



## *Director's Award Program*

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### **I. Governing Regulation**

This guideline is governed by The Texas University A&M System (System) Regulation [31.01.10](#), *Service Awards* and Administrative Procedure [10.04](#), *Employee Recognition Awards*.

### **II. Purpose**

The Director's Awards recognize exceptional professionalism and service within the Texas A&M Forest Service. The Director's Awards Committee reviews nominations and selects the employee most deserving of recognition by the Director.

### **III. Responsibilities**

Agency employees nominate award candidates and the Director's Awards Committee selects finalists for the Director's approval. The Executive Assistant to the Director (EAD) serves as the Chair of the committee.

### **IV. Procedures for Nominations**

- A. Complete the [Nomination Form](#) (for all awards except Team Effort Awards) to nominate a qualified employee for an award. Complete the [Nomination Form – Director's Team Effort Award](#) to nominate a qualified team of employees.
- B. Return the completed form by e-mail to the EAD.
- C. Any employee can nominate any other employee. For questions related to nominations, please contact the EAD.
- D. Submission deadline: August 31

### **V. Minimum Eligibility Criteria**

- A. Nominee must currently be and must have been a full-time employee during the entire fiscal year preceding presentation of the award.
- B. Nominee cannot hold the title of Director, Associate Director or Department Head.
- C. Nominee cannot have received the same award in the previous year.

## **VI. Award Categories**

### **A. Director's Award for Support Staff**

Recognizes individuals in support positions who demonstrate exceptional accomplishments in support of agency objectives. Nominee must serve in a support staff role. Award for each category of support staff consists of an engraved plaque and a \$500 cash award.

### **B. Charles Krenek Award for Resource Specialists**

Recognizes Resource Specialists who demonstrate exceptional activities in support of district objectives. Nominee must be a Resource Specialist. Award consists of an engraved plaque and a \$500 cash award.

### **C. Bruce Miles Natural Resource Professional Award**

Recognizes a natural resources professional who has excelled in delivering a complete program. Nominee must be a Forester, Woodland Ecologist or Biologist. Award consists of an engraved plaque and a \$500 cash award.

### **D. D.A. "Andy" Anderson Outreach & Education Award**

Recognizes employees who have done an outstanding job of helping Texans become more aware of and better informed about the importance of conserving Texas forest resources through wise use, protection and reforestation practices. Award consists of an engraved plaque and a \$500 cash award.

### **E. Byron "Jeff" Durant Prescribed Fire Excellence Award**

Recognizes employees who have done an outstanding job as a prescribed burn boss, as a staff member assisting in prescribed burn preparation and operations, and/or in efforts to promote and increase the safe and effective use of prescribed fire in Texas. The award consists of an engraved plaque and a \$500 cash award.

### **F. Director's Team Effort Award**

#### **1. Best Interdivisional Project**

Recognizes the best interdivisional project. The project must have involved employees from at least two divisions (FRD, FRP, FIAD, or Director's Office), with at least two employees from each division involved. All members must have actively contributed on the project. The maximum number of collaborators on the project is limited to 25 employees. The award consists of an engraved plaque and a \$200 cash award for each collaborator.

Example of eligible project: A project to develop a new, innovative GIS application that was carried out by a group of five employees (two from FRP

and three from FRD).

## 2. Best Unit for Interdivisional Activity

Recognizes the organizational unit that participated in the most interdivisional projects/activities. The projects/activities must have involved employees from at least two divisions, with at least two employees from each division involved. All unit members must have contributed on some of the projects/activities but did not have to participate on all the projects/activities. The maximum unit size is limited to 15 employees. The award consists of an engraved plaque and \$2,000 in local funds to support the unit's activities and needs.

Examples of units: An agency office, district, task force, branch, program, or small department.

Examples of interdivisional projects/activities may include:

- Assisting with Smokey events
- Conducting prescribed burns
- Developing ranch plans
- Making improvements to agency property
- Conducting post fire assessments
- Constructing pole barn at field office
- Distributing seedlings at public events
- Packaging/shipping large seedling order from West Texas Nursery

## 3. Additional Team Effort Awards

The Director may opt to recognize a runner-up where beneficial, with lesser awards to distinguish the top unit from the runner-up.

### G. Good Samaritan Award

Recognizes employees for noteworthy acts of rendering aid to someone in need of assistance. Reward consists of a \$100.00 cash award.

Additional details for each award are provided in the information sheets on the Awards webpage: <https://tfsweb.tamu.edu/administration/awards/>

## VII. Awards Committee Membership

- A. The EAD serves as the Chair, and the Employee Development (ED) office provides administrative support.
- B. Committee members are appointed annually by the Director.
  - 1. The divisions nominate on even years, for two-year terms.
  - 2. The Employee Advisory Council nominates on odd years, for two-year terms.

3. Employee Development provides a standing member that also represents Finance and Administration.

- C. Committee membership consists of the following:

Director's Office (EAD)	1
Finance and Administration (ED staff member)	1
Forest Resource Development & Sustainable Forestry	1
Forest Resource Protection	1
Employee Advisory Council	2

### **VIII. Responsibilities – Chair**

- A. Collect and validate nominations.
- B. Obtain Director's guidance on agency awards.
- C. Review nominations for appropriateness, completeness, and timeliness before submitting nominations to the committee.
- D. Submit committee recommendations for awards program or committee improvements to the Director.
- E. Maintain minutes of meetings and provide updates to the Director.
- F. Submit award finalist nominations to the Director for approval.
- G. Submit list of selected recipients to ED and to Payroll & Support Services for processing of awards.
- H. Coordinate scheduling of the awards with the personnel meeting program planning committee.

### **IX. Responsibilities – Committee**

- A. Review nominations and select award finalists. (except for Good Samaritan Awards)
- B. Develop recommendations for improving the awards program and committee.

### **X. Responsibilities – Employee Development**

- A. Update the Director's Awards guidelines as changes are approved by the Director and provided by the EAD.
- B. Assist the Chair with validating nominations, preparing nominations for review, maintaining committee files, and packaging the committee's decisions.
- C. Purchase awards for recipients.

D. Assist with the Director's Awards program portion of the personnel meeting.

## **XI. Reporting**

The Director's Awards Committee reports to the Director.

CONTACT: [Executive Assistant to the Director](#), (979) 458-6600