DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
CIVIL WORKS
108 ARMY PENTAGON
WASHINGTON DC 20310-0108

S: 2 April 2007

CECW-CO

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MEMORANDUM FOR COMMANDER, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS; CHIEFS, CONSTRUCTION-OPERATIONS DIVISIONS

SUBJECT: Nominations for the Chief of Engineers Annual Natural Resources Management Awards – "Project of the Year", "Recreation Employee of the Year", "Stewardship Employee of the Year", "Environmental Compliance Employee of the Year", and "Hiram M. Chittenden Award for Interpretive Excellence".

1. **Purpose.** The purpose of this memorandum is to encourage nominations for the 2007 Chief of Engineers Annual Natural Resources Management Awards. A specific evaluation criterion for each award is attached.

a. The Natural Resources Management "Project of the Year" award provides recognition of exceptional project management with emphasis on the natural resources, recreation, and environmental compliance management programs.

b. The Natural Resources Management "Recreation Employee of the Year" acknowledges an individual who has done exceptional work in the field of recreation management.

c. The Natural Resources Management "Stewardship Employee of the Year" acknowledges an individual who has done exceptional work in the field of natural resources stewardship.

d. The Natural Resources Management "Environmental Compliance Employee of the Year" acknowledges an individual who has done exceptional work in the field of environmental compliance management.

e. The Natural Resources Management "Hiram M. Chittenden Award for Interpretive Excellence" acknowledges an individual who has done exceptional work in the interpretive services profession.

2. **Applicability.** This announcement applies to Headquarters and all field operating activities having Civil Works responsibilities in the Natural Resources Management program, including Division, District, and field projects.

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3. **References.**

a. AR 672-20.

b. Engineer Regulation 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995. This regulation provides guidance for the implementation of the incentive awards program.

c. Engineer Pamphlet 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993.

d. Engineer Regulation 1130-2-500, "Project Operations", Change 2, dated 30 September 2003. Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

4. **General.**

a. The subject awards were established under the general provisions of AR 672-20. The "Project of the Year" award provides significant recognition for team achievements in efficiency in the use of financial and personnel resources, success in interagency programs, initiative in public involvement, and effectiveness in visitor safety. Exceptional individual achievement is given recognition for efforts in recreation management, natural resources stewardship, environmental compliance management, and interpretation.

b. Nomination Procedures.

(1) District commanders may submit nominations for the subject awards to their respective division commander not later than 2 March 2007.

(2) Division commanders may appoint a committee or use other methods to review district nominations and select a single nomination for each award to represent the entire division. Division commanders will complete all necessary actions and forward their nominations along with supporting documentation by E-Mail to the designated award point of contact listed in paragraph 8 below by COB 2 April, 2007.

(3) Nominations received will be evaluated by a committee and approved by the Deputy Director of Civil Works. The Director will present recommendations to the Chief of Engineers for review and approval.

(4) Nominations which have been submitted for previous consideration, but were not selected, may be resubmitted provided supporting information reflects current conditions and eligibility is maintained.

5. **Eligibility:**

a. The Natural Resources Management "Project of the Year". All Corps administered land and water projects that have a significant natural resources management program are eligible to receive this award provided they meet the provisions of this memorandum. This includes projects that are partially outgranted to other agencies.

b. The Natural Resources Management "Recreation Employee of the Year", "Stewardship Employee of the Year", and "Environmental Compliance Employee of the Year". All *individuals* employed by the Corps, in the Natural Resources Management program, including Division, District, and field projects are eligible to receive these awards.

c. The Natural Resources Management "Hiram M. Chittenden Award for Interpretive Excellence". All *individuals* employed by the Corps who contribute to interpretation and/or environmental education are eligible for this award. An "interpreter" may be a park ranger, park manager, engineer, safety officer, public affairs officer, wildlife biologist, technician, forester, human resources specialist, or others who "interpret" the special resource theme for the Corps. MSC nominations will be considered as "regional winners" for announcement and recognition purposes during the annual National Association for Interpreters award ceremony.

d. The consolidation of two or more individuals into a single nomination for the "individual employee" awards is not permitted. The consolidation of two or more projects into a single nomination for the "Project of the Year" award is not permitted.

e. All nomination packages will reflect only those accomplishments made in the **preceding calendar year (2006)**.

6. **Nominating Criteria:**

a. Evaluation Criteria. Nominations will be evaluated on the basis of content, which should concisely describe specific accomplishments within each required category of criteria as listed. The specific evaluation criteria for the "Project of the Year" and each of the individual employee awards are attached.

b. Nomination Format.

(1) Size. Documentation for nominations will be typed 8½" x 11" in size, Times New Roman font, 12 point size, and stapled in the upper left hand corner. Elaborate bindings and custom printing shall be avoided.

(2) Copies. Each nomination must include the original nomination package and five additional copies or an original nomination package and one electronic copy.

(3) All nomination packages will consist of the following. (Note different requirements for "Project of the Year" versus employee awards):

a. A single Cover Sheet containing:
   1. Name of award
   2. Name of nominee or project
   3. Position title, series and grade, (for employee nominations only)
   4. Organization, location and mailing address
   5. Point of Contact and telephone number for inquiries

b. Executive Summary. Summarize the nomination. The Summary will not exceed one single sided page.

c. Narrative Justification:

1. Based on the attached evaluation criteria for the specific award, the narrative justification should follow the specific, numbered topics as listed on the award evaluation criteria sheet.

2. No more than twelve (12) single sided pages for the "Project of the Year" nomination.

3. No more than three (3) single sided pages for each of the employee nominations ("Recreation Employee of the Year", "Stewardship Employee of the Year", "Environmental Compliance Employee of the Year", and "Hiram M. Chittenden Award for Interpretive Excellence").

d. DA Form 1256

e. Citation. Provide a citation that may be read at an appropriate ceremony should the nomination be selected for the award. The Citation will not exceed one-half of one single sided page.

f. Supporting Attachments.

1. Nominations may include photographs, newspaper clippings, or other documentation that is appropriate and significantly contributes to the understanding of the accomplishments of the nominee. Extensive photo essays, videotapes, films, or other electronic media with essays and/or photographs will not be considered.

2. "Project of the Year" award nominations attachments will not exceed ten (10) pages.

3. Employee award nominations attachments will not exceed three (3) pages.

4. Supporting attachments may be included within the body of the narrative justification as long as the total pages required do not exceed that of the narrative and attachments combined: (i.e. twenty-two (22) pages for "Project of the Year" and six (6) pages for each employee nomination.)

(4) Photos separate of the nomination package, suitable for publication of the individual and/or facilities associated with the award recipients will be requested as needed.

7. **Awards.**

a. Types of Awards. The subject awards will consist of an engraved plaque for permanent display by the selected project and an engraved plaque for the selected individual recipients. The plaques will be inscribed with the winning project or individual's name, year award is presented, citation, and signature of the Chief of Engineers.

b. Presentation. Award recipients will be announced prior to the Senior Leadership Conference. The Chief of Engineers, or his representative, will present the awards at the Senior Leadership Conference. The "Hiram M. Chittenden" Award winner will also be recognized at the annual National Association for Interpretation conference. MSC nominations for the "Hiram M. Chittenden" Award will be considered as "regional winners" for announcement and recognition purposes during the annual National Association for Interpretation award ceremony.

c. Division and district commanders are encouraged to establish and maintain complementary Civil Works project and individual awards programs as an additional means of recognizing achievement in the Corps Natural Resources Management program.

CECW-CO
SUBJECT: Nominations for the Chief of Engineers Annual Natural Resources Management Awards – "Project of the Year", "Recreation Employee of the Year", "Stewardship Employee of the Year", "Environmental Compliance Employee of the Year", and "Hiram M. Chittenden Award for Interpretive Excellence".

8. **Points of Contact:**

a. Nominations will be submitted by E-Mail to Mr. Eugene Goff, CENWP-OD-D, (541) 298-7527. Mr.Goff has been designated by CECW-CO as the primary POC for this program. If you have questions concerning a specific award please contact:

(1). The Natural Resources Management "Project of the Year", "Recreation Employee of the Year" and "Stewardship Employee of the Year": Mr. Tim Toplisek (CECW-SAD), (202) 761-4259.

(2). The Natural Resources Management "Environmental Compliance Employee of the Year": Mrs. Janice Smith (CECW-NWD), (202) 761-4690.

(3). The Natural Resources Management "Hiram M. Chittenden Award for Interpretive Excellence": Mr. Stephen Austin (CECW-SWD), (202) 761-0414.

FOR THE COMMANDER:

Encls

for Lawrence A. Lang
GERALD W. BARNES, P.E.
Chief, Operations
Directorate of Civil Works

5 Enclosures:

1. Evaluation Criteria, Project of the Year
2. Evaluation Criteria, Recreation Employee of the Year
3. Evaluation Criteria, Stewardship Employee of the Year
4. Evaluation Criteria, Environmental Compliance Employee of the Year
5. Evaluation Criteria, Hiram M. Chittenden Award for Interpretive Excellence

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SUBJECT: Nominations for the Chief of Engineers Annual Natural Resources Management Awards – "Project of the Year", "Recreation Employee of the Year", "Stewardship Employee of the Year", "Environmental Compliance Employee of the Year", and "Hiram M. Chittenden Award for Interpretive Excellence".

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COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEWES-EE-R

The Chief of Engineers Annual Natural Resources Management Awards
PROJECT OF THE YEAR
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, "Project Operations", Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The **Natural Resources Management "Project of the Year"** award provides recognition of exceptional project management with emphasis on the natural resources, recreation, and environmental compliance management programs

The Chief of Engineers may recognize *a project* based on the content of a nomination, which concisely describes specific accomplishments within each category below, as they relate to all elements of the Natural Resources Management Program. The evaluation will focus on management efforts that have contributed to greater efficiency and effectiveness in use of personnel and funds, while sustaining or improving good customer service and stewardship of project resources. The project's accomplishments, during the previous calendar year, must be highlighted and arranged under the following criteria:

(1) Management Efficiency. Management efforts, which maintain or enhance project facilities and programs while contributing to greater manpower efficiency, energy reduction, philosophy of efficient use of funding, manpower, energy and other resources. Evaluation will be based more upon intensity of effort, innovation and demonstrated success, rather than overall program size or numbers of elements.

(2) Public Involvement. Quality and quantity of public involvement in the project area and level of public perception, understanding, and support of the Corps as influenced by the project and its staff should be addressed. Provide information, which demonstrates management's responsiveness to public concerns. Explain how the level of public perception and understanding has influenced management decision. Include a description of Corps actions, which have promoted public involvement.

(3) Public Safety. Achievement in public safety education and awareness programs with special emphasis on water safety should be outlined. Describe staff efforts in public safety activities. Provide a measure of program effectiveness in reducing accidents and personal injuries to the public and to Corps employees.

(4) Management Effectiveness. Describe specific practices and programs in effect which enhance or contribute to the Corps recreation, stewardship, environmental, interpretation, and/or other business program missions. Describe efforts that support the PMBP business process and the success of these practices and programs.

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(5) Partnerships. Describe leadership in establishing joint programs with other Federal, State, or local agencies and/or non-governmental organizations (NGO). Outline the agreements (either formal or informal), which established joint programs between the Corps and other agencies/NGO's. Provide a brief overview of the effect of cooperative programs on the project.

(6) Environmental Compliance and Stewardship. Describe special projects or functions emulating how the project meets environmental compliance standards, supports and promotes pollution prevention and the stewardship of natural and cultural resources promoting a long-term approach to environmental management. Explain the relationship between program requirements and mission emphasizing how the program may serve as a model for others. Describe ways in which the project has illuminated and integrated the Corps Environmental Operating Principles in daily operations. Describe efforts to integrate Environmental Management System elements at the project.

The Chief of Engineers Annual Natural Resources Management Awards
RECREATION EMPLOYEE OF THE YEAR
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, "Project Operations", Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The **Natural Resources Management "Recreation Employee of the Year"** acknowledges an individual who has done exceptional work in the field of recreation management.

The Chief of Engineers may recognize *an individual* based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, during the previous calendar year, which clearly implement Corps policy, within the following criteria categories:

(1) Management, Supervision, Leadership and/or Administration. Summarize the individual's contribution to managing, supervising, leading, and/or administering personnel and/or programs in recreation management. Describe how these efforts have contributed to the Corps mission and the recreation business program mission. Describe how the employee's efforts support the PMBP business process and how they relate to the Army's Values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

(2) Recreation Management. List activities that demonstrate the nominee's ability to provide exceptional outdoor recreation opportunities on Corps administered land and water projects. Include any outstanding programs and/or activities initiated by the nominee. Program examples may include recreation facility rehabilitation, campground management, visitor center development, sign program, volunteer program, Operations & Maintenance Business Information Link (OMBIL), user conflict resolution/visitor assistance, visitor safety, and customer care.

(3) Land Management. Provide information on achievements and accomplishments in the field of land management. List specific programs prepared and initiated by the nominee. Include how these efforts and accomplishments were implemented and what successes were achieved. Programs such as out grant management, boundary management, and encroachment resolution should be documented.

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The Chief of Engineers Annual Natural Resources Management Awards
STEWARDSHIP EMPLOYEE OF THE YEAR
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, "Project Operations", Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The **Natural Resources Management "Stewardship Employee of the Year"** acknowledges an individual who has done exceptional work in the field of natural resources stewardship.

The Chief of Engineers may recognize *an individual* based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, during the previous calendar year, which clearly implement Corps policy, within the following criteria categories:

(1) Management, Supervision, Leadership and/or Administration. Summarize the individual's contribution to managing, supervising, leading, and/or administering personnel and/or programs in natural resources stewardship. Describe how these efforts have contributed to the Corps mission and the stewardship business program mission. Describe how the employee's efforts support the PMBP business process and how they relate to the Army's Values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

(2) Natural Resources Stewardship. Describe any special achievements in natural resources stewardship, which have been made by the individual in the past year. Indicate specifically how the nominee implemented these efforts and accomplishments and what successes were achieved. Program examples such as fish and wildlife management, forest and vegetation management, special status species management, and pest management should be addressed.

(3) Land and Aquatic Habitat Management. Provide information on achievements and accomplishments in the field of land and/or aquatic habitat management. List specific programs prepared and initiated by the nominee. Include how these efforts and accomplishments were implemented and what successes were achieved. Program examples such as watershed management initiatives, shoreline management, forest/ habitat/ fire/ fisheries/ or erosion management planning and implementation, native plant restoration, plantings, and aquatic plant control should be addressed.

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The Chief of Engineers Annual Natural Resources Management Awards
ENVIRONMENTAL COMPLIANCE EMPLOYEE OF THE YEAR
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, "Project Operations", Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The **Natural Resources Management "Environmental Compliance Employee of the Year"** acknowledges an individual who has done exceptional work in the field of environmental compliance management.

The Chief of Engineers may recognize *an individual* based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, during the previous calendar year, which clearly implement Corps policy, within the following criteria categories:

(1) Management, Supervision, Leadership and/or Administration. Summarize the individual's contribution to managing, supervising, leading, and/or administering personnel and/or programs in environmental compliance. Describe how these efforts have contributed to the Corps mission and the environmental compliance business program mission. Describe how the employee's efforts support the PMBP business process and how they relate to the Army's Values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

(2) Special Initiatives. Describe special achievements that the nominee demonstrated in environmental compliance coordination. Program examples may include creation of pioneering efforts to improve environmental compliance, integrating in daily operations the Environmental Operating Principles, and efforts to promote implementation of the Environmental Management System. Indicate specifically how the nominee implemented these efforts and accomplishments including successes achieved.

(3) Environmental Compliance. Describe the nominee's excellence in the overall management of the environmental compliance program for project, district, or division. Explain nominee's excellence in coordination, monitoring, and reporting of regulatory information and program performance information inside the Corps and/or to outside regulatory agencies. List examples of providing advice on how best to comply with environmental requirements and demonstration as a subject matter expert on environmental compliance requirements and mandates. Describe any unique coordination with federal, state, regional/local agencies, and other entities of the Corps. Describe any benefits, cost savings, and improved internal and/or external relations as a result of the nominee's efforts.

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The Chief of Engineers Annual Natural Resources Management Awards
HIRAM M. CHITTENDEN AWARD FOR INTERPRETIVE EXCELLENCE
EVALUATION CRITERIA

References: AR 672-20; ER 672-1-18 "Decorations, Awards, and Honors, Incentive Awards", dated 1 March 1995; EP 1130-2-434 (FS), Hiram M. Chittenden Award Fact Sheet, dated 30 September 1993; ER 1130-2-500, "Project Operations", Change 2, dated 30 September 2003, Chapter 17 Chief of Engineers Annual Natural Resources Management Awards.

The Natural Resources Management Hiram M. Chittenden "Interpreter of the Year" Award recognizes outstanding contributions in interpretation and environmental education by a U.S. Army Corps of Engineers employee in a district or field office. Hiram M. Chittenden was an officer of the Corps, historian, and champion of our natural resources. This award is based on the demonstration of creativity and originality, which produces a positive experience for visitors and enhances the public's understanding of the U.S. Army Corps of Engineers.

The Chief of Engineers may recognize *an individual* based upon evaluation of the content of a nomination that concisely describes the individual's innovative performance and specific accomplishments, during the previous calendar year, which clearly implement Corps policy, within the following criteria categories:

(1) Creativity and Originality. Summarize the nominee's interpretive and/or environmental education accomplishments. Emphasize how the nominee's work showed innovation in technique, delivery, materials, or use of resources to provide interpretive services effectively to an audience. Describe how the interpretive work performed is an example of interpretation as an art that uses many forms. Also describe how the efforts and accomplishments of the nominee were implemented and what management objectives were met.

(2) Made a Positive Experience for Visitors. Document how the nominee's work exemplified the principles of interpretation in reaching the whole person, was stimulating, entertaining, informative, and related to the experience of the audience. Provide evidence that the work and/or behavior of the nominee contributed to a positive change in attitude of the target audience, and promoted voluntary stewardship of natural, cultural, or created resources. If appropriate, the nomination should indicate how the nominee's work successfully reached a non-traditional audience such as persons with disabilities, non-English speaking, multi cultural, or inner city audiences.

(3) Enhancement of the Public's Understanding of the U. S. Army Corps of Engineers and the Site. Describe how the interpretive services presented by the nominee told the Corps story, interpreted the history or missions of the Corps, the functions of the Corps site, or a management issue of concern to the Corps. If applicable, the nomination should indicate any outreach efforts related to the interpretive and/or environmental education work.

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