting discussions and provide input to Subcommittee Chair solicitations.
 - 3. Complete at minimum 9 of the 11 award reviews.
- B. Accept and follow through on assignments.
- C. Think in terms of the welfare of the group rather than personal interests.
- D. Be willing to listen to and respect others' viewpoints.

Section 4. Letters of Appreciation (LOA)

The Subcommittee Chair/Vice Chair shall disseminate Letters of Appreciation to Subcommittee members who meet the minimum standards for participation as described in Section 3. The LOA should be issued on an annual basis using the template provided by the Rules Subcommittee. Only one LOA per officer per subcommittee will be awarded. Other types of recognition may be warranted in addition or instead of a LOA as deemed appropriate.

ARTICLE III SUBCOMMITTEE PROCEDURES

Section 1. Meetings

The Subcommittee shall hold meetings as necessary where all Subcommittee members and Workgroups shall report their various activities. The meetings are scheduled at the discretion of the Subcommittee Chair.

Section 2. Awards Review Board Workgroup Procedures

It is recommended the Workgroup have between 25-35 engineers to review awards to avoid bias and provide representative scores. The workgroup reviewing awards should represent multiple Agencies representative of the Engineer Category as a whole and consists of officers from all ranks. In the event of a tie breaker (i.e., when two candidates score within 1 point of each other) the chair will notify the CPO that these two candidates require further in-depth review. Workgroup members are expected to complete a minimum of 9 out of 11 award reviews regardless of the number of nominees presented (i.e., award write-up and criteria must still be met if an award has only one nominee). In the event a Workgroup member is the nominator or is nominated for an award, the member shall recuse themselves from any discussion/review of that award. Additionally, if a reviewing member cannot be impartial in reviewing an award nomination, the member may ask to be recused by the Subcommittee Chair. Members recusing themselves will still be counted for participation. If the reviewing member questions whether they should recuse themselves, please contact the Subcommittee Chair. Merely knowing the officer being considered for an award is not necessarily reason to recuse oneself.

- a. Chief Engineer's/S.A.M.E. PHS Engineering Awards Review
 - i. Send out email soliciting award nominations using contact list.
 - ii. Collect award nominations, review for quality assurance that nominations meet the requirements, and organize packages for dissemination.
 - iii. Inform EPAC Chair of the number of nominees for each award.
 - iv. Email Subcommittee members award nomination packages that meet the basic requirements for review and scoring, scoresheet, and rubrics
 - v. Schedule and hold conference calls as necessary to discuss awards and any questions from the Subcommittee.
 - vi. Collect all scoresheets from subcommittee members by email.
 - vii. Review scoresheets and consolidate information to combined spreadsheet report.

- viii. Email EPAC Chair with Subcommittee recommendations.
- ix. Coordinate with Events subcommittee to provide awardees selected in advance of award ceremony providing awardees adequate time to plan for travel. Provide Events with photos, biographies, award accomplishment summary, and contact information.
- x. Report number of award nominees to EPAC.
- xi. The timeline provide in Appendix 1 should be adhered to while completing the procedures outlined above.

Section 3. Special Assignment Award (SAA) Procedure

- a. Special Assignment Award (SAA) Procedure: EPAC members who have successfully met the requirements of a three-year term and have never received an award for this assignment may be eligible for the SAA. Information about the SAA can be found in [CCI511.01](#)
 - i. Prepare description for SAA.
 - ii. Draft email to EPAC Voting Members requesting name, rank, PHS number, Employee ID number, years of service, OPDIV, and voting member appointment letter.
 - iii. Verify that SAA qualifications have been met.
 - iv. Email EPAC Chair by 12/15 for his/her review and submission to CPO, who submits to OSG for processing.

Section 4. Standard Operating Procedures Workgroup Procedures

- a. Provide all Subcommittee members with current approved SOP upon request.
- b. Update SOP throughout the year as necessary or as requested by Subcommittee Chair.
- c. For annual SOP review/revision:
 - i. Request feedback from Workgroup Leads and Subcommittee Chair regarding review of current, and implementation of any new, Workgroup and Subcommittee procedures.
 - ii. Incorporate feedback into annual SOP revision.
 - iii. Submit revised SOP to Subcommittee Chair for review and forwarding to Rules Subcommittee for its review, repeating as necessary after incorporating any suggested changes.
 - iv. Submit finalized SOP for EPAC approval.

Section 5. Website Coordination Workgroup Procedures

- a. Provide relevant Subcommittee information (meeting times, POC information, SOP, etc.) to Information Subcommittee for posting on EPAC website.
- b. Provide relevant award information (nomination instructions and updates, photos/bios of past awardees, award deadlines, etc.) to Information Subcommittee for posting on EPAC website.
- c. Draft example award write-ups.

- d. Revise Award Nomination Forms and Rubrics

Section 6. Commissioned Corps PAC Awards Program Administration

The Awards Subcommittee will receive and initiate the review of Commissioned Corps PAC Awards; which are honor award nominations for engineer officer(s) for achievements that are not specific to their respective agency. PAC Award nominations are reviewed by the CPO Awards Board during three review cycles during the calendar year. Nomination packages must be submitted at least 60 days in advance of the beginning of the next open window cycle to assure adequate review time is available before submission for the next cycle. The CPO will be notified when the review cycles occur during the year and will disseminate these dates to the EPAC Chair and Awards Subcommittee Chair for posting on the EPAC Awards Subcommittee website when they become available. Agency specific award nominations should not be submitted through this program but instead to their respective Agency Awards Board (AAB).

The Award Subcommittee is responsible for:

- Receiving all nominations for Commissioned Corps PAC Awards. Ensuring PAC award nomination packages are COMPLETE before submission to EPAC Chair.
- Tracking PAC’s awards nomination packages throughout the “lifecycle” of the award nomination.
 - Lifecycle of award nomination begins from the day the Awards Subcommittee receives the nomination package.
 - Lifecycle of award nomination ends when the final decision from either the CPO Board or Commissioned Officers Awards Program (COAP) about the award nomination package is received.
- Communicating award nomination status updates to nominators and nominees as the information becomes readily available.

EPAC Review Process for CC PAC Awards:

- 1) Awards Subcommittee Chair/Vice Chair Responsibilities-
 - a. The Awards Subcommittee Chair/Vice Chair shall determine if the award nomination package is complete and ready for EPAC Chair review.
 - b. The review of the award nomination package shall be documented on the Award Nomination Checklist which is initiated by the Awards Subcommittee.
 - c. Upon review, the Awards Subcommittee Chair shall submit the nomination package to the EPAC Chair for next level review. If at any time the Awards Subcommittee Chair determines that a nomination packet is incomplete or inaccurate, the Subcommittee Chair shall notify the nominator via email of the findings and reasons why it was returned.
 - d. After the CPO has reviewed and finalized his recommendations for submission, all signatures will be obtained including endorsement from the CPO.

- 2) EPAC Chair Responsibilities

- a. The EPAC Chair shall review and make a determination on the accuracy of the award nomination package and then submit to CPO for concurrence and signature.
 - b. If at any time the EPAC Chair determines that the nomination packet is incomplete or inaccurate, they shall notify the nominator via email of the findings and reasons why it was returned.
 - c. In the event an award nomination package is rejected by the CPO Board, it will be returned to the EPAC Chair at which time the EPAC Chair shall notify the nominator via email of the reasons for rejection by the CPO Board.
- 3) CPO Responsibilities
- a. The CPO shall review, recommend, sign off and submit award nominations through COAP.
 - b. The CPO shall submit nomination packages based on current commissioned corps guidance.
- 4) Additional Responsibilities/Procedures of the CPO Board and DCCPR are summarized on the following flow chart for reference.

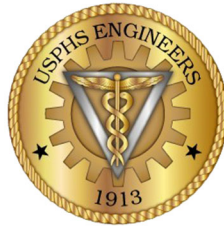
ARTICLE V APPENDICES

APPENDIX I EPAC Awards Schedule and Timeline

Award		Call for Nominations	Award Submission Due Date	Report number of Nominations Received to EPAC Chair and CPO	Subcommittee Review	Recommendations Due from Subcommittee	Recommendations Due to EPAC Chair and CPO
Chief Engineer Awards	PHS Engineer of Year	8/15	11/1	11/5	4 weeks	12/5	12/12
	PHS Engineer Responder of Year	8/15	11/1	11/5	4 weeks	12/5	12/12
	RADM Jerrold M. Michael Engineer	8/15	11/1	11/5	4 weeks	12/5	12/12
	Ian K. Burgess Outstanding Young Engineer	1/5	2/7	2/17	4 weeks	3/17	3/24
	Roger H. Lynch Outstanding Young PHS Engineer	1/5	2/7	2/17	4 weeks	3/17	3/24
	Robert C. Williams Engineering Literary Award (Peer)	1/5	2/7	2/17	4 weeks	3/17	3/24
	Robert C. Williams Engineering Literary Award (Open)	1/5	2/7	2/17	4 weeks	3/17	3/24
	John C. Villforth Leadership	1/5	2/7	2/17	4 weeks	3/17	3/24
SAME PHS Engineering	Hollis Medal	8/15	11/1	11/5	4 weeks	12/5	12/12
	Green Medal	8/15	11/1	11/5	4 weeks	12/5	12/12

Achievement Awards	Cumming Plaque	8/15	11/1	11/5	4 weeks	12/5	12/12
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APPENDIX II Subcommittee Letter of Appreciation



U.S. Public Health Service

Engineer Professional Advisory Committee

[Name of Subcommittee]

[Month] [Day], [Year]

Re: [Year] Letter of Appreciation

Dear [Rank] [First Name] [Last Name]:

Thank you for your active participation on the [Name of Subcommittee] within the Engineer Professional Advisory Committee (EPAC). The time and effort you have provided have greatly helped the [Name of Subcommittee] achieve its goals in [Year].

[Personalize this paragraph to include the participant's accomplishments related to your subcommittee. Adjust the length of this paragraph to limit the LOA to one page. **For example,**

This year, you took the initiative to develop X...As a result, the subcommittee accomplished Y..].

Again, I thank you for your dedicated service to the EPAC and look forward to working with you as a valued volunteer of [Name of Subcommittee] in the future.

Respectfully,

[Name]

[Rank], U.S. Public Health Service

Chair, EPAC [Name of Subcommittee]

APPENDIX III Member Solicitation Email

Dear PHS Engineers,

Please respond by February 7, 20xx to this email to be part of the EPAC awards subcommittee.

This subcommittee reviews and makes recommendations for nomination packages for the Chief Engineer's Awards and S.A.M.E. PHS Engineering Achievement Awards. There will be opportunities for leadership roles within this subcommittee. We will have a telephone conference in February to discuss the Awards subcommittee and our goals for 20xx. Being part of this subcommittee is an excellent way to be involved with the EPAC.

The Awards Subcommittee webpage is provided below:

<https://dcp.psc.gov/OSG/engineer/awards.aspx>

If you have any questions, please email me or Rank Chair name.

APPENDIX IV Award Solicitation Email Requests

The USPHS Engineer Professional Advisory Committee (EPAC) is soliciting nominations for the following engineering awards at this time. Please share this information with appropriate groups and/or people. If you have any questions, please contact the EPAC Awards Subcommittee Chair, {Insert Rank/Name} at either chair or vice chair email address.

Chief Engineer's Awards

- [Ian K. Burgess Outstanding Young Engineer](#) - (PDF) deadline *February 7*
- [Roger H. Lynch Outstanding Young PHS Engineer](#) - (PDF) deadline *February 7*
- [Robert C. Williams Engineering Literary Awards](#) - (PDF) deadline *February 7*
- [John C. Villforth Leadership](#) - (PDF) deadline *February 7*

Chief Engineer's Awards

Ian K. Burgess Outstanding Young PHS Engineer Award (BURGESS)

PURPOSE: The RADM Ian K. Burgess Outstanding Young PHS Engineer Award (Burgess Award) recognizes an engineer who is a Junior Commissioned Officer of the US Public Health Service (PHS) that has demonstrated exemplary work as evidenced by specific accomplishments toward the mission of the USPHS Commissioned Corps. This award is named for RADM Ian K. "Ike" Burgess, who served as Chief Engineer from 1975-1985. Nomination for the RADM Ian K. Burgess Outstanding Young PHS Engineer award is an excellent way to recognize the exemplary work of junior engineer officers throughout the USPHS Commissioned Corps.

ELIGIBILITY: All active duty PHS Engineer Officers who hold the rank of O-3 (Lieutenant) or lower upon the date nominations are due are eligible to receive the Burgess Award

Roger H. Lynch Outstanding Young PHS Engineer Award (LYNCH)

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.

US Public Health Service – Robert C. Williams Engineering Literary Awards (ELIT)

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.

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.

John C. Villforth Leadership Award (VILLFORTH)

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.

Thank You,

Rank Chair Name

Chair, Award Subcommittee

Engineer Professional Advisory Committee (EPAC)

United States Public Health Service (USPHS)

The USPHS Engineer Professional Advisory Committee (EPAC) is soliciting nominations for the following engineering awards at this time. Please share this information with appropriate groups and/or people. If you have any questions, please contact the EPAC Awards Subcommittee Chair, {Insert Rank/Name} at either chair or vice chair email address.

Chief Engineer's Awards

- [PHS Engineer of the Year](#) - (PDF) deadline **November 1**
- [PHS Engineer Responder of Year](#) - (PDF) deadline **November 1**
- [RADM Jerrold M. Michael Engineer](#) - (PDF) deadline **November 1**

S.A.M.E. PHS Engineering Achievement Awards

- [Hollis Medal](#) - (PDF) deadline *November 1*
- [Green Medal](#)- (PDF) deadline *November 1*
- [Cumming Plaque](#) - (PDF) deadline *November 1*

PHS Engineer of Year

PURPOSE: The EOY recognizes a Commissioned Officer of the US Public Health Service (PHS) or Civil Service Engineer or Architect who has demonstrated outstanding leadership, innovation, dedication and service to the Federal Agency to which the Engineer or Architect is assigned. The EOY truly represents the ideals of service over self to the Engineer Professional Advisory Committee (EPAC), the PHS, and the Agency served; going above and beyond to accomplish the mission. The EOY recognizes an Engineer or Architect who not only strives for self-improvement, but also improves the abilities of their team members as well.

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 EOY Award.

PHS Engineer Responder of Year

PURPOSE: First awarded in 2005, the US Public Health Service (PHS) EROY recognizes an Engineer Officer of the Commissioned Corps of the PHS who has demonstrated outstanding achievements in disaster and emergency response, preparedness, recovery and deployments. The recipient of the EROY automatically becomes the Engineer Category nominee for the PHS-wide Responder of the Year Award and will compete against nominees from the ten other Commissioned Corps categories

ELIGIBILITY: All active duty PHS Engineer Officers at all ranks are eligible for the EROY Award.

RADM Jerrold M. Michael Engineer

PURPOSE: The RADM Jerrold M. Michael Engineer Award (Michael Award) recognizes a Commissioned Officer of the US Public Health Service (PHS) or Civil Service Engineer or Architect who has demonstrated outstanding leadership and dedication to the development, education, training and mentoring of present and future PHS and Civil Service Engineers and Architects. The education and development of the federal engineering workforce is essential in exuding continual strength.

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 Michael Award.

S.A.M.E. PHS Engineering Achievement Awards

Society of American Military Engineers Hollis Medal (HOLLIS)

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.

Society of American Military Engineers Green Medal (GREEN)

PURPOSE: The Society of American Military Engineers (SAME) Green Medal recognizes a junior 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 Richard Stedman “Sted” Green of the U.S. Public Health Service, who held the post of Chief Engineer from 1970-1973. It was first awarded in the year 2000. Nomination for the SAME Green Medal is an excellent way to recognize the

exemplary work of PHS Junior Engineers and Architects or equivalent grade Civil Service Engineers and Architects.

ELIGIBILITY: All active duty, inactive or retired PHS Engineer Officers (rank of O-3 (Lieutenant) or lower) and active or retired Department of Health and Human Service (HHS) Civil Service Engineers or Architects (GS-11 or lower and defined as junior level by the Agency) are eligible to receive the Green Medal.

Society of American Military Engineers Cumming Plaque (CUMMING)

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.

Very Respectfully,

Rank Chair Name

Chair, Award Subcommittee

Engineer Professional Advisory Committee (EPAC)

United States Public Health Service (USPHS)

APPENDIX V Award Report to EPAC Chair

Dear {Rank EPAC Chair Name},

The Awards Subcommittee has completed its review of all award nominations received for the February Review Cycle. The following is our recommendation for a given award.

Chief Engineer's Awards

- [Burgess Award](#) – xx nominations
 - Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [Lynch Award](#) – xx nominations
 - Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [ELIT Award](#) (Peer Reviewed Category) – xx nominations
 - Award Subcommittee Recommendation: **Awardee Name (Title of Submission)** (Average Score XX from XX reviewers)

- [ELIT Award](#) (Open Category) – xx nominations
 - Award Subcommittee Recommendation: **Awardee Name (Title of Submission)** (Average Score XX from XX reviewers)

- [Villforth Award](#) – xx nominations
 - Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

S.A.M.E. PHS Engineering Achievement Awards

- [Hollis Medal](#)- xx nominations
 - Award Subcommittee Updated Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [Green Medal](#)- xx nominations
 - Award Subcommittee Updated Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [Cumming Plaque](#)- xx nominations
 - Award Subcommittee Updated Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

{Include additional information here in the event only one nomination was received or other pertinent information.}

The following table includes the contact information for all the nominees the Award Subcommittee is making a recommendation for:

Name of Awardee	Agency	Award	Average Score	Phone Numbers	Email Address	Mailing Address

Below are the total scores and averages for each nominee, based on the number reviews submitted by the EPAC Awards subcommittee members:

[Ian K. Burgess Outstanding Young Engineer](#)

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Roger H. Lynch Outstanding Young PHS Engineer

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Robert C. Williams Engineering Literary Award (Peer Reviewed Category)

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Robert C. Williams Engineering Literary Award (Open Category)

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

John C. Villforth Leadership Award

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Hollis Medal

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Green Medal

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Cummings Plaque

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Please inform me and the Vice Chair of the final selections for these awards. We can then begin drafting the necessary letters for the Chief Engineer’s signature and approval.

Please find the attached nominations reviewed as well as blank score sheets with the objective criteria we used for each award. Due to the size of the file, I will send the ELIT nominations as a separate email. Please confirm once you receive this email and let me know if you have any question.

V/r,

Rank Chair Name

Chair, Award Subcommittee

Engineer Professional Advisory Committee (EPAC)

United States Public Health Service (USPHS)

Dear {Rank EPAC Chair Name},

The Award Subcommittee has completed its review of all the eligible nominations received for the October Review Cycle. Based on a highest average score, the following list the subcommittee’s recommendation for the given awards.

- [PHS Engineer of the Year](#) – xx nominations
 - Awardee Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [PHS Engineer Responder of Year](#) – xx nominations
 - Awardee Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

- [RADM Jerrold M. Michael Engineer](#) – xx nominations
 - Awardee Award Subcommittee Recommendation: **Awardee Name** (Average Score XX from XX reviewers)

{Include additional information here in the event only one nomination was received or other pertinent information.}

The following table includes the contact information for all the nominees recommended by the subcommittee:

Name	Agency	Award	Average Score	Email Address	Phone Number	Mail Address

Below are the total scores and averages for each nominee, based on the number reviews submitted by the EPAC Awards subcommittee members:

PHS Engineer of the Year

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

PHS Engineer Responder of Year

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

[RADM Jerrold M. Michael Engineer](#)

	Nominee Name #1	Nominee Name #2	Nominee Name #3	Nominee Name #X (highest average score)
Total				
Average				
standard deviation (if needed)				

Please inform me and the Vice Chair of the final selections for these awards. We can then begin drafting the necessary letters for the Chief Engineer’s signature and approval.

The scoresheets used to evaluate the nominations, and the nominees’ packages are attached to this email.

Please let me know if you have any questions.

Rank Chair Name

Chair, Award Subcommittee

Engineer Professional Advisory Committee (EPAC)

United States Public Health Service (USPHS)



APPENDIX VI SAA Award Email

Dear Officers:

An officer detailed via official personnel orders (as set forth in [CCI323.01](#), [CCI323.02](#) or [CCI323.03](#)), for a minimum of 30 consecutive days to a special program initiative of a Federal or State Agency, or to other organizations, qualifies for the Special Assignment Award SAA ribbon.

If you have completed 3 years as a voting member of the EPAC and have not been previously nominated for SAA by EPAC, you are eligible to get nominated for this award. Please note you are eligible to get nominated for maximum of one time for one or more than one terms served. If you have served more than one term but have been previously nominated by the EPAC for SAA, you are no longer eligible for this nomination. You may confirm this by checking your OPF if you have received SAA for EPAC work previously.

If you are eligible please provide the following information **and** a copy of your EPAC Voting Member appointment letter. Without this letter, we will not be able to include your name as a part of award nomination package.

Full Name with current rank	PHS ID	Employee ID	Service Years to EPAC (e.g. 2015-2017)	Operation Division (OPDIV) (e.g. FDA, IHS, etc.)

Sincerely,

Rank Chair Name

Chair, Award Subcommittee

Engineer Professional Advisory Committee (EPAC)

United States Public Health Service (USPHS)



DEPARTMENT OF HEALTH AND HUMAN SERVICES

U.S. Public Health Service
Engineer Professional Advisory Committee

Date: December 21, 2017
To: Chief of Staff, Office of Surgeon General
From: Chief Professional Officer, Engineer Category
Subject: Special Assignment Award for Recognition of Engineer Professional Advisory Committee Activities – Action

I certify that the following officers have completed thirty consecutive or non-consecutive days of Engineer Professional Advisory Committee (EPAC) activities and therefore qualify for a Special Assignment Award.

<u>Name</u>	<u>PHS ID</u>	<u>Emp ID</u>	<u>Service Dates</u> <u>(Jan 1 to Dec 31)</u>	<u>OPDIV</u>
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{CPO Name}, P.E.
RADM, U.S. Public Health Service

APPENDIX VIII Points of Contact

Jason Love
Program Analyst
Department of Health and Human Services (HHS)
Phone: 202 690 8229
Jason.love@hhs.gov

CDR Ryan Clapp
Indian Health Services
Phone: 301 443 0179
ryan.clapp@ihs.gov

Janie F. Kuhn
Lead Management Analyst
National Institutes of Health
Office: 301-496-2808
kuhnj@nih.gov

Roxann Elmore
Program Analyst, Resources, Analysis and Planning Division
Public Health Service Liaison
Environmental Protection Agency
Phone: 202-564-5953
elmore.roxann@epa.gov

Sheryl N. Taylor
CDC/ATSDR Commissioned Corps Awards Coordinator
Office: 404-498-6497
WQG3@cdc.gov

Official Points of Contact from Each Agency (from CCHQ)

https://dcp.psc.gov/CCMIS/PDF_docs/OPDIV%20Coordinators%20List%20-%20landscape.pdf

APPENDIX IX Award Rubrics

PHS Engineer of the Year Award

-The purpose of this award is to recognize overall outstanding engineering achievement of one USPHS Engineer.

-Award presented at National Engineer’s Week (E-Week).

Evaluation Criteria	Max Points	Guidance	Assigned Points
Excellence in engineering and project management as it impacts public health	25	<ul style="list-style-type: none"> • No or little description of measurable public health impact = 0-9 points • Measurable public health impact at a project or community level (exceeds expectations for position/rank) =10-19 points • Measurable public health impact at a population level (e.g. program direction), achievement is far above what is expected for position/rank = 20-25 points 	
Demonstrated consistent leadership in work and collateral duties	25	<ul style="list-style-type: none"> • No or little description of measurable leadership = 0-9 points • Intermittent leadership at a project or community level (exceeds expectations for position/rank) =10-19 points • Sustained or consistent leadership at a population level (e.g. program direction), achievement is far above what is expected for position/rank = 20-25 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
Improvements to agency/division/office technical capacity that greatly enhanced efficiencies which resulted in positive public health impacts to communities or populations	25	<ul style="list-style-type: none"> • No or little description of measurable improvements to technical capacity of organization = 0-9 points • Measurable improvements to technical capacity of organization at a project or community level (exceeds expectations for position/rank) =10-19 points • Measurable improvements to technical capacity of organization at a population level (e.g. program direction), achievement is far above what is expected for position/rank = 20-25 points 	
Professional contributions/advancements to the public health community that brings great credit to EPAC, the Public Health Service and the Agency	25	<ul style="list-style-type: none"> • No or little evidence of professional or society activities = 0-9 points • Member of engineering related professional/technical society(ies) = 10-19 points • Documented high level of involvement and/or leadership role in an engineering related professional/technical society(ies) = 20-25 points 	
Total	100		

PHS Engineer Responder of the Year Award

-The purpose of this award is to recognize a USPHS Engineer Officer who has demonstrated outstanding achievements in disaster response and emergency preparedness.

-Award presented at National Engineer's Week (E-Week).

Evaluation Criteria	Max Points	Guidance	Assigned Points
Career contributions to disaster and emergency response, preparedness, recovery and deployment including roles and public health impacts within the missions	30	<ul style="list-style-type: none"> • Has not demonstrated commitment to emergency preparedness throughout career; contributions had low level impact = 0-13 points • Career contributions show an increase in responsibility with a minimum of 3 disaster responses or emergency preparedness events = 14-21 points • Career contributions show an increase in responsibility with a minimum of 5 disaster responses or emergency preparedness events; Contributions involve leadership and management roles with high level organizations to support agency and PHS = 22-30 points 	
Training and education applicable to disaster and emergency response, preparedness, recovery and deployment within the last 36 months	15	<ul style="list-style-type: none"> • Obtained limited or no training and education to improve preparedness and response; maintains minimum level training= 0-6 points • Completed 3 or more advanced trainings and education to improve preparedness and response (more than expected FEMA coursework, leadership training, disaster engineering (technical), and other related training)=7-12 points • Completed 5 or more advanced trainings and education to improve preparedness and response (see above examples)=13-15 points 	
Leadership by mentoring fellow officers in disaster and	20	<ul style="list-style-type: none"> • No or minimal publications or presentations to public health professionals= 0-6 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
emergency response, preparedness, recovery and deployment skills through publications, presentations and/or trainings that demonstrate a positive impact on public health within the last 36 months		<ul style="list-style-type: none"> • Provided publications or presentations at a regional level to organizations such as COA Branch, regional agency events, SAME local chapter or other equivalent organizations =7-14 points • Provided publications or presentations at a national level to organizations such as USPHS, SAME or other equivalent organizations=15-20 points 	
Engineering and management skills and knowledge related to disaster and emergency response, preparedness, recovery and deployments that achieved significant accomplishments in public health for communities or populations within the last 36 months	35	<ul style="list-style-type: none"> • Provided a support role with minimal impact to overall mission = 0-9 points • Served in a capacity that involved coordination and management of program or mission that resulted in substantial impact on mission (may include roles such as deputy team leader) = 10-20 points • Roles and responsibilities show a trend of increasing responsibility including roles such as team leader or equivalent; Impacts are direct and significant to the mission= 21-35 points 	
Total	100		

RADM Jerrold M. Michael Engineer Award

-The purpose of this award is to recognize a US Public Health Service Engineer or Architect who has demonstrated outstanding leadership and dedication to the education, training and/or mentoring of present and future PHS engineers.

-Award presented at National Engineer’s Week (E-Week).

Evaluation Criteria	Max Points	Guidance	Assigned Points
<p>Engineering Education:</p> <p>Examples Include: Planning/organizing engineer professional education forums attended by PHS and Civil Service Engineers/Architects (e.g. USPHS Symposium, SAME, ASME, ASCE sessions).</p> <ul style="list-style-type: none"> • Service as a speaker at an engineer oriented professional meeting attended by PHS and Civil Service Engineers/Architects on any topic of interest and relevance to PHS and Civil Service Engineers/Architects. • Leadership on national or local engineering committees dedicated to the provision of educational opportunities for which PHS and Civil Service 	<p>35</p>	<ul style="list-style-type: none"> • No or little record of participation on planning committee = 0-9 Points • Documented participation in planning committee= 10-20 points • Lead professional planning committee for educating engineers or served on the committees multiple times = 21-35 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
<p>Engineers/Architects can benefit.</p> <ul style="list-style-type: none"> • Service as a faculty member or trainer at government and/or non-government sponsored educational undertakings which benefits the continuing or advanced education of PHS and Civil Service Engineers/Architects. • Demonstrated continued professional development and advancement of the nominee throughout his or her career; attainment of advanced degrees, certificate programs, professional certifications, etc. 			
<p>Engineering Category Advocacy:</p> <p>Demonstrated leadership in assisting fellow PHS and Civil Service Engineers/Architects in acquiring engineering employment opportunities and advancement within the Federal Service.</p> <ul style="list-style-type: none"> • Contributions (as a writer and/or editor) to EPAC publications, published engineering magazines, professional journals 	30	<ul style="list-style-type: none"> • No or little demonstrated leadership and contributions in assisting fellow PHS and Civil Service Engineers/Architects listed = 0-9 points • Intermittent demonstrated leadership and contributions in assisting fellow PHS and Civil Service Engineers/Architects listed =11-20 points • Consistent demonstrated leadership and contributions in assisting fellow PHS and Civil Service Engineers/Architects listed =21-30 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
<p>and professionally edited governmental publications on any subject of interest and relevance to PHS and Civil Service Engineers/Architects.</p> <ul style="list-style-type: none"> • Presentations at professional conferences that highlight and bring recognition to the important work of PHS and Civil Service Engineers/Architects. 			
<p>Engineering Mentoring & Recruitment :</p> <ul style="list-style-type: none"> • Local community outreach (participation in youth science fairs, boy/girl scouts, school career days, etc.) that facilitates understanding of the engineering profession to and mentoring of the next generation of PHS and Civil Service Engineers/Architects. • Service as an engineer mentor for a number of engineers. • Speaking at local colleges, high schools, middle schools, etc. about the engineering profession and engineering job opportunities within the Federal Service. 	35	<ul style="list-style-type: none"> • Provides little to no assistance to fellow engineers to acquire in service or educational opportunities= 0-9 points • Provided assistance and leadership more than once to provide educational opportunities to engineers=11-20 points • Provides assistance and leadership regularly (5 or more) to receive educational opportunities=21-35 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
Total	100		

Burgess/Lynch Awards

Ian K. Burgess Outstanding Young Engineer Award

-The purpose of this award is to recognize one junior level USPHS Engineer Officer (O-3 or lower, 8 years' professional experience or less) for exemplary work as evidenced by a specific accomplishment(s) toward the mission of the U.S. Public Health Service.

-Award presented at USPHS Scientific & Training Symposium-Category Day.

Roger H. Lynch Outstanding Young PHS Engineer Award

-The purpose of this award is to recognize one junior level USPHS engineer civil servant (GS-11 or lower, 8 years' professional experience or less) for exemplary work as evidenced by a specific accomplishment(s) toward the mission of the U.S. Public Health Service.

-Award presented at USPHS Scientific & Training Symposium-Category Day.

Evaluation Criteria	Max Points	Guidance	Assigned Points
Consistent Superior Performance in the	40	<ul style="list-style-type: none"> Lacking record demonstrating complexity of scope or impact; does 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
Accomplishment of Assigned Duties		<p>not show impact is greater than expected of other engineers, write-up is not clear as to how work has significant impact to a reviewer outside the organization; Overall Public Health Impact is not clear or at a low level = 0-13 Points</p> <ul style="list-style-type: none"> • Demonstrates a moderate level of complexity in scope; engineer work is set apart from other engineers in cost and or scope; impact is clear to others outside the officers organization; Public Health Impact is moderate (number of people served, cost savings, improvements to public health)- Numbers and statistics are not enough, the write-up must clearly show the significant of those numbers = 14-26 points • Clearly demonstrates work has a high level of complexity in scope and or project (s); write-up is such that the reviewer outside the organization can easily identify an extraordinary level of impact; Public Health Impact is significant (set apart by utilizing problem solving skills, new technology, and or significant efforts to improve public health) = 27-40 points 	
Cited Engineering Achievement <ul style="list-style-type: none"> • Level of initiative, innovation and imagination required. • Advancement of state of the art of engineering. • Significance of contribution to 	40	<ul style="list-style-type: none"> • Limited Research, scope of work and training to identify solutions to public health problems; Little to no efforts in advancing engineering practices, efficiency and technology; Lack of detail demonstrating problem solving methods; limited experience in planning, design, construction or research to improve public health; Demonstrates minimal initiative/ innovation in projects over limited period= 0-13 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
<p>the solution of an important/difficult problem.</p> <ul style="list-style-type: none"> 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 		<ul style="list-style-type: none"> Identifies solutions to public health problems through research; scope of work and training; Moderate level efforts in advancing engineering practices, efficiency and technology; Provides detail-demonstrating problem solving methods; Shows experience in planning, design, construction or research to improve public health; Has expertise outside of assigned duties; Demonstrates initiative/ innovation in projects over a period of time= 13-26 points Consistently Identifies solutions to public health problems through research, scope of work and training throughout career; High level efforts in advancing engineering practices, efficiency and technology; Provides detail-demonstrating problem solving methods over an extended period; Ample experience in planning, design, construction or research to improve public health; Subject matter expert in multiple areas; Demonstrates initiative/ innovation in projects over an extended period of time= 27-40 points 	
Career Potential	20	<ul style="list-style-type: none"> No additional duties performed beyond position/billet expectation, no defined leadership roles, minimal involvement in professional organizations = 0-6 points Additional duties performed beyond position/billet expectation, Demonstrates leadership in roles and responsibilities, engaged in PHS activities and involved in professional organizations =8-14 points Regularly takes on additional duties performed beyond position/billet expectations, Demonstrates 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		<p>significant leadership in roles and responsibilities, engaged in PHS activities and involved in professional organizations, publish articles, Billet above rank, a distinguished officer, recognized for expertise and impact extending beyond assigned position, serves as role model for other engineers =15-20 points</p>	
Total	100		

ELIT Awards (Peer Reviewed/Open Categories)

USPHS Engineering Literary Award (Peer Reviewed Category)

-The purpose of this award is to recognize outstanding written works in the category of peer reviewed published papers of engineers and architects within the U.S. Public Health Service and to promote the literary achievements of the authors of written works.

-Award presented at USPHS Scientific & Training Symposium-Category Day.

USPHS Engineering Literary Award (Open Category)

-The purpose of this award is to recognize outstanding written works in the category of open articles or papers of engineers and architects within the U.S. Public Health Service and to promote the literary achievements of the authors of written works.

-Award presented at USPHS Scientific & Training Symposium-Category Day.

Evaluation Criteria	Max Points	Guidance	Assigned Points
Originality	10	<ul style="list-style-type: none">• Project lacks originality and duplicates work previously completed; Concepts have been developed but are similar to existing projects or activities; = 0-3 Points• Topic demonstrated some attempt at originality but ultimately the final outcome relied upon previously developed practices or concepts (literature search or summary); Topic demonstrated some idea of original thought but largely expanded upon some principles and practices that were previously developed; =4-7points• Project or activity demonstrated a definitive idea or approach that was singular and unique; Concepts or	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		procedures were highly innovative and achieved the purpose of the topic; = 8-10 points	
Knowledge and Understanding	20	<ul style="list-style-type: none"> • Author has shown a limited knowledge base or understanding of the topic; Author has provided an understanding of concepts but not all are fully developed to understand the objectives. Background information is limited = 0-7 points • Author demonstrates a fair amount of understanding of a public health topic; Author has shown a generally adequate and accurate understanding of the topic; = 8-14 points • Author demonstrates an in-depth understanding of a complex public health topic; Author demonstrates a sophisticated understanding of the knowledge issues under consideration of the topic; = 15- 20 points 	
Practical Application	25	<ul style="list-style-type: none"> • No practical application to the industry was described in the publication or article. Practical applications have been describe but without justification to support the concept; = 0-7 points • Practical applications were described but full development and coordination is still ongoing within the current industry; Practical applications are largely present but additional development in the industry is needed to verify application is sustainable; = 8-16 points • Practical applications have been identified and tested but full approval in the industry is still pending; Topic has been fully vetted and or approved which has led to the development of a new standards, products or guidelines in the field; = 17-25 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
Clarity and Readability	15	<ul style="list-style-type: none"> • Article did not give a clear and concise description of the topic; The flow of the article was unclear, confusing and hard to follow; Diagrams, tables and charts were difficult to read and understand;= 0-5 points • Article was organized well but the topic was not described clearly or was somewhat confusing; Flow of the article was clear and somewhat easy to follow; Diagrams, tables and charts were readable but somewhat difficult to understand; = 6-10 points • Article was exceptionally well organized and provided a clear and concise description of the topic; Flow of the article was precise and easy to follow; Diagrams, tables and charts were detailed while being easy to read and understand; = 11-15 points 	
Impact on Public Health	30	<ul style="list-style-type: none"> • No impact on public health; Work is applicable to public health practices but lacks a defined path of meeting the general population public health needs; = 0-9 points • Topic demonstrates a product, procedure or strategy that shows the potential to improve the public health of the general population, consumers or segment of communities as a result of the work; Work has the potential to positively impact the public health but no data or evidence exist yet to confirm the level of impact on the public health of the population or consumers; = 10-19 points • Topic demonstrates a product, procedure or strategy that will clearly improve the public health of the population with evidence or data; Article shows evidence or data that the public health of the general population, consumers or other 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		segments of communities has improved as a result of the work; = 20-30 points	
Total	100		

John C. Villforth Leadership Award

-The purpose of this award is to recognize and acknowledge outstanding architects and engineers whose service in the public trust meets the highest ethical standards and is in the best interest of the public’s health. The award will honor those who exemplify and excel in leadership, have demonstrated exemplary professional conduct, and are committed to constant improvement exhibiting the highest degree of character, technical excellence, and competence.

-Award presented at USPHS Scientific & Training Symposium-Category Day.

Evaluation Criteria	Max Points	Guidance	Assigned Points
Leadership Achievements	25	<ul style="list-style-type: none"> • Achievements do little to enhance public trust; Efforts or accomplishments do not demonstrate effective communication skills; Has not demonstrated application of state of the art technology; Contributions provide short term results; Accomplishments of the individual or team have local level impact; = 0-9 Points • Achievements enhance public trust; Efforts or accomplishments demonstrate some effective communication skills; Demonstrated some application of state of the art technology; Contributions provide a more than a short term impact; Accomplishments of the individual or team at regional level; =10-19 points • Greatly increases public trust through exceptional achievements in public health. Regularly demonstrated effective communication skills; Is viewed as a subject matter expert and utilizes state of the art technology; Contributions provide long term results; Accomplishments of the individual or team have national level impact; 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		Demonstrates leadership at national level; =20-25 points	
Initiative, Responsibility, and Innovation	25	<ul style="list-style-type: none"> • Research, scope of work and training over a limited period to identify solutions to public health problems; Little to no efforts in advancing engineering practices, efficiency and technology; Lack of detail demonstrating problem solving methods to solve public health issues; Demonstrates minimal experience in planning, design, construction or research to improve public health; Little expertise outside of assigned duties; Engineer demonstrates minimal Initiative/Innovation in scope of projects and or duration; = 0-9 points • Research, scope of work and training over a period of time to identify solutions to public health problems; Demonstrates efforts in advancing engineering practices, efficiency and technology; Details methods to solve public health issues; Demonstrates moderate level of experience in planning, design, construction or research to improve public health; Has expertise outside of assigned duties; Engineer demonstrates Initiative/Innovation in scope of projects and or duration; = 10-19 points • Research, scope of work and training throughout career to identify solutions to public health problems; Demonstrates regular efforts in advancing engineering practices, efficiency and technology; Seeks creative ways, methods to solve public health issues; Demonstrates high level of experience in planning, design, construction or research to improve 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		public health; Demonstrates expertise outside of assigned duties; Engineer demonstrates Initiative/Innovation in scope of projects and or duration; = 20-25 points	
Public Service	25	<ul style="list-style-type: none"> • Has not contributed significantly outside OPDIV or Organization; One or fewer Deployments with limited responsibility; = 0-9 points • Has contributed periodically outside OPDIV or Organization; Two or more Deployments with limited responsibility; = 10-19 points • Has contributed periodically outside OPDIV or Organization; Multiple Deployments with 1 or more demonstrating significant responsibility; = 20-25 points 	
Professional Development <ul style="list-style-type: none"> • Achievements in professional registration and/or specialty certifications • Contributions and involvement in professional organizations, associations and societies 	25	<ul style="list-style-type: none"> • Limited role outside of assigned work duties, no additional responsibilities or roles; Research, training and continuing education demonstrated minimally throughout career; Only demonstrates development in areas of assigned duties and has little specialized knowledge; = 0-9 Points • Takes on additional responsibilities and assignments; Research, training and continuing education demonstrated periodically throughout career; Demonstrates development in areas outside of normal assigned duties and has specialized knowledge; =10-19 points 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
<ul style="list-style-type: none"> • Expertise outside engineering • Continuing education 		<ul style="list-style-type: none"> • Is a leader or expert in areas outside of assigned work duties; Research, training and continuing education demonstrated throughout career; Independently seeks out and completes challenging opportunities that broaden expertise, maximize job performance and enhance public health. = 20-25 points 	
Total	100		

Hollis/Green/Cummings Awards

SAME Hollis Medal

-The purpose of this award is to recognize outstanding contributions to military engineering in consonance with the Society of American Military Engineers mission, vision and values to an engineer of O-4 (or equivalent) or higher.

-Award presented at SAME Joint Engineer Training Conference and Expo (JETC)- Awards Gala.

SAME Green Medal

-The purpose of this award is to recognize outstanding contributions to military engineering in consonance with the Society of American Military Engineers mission, vision and values to an engineer of O-3 (or equivalent) or lower.

-Award presented at SAME Joint Engineer Training Conference and Expo (JETC)- Awards Gala.

SAME Cumming Plaque

-The purpose of this award is to recognize outstanding contributions to public health engineering and science in consonance with the Society of American Military Engineers mission, vision and values to any USPHS Operating Division (OPDIV), section, unit, or work group carrying out public health engineering activities.

-Award presented at SAME Joint Engineer Training Conference and Expo (JETC)- Awards Gala.

Evaluation Criteria	Max Points	Guidance	Assigned Points
Project Scope and Complexity	25	<ul style="list-style-type: none">Lack of information to demonstrate complexity of scope of the project (s) ; Engineer work is not set apart from others in cost and scope; Write-up is not clear as to how the work completed has significant impact to someone reviewing outside his or her organization. = 0-9 Points	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		<ul style="list-style-type: none"> • Information demonstrates a moderate level of complexity in scope of the project (s); Engineer work has shown impact in cost and scope; Write-up is clear as to how the work completed has significant impact to someone reviewing outside his or her organization. =10-19 points • Information demonstrates a high level of complexity in scope of the project (s); Engineer work has shown significant level of impact in cost and scope; Write-up is clear as to how the work completed has significant impact to someone reviewing outside his or her organization. =20-25 points 	
Initiative, Innovation and Creativity	25	<ul style="list-style-type: none"> • Research, scope of work and training over a limited period to identify solutions to public health problems; Little to no efforts in advancing engineering practices, efficiency and technology; Lack of detail demonstrating problem solving methods to solve public health issues; Demonstrates minimal experience in planning, design, construction or research to improve public health; Little expertise outside of assigned duties; Engineer demonstrates minimal Initiative/Innovation in scope of projects and or duration;= 0-9 points • Research, scope of work and training periodically to identify solutions to public health problems; Has shown efforts in advancing engineering practices, efficiency and technology; Provides detail demonstrating problem 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		<p>solving methods to solve public health issues; Demonstrates experience in planning, design, construction or research to improve public health; Has expertise outside of assigned duties; Engineer demonstrates Initiative/Innovation in scope of projects and or duration; = 10-19 points</p> <ul style="list-style-type: none"> • Research, scope of work and training throughout career to identify solutions to public health problems; Has shown high level efforts in advancing engineering practices, efficiency and technology; Provides detail demonstrating problem solving methods to solve public health issues; Demonstrates significant experience in planning, design, construction or research to improve public health; Is a subject matter expert in multiple areas including outside of assigned duties; Engineer demonstrates Initiative/Innovation in scope of projects and or duration; = 20-25 points 	
Project Management/Program Management	25	<ul style="list-style-type: none"> • Sets priorities for work activities which results in meeting predetermined deadlines with assistance from others; Has minimal fiscal responsibility; Project work does not set itself apart from other engineers at the same level; Lack of information demonstrating planning skills that led to effective teamwork and communication with public;= 0-9 points • Sets priorities for work activities which results in meeting predetermined deadlines without assistance from others; Has fiscal responsibility over project management or program management; Project work sets itself 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		<p>apart from other engineers at the same level; Provides information demonstrating planning skills that led to effective teamwork and communication with public = 10-19 points</p> <ul style="list-style-type: none"> Optimizes time and Resources efficiently and anticipates unexpected situations in order to attain the highest quality work; Has substantial fiscal responsibility over project management or program management; Demonstrates exceptional project work sets itself apart from other engineers at the same level. Completes projects under budget and or before anticipated completion. Provides information demonstrating planning skills that led to effective teamwork and communication with public; = 20-25 points 	
Outcome and Impact	25	<ul style="list-style-type: none"> Contributions provide short term results; Accomplishments of the individual or team have local level impact; Write-up does not provide context of the public health significance, population served, processes/policy improved, cost savings or other measures which show real impact (numbers and statistics are not enough, the write-up must clearly show the significant of those numbers);= 0-9 points Contributions provide extended term results; Accomplishments of the individual or team have regional level impact; Write-up does provides minimal context of the public health significance, population served, processes/policy improved, cost savings or other measures which show real impact (numbers and statistics are not enough, 	

Evaluation Criteria	Max Points	Guidance	Assigned Points
		<p>the write-up must clearly show the significant of those numbers) = 10-19 points</p> <ul style="list-style-type: none"> Contributions provide long term results; Accomplishments of the individual or team have national level impact; Write-up does provides significant context of the public health significance, population served, processes/policy improved, cost savings or other measures which show real impact (numbers and statistics are not enough, the write-up must clearly show the significance of those numbers) Anticipates needs including potential issues. Proactively and decisively implements innovative solutions to complete projects; Consistent, superior judgement inspires confidence of others; A distinguished officer, recognized for expertise with impact extending beyond assigned position; serves as a role model of other engineers.= 20-25 points 	
Total	100		