US Army Corps of Engineers

Construction Bulletin

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CEMP-C

Subject: USACE Award for Construction Management Excellence

Applicability: DIRECTIVE

1. PURPOSE. This Construction Bulletin (CB) corrects the expiration date and reissues CB No. 96-22, dated 21 October 1996, *USACE Award For Construction Management Excellence* and follows the general guidance of Engineer Regulation (ER) 672-1-18, dated 1 March 1995, *Incentive Awards.* CB No. 96-22 was issued with the incorrect expiration date 31 DECEMBER 1996.

2. The USACE Construction Management Excellence (CME) award criteria and nomination format are enclosed (enclosures 1 and 2, respectively). The names and nomination packages of Major Subordinate Command (MSC), including Huntsville Engineering Center and Transatlantic Programs Center, CME awardees are to be provided to CEMP-C by 2 January of each year. This is a *change* from previous direction which required that names be provided by 31 January of each year.

3. Created in 1993 by Construction Division, HQUSACE, this award recognizes district or field office construction personnel whose outstanding contribution to Military or Civil Works construction management (including environmental remediation) during the previous calendar year was recognized as having the greatest positive impact in each MSC. This award was developed to provide a means for recognizing, at the national level, those outstanding construction personnel, engineers or technicians, whose duties and responsibilities do not include construction quality assurance, whose grade may exceed GS-12, or who are located in a district rather than a project, resident, or area office. This award validates Corps policy that everyone in the construction function, whether at "ground zero" on the construction site or in a district office miles or states away, is a valued stakeholder in the success of each construction project. While the focus of our Hard Hat of the Year award is on construction quality management, the CME award focuses on the other *equally important* elements of full service construction management which could include, but are not limited to, the following:

a. Reviewing contractors' shop drawings or submittals and monitoring the submittal register.

b. Tracking the contractors' scheduled and actual construction placement.

c. Initiating and updating contract records in the Resident Management System (RMS) and reporting contract status to the Installation, Users, and District.

d. Performing contract administration functions for construction modifications, directed changes, claims, suspensions of work, terminations, etc.

e. Processing the contractors' partial and final payment estimates.

f. Construction office and personnel management; e.g., Resident Engineer, Chief of Construction, etc.

4. The CME awards will be presented at a combined USACE Hard Hat of the Year and Construction Management Excellence awards ceremony at the Chiefs of Construction and Engineering Training Conference. On alternate years, the recipients will be brought to HQUSACE for the presentations in the May - July time frame. The Chief, Construction Division, USACE will make a 35mm slide presentation, highlighting each recipient, using the slides which the MSC provides with the nomination package. The CME award plaque will be procured by HQUSACE and presented to the awardees by the Chief of Engineers. Sponsors or those recommending the nominees for award are not required to attend the awards ceremony but may do so if their budgets and circumstances allow. The cost of travel and per diem for awardees will be borne by the traveler's organization. Winning this award should result in local recognition by the districts and MSC's with appropriate monetary award by the awardee's organization. Our point of contact for this awards program is Ms. Denise Massihi, in CEMP-CP, at 202-761-1486.

Encls

CHARLES R. SCHROER
Chief, Construction Division

USACE CONSTRUCTION MANAGEMENT EXCELLENCE AWARDS PROGRAM

1. This annual award recognizes those district construction personnel exhibiting excellence in construction management - contract administration activities and who are not eligible for the USACE Hard Hat of the Year award. The Construction Management Excellence (CME) award may recognize individuals in any area of construction management - contract administration regardless of whether or not their duties and responsibilities include construction quality assurance. It is open to all personnel in GS-0800 occupational series positions in the district construction organization; e.g., resident or area engineers, chiefs of construction, office engineers, engineering technicians, etc., and their subordinates.

2. Directors of Engineering and Technical Services (DETS) at Major Subordinate Commands (MSC's), including Huntsville Engineering Center and Transatlantic Programs Center, may nominate one district individual per calendar year for this award. In this way there will be no more than one awardee per MSC per year. District personnel from all construction organizations and programs - Military Programs, Civil Works, Environmental or HTRW, Support for Others, etc. - are eligible for this merit based award.

3. Notification of MSC nominations are to be sent to the Chief, Construction Division, Directorate of Military Programs, CEMP-C by 2 January of each year. Note, this is a *change* from previous direction which required that names be provided by 31 January. The required one page nomination format is enclosed (enclosure 2). Minimum nomination criteria is provided in paragraph 4, below.

4. Minimum requirements for nomination are as follow:

a. Nominee's position is in a district construction division (top include area, resident, project, etc. field office).

b. Nominee is not eligible for the USACE Hard Hat of the Year award.

c. Among all eligible construction division employees, this nominee must have made the greatest contribution to the MSC's construction mission during the previous calendar year.

d. Nominee's most recent performance appraisal must be Exceptional; nominee must have received Exceptional appraisal for performance in the position for which nominated.

e. Nominee must have served at least one year and six months in the position and on the project/program for which nominated.

f. Information provided on the one page nomination form must clearly demonstrate the superiority of nominee over others in the MSC eligible for this award.

5. Nominations must include four professional quality 35mm color slides as follow:

Slide #1 - Title (Nominee's name, position, job series, grade, MSC, district).

Slide #2 - Photo of nominee in his/her office environment.

Slide #3 - Nominee's construction management/contract administration responsibilities.

Slide #4 - Nominee's "Winning Ways" (3 to 5 bullets describing nominee's outstanding work ethic, business practices, mentoring skills, and similar contributions which justify the nomination).

HQUSACE CONSTRUCTION MANAGEMENT EXCELLENCE AWARDS PROGRAM
Nomination Format (To Be Provided To CEMP-C By 2 January)

Nominating MSC and District:
Signature of nominating DETS:
Nominee's full name:
Nominee's preferred name or nickname:
Grade and job series:
Position title:
Duty station/field office name:
Office symbol:
Length of time in this position; _____Years; _____ Months
Total length of time in USACE; _____ Years; _____ Months
Immediate supervisor name and position title:
Nominee's last three performance ratings:_____;_____;_____
Professional registration/certification: _____Yes or _____No; Type: _____
Nominee _____ is or _____ was PROSPECT Instructor; Course name: _____
Nominee _____ is or _____ was an ACO; Nominee _____ is or _____was a COR
Program or project managed, for which nominee is being recognized:

Brief highlights of construction management/contract administration success, contributions to the organization, and other Corps related considerations:

Significant other information (family status, name of spouse, children; career highlights; public/community involvement; other personal considerations):