



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

REPLY TO
ATTENTION OF

DAIM-ISE

S: 14 Nov 14

AUG 9 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY14 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 2015 Secretary of Defense (SecDef) Environmental Awards competition. A complete list of the award categories is provided in the Fiscal Year 2014 (FY14) SecArmy environmental awards guidance (Encl 1). Note that starting FY14, the Installation Cultural Resources focus area will be for small installations (less than 10,000 acres) and in FY15 for large installations.

2. All nomination packets should be formatted in accordance with the FY14 SecArmy guidance in MS Word, and also follow 2015 SecDef Environmental Awards Program guidance (<http://www.denix.osd.mil/awards/>). Any packages received with missing components or not done correctly may be disqualified from further consideration. A Checklist and a Nomination Cover Sheet are attached to help facilitate the preparation of your nomination packages (See Encl 2 and Encl 3 respectively).

3. Nominations should be sent electronically to your Command/agency headquarters, where a screening panel will be convened to select no less than two and not more than five nominations for each category. The Command selected nominations will then be forwarded electronically, no later than 14 November 2014 to the point of contact listed below for selection of the Army award winners. SecArmy winners will be announced in January 2015 and the winning packages submitted to the SecDef competition near the end of February 2015.

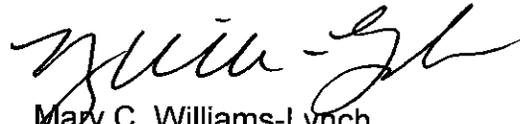
4. I want to encourage each activity, especially those where extraordinary successes are being made, to make sure its chain of command is aware of possible award winning programs, and to do all it can to support a nomination submission.

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5. The POC for this action is Mr. George Robitaille, (571) 256-9723, email: george.e.robitaille.civ@mail.mil .

Enclosure 1: Guidance
Enclosure 2: Checklist
Enclosure 3: Nomination Cover Sheet


Mary C. Williams-Lynch
LTC, GS
Acting Chief, Environmental Division

DISTRIBUTION:

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ARMY and AIR FORCE EXCHANGE SERVICE (AAFES)
CF:
DEPUTY ASSISTANT SECRETARY OF THE ARMY (DASA (ESOH))

2014 Secretary of the Army (SecArmy) Environmental Awards Program Guidance

The SecArmy Environmental Award program recognizes performance excellence and outstanding accomplishments that improve the environmental support to 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 or pdf format) are due to the Office of the Assistant Chief of Staff for Installation Management (OACSIM), Environmental Division (Mr. George Robitaille, at george.e.robitaille.civ@mail.mil) by 14 Nov 14.
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 2014 (FY14) SecArmy Environmental Awards Program covers achievements from 1 Oct 12 through 30 Sep 14.
3. Award Categories. A complete list of FY14 award categories is provided in the following table.

FY14 Sec Army Award Categories
Installation
Natural Resources Conservation, Large
Cultural Resources Management, Small
Environmental Quality , Industrial
Environmental Quality , Overseas
Sustainability , Non-Industrial
Environmental Restoration
Team / Individual
Cultural Resource Management
Sustainability
Environmental Excellence in Weapon System Acquisition – Small 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 Judging Criteria
<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. Since the SecArmy awards are modeled after the SecDef awards program, it is very important that the nominee review the specific SecDef criteria for the applicable award category, in order to help ensure the nomination package covers all of the pertinent information being requested. The Final 2015 SecDef Guidance can be found at www.denix.osd.mil/awards/.

5. Eligibility. Installations, individuals, and teams that previously won the Award for a given category are ineligible to compete using the same accomplishments for any subsequent submissions. 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.

6. Nomination Packet Content. Nomination packets submitted for each installation, individual, and/or team award category must contain the following components (additional direction can be found in the applicable sections of the 2015 SecDef guidance):

a. Checklist. The checklist (which does not have to be submitted) is included as a tool to help assemble the nomination package. The completed checklist will help to ensure that a total of 13 files are submitted with each nomination package (6 photos, 1 logo, Environmental Protection Agency (EPA) Enforcement and Compliance History Online (ECHO) report, cover sheet, narrative, single page summary, photo captions and the public release letter).

b. **Nomination Cover Sheet.** The cover sheet (which judges do not see) is used to identify key points-of-contact for communications related to the nomination packet submission. This document must be a Word or PDF editable version. Personnel contact information is very important and must be completed accurately.

c. **Compliance History.** Each installation in the U.S. or its territories shall submit the latest available Detailed Facility Report from the ECHO database (<https://www.echo.epa.gov/>). Installations with High Priority Violations (HPV) or Significant Non-Compliance (SNC) during the 2013-2014 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 OACSIM, 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.

d. **Summary Page.** The summary page is a one page narrative (no more than 600 words and no photos) that: (1) introduces the individual, team or installation nominated for the award category; and (2) describes in non-technical language the project(s), program(s), effort(s) conducted by that individual, team, or installation. The summary also includes four to six bullets (no more than 60 words per bullet) describing the most outstanding accomplishments by the individual, team, or installation during the award cycle. To the extent feasible, such accomplishments should be quantifiable (e.g., "improvements reduced net carbon dioxide emissions by 5,000 tons..."). The summary page must not introduce anything new versus what is stated in the narrative. This page is not seen by the judges and will be used to support technology transfer efforts.

e. **Narrative.** The narrative must be seven (7) pages or less (not including a summary page). 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. Icons (available upon request) should be used to help draw attention to narrative content and applicable judging criteria. Additional judging criteria may be found in the 2015 SecDef Guidance.

f. **Format.** The following narrative formatting guidance shall be followed:

(1) **Style.** Concise narrative style addresses applicable items for the particular award category.

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

(3) **Supporting Graphics.** The narrative should contain supporting graphics such as tables, charts, diagrams, photographs, and maps to clarify accomplishments, but no videos or music. NOTE: There is no specific requirement for the number of photos, resolution or size used in the narrative, although it is preferred that the photos not exceed 90 dpi.

(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.

(5) File Format. The narrative must be submitted as either MS Word, MS Publisher or as a PDF file.

- g. Photos and Logos. Nomination packets must include at least six 4"x 6" photos and the activity logo in jpeg electronic format (no more than 2MB each) with a minimum resolution of 300 dots per inch (dpi) as separate attachments to the nomination package. Each photo needs to be labeled as a separate file that incorporates the installation abbreviation at the beginning of the file name, followed by the photo identification number i.e. APG photo1.jpg, APG photo2.jpg, etc. The logo should be similarly identified (APG logo.jpg as an example). These photos are not seen by the judges but are used in a technology transfer brochure in the event the nomination package is selected as a winner. Each photo needs to be accompanied by a three sentence caption (not imbedded in the photo) in a Microsoft Word format, which describes what is happening in the photo. When possible, include the Who, What, When and Where of the photo, as well as how the photo relates to the nomination and why it is important. The photo captions must be submitted as a separate file. These photos do not have to be the same as the ones used in the narrative. Nomination packages that represent a team submittal must also include a photo of all team members. The nominee/Command determines the activity logo to be submitted. There is no specified requirement for type of logo and it is only used if the package is selected as a Department of Defense winner.

7. Clearance for Public Release. All nomination packages must be cleared for public release via the chain of command prior to submission. The public release approval must reference the nomination package, be on applicable letter head, signed by the appropriately authorized person (this could be Public Affairs Office, Commander or legal office), dated and submitted as a separate file in the nomination package.

8. Submission Procedures. All nomination packages must be submitted electronically through their applicable chain of command for review. The Command/Agency review committees are responsible for ensuring that all nomination package instructions are met prior to forwarding. No more than five qualifying nominations may be submitted per award category. Nominations will not be accepted directly from the activity and installation level units.

Checklist

FY14 Secretary of the Army Environmental Awards Nomination Packets

Each SecArmy Environmental Award nomination packet must include the items listed below. Individuals, teams or installations submitting awards nominations should complete the checklist to ensure their nominations packet are complete. When submitting electronic files, it would be appreciated if a standard format was utilized. Specifically, the files should be labeled with the abbreviated award category, followed by the abbreviated installation name and then the name of the item being submitted i.e. NRC-TI-APG-cover would identify the file for Natural Resource Conservation, Team/Individual, Aberdeen Proving Ground (APG), cover sheet submittal. Nominations must be submitted via the individual/installation's chain of command for a first review. If the nomination packet is satisfactory as determined by the Army Command or Agency headquarters, the package will be forwarded to OACSIM for consideration.

Award category: _____

Nominated person/team/installation: _____

- Nomination cover sheet (see enclosure 3)
- Compliance history (EPA ECHO Report)
- Summary (1 page) suitable for inclusion in awards ceremony brochure
- Narrative no longer than 7 pages in the required format (style, spacing, font, graphics, etc)
- Photos, at least 6 photos (300 dpi minimum and no larger than 2 MB/image) are required. Ensure that each is labeled and submitted as a separate file identifying the installation followed by the photo number.
- Photo captions for each of the photos submitted (3 sentences each, no more no less)
- Logo, electronic copy of the nominee's activity logo (300-dpi image minimum and no larger than 2MB)
- Signed letter authorizing public release of the nomination package contents

FY14 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 #)
DSN#:	
E-mail:	
Public Affairs POC Info	
Name:	
Phone #:	Address: (please include a building #)
DSN#:	
E-mail:	
Command / Region POC Info	
Name:	
Phone #:	Address: (please include a building #)
DSN#:	
E-mail:	

