

## 2013 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 or pdf format) are due to the OACSIM Environmental Division (Mr. George Robitaille, at [george.robitaille@us.army.mil](mailto:george.robitaille@us.army.mil) ) by 15 Nov 13.
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 2013 (FY13) SecArmy Environmental Awards Program covers achievements from 1 Oct 11 through 30 Sep 13.
3. Award Categories. A complete list of FY13 award categories is provided in the following table.

| <b>FY13 Sec Army Award Categories</b>                                  |
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| <b>Installation</b>  |
| Natural Resources Conservation – Small                                 |
| Cultural Resources Management  |
| Environmental Quality – Non-Industrial                                 |
| Sustainability - Industrial  |
| Environmental Restoration  |
| <b>Team / Individual</b>   |
| Natural Resource Conservation  |
| Environmental Quality  |
| Environmental Restoration  |
| Environmental Excellence in Weapon System Acquisition – Large Program* |

\* Guidance for this category can be found at  
[www.denix.osd.mil/awards/FY13SECDEF.cfm](http://www.denix.osd.mil/awards/FY13SECDEF.cfm)

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.

| <b>SecArmy &amp; SecDef Environmental Awards</b>   |
|--|
| <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 2014 SecDef Guidance can be found at [www.denix.osd.mil/awards/](http://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.

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

Individuals/teams from installations with HPV or SNC may remain eligible, providing the HPV or SNC is not relevant to the prospective individual/team award category. The

ACOM/Agency is responsible for determining the acceptability of a nomination package at this point in the process. Acceptable nominations are then forwarded to OACSIM Environmental Division. If there is a discrepancy with the ACOM/Agency determination, OACSIM will discuss it with the SecDef for the final decision on acceptability.

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 2014 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, ECHO report, cover sheet, narrative, single page summary, photo captions and the public release letter).

b. Nomination Cover Sheet. The cover sheet is used to identify key points-of-contact for communications related to the nomination packet submission (i.e., the nomination POC is probably not the Installation Commander). This document must be a Word or PDF editable version. Personnel contact information is very important and, like the checklist, must be completed accurately.

c. Compliance History. Provide a summary report from the U.S. Environmental Protection Agency (EPA) ECHO report printout; Environmental violation summary from AEDB; and an explanation of violations with documentation. The EPA ECHO web site is being revised, but the current access is through [www.epa-echo.gov/echo](http://www.epa-echo.gov/echo); go to All Data Search (located in left side bar). In the Facilities Characteristics Section, scroll to Army in the Federal Agency section, then proceed to the Geographic Location section and scroll/ highlight the applicable state; in the Compliance Information section check the No Restriction category and engage the search. Scroll and select the applicable Army facility. The product of this exercise will produce a Detailed Facility Report which contains the required EPA compliance history.

d. Summary Page. The summary page is a crisply written 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 should not introduce anything new versus what is stated in the narrative. This is a very specifically laid out word file that is not seen by the judges and is used as part of the technology transfer efforts for the selected winners.

e. Narrative. The narrative is 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. Additional judging criteria may be found in the 2014 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: The photos used in the narrative do not have a specified requirement for number of photos, captions, resolution or size although it is preferred that these 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) The narrative must be submitted in its original format (either MS Word or MS Publisher file) and as a PDF version to ensure it looks the way you intended.

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 a separate attachment 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 photo26.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. There is no specified requirement for type of logo and it is only used if the package is selected as a DOD winner. The nominee determines the activity logo to be submitted.

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 must reference the nomination package, be on applicable letter head, signed by the appropriately authorized person (this could be PAO, commander or legal office), dated and submitted as a separate file in the nomination package.

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. The Command/ Agency review committees are responsible for ensuring that all nomination package instructions are met prior to forwarding. Only five 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 the activity and installation level units.

9. Monetary Award. Army winners may receive 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 Commander's 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. 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.

## Checklist

### FY13 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 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, 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 ACOM or Agency HQ, 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)
- \_\_\_ Signed letter authorizing public release of the nomination package contents

## FY13 Secretary of the Army Environmental Awards Program Nomination Cover Sheet

| Organization Info  |   |
|--|---|
| <b>Name of Installation / Team / Individual:</b> (For Team nominations, list all Team members on Page 2) |   |
| <b>Category of Award:</b> (also indicate installation, team, or individual award)                        |   |
| Nomination POC Info  |   |
| <b>Name:</b>   |   |
| <b>Phone #:</b>  | <b>Address:</b> (please include a building #) |
| <b>DSN#:</b>   |   |
| <b>E-mail:</b>   |   |
| Public Affairs POC Info  |   |
| <b>Name:</b>   |   |
| <b>Phone #:</b>  | <b>Address:</b> (please include a building #) |
| <b>DSN#:</b>   |   |
| <b>E-mail:</b>   |   |
| Command / Region POC Info  |   |
| <b>Name:</b>   |   |
| <b>Phone #:</b>  | <b>Address:</b> (please include a building #) |
| <b>DSN#:</b>   |   |
| <b>E-mail:</b>   |   |

