

Society of American Military Engineers Hollis Medal (HOLLIS)

FORM OF AWARD: The HOLLIS Medal winner will be recognized by presentation of a medal and award certificate at the SAME Joint Engineer Education and Training Conference (or equivalent), at the discretion of SAME.



The HOLLIS Medal is named for Rear Admiral 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 Society of American Military Engineers HOLLIS Medal is an excellent way to recognize the exemplary work of senior engineers in the USPHS. This medal is presented annually to one deserving candidate by the Society of American Military Engineers (SAME).



PURPOSE: To recognize outstanding contributions to military engineering in consonance with the Society of American Military Engineers mission, vision and values.

ELIGIBILITY: All active, inactive, or retired USPHS Commissioned Corps Officers who hold the rank of O4 (Lieutenant Commander) or higher upon the date nominations are due; and all active or retired civilian employees holding an equivalent grade in a PHS Operating Division (OPDIV) are eligible for the HOLLIS Medal.

NOMINATION PROCEDURE: Anyone can nominate an eligible candidate to be considered by the OPDIV (or equivalent).

1. One electronic copy of the following documents are required:
 - a. Cover sheet (signed).
 - b. Narrative description of service or achievement which merits special honor upon which the nomination is based, not to exceed two single spaced typed pages (12 font), addressing:
 - i. The specific role the nominee played in the accomplishments noted;
 - ii. The scope and/or the complexity of the achievement;
 - iii. Evidence of exemplary project management or program administration;
 - iv. Level of initiative and innovation; and
 - v. The public health outcome and impact of the accomplishments noted.
2. Nominations shall be endorsed and approved by the head of the agency (or equivalent) or his/her designee.
3. The OPDIVs (or equivalents) shall forward the nomination(s) to the Chair, EPAC Awards Subcommittee. The EPAC Awards Subcommittee will review and rank the nominations.
4. The EPAC Awards Subcommittee may choose to recommend that no award be given if the accomplishments and achievements of the nomination(s) are not commensurate with previous award winners.
5. The Chief Engineer shall select the nominee ranked highest by the EPAC Awards Subcommittee, or return with comments all nominations to the EPAC Awards Subcommittee for reconsideration.
6. Upon final selection, the Chief Engineer will notify the SAME, of the nominee selected for receipt of the HOLLIS Medal. The notification will be made a minimum of two months prior to the presentation of the Award.

DEADLINE: Nominations for the HOLLIS Medal are to be submitted on or before **February 10**.

SELECTION CRITERIA: The HOLLIS Medal nominees will be evaluated based on outstanding contribution to military engineering through achievement in design, construction, administration, research, or development.

Criteria 1: Project Scope and/or Complexity 30 Points

- \$ Time critical nature of the project
- \$ Scope
- \$ Applicability
- \$ Project cost

Criteria 2: Initiative, Innovation and Creativity 20 Points

- \$ Addresses emerging public health issues
- \$ Technology advancement
- \$ Interagency Collaboration

Criteria 3: Project Management/Program Management 20 Points

- \$ Fiscal Responsibility
- \$ Project completion ahead of schedule
- \$ Strategic planning
- \$ Involves the end user(s) as a partner
- \$ Highly effective teamwork

Criteria 4: Outcome and Impact 30 Points

- \$ Public health significance
- \$ Population affected
- \$ Improved processes or policy
- \$ Improved quality of life
- \$ Cost savings

**U.S. Public Health Service Engineering Achievement Award Nomination
for the
Society of American Military Engineers HOLLIS Medal**

Date:

Nominee:

(include rank and/or titles as appropriate)

Duty Station & Mailing Address:

Citation:

Nominator (Printed Name): _____

Nominator (Signature): _____

Nominator (Telephone): _(_____)_____

Endorsement/Approval (Printed Name): _____

(Agency/OPDIV head or equivalent, or designee)

Endorsement/Approval (Signature): _____

Narrative: Attach narrative description of service or achievement which merits special honor upon which the nomination is based. *Do not exceed two single spaced typed pages (12 font).* The description should show:

- a. The specific role the nominee played in the accomplishments noted;
- b. The scope and/or complexity of the achievement;
- c. Evidence of exemplary project management or program administration;
- d. Level of initiative and innovation; and
- e. The public health outcome and impact of the accomplishments noted