

2011 Secretary of the Army (SECARMY) Environmental Awards Program Guidance

Award programs recognize performance excellence and outstanding accomplishments that improve the environmental performance of Army mission activities. The awards are intended to recognize and reward excellence in the development, management, and transferability of environmental programs that increase environmental quality, enhance the mission, and support Army sustainability. The award programs provide an opportunity to transfer valuable expertise, best management practices, and lessons learned throughout the Army. SECARMY award winners will represent the Army in the Secretary of Defense (SECDEF) competition.

1. Nominations. SECARMY Environmental Awards nomination packets (electronic copies in MS Word format) are due to the OACSIM Environmental Division (Maj Oscar S Friendly, at oscar.friendly@us.army.mil) by 10 Nov 11. Please attach photos with captions as a separate attachment to reduce file size and to facilitate HQ review.
2. Performance Period Covered. Each award is for a two-year period of performance including the current fiscal year. For example, the period of performance for the Fiscal Year 2010 (FY10) Awards Program covers achievements from 1 Oct 09 through 30 Sep 10.
3. Award Categories. SECDEF changed the awards categories in FY09. They established a new Sustainability award category, which replaces the former Pollution Prevention award category. A complete list of FY11 award categories is provided in the following table.

Odd Fiscal Years (e.g., FY11)
Installation
Natural Resources Conservation – Small
Cultural Resources Management
Environmental Quality – Non-Industrial
Sustainability - Industrial
Environmental Restoration
Team / Individual
Natural Resource Management
Environmental Quality
Environmental Restoration
Environmental Excellence in Weapon System Acquisition – Large Program

4. Award Criteria. The following key criteria have been established for judging the awards. Since the criteria establish the basis on which judges will consider and score each nomination packet, it is important that the nomination packets address each of the criteria as completely and clearly as possible. Expanded criteria for each award, is available in the SECDEF guidance.

SECARMY & SECDEF Environmental Awards
<i>Program Management</i> – How well the nominee managed the program
<i>Technical Merit</i> – The program’s technical merits
<i>Orientation to Mission</i> – How well the program supported the military readiness/civil works mission
<i>Transferability</i> – How effectively the nominee disseminated lessons learned to others
<i>Stakeholder Interaction</i> – The nominee’s success in involving base personnel, residents, and the local community in the program.

Demonstrating strength in each of the criteria will make a nomination package more competitive for the award. As the SECARMY awards are modeled after the SECDEF awards program it is beneficial for a nominee to review the specific SECDEF criteria. The Final FY10 SECDEF Guidance is provided as Enclosure 2 to the Call for Nominations memo. Reviewing criteria from previous award cycles will help provide increased insight on what judges will be evaluating when reviewing the submission.

5. Eligibility. Installations, individuals, and teams that previously won the SECDEF Award for a given category are ineligible to compete within using the same accomplishments for any subsequent submission. New accomplishments within the same categories, subject to the stated achievement period, are acceptable. OACSIM reserves the right to deny any nomination on this basis.

Each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the ECHO database (http://www.epa-echo.gov/echo/compliance_report.html). Data for each federal facility/installation is located in either the Permit Compliance System (PCS) or the Integrated Compliance Information System - National Pollutant Discharge Elimination System (ICIS-NPDES). The ICIS-NPDES is gradually replacing PCS. Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the 2011 achievement period will be ineligible to compete in any category of the SECARMY and SECDEF Environmental Awards, unless the installation can prove (with supporting documentation), that its inclusion in the ECHO report is erroneous. Prior to submitting nomination packages to DUSD (I&E), ACOMs/Agencies shall screen nominees against the ECHO report as well as their own internal reporting on environmental violations at each of the installations nominated. Individuals/teams from installations with HPV or SNC remain eligible,

providing the HPV or SNC is not relevant to the prospective individual/team award category. Final determination of acceptance is determined by the ACOM/Agency. Acceptable nominations are then forwarded to OACSIM Environmental Division. If there is a discrepancy between the ACOM/Agency determination and OACSIM, it will be discussed for ultimate acceptability.

6. Nomination Packet Content. Nomination packets submitted for each installation, individual, and/or team award category must contain the following components:

a. Checklist. The checklist is included as a tool to help assemble the nomination package. A completed checklist should result in a complete nomination package.

b. Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission and make these persons aware of all items needed to make a complete packet. Personnel contact information is very important and like the checklist must be completed accurately. For winners, a formal one-page summary and photograph(s) suitable for inclusion in the Awards Ceremony Brochure.

b. Environmental Violations Summary. Provide a summary report from the U.S. Environmental Protection Agency (EPA) Enforcement and Compliance History Online (ECHO) Report printout; Environmental violation summary from AEDB; and an explanation of violations with documentation.

c. Summary Page (Winners only). The summary page is a crisply written one-page narrative, with supporting photographs, of the achievement of the nominee, using quantitative examples, suitable for use in an awards ceremony brochure.

d. Narrative. The narrative is to be seven (7) pages or less (not including a summary page, see preceding paragraph), including cover pages. The narrative and any supporting graphics will clearly address the five major judging criteria: program management, technical merit, orientation to mission, transferability, and stakeholder interaction.

e. Format. The following formatting guidance shall be followed:

(1) Style. Concise and to the point in narrative style addressing applicable items in the desired award category.

(2) Spacing and Font. Single-spaced text with 12-point Arial font for text. Graphic fonts, including photograph descriptions should be no smaller than 10-point font.

(3) Supporting Graphics. The narrative may contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments, but no videos or music. Nominees should be prepared to provide a 300 dpi version of photos

in a separate jpg file (see f. below). Narratives are generally easier to judge if the photos are included in the narrative.

(4) Length. The total text and graphics of the award narrative shall consist of no more than seven (7) single-sided 8 ½ " x 11" pages when printed, including cover pages.

f. Photos and LOGOs (Winners Only). Nomination packets must include at least six 4"x6" photos and the approved installation LOGO in jpeg or tif electronic format with a minimum resolution of 300 dots per inch (dpi). Each photo must be accompanied by a three-sentence caption (not imbedded in the photo) in a Microsoft Word format that illustrates the nominee's performance in the submitted award category. It may be useful to your ACOM/Agency to separate photos from the narrative as a separate paged submission along with the captions as described. Please check with your ACOM/Agency HQ POC.

g. Nomination Packet Reference. SECDEF Guidance for competition in the SECDEF awards program and respective winning nominations will be posted. Link/s to any material posted will be sent to nominees electronically along with access instructions as applicable.

7. Clearance for Public Release. All awards program nomination packages must be cleared for public release via the chain-of-command prior to submission. The public release approval can be sent electronically or attached to the submission in the form of the appropriate signature block.

8. Submission Procedures. Nominees must electronically submit their nominations through their chain of command. Nominations must be reviewed and submitted by their Command/Agency prior to being sent to OACSIM by the ACOM/Agency Awards POC. Only 5 qualifying nominations pre-screened by the Command/Agency may be submitted per award category. This is due to the short turnaround time of preparing winning submissions for SECDEF forwarding. Nominations will not be accepted directly from activity and installation level units unless agreed upon in advance by their higher command. Requests for extensions to the deadline will be at the discretion of OACSIM and will be provided in writing.

9. Monetary Award. Army winners are now entitled to a financial award. The actual award amount is determined at the time the winners are identified and may be adjusted due to availability of funds. While award funds are expended at the Garrison Commanders discretion, consideration should be given to: individual and team recognition, costs associated with professional development, attendance at the Secretary of Defense Environmental Awards ceremony, and other forms of recognition. OACSIM can only send MIPRs to the receiving ACOM/Agency Headquarters (HQ) budget office. We cannot send FADs to winners. Please ensure the nomination package has the potential receiving budget POC filled out where indicated. That information is critical to transferring funding to the winning HQ.