

DEPARTMENT OF THE ARMY  
Corps of Engineers, Northwestern Division  
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CENWD-ET  
Regulation  
No. 415-1-1

1 October 1998

Construction  
DIVISION CONSTRUCTION AWARDS PROGRAM

**History.** This issue is a new NWD regulation.

**Summary.** This regulation covers the procedures and requirements for nominating individuals for Contractor of the Year, USACE Hard Hat of the Year, USACE Award for Construction Management Excellence (CME), Division Field Construction Engineer of the Year, and Division Construction Inspector/Construction Representative of the Year Awards.

1. **PURPOSE.** This regulation establishes the Division Commander's Construction Award Program and recognizes exemplary achievement in the performance and management of construction projects in the Northwestern Division (NWD).
2. **APPLICABILITY.** This regulation applies to all elements of NWD, including civil, military, and hazardous, toxic and radioactive waste construction programs.
3. **RELATED REFERENCES.**
  - a. AR 672-20 with HQUSACE Suppl 1, *Incentive Awards*.
  - b. EP 690-1-12, *Career System for Construction Control Personnel*.
  - c. ER 672-1-18, *Incentive Awards*.
4. **AWARDS.** Each year, NWD will select recipients from the District nominations to receive awards as described below. These awards will exemplify outstanding performance that contributed to the mission and objectives of NWD, with specific achievements addressed for the applicable award.
  - a. **Contractor of the Year Award.**

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This regulation supersedes MRD-R 415-1-3 dated 15 August 1991.

(1) Each year, the NWD commander may nominate two construction contractors, one each from Military Programs and Civil Works, for “The Chief of Engineers Construction Contractor of the Year Award”. This nomination will be made for contractors who have attained the following performance requirements:

(a) The contract was completed during the previous calendar year (1 January through 31 December).

(b) The contractor received an outstanding performance evaluation for the contract.

(c) The contractor has not received an interim or final unsatisfactory evaluation on any other Corps contract within the last three years.

(d) The contractor displayed an exceptional spirit of cooperation and responsiveness.

(e) The project reflects quality workmanship.

(f) The project reflects timeliness of completion.

(g) The contractor’s accident prevention program was outstanding.

(h) The customer has expressed praise for the contractor and satisfaction with the facility.

(i) The contractor must have been doing Corps of Engineers work for three years and is still actively pursuing Corps of Engineers work and is bondable.

(2) District nominations must be submitted to CENWD-MR-ET-C by 10 February.

(3) The Division Commander will normally present this award to each contractor at an appropriate location and date.

b. USACE Hard Hat of the Year Award.

(1) This award will be presented by the Chief of Engineers to the individual who performed the best in managing quality during the previous year .

(2) Nominees must meet the following criteria:

(a) Must be permanently assigned to a field office (area/resident/project office).

- (b) Must NOT be the Area Engineer or the Resident Engineer.
  - (c) Must NOT exceed a grade of GS-12.
  - (d) Must have occupied the same position or equivalent for at least one year.
  - (e) Performance standards or job description must address quality management.
- (3) Evaluation will be based on the following:
- (a) Demonstrated knowledge of the quality management process.
  - (b) Demonstrated innovative methods for evaluating, controlling, and/or influencing the quality of work.
  - (c) Provided leadership and training by sharing experience with the newer employees.
  - (d) Relationships with peers, contractors, and users.
  - (e) Attitude toward and dedication to success.
  - (f) Maintenance of a professional working relationship with contractors.
- (4) Examples of actions in support of Corps policy:
- (a) Outstanding documentation on a weak contractor to validate unsatisfactory performance.
  - (b) Professional maintenance of three-phase inspections.
  - (c) Productive contributions in the biddability/constructibility/operability/environmental review process.
  - (d) Aggressive action in the management of modifications and claims.
  - (e) Instantaneous warranty assistance.

NOTE: The winner should not necessarily be the one with the most attractive project or with the most accommodating Contractor. The winner should be the individual who performs the best in the process of managing quality.

(5) Each District will submit at least one name to CENWD-MR-ET-C by 15 January. The Director of Engineering and Technical Services will make the final selection of the recipient of the "USACE Hard Hat of the Year Award" for NWD. The selection process will be completed with notification to HQUSACE, Engineering and Construction Division, by 30 January of each year.

(6) This award will be presented by the Chief of Engineers either at the biannual Construction and Engineering Conference or the recipients will be sent to HQUSACE for presentations in the May-July timeframe.

c. USACE Award for Construction Management Excellence (CME).

(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 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 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. The CME award focuses on full service construction management which may include but is not limited to reviewing shop drawings and submittals, monitoring the submittal register, tracking the contractor's scheduled and actual construction placement, initiating and updating records in the Resident Management System, performing contract administration functions like construction modifications, directed changes, claims, suspensions of work, terminations, processing contractor's partial and final payments, and construction office and personnel management.

(2) Nominees must meet the following criteria:

(a) Nominee's position is in a district Construction Division position (to 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 an Exceptional rating for performance in the position for which he/she is nominated).

(e) Nominee must have served at least eighteen months in the position and on the project/program for which nominated.

(f) Information provided on the one-page nomination format must clearly demonstrate the superiority of the nominee over others in the MSC eligible for this award. Format may be found in USACE Construction Bulletin No. 97-4, <http://www.hq.usace.army.mil/cemp/c/3conbull.htm> )

(3) Each district will submit at least one name to CENWD-MR-ET-C by 15 January. The Director of Engineering and Technical Services will make the final selection of the recipient of the "USACE Award for Construction Management Excellence" for NWD. The selection process will be completed with notification to HQUSACE, Engineering and Construction Division, by 30 January of each year.

(4) This award will be presented by the Chief of Engineers either at the biannual Construction and Engineering Conference or the recipients will be sent to HQUSACE for presentation in the May-July timeframe.

d. Division Field Construction Engineer of the Year Award.

(1) This award will normally be presented by the Division Commander on the District's Corps Day to the engineer who has shown outstanding construction management during the past year in NWD. The basis for this award will include evidence that the recipient:

(a) Promoted, developed, and implemented an outstanding Quality Assurance Program.

(b) Directed, managed and controlled an efficient and effective contract administration function (e.g., modifications, claims, schedules, submittals, and reports) within his/her jurisdiction from award to contract completion.

(c) Promoted, developed, and implemented an outstanding accident prevention program within the contractor's and Government's operation.

(d) Demonstrated the ability to manage personnel resources through training and development reflected in employee performance and high employee morale.

(e) Maintained a high level of integrity and rapport with the customer/user for coordination, interface, and transfer of facilities during construction and through the warranty period.

(f) Must be in a GS-0800 occupational series position.

(g) Nominee is not eligible for the "USACE Hard Hat of the Year Award".

(2) The recipient of this award will be the runner-up for the "USACE Award for Construction Management Excellence" (CME). Separate nomination is not required.

e. Division Construction Inspector/Construction Representative of the Year (CI/CR) Award.

(1) This award will normally be presented by the Division Commander on the District's Corps Day to the individual who did an outstanding job in performing his/her duties and responsibilities during the previous year, which should include the following:

- (a) Maintained a consistent level of quality on construction projects.
- (b) Provided timely and complete quality assurance reports.
- (c) Maintained a professional working relationship with the using agency.
- (d) Had an excellent safety record.
- (e) Conducted timely labor interviews.
- (f) Displayed the ability to integrate all engineering disciplines.
- (g) Demonstrated the ability to operate independently and exercised sound judgment within the established authorities.
- (h) Must not be in a GS-0800 series engineer position.

(2) The recipient of this award will be the runner-up for the "USACE Hard Hat of the Year Award". Separate nomination is not required.

5. PROCEDURES. District Commanders will nominate candidates for recognition and commendation for these awards as outlined in paragraph 4 above. The date for submitting nominations and backup data is listed for each award. These nominations will include appropriate support and documentation (e.g., data, performance results, electronic photos, etc.) upon which determination of the award recipient can be made. All nominations should address or answer all the items listed under the award criteria. Districts should give a cash

award to each nominee for the "USACE Hard Hat of the Year Award", the "USACE Award for Construction Management Excellence", the "Division Field Construction Engineer of the Year Award", and the "Division Construction Inspector/Construction Representative of the Year Award".

FOR THE COMMANDER:



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