

## **GUIDELINES FOR SUBMITTING NOMINATIONS FOR THE RANGELAND CONSERVATIONIST OF THE YEAR AWARD**

### **Objective**

To recognize NRCS employees who have exemplified outstanding service to NRCS, to their clients, and to science through development and implementation of sound technology transfer on grazing land resources. One award will be given for rangeland related activities.

### **Nomination Retention**

The National Rangeland Management Specialist, Ecological Sciences Division, will keep nominations for the award for consideration for 3 years. Previously submitted nominations may be updated prior to expiration; however, updates are not required.

### **Eligibility**

All NRCS employees are eligible for either of these awards.

### **Evaluation of Nominations**

All entries will receive equal review and evaluation. Award winners will be determined strictly upon a written explanation of their activities in the application and development of technology for rangeland conservation issues. A 100-point evaluation system will be used as follows:

<b>Evaluation Criteria</b>	<b>Range of Points</b>
A. Communication	0–15
B. Training	0–20
C. Relations	0–15
D. Application of rangeland management	0–20
E. Complexity of work and diversity of achievements	0–25
F. Professional activities	<u>0–5</u>
<b>Total Possible Points</b>	<b>100</b>

### **Explanation of Evaluation Criteria**

A. Communication.—Provide details of nominees' presentations, articles, speeches, tours, etc. relative to rangeland conservation.

B. Training.—Describe nominees' accomplishments in training others in rangeland management and conservation techniques.

C. Relations.—Describe nominees' working relationships with various groups, individuals, organizations, agencies, and Tribal and local governments.

D. Application of Rangeland Management.—Describe nominees' assistance and technical contributions that have led to the application of outstanding rangeland conservation.

E. Complexity of Work and Diversity of Achievements.—Detail nominees' work diversity, and highlight their accomplishments in each type of activity. The write up should illustrate the nominees' commitment to rangeland conservation while also highlighting some of their other duties.

F. Professional Activities.—Describe the 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 this award—

1. Identify the award category and year (e.g., rangeland 2022) for which nominees are being nominated.
2. Prepare a written statement of nominees' accomplishments addressing the 6 evaluation criteria identified in A–F above, not to exceed 5 total pages.
3. Do not submit any attachments or other supporting materials. All entries must stand equally.
4. Submit all nominations with “Range COTY Award Nomination” in the subject line by Friday, August 26, 2022, to the National Grazing Lands Management Specialist, 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.