



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

S: 18 Nov 11

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY11 Secretary of the Army Environmental Awards Call for Nominations

1. The Secretary of the Army (SECARMY) Environmental Awards Program recognizes outstanding performance and excellence in environmental stewardship and sustainability by Army installations, teams, and individuals. The awards emphasize innovation and accomplishments in sustainable practice, installation environmental management, and community enhancement. SECARMY award winners will represent the Army in the FY11 Secretary of Defense (SECDEF) Environmental Awards competition.
2. In response to the SECDEF changes in award categories in FY09, there is a Sustainability Award replacing the former Pollution Prevention Award. The Sustainability Award is offered in the installation category for FY11. In FY11, the award "Environmental Excellence in Weapons Acquisition- Team/Individual" is offered for a large program. A complete list of the FY11 awards categories is provided in the FY11 SECARMY environmental awards guidance (Encl 1).
3. All nomination packets should be formatted in accordance with the SECARMY guidance in MS Word, and follow SECDEF Environmental Awards Program guidance (Encl 2). The package must include a Nomination Cover Sheet (Encl 4). Nominations will be sent electronically to your command/agency HQ, where a screening panel will be convened to select no less than 2 and not more than 5 in each category. The command selected nominations will then be forwarded electronically to the POC listed below for selection of the Army award winners no later than 18 Nov 11. SECARMY winners will be announced in the Dec/Jan time frame. A Checklist is included for your use. (Encl 3)
4. I want to encourage each activity, and especially those where extraordinary successes are being made, to make your chain of command aware of possible award winning programs, and to do all you can to support a nomination submission.
5. The POC for this action is Major Oscar (Sean) Friendly who can be reached at 571-256-9721 or oscar.friendly@us.army.mil;

Encls
as

ROBERT A. SINKLER
COL, EN
Chief, Army Environmental Division

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CF:

DEPUTY ASSISTANT SECRETARY OF THE ARMY (DASA(ESOH))

US ARMY CENTER FOR HEALTH PROMOTION & PREVENTIVE MEDICINE

Checklist

FY11 Secretary of the Army Environmental Awards Nomination Packets

Each SECARMY Environmental Award nomination packet must include the items listed below. Individuals/installations submitting awards nominations must complete the checklist and include it in their nominations packet. Nominations must be submitted via the individual/installation's chain of command for a first review. If the package is satisfactory as determined by the ACOM or Agency HQ, the package will be forwarded to OACSIM for consideration.

Award Category: _____

Nominated person/team/installation: _____

- ___ Nomination Cover Sheet
- ___ Compliance History
- ___ Narrative (no longer than 7 pages)
- ___ Narrative Summary (1 page) suitable for inclusion in Awards Ceremony Brochure
- ___ Photograph(s) (up to 6 photos, no larger than 2 MB each) suitable for Brochure
- ___ Photograph captions (one per photo; follow the SECDEF guidance)
- ___ Electronic copy of the nominee's Activity logo (a high-quality 300-dpi image)

FY11 Secretary of the Army Environmental Awards Program Nomination Cover Sheet

Organization Info	
Name of Installation / Team / Individual: (For Team nominations, list all Team members on Page 2)	
Category of Award: (also indicate installation, team, or individual award)	
Nomination POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Public Affairs POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Command / Region POC Info	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	
Information for Plaque	
Name of Winner: (as it will appear on the engraved award plate)	
Address: (please provide FEDEX address)	

For Team Awards:

Team Member Name	Title

Receiving Budget POC Info (monetary award)	
Name:	
Phone #:	Address: (please include a building #)
Fax #:	
E-mail:	