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## CHAPTER 2 APPENDIX F NON-MONETARY TEAM/PARTNERING AWARD

### DEFINITION AND PURPOSE:

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The Memphis District (MVM) Non-Monetary Team/Partnering Award is given to an identified group consisting of current or past District employees and non-Corps employees. These non-Corps employees would consist of contractors, local sponsors, volunteers, personnel of other agencies and others as deemed appropriate in recognition of exemplary team performance as identified herein and approved in accordance with these guidelines. Purpose of this award is to serve as an incentive to District employees and the other groups mentioned above to perform at the highest possible level in a spirit of team cooperation and productivity, product quality, cost effectiveness, and internal/external customer partnering and service and to recognize those achievements.

### NATURE OF AWARD:

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This award is established to promote team cooperation and partnering among employees, customers, contractors, volunteers, etc. Nominations for this award shall be solicited and accepted once each calendar year, for the preceding fiscal year, with award presentations made in December.

### TEAM DEFINITION AND NOMINATION ELIGIBILITY:

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A team, for purposes of this award nomination process, is a group of two or more individuals (at least one MVM Corps and one non-Corps), who have contributed in a substantial manner to the primary team effort (common goal or mission), in more than just an incidental or routine manner.

### TEAM PRODUCT(S) OR EFFORT:

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For purpose of identification of an appropriate team product/common goal or mission for which award nomination may be considered, the following are identified as examples/possibilities. They are not intended to be all inclusive or exclusive but only as thought provokers.

- a. Development of new or revised policies, methods, procedures, or programs.
- b. Outstanding efforts in completing a document such as a report, plans and specs, etc.
- c. Completion of or an integral part of an entire study, Design Memorandum, EIS, etc.
- d. Planned and accomplished a successful workshop or

meeting.

- e. Outstanding effort in the coordination and management of several or a specific project; e.g., winter lock rehab, emergency repair of structural damage to our facilities, in-house remodeling, etc.
- f. Successfully accomplished an innovative solution to a problem.
- g. Outstanding efforts in the coordination and management of District program(s), e.g. dredging, PRIP, personnel.
- h. Overall execution of a Corps mission or program, emergency response, regulatory compliance, financial management, etc.
- i. Outstanding efforts in programs that enhances the diversity or social status of the District or that improves the Corps image as a public service entity or employer, e.g. volunteer programs (Civilian Welfare, Corps Day, Adopt-a-Family, etc.), EEO programs, Federal Women's Programs, Special Emphasis Programs, etc.

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## NOMINATION PROCESS:

Team award nominations (in the form of complete packages) may be made by Division/Office, Branch, Section or Unit level organization Chiefs. Employees who are formally assigned to perform in the absence of one of these Chiefs for a period in excess of thirty (30) days may submit a nomination as the acting chief of the organization. Other employees, to include those formally or informally working as team leaders may not submit nomination packages, but will be encouraged to discuss/recommend possible nominations to the organization chief. Two or more organization chiefs may submit a joint nomination, typically for recognizing employees from their own organizations who contributed to the same overall worthy effort/contribution for which nomination is being made.

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## NOINATION REVIEW/APPROVAL:

Nomination packages prepared for submission will be approved by the next higher level organizational chief above the nominator; i.e., the Division/Office Chief if the nominator is a Branch level chief. This approval must be accomplished through the next higher level organizational chief for all nominators who participate in the nomination. Nominations involving employees not currently (or in the past) employed in the Division/Office organization or subordinate organization over which the nominator or his/her approver has responsibility, must be approved for inclusion by that employee's Division/Office Chief; i.e., an organization chief in Engineering Division makes a nomination including an employee from Real Estate Division must have cleared inclusion of that employee in the nomination submission with the immediate organizational chief, in this case the Chief of Real Estate Division, prior to completing the nomination package and submitting it for final review and approval and subsequent submission to the Incentive Awards Committee (IAC) for consideration. This will be handled by the Administrator, IAC, currently residing in the CPAC.

## ADMINISTRATION:

Nominees for this award will be rated by an Evaluation Committee appointed by the IAC. The committee will consist of one scoring representative from each of the following Division/Offices: CO, ED, PD, and RM.

The Division/Office with responsibility for the team administration, project leader or subject matter expert will be available to provide information for subject award.

A Human Resources Specialist will be the Administrator for the Evaluation Committee. The Administrator will be responsible for chairing the committee, facilitating meeting proceedings, and ensuring that the award packages are distributed to Evaluation Committee members and that team awards have been reviewed, ranked and selections made by the required date. The Administrator will have the authority to return nomination packages for revision and/or non-acceptance when eligibility criteria has not been met.

The Administrator will also be responsible for committee meeting logistics, scoring data, and maintaining historical file information.

The winning teams will be selected no later than 15 November based on accomplishments in the preceding fiscal year. Teams will be recognized with a certificate and/or a memento-type device approved by the Commander. Upon Commander approval of the non-monetary/partnering team awards, the nominator will be notified of the selection and will be responsible for preparation of the certificates. Nominators will also ensure that the certificates are signed by the Commander and made ready for presentation. The teams will be recognized at an appropriate ceremony in December.

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## INCENTIVE AWARDS COMMITTEE ACTION:

The Evaluation Committee will return the evaluated nomination packages and provide a ranked list of the teams nominated to the Executive Secretary, Incentive Awards Committee for review and coordination with the IAC. The IAC will provide its recommendation to the Commander who has final approval authority on all team awards.

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## AWARD CRITERIA AND NOMINATION FORM:

This award is established for the purpose of recognizing team contributions during the preceding fiscal year ending 30 September. The award justification must demonstrate that the team, through their own efforts, contributed in a substantial, exceptional, and positive manner to the accomplishment of District/Corps mission, to the provision of exceptional mission related service to the public, and/or to the substantial improvement of the District/Corps image as a responsible, responsive, caring governmental entity. The contribution/achievement upon which the nomination is based must have culminated during the fiscal year under consideration. While primary ranking consideration will be given to the basic justification presented by the nominator, the IAC will consider additional factors during the ranking process such as:

- a. The extent to which the specific contribution has resulted in the material improvement in service; financial or manpower savings; professional, technological, social, progress or improvement; or improvement of the Corps image as a public service entity or employer.
- b. The value of the contribution and extent of application derived from the resulting benefits to the Government from this team effort which must be identified.
- c. The receipt of other forms of special recognition such as honorary or monetary awards for the same contribution. Employees may receive an honorary and a monetary award for the same contribution.

The nomination format for submission will consist of the Incentive Awards Nomination and Approval Form, DA Form 1256, along with the Nomination Form which identifies additional information required to complete the nomination package.

MEMPHIS DISTRICT  
NON-MONETARY TEAM/PARTNERING AWARD

JUSTIFICATION  
(To be completed by 22 October and sent to CPAC)

TEAM NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

NAMES and ORGANIZATIONS OF TEAM MEMBERS: Attach additional sheet if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAMES and ORGANIZATION OF NON-CORPS TEAM MEMBERS: Attach additional sheet if necessary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOMINATION PERIOD: \_\_\_\_\_  
(Specific period of time being recognized)

DESCRIPTION OF TEAM PRODUCT/CONTRIBUTION: Attach sheet if necessary

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOMINATOR'S OFFICIAL SIGNATURE:

SIGNATURE/TITLE/DATE: \_\_\_\_\_  
(See nomination review and approval)

COORDINATION REVIEW AND APPROVAL SIGNATURES, IF NECESSARY.

SIGNATURE/TITLE/DATE: \_\_\_\_\_  
SIGNATURE/TITLE/DATE: \_\_\_\_\_  
SIGNATURE/TITLE/DATE: \_\_\_\_\_

APPROVING OFFICIAL SIGNATURE:

SIGNATURE/TITLE/DATE: \_\_\_\_\_  
(Must be Division/ Office Chief in nominator's chain of command)