

## **GUIDELINES FOR SUBMITTING NOMINATIONS FOR THE EARLY CAREER RANGELAND/PASTURELAND CONSERVATIONIST AWARD**

### **Objective**

To recognize NRCS employees who have exemplified outstanding service to NRCS and their customers through implementation of sound technology transfer on rangeland and pastureland resources. This award is presented as an encouragement for outstanding performance by men and women entering the grazing lands profession. One award will be given annually.

### **Eligibility**

The nominee must have completed 10 years or less of Federal Government service by December 31<sup>st</sup> of the year the nomination is submitted. An employee is no longer eligible to receive this award once they reach their 11<sup>th</sup> anniversary of Federal Government service in the year the nomination is presented. Example: An employee who was hired in 2011 would be eligible for an award nomination submitted in 2021 and presented in 2022, but not presented in 2023.

### **Nomination Retention**

Nominations will not be retained but may be resubmitted if the nominee still meets eligibility criteria.

### **Evaluation of Nominations**

Award winners will be determined strictly on submitted nominations containing a written explanation of the nominee's activities that demonstrates extraordinary potential and promise as a future leader for rangeland or pastureland conservation issues. All entries will receive equal review and evaluation. A 100-point evaluation system will be used as follows:

<b>Evaluation Criteria</b>	<b>Range of Points</b>
A. Communication	0–15
B. Leadership and professional potential	0–20
C. Working relationships	0–15
D. Application of rangeland or pastureland management	0–20
E. Complexity of work and diversity of achievements	0–20
F. Professional activities	<u>0–10</u>
<b>Total possible points</b>	<b>100</b>

### **Explanation of Evaluation Criteria**

A. Communication.—Provide details of nominee's presentations, articles, speeches, tours, etc. relative to rangeland or pastureland conservation.

B. Leadership and Professional Potential.—Demonstration of leadership and professional potential may be in any facet of range management, including ranch management, agency employment, research, and education. Generally, demonstrated potential across a broad perspective is better than specialized attainments in a single area.

C. Working Relationships.—Describe nominee’s working relationships with various groups, individuals, organizations, agencies, and Tribal and local governments.

D. Application of Rangeland or Pastureland Management.—Describe nominee’s assistance and technical contributions that have led to the application of outstanding grazing lands conservation.

E. Complexity of Work and Diversity of Achievements.—Detail nominee’s work diversity and highlight their accomplishments in each type of activity. The write up should illustrate the nominee’s commitment to grazing lands conservation while also highlighting some of their other duties.

F. Professional Activities.—Describe nominee’s activities and involvement with professional organizations, such as the Society for Range Management, American Society of Agronomy, American Forage and Grassland Council, Soil and Water Conservation Society, etc., that have assisted the nominee in achieving outstanding application of grazing lands technology.

### **Preparing and Submitting Nominations**

To nominate NRCS employees for either of these awards—

1. Prepare a written statement of nominee’s accomplishments addressing the 6 evaluation criteria identified in A–F above, not to exceed 5 total pages.
2. Do not submit any attachments or other supporting materials. All entries must stand equally.
3. Submit all nominations with “Early Career Award Nomination” in the subject line by Friday, August 27, 2021, to the National Grazing Discipline Lead, Tom Hilken, at [Thomas.hilken@usda.gov](mailto:Thomas.hilken@usda.gov) or 202-480-6563

Please include only nominations in the email. Send questions about the award or correspondence regarding other subject matters under a different subject line and in a separate email.