



U.S. FISH AND WILDLIFE SERVICE SCIENCE LEADERSHIP AWARD 2014 RULES & REQUIREMENTS



AWARD DESCRIPTION

The Science Leadership Award is an honorary award to recognize a Fish and Wildlife Service project leader, branch chief, division chief, or other comparable supervisor who exemplifies the best in practicing and supporting scientific activities to improve the Service's knowledge and management of fish and wildlife resources.

There is one award per year.

The award consists of a citation and certificate signed by the Director, and a medallion. Notice of the award will be published in the Fish and Wildlife News and/or in other news outlets. The Director or Deputy Director will present the award at a Headquarters or regional office ceremony. The Director, at his discretion, may provide additional operating funds (up to \$50,000) to the organizational unit(s) of the recipient(s). The additional funds will typically be made available for one fiscal year.

AWARD CRITERIA

Demonstration of Leadership Traits

This criterion assesses the nominee's leadership traits relating to issues of science in the organizational unit s/he supervises. Clearly describe, using specific examples, the nominee's

- success in finding scientifically-based solutions to fish and wildlife conservation issues;
- exemplification of objectively evaluating information and analyzing scientific data; and
- ability to make conservation management decisions and recommendations that are scientifically defensible.

(This criterion accounts for 50% of the evaluation.)

Support for Scientific Activities of Staff

This criterion assesses the nominee's support for his/her staff's involvement in scientifically-based work in advancing the Service's mission. Clearly describe, using specific examples, how the nominee supports the efforts of his/her staff for: gaining and maintaining scientific proficiencies, participating in scientific societies, collaborating with scientists (internal and/or external to FWS), and for gathering, analyzing and presenting scientific results relevant to important Service issues.

(This criterion accounts for 50% of the evaluation.)

NOMINATION PROCESS

There are two phases to the nomination process – initial submission by anyone interested in nominating, followed by review by the Region/Program to determine which nominations it will put forward for National consideration. Each Region/Program is limited to submitting 2 nominations per award type per year (for a total of 6 per Region/Program). Anyone may submit a nomination for their Region or Program to consider; however, only nominations approved by the Regional Director or Assistant Director will be included in the National review process.

SharePoint Submission Site: <https://fishnet.fws.doi.net/regions/9/OSA/ScienceAwards>

The Science Awards SharePoint has been designed to accommodate the Region/Program review process in addition to the National process.

Initial Nomination Submission

Complete an online nomination package at the SharePoint site; you can save a partially completed nomination and finish it later. Detailed instructions are available on the site.

A completed nomination package contains:

- B. Name and contact information for the individual being nominated.

- C. A completed nomination form that clearly justifies how each of the award criteria were met. Provide (optional) supporting documentation, such as publications, reports, awards, news articles, photos, etc., by either (i) including references and/or links directly in the text of the criteria or (ii) uploading no more than 5 supporting documents and listing the names of the relevant attachments in the nomination form.

Nominations must be completed by **6 November 2014** so they can be reviewed and approved at the Region/Program level. In SharePoint, update Nomination Status to "Ready for regional review."

Region/Program Review

To be eligible for National consideration, a nomination must complete the Regional/Program review process and be marked "Selected for national review" in the SharePoint form by **19 November 2014**. These nominations must include a DI-451 Form (Recommendation and Approval of Awards) that is signed by the Assistant Director; Chief, Law Enforcement; or Regional Director. Without this signed form uploaded to SharePoint, the nomination will not be considered at the National level. Be sure to check the "DI-451 Signatures Verified" box.

For nominations selected as National winners

After the National review process is complete and the winners are selected, the winning Regions/Programs will be required to provide:

1. A photograph of the winning nominee (no larger than 3 MB; .gif or .jpg format); and
2. A citation (500 words max) that may be used for web content, an award poster, press release materials, etc.

AWARD SCOPE

- A. Assistant Directors; Chief, Law Enforcement; and Regional Directors may each submit no more than two nominations per year;
- B. Accomplishments must have been achieved in the last five fiscal years (i.e., the five fiscal years prior to the fiscal year in which the award was announced);
- C. Nominees may include project leaders, branch chiefs, division chiefs, or any other comparable supervisory level employee from any organizational unit in the Service;
- D. One or more of the top nominees not selected for an award may be given an Honorable Mention certificate;
- E. Award recipients will not be eligible to compete again for two years following receipt of the award;
- F. Award solicitation will be announced in October and the selection process will be completed by early January. Award presentation timing may vary.

QUESTIONS

If you have any questions, please contact Megan Cook, Science Applications, at 703-358-1892 or megan_cook@fws.gov.