



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

S: 22 Oct 04

DAIM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY04 Secretary of the Army Environmental Awards Call for Nominations

1. Each year the Secretary of the Army recognizes outstanding stewardship by Army installations, team and individuals who then represent the Army in the Secretary of Defense Environmental Awards program. Major Army Commands (MACOMs) and other organizations listed are invited to submit nominations for the FY04 Secretary of the Army Environmental Awards program.
2. Several process improvements have been implemented for the FY04 program as listed:
  - a. Nominations are limited to two (2) pages of bulleted text plus one additional page of supporting data in the form of graphs, data charts, etc. No photographs will be accepted. Bulleted information should concisely explain program metrics and accomplishments. Each nomination shall include a cover page listing the installation name plus team/individual name as appropriate, a point of contact for the nomination, the installation public affairs officer and the MACOM POC with contact information. The cover page will not count against the two-page limit.
  - b. An installation may not compete in any category if it has a high priority violation (HPV) or significant non-compliance (SNC) as listed on the Environmental Protection Agency's Enforcement and Compliance on-line (ECHO) database, (<http://www.epa.gov/echo/>). However, a team or individual may compete in any category as long as there are no notices of violations (NOV) for the category in which they are competing.
  - c. The period of achievement has been standardized to two years for all categories. Previously, Natural Resources Conservation and Cultural Resources Management categories had a three-year period of achievement.
3. You may submit up to three nominations for each of the eight award categories. The due date for receipt of nominations is 22 Oct 04. A panel of subject matter experts will choose the Army winners based on the content of the nomination package.

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Guidance and supporting documents are available electronically at the US Army Environmental Center (USAEC) website:  
<http://aec.army.mil/usaec/publicaffairs/awards00.html>. Innovative programs that convey and demonstrate substantial accomplishments in environmental stewardship will have the greatest chance of being selected.

4. The winners will be announced by mid-January 2005. The USAEC will then contact the winners to provide assistance with preparing for the Department of Defense competition and guide the nomination process.

5. I ask that you seek maximum participation in this year's program. The Army has many environmental successes worthy of recognition and we need to tell our story both inside and outside the Army.

6. Any questions may be directed to the USAEC awards team. They can be reached at (410) 436-1653, or (410) 436-1234, (DSN 584-xxxx) or via e-mail at: [EnvironmentalAwards@aec.apgea.army.mil](mailto:EnvironmentalAwards@aec.apgea.army.mil).

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