



**National Society of
Professional Engineers®**

Twenty-Sixth Annual

**Federal Engineer
of the
Year Award
Application**

*Sponsored by
Professional Engineers in Government
a Practice Division of the
National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314
703-684-2884 / 703-836-4875 Fax
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ATTACHMENT 1 - 7

Eligibility

All federal agencies employing at least 50 engineers worldwide are eligible to compete. Individual agency nominees must be presently engaged in the practice of engineering as an employee of the federal government in either managerial or technical positions. Only licensed professional engineers (P.E. or E.I.T.) are eligible for nomination to the Top Ten Finalists, and therefore Federal Engineer of the Year. However, non-licensed engineers are eligible to participate in the awards ceremony if they are chosen as Engineer of the Year within their agencies. Engineers who will have retired within 12 months of the ceremony are eligible for nomination.

Nomination Process

All nominations must be typed, an original and eight copies submitted on the official form. Nominations must be submitted to NSPE by November 1, 2004.

Cabinet-level departments with major subordinate commands or agencies may submit one overall nomination or subordinate agencies may submit nominations individually provided they qualify under the prescribed eligibility. If subordinate agencies compete individually, **all nominations must be processed through the appropriate incentive awards office** of the major cabinet-level department and the major department may not enter a separate nomination for the department. However, agencies and commands may also submit a military and a civilian nominee. If the department wishes to enter a single nominee from among the candidates from subordinate agencies, the department is responsible for the selection of its departmental nominee.

Selection Process

The Federal Engineer of the Year will be selected by a panel of judges established by the NSPE Professional Engineers in Government, using the following criteria:

Education	5 points
Registered P.E.	5 points
Continuing Education	10 points
Professional/Technical Society Activities	10 points
NSPE Membership	5 points
Awards or Honors	10 points
Civic and Humanitarian Activities	15 points
Engineering Achievements	<u>40 points</u>
Total	100 points

The judges will first select ten finalists or the Top Ten. Candidates must be either a P.E. or an E.I.T. to progress to the Top Ten. The Federal Engineer of the Year will be selected from that group.

Winner Recognition

An awards ceremony will be held February 24, 2005 at the National Press Club in Washington, D.C.

Each agency has the opportunity to purchase a plaque naming its recipient as the Engineer of the Year for that agency. The Top Ten finalists will receive special recognition, and the Federal Engineer of the Year will be presented with a gold medallion. Each agency is responsible for purchasing and presenting the agency plaque.

The Federal Engineer of the Year will be recognized at the July NSPE Annual Convention and is encouraged to present a paper in his or her area of expertise.

Agency Responsibilities

Agencies are required to designate a point-of-contact (POC) through which the program will be coordinated with NSPE. Agency POCs are responsible for the following:

1. Publicizing the program throughout the agency and encouraging participation by all branches and field offices;
2. Assuring that all nominees have been provided FEYA eligibility rules, nomination process and selection process criteria;
3. Completing the nomination form and sending it with eight copies to NSPE. Each form must be filled out completely. *The nominee's name and gender must not be mentioned on any supporting materials;*
4. For those candidates chosen for the Top Ten, provide an electronic or "5x7" photograph of the recipient suitable for publication by January 15;
5. Coordinating agency attendance and ticket purchases for the awards ceremony as substantial representation from participating agencies is essential to the success of the program. (Ticket prices will be determined in December);
6. Coordinating with NSPE for presenter attendance and plaque presentation at the ceremony; and
7. Publicizing nominee as agency winner.

Agencies are responsible for transportation and housing, enabling nominees to attend the awards ceremony.

Awards Application

1. Candidate's Personal Information

Name: _____

Department, command, agency or installation: _____

Work address: _____

Home address: _____

Phone: _____ Fax: _____

Email: _____

NSPE Membership #: _____ State: _____ Chapter Name: _____

2. Nominator Information:

Nominator: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

3. Agency Awards/Incentives Officer Please return an original and EIGHT copies by _____, to:

Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

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Attachment 3-7

PERSON
Candidate Information

Job title: _____

Agency/Department: _____

Name of work location: _____

Number of engineers employed by *entire* agency/command: _____ At this location: _____

Registration (Only registered, professional engineers or engineers in training are eligible for selection to the Top Ten)

Classification (P.E., E.I.T.) _____ State: _____ Registration #: _____

Educational and Collegiate Achievements

a) Academic degrees: (*State date, major, institutions, and identify engineering degrees accredited by ECPD or ABET.*)

b) Honor societies: (*State society and office(s) held.*)

Continuing Education During the Last Three Years (2001-04)

a) College credit courses, excluding degrees mentioned above: (*State course, dates, and credits or contact hours.*)

b) Short courses, PDHs, CEUs, and seminars: (*State course, dates, and credits or contact hours.*)

c) Papers published: (*State article, journal and date.*)

Engineering Achievements

Submit a nontechnical statement of 300 words or less (please submit a separate sheet double-spaced) supporting the candidate's nomination. Facts presented should include engineering achievements in design,

research, development, or management during the last three years. Please define all acronyms and technical terms. To insure anonymity in the judging process, please do not mention candidate's name in the statement.

Professional/Technical Society Activities

a) Membership in:

b) Offices held and/or committee assignments: *(State office or committee, responsibility, dates)*

Awards and Honors *(State title and date)*

Civic and Humanitarian Activities List organizations, offices held, summary of activities, and hours involved:

For publicity, please attach a list of names and addresses of two or more publications in the nominee's hometown.

2005 Federal Engineer of the Year Award Plaque Order Form

Honor your agency or command 2005 Engineer of the Year with the handsome FEYA shadowbox plaque. The plaque is a deep-etch copper plate with a black pebbled background, naming your national candidate as the Engineer of the Year for your agency or command. The plaque is mounted in an 8 x 8 inch floating shadowbox frame of fine American walnut with a red velveteen background.

Please use this form to purchase the official plaque. All purchases will be made through NSPE. Each agency must purchase a plaque prior to the Annual FEYA Luncheon in order to participate in the FEYA program. Contact Josephine Anderson, Program Manager, with questions: 703-684-2804, 703-836-4875 (fax), janderson@nspe.org.

Plaque Information

Print recipient name exactly as it should appear on the plaque:

Include P.E., E.I.T., Ph.D., etc.

Print name of agency/command:

Agency/command name cannot exceed 30 characters in length, including spaces.

Payment Information

Federal tax identification #: _____

Purchase order #: _____

Enclosed is my check payable to NSPE in the amount of \$89.95 for each plaque ordered. Cost: \$ 79.95 + Shipping: \$10.00 = **Total: \$89.95**

Check
 Visa
 MasterCard

Card number: _____ Exp. date: _____

Print name on card: _____

Signature of cardholder: _____

Phone Number: _____

Mail/Fax order form and payment to:
 Josephine Anderson, FEYA Program Manager
 NSPE FEYA
 1420 King Street
 Alexandria, VA 22314
 Fax # (703) 836-4875

All payments must be received by November 1, 2004.