



US Army Corps
of Engineers ®

ENGINEERING AND CONSTRUCTION BULLETIN

No. 2010-10

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Subject: USACE Value Engineer of the Year

Applicability: Guidance

1. **Purpose.** These instructions establish the objectives, eligibility requirements, nomination criteria, deadline for submission, judging composition and type of award to be presented.
2. **Applicability.** These instructions apply to Division and District Chiefs who have Value Engineering responsibility and will make submissions to the program.
3. **General.** This award is given to a field (District or Division) Value Engineering employee who exemplifies the best traditions of Value Engineering service to the Nation in the performance of a specific act or consistently exemplary acts during the previous 12-month period - the "best of the best." The achievement reflects personal efforts that go above and beyond the call of duty. Submission of more than one nomination from each division is encouraged, but should be prioritized prior to forwarding nomination packets to HQ. This award will be presented at the Senior Leadership Conference (SLC).
4. **Eligibility.** All employees within the Value Engineering community may be considered for this award. To be eligible for this award the performance must have been:
 - (a) Within the previous 12-month period.
 - (b) Consistently outstanding in the contribution to the USACE mission.
 - (c) Achieved a performance rating of, at a minimum, equivalent to a Successful Level 1 as described in TAPES for both Base and senior level positions.
 - (d) Done with such a high degree of professionalism as to bring great credit upon the USACE and the Value Engineering Program.
 - (e) Supportive of the USACE vision, goals and objectives.

A District nomination must be recommended by a level above the nominating office and endorsed by (at a minimum) the District Chief who is responsible for Value Engineering. A Division nomination must be by the DETS SES or equivalent. Recommendations by both the District and Division Chiefs who are responsible for Value Engineering must be in writing. **There is no limit on the number of nominations each division may submit.**

5. **Nominating Criteria.** Nominations must stand on their own merit, written with a clear viewpoint as if the review committee has no direct knowledge of the individual or acts performed, and submitted in the sample format. Nominations must be accompanied by a narrative justification (NTE 3 pages) from the nominating official and must address the following (**sample format enclosed**):

- (a) Full/complete description of the achievement(s) and the results obtained from the nominee's actions (describe context, challenges faced, hurdles overcome, results).
- (b) Who the action benefited (i.e. USACE, USACE customers, the Army, DOD).
- (c) How the achievement(s) supported the USACE vision, goals and objectives.
- (d) How the nominee exhibits potential for future achievement and growth as a professional in the Corps of Engineers or continued service of the nominee making a positive difference in carrying out his/her duties.

6. **Judging.** Final approval of the award nomination will be made by a panel and chaired by the Headquarters Value Engineering Officer. The panel will include, at a minimum three members of the Value Engineering Advisory Committee (VEAC). The date of the judging will be tentatively scheduled at the VEAC bi-annual meeting.

7. **Deadline for Receiving Submissions.** Nominations are due to Headquarters, Chief, Value Management/ Engineering in electronic form by 15 June. Submissions will be made the following Monday after the deadline if the due date falls on a weekend or holiday. **All nominations will be accompanied by a completed DA Form 1256 (Incentive Award Nomination and Approval), signed by the appropriate EEO, Civilian Personnel and District or Division Chiefs, responsible for the Value Engineering program.** Nominations must be placed in the Value Engineering Advisory Committee Sharepoint site under the folder 2010 VEofYear.

8. **Award.** Headquarters, Value Management/ Engineering Community of Practice will be responsible for preparing the plaque to be presented at the Senior Leaders' Conference.

9. **Point of Contact.** The POC is Jeffery T. Hooghouse, AIA, DBIA, CVS, Chief, Value Management/Engineering, HQUSACE, CECW-CE, (202-761-5533).

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